The Corporation of the Township of Tay
P.O. Box 100, 450 Park Street
Victoria Harbour, ON
L0K 2A0

Emergency Response Plan

Adopted: September 9, 2009 (By-law No. 2009-47)
Revised: September 26th, 2018 (By-law No. 2018-72)
December 22, 2021 (By-law No. 2021-73)
May 27, 2022 (By-law No. 2022-64)
May 17, 2023

Table of Contents

Part I
ADMINISTRATION

Plan Amendments

Amendment No.	Date of Amendment	Sections Changed	Approved by:
1	September 26, 2018	Emergency Response Plan Updated	Council
2	September 26, 2018	Emergency Response Plan Updated to reflect Incident Management System	Council
3	December 22, 2021	Emergency Response Plan Updated	Council
4	October 26, 2022	Emergency Response Plan Updated Annex added and edited	Council
5	June 1, 2023		

Annex Document

The Annex Document is a supplementary document to the Emergency Response Plan that contains information, forms and checklists to be used by the Community Control Group. Much of this document contains personal or proprietary information.

Annex A   Community Control Group Activation Checklists and Forms

Annex B   Contact Numbers

Annex C   Emergency Operations Centre Logistics

Annex D   Emergency Declaration and Termination Checklists and Forms

Annex E   Hazard Identification & Risk Analysis and Hazard Checklists

Annex F   Critical Infrastructure Identification

Annex G   Alert and Notification Procedures

Annex H   Mutual Assistance Agreements

Annex I   Business Continuity Plan

Annex J   Supplementary Documents

Annex K   Resources Directory

Annex L   Simcoe County Emergency Social Services Plan Quick Reference Guide

Acronyms

CAO	Chief Administrative Officer
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
CISM	Critical Incident Stress Management
DRAP	Disaster Recovery Assistance for Ontarians Program
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
MCCG	Municipal Control Group
MDRA	Municipal Disaster Recovery Program

Definitions

Business Continuity Plan
Business continuity plans ensure the continued availability of essential services, operations and programs, including all applicable resources. These plans are activated during, or immediately after an emergency or disruption and are aimed at permitting the rapid and cost-effective resumption of critical functions.

Chief Administrative Officer
The individual who is responsible for the administrative management of the Township of Tay.

Command Group
A group of individuals that administrate an incident. They include the Command, the CEMC, the Liaison Officer, the Safety Officer and the Emergency Information Officer.

Community Emergency Management Coordinator
An individual officially designated by a Council who is responsible and accountable for the development and implementation of the community's emergency management program.

Community Emergency Management Program Committee
This is a critical management team that oversees the development, implementation and maintenance of the Community Emergency Management Program.

Community
The Township of Tay including residents, businesses and visitors.

Community Control Group
This is the group responsible for managing the emergency on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community.

Critical Infrastructure
Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in the government.

Disaster Recovery Assistance for Ontarians:
A provincial financial assistance program intended to helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

Emergency
Emergency is 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 risks, an accident or an act whether intentional or otherwise.

Emergency Information Centre
A facility set up to brief and inform the media during an emergency. May also be referred to as the Media Centre.

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

Emergency Management:
Organized and comprehensive programs and activities taken to deal with actual or potential emergencies. These include mitigation against, preparedness for, response to and recovery from emergencies.

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9
The legislation requiring all Municipalities to have an Emergency Management Program.

Emergency Management Ontario:
EMO is an organization within the Ministry of Community Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Notification
A fan-out procedure to notify the Township of Tay Control Group(s) of an emergency or impending emergency.

Emergency Operations Centre Commander
The overall manager of the EOC facility, Command and General staff and provides support to the Site Manager.

Emergency Response Plan
A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Management Program
A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

Emergency Operations Centre
The EOC is the structure/facility where the Control Group(s) conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

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

Emergency Site Manager / Incident Commander
Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

Evacuation Centre
The centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

Finance and Administration Section
Individual(s) responsible for managing the financial costs and human resources concerns of the incident. The section is led by a Finance and Administration Section Chief.

Hazard
(1) A risk that is a threat.
(2) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA)
Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Incident Action Plan (IAP)
An oral or written plan containing general objective reflecting the strategy for managing a specific emergency.

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

Liaison Officer
The individual responsible for communications between the CCG and other agencies. Normally delegated to the Command group.

Logistics Section
Individual(s) responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders. This Section is lead by a Logistics Section Chief.

Mayor
Individual responsible for declaring or terminating an emergency. In the absence of the Mayor, this role can be filled by the Acting Head of Council (Deputy Mayor or Other Member).

Municipal Disaster Recovery Assistance
A provincial financial assistance program intended to reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

Mutual Aid Agreements:
An agreement developed between two or more emergency services (usually fire services) to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

Mutual Assistance Agreement:
An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Operations Section
Individual(s) responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations. This section is led by an Operations Section Chief.

Planning Section
Individuals(s) responsible for the collection, evaluation and dissemination of incident situation information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information, and developing and documenting the Incident Action Plan. This Section is led by a Planning Section Chief.

Reception Centre:
The Centre is a facility that is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and if necessary direct them to an evacuation centre as required.

Safety Officer (Command Staff)
Monitors safety conditions and develops safety measures to the overall health and safety of everyone involved with the incident.

Site Manager
The individual who is designated as the overall person responsible for the emergency site. Multiple Site Managers might be designated if multiple emergency sites exist.

Mission Statement
Tay Township is committed to delivering responsible and cost-effective Municipal services and infrastructure that provides for the long-term economic, social and environmental well-being of our residents and community.

Introduction

Tay Township is located in north Simcoe County on the shores of Georgian Bay and is a rural and small urban municipality with a permanent population of 10,000. In addition to a large rural community, Tay is composed of the villages of Port McNicoll, Victoria Harbour, Waubaushene and Waverley. Tay is directly positioned on Georgian Bay and has approximately 43 km of shoreline both under public and private ownership and has over 4,000 hectares of agricultural land with some of the best farmland, and has over 40 different farming operations.

This Emergency Response Plan (the "Plan") for the Township of Tay has been prepared as part of a comprehensive Emergency Management Program to provide a prompt and co-ordinated response to all types of emergencies affecting the residents, businesses and visitors in the Community.

In order to protect residents, businesses and visitors, the Township of Tay has prepared a coordinated emergency response by a number of agencies under the direction of the Control Group(s). These are distinct arrangements and procedures outside of the normal day-to-day operations carried out by emergency services.

The Plan has been prepared to provide officials, agencies and departments of the Township of Tay important emergency response information related to:

- arrangements, services and equipment;
- resource management;
- roles and responsibilities during an emergency; and
- hazard-specific response plans.

The Plan is also structured to allow individual parts or Annexes to be used, reviewed or re-written independently and has been developed to reflect the public safety requirements of the community. The effective use and implementation of this plan is reliant upon all Municipal and Community Officials being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are legislated to participate in emergency training, and exercises that will assist them in the fulfillment of their roles.

The Department Heads and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions in the Plan. Copies of the Township of Tay's Emergency Response Plan may be viewed at the Municipal Office and at **www.tay.ca.**

For more information, please contact either:

Community Emergency Management Coordinator (CEMC)

Shawn Aymer – Fire Chief
450 Park Street, PO Box 100
Victoria Harbour, On
L0K 2A0
705-534-7248 x253
saymer@tay.ca

or

Alternate Community Emergency Management Coordinator

Michael Moore – Deputy Fire Chief
450 Park Street, PO Box 100
Victoria Harbour, On
L0K 2A0
705-534-7248 x240
mmoore@tay.ca

Aim

The aim of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the residents, businesses and visitors of the Township of Tay from the effects of an emergency. The Plan enables a centralized, controlled and coordinated response to emergencies in the Township of Tay.

The Plan incorporates supplementary plans as Annexes, which provide detailed response procedures for the most likely hazards which confront the Township of Tay. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment.

Authority

The Plan has been developed and implemented under the authority of, and in accordance with, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") and is adopted by Council by by-law.

Any personal information collected for the Plan is collected under the authority of the Act and shall be used solely for the purpose of planning, preparing and conducting responses to emergencies and/or training exercises.

Confidentiality of the Plan

The Township of Tay Municipal Emergency Plan is a public document, excluding the Appendices, which are deemed confidential.

Hazard Identification Risk Assessment
As part of the Act, the Township of Tay annually reviews the Hazard Identification Risk Assessment (HIRA), which assists in determining the probability and consequent of a hazard in the community. Based on the HIRA for the Township the potential hazards are identified in Annex E.

Plan Maintenance & Revision

The Plan will be reviewed annually. The CEMC is authorized to make administrative revisions to the Plan as required. Substantial changes to the plan must be approved by Council by by-law. The Plan will be reviewed in accordance with a maintenance schedule as determined by the CEMC.

The annual review will include:
- confirming emergency telephone numbers
- testing the notification system
- updating vital services and/or local services directories
- a table top or large-scale exercise for the Community Control Group
- training for the Community Control Group and support staff as needed on any component of the Plan

In addition to the annual review, a large scale exercise will be held to test the Plan every five years.

Each department and agency involved with the Plan will be responsible to prepare emergency procedures or guidelines outlining how they will fulfill their responsibilities under the Plan during an emergency. Each agency will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

Emergency Management Program Committee

The Township of Tay's Emergency Management Program Committee shall oversee the development, implementation and maintenance of the community's emergency management and business continuity program. The Committee shall recommend to Council for approval an Emergency Plan to provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to the community, and a Business Continuity Plan to ensure that Municipal services are provided in the event of a disruption.

Incident Management System

The designated CCG for the Corporation of the Township of Tay has adopted the Province of Ontario's Incident Management System (IMS) as the process to assist them in managing an emergency incident.

The five functions of the Incident Management System are Command, Operations, Planning, Logistics and Finance/Administration.

The IMS structure consists of the following positions:


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                          EOC
                       Commander
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        │                 ├───│  Safety Officer  │
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  └──────────────┘        │   │     Officer      │
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        │                 ├───│    Emergency     │
        │                 │   │   Information    │
        │                 │   │     Officer      │
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│ Section  ││  Section   ││ Section  ││   Section    │
│  Chief   ││   Chief    ││  Chief   ││    Chief     │
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                 │General Staff │
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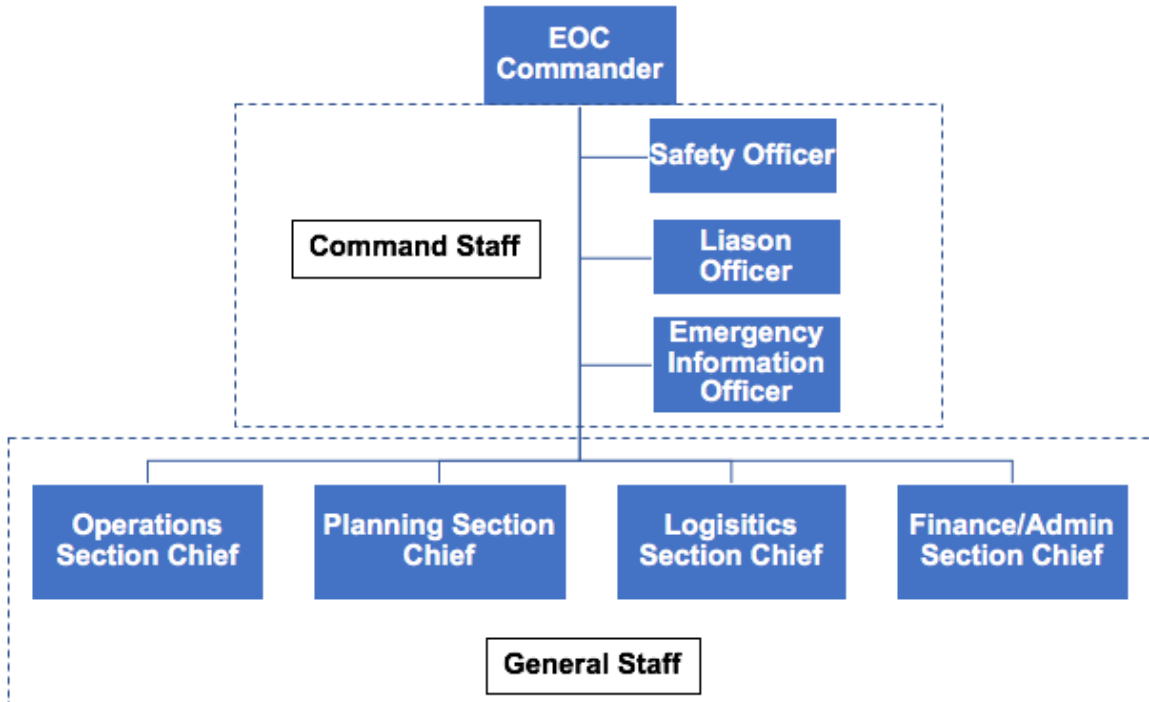
The following are the general responsibilities for each of the IMS functions.

Function	General Responsibilities
E.O.C. Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Safety Officer (SO) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Safety Officer also provides advise with respect to risk exposure, due diligence, and claims handling procedures, when applicable. (This function is not usually delegated but remains as the Command responsibility.)
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

Part II
NOTIFICATION PROCEDURES

Actions Prior To Declaration

The Township of Tay has established an Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the CCG will undertake during each phase.

ROUTINE	Notification of Routine conditions means that the Corporation is operating under normal conditions. Under these conditions the Township maintains ongoing surveillance for abnormal events.
ENHANCED	Notification of Enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Township enhances its surveillance and monitoring activities and takes appropriate related actions
EMERGENCY	Notification of Emergency conditions means that the Township in an emergency response mode. Under these conditions the Township implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities.
RECOVERY	Notification of Recovery conditions means that the Township is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

Notification System

When any member of the CCG receives a warning of a real or potential emergency, that member of the CCG may initiate the notification procedure.

Notification procedure:

- For routine or enhanced conditions, notifications shall be completed utilizing the Township's email system.

- For emergency conditions or to activate the EOC, the CCG member must contact the Municipality's notifications system provider and request them to begin the notification system of the CCG.

- All members of the CCG are responsible for notifying their own staff of the emergency if required.

- The CCG member initiating the call to the Municipality's Notification Provider and provide details for the notification script:
  - date and time of activation
  - nature of the emergency
  - location of the EOC (primary, secondary or alternate)
  - time for the CCG to meet
  - whether standby or call to assemble
  - any items to bring with them
  - special precautions (routes to take or health hazards)

- A sample notification script and notification service number is contained in Annex A and the contact phone numbers and addresses of the CCG members are contained in Annex B.

- Records must be kept of the date and time CCG members were contacted and their estimated time of arrival at the EOC.

Emergency Operations Centre (EOC)

The Township of Tay has established a primary and secondary EOC location. These locations are described in Annex C. The secondary EOC location, if required, will be determined by the CAO in conjunction with the CEMC and will be based on the nature and location of the emergency. Direction as to which location members of the CCG must report to will be given during the notification process.

The EOC can be set up by any member of the CCG as soon as practical. The layout and equipment of the EOC will be determined by the EOC Commander in conjunction with the CEMC.

Upon arrival at the EOC, each CCG member will:

- Sign in

- Check telephone/communications devices. Check for messages delivered prior to your arrival.

- Obtain a personal log.

- Contact his or her agency and obtain a status report and activate departmental plan if necessary.

- Participate in the initial briefing.

- Participate in planning the initial response/decision making process.

- Pass CCG decisions on to their own department or organization.

- Continue participation in the EOC operations cycle.

Upon leaving the EOC, each CCG member will;

- Conduct a hand over with the person relieving them, if applicable.

- Sign out and inform the CEMC where they can be reached.

It is not essential for the CCG to have all of its members present to function, however each member or alternate must be notified. Upon the arrival of any three (3) members, the CCG may initiate its function. As members continue to arrive, they will join the operation in progress. The Control Group may function with only a limited number of persons depending on the emergency. While the CCG may not require the presence of all members, all members will be notified.

Part III
CONTROL GROUP LEVELS

Level of activation of the Control Group is based on the escalation of the Emergency. Each level signifies the variation of the impact to the community caused by the incident or emergency.

Community Control Group Level 1

The Community Control Group Level 1 is responsible for the monitoring and control of the emergency response. The CCG Level 1 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B.
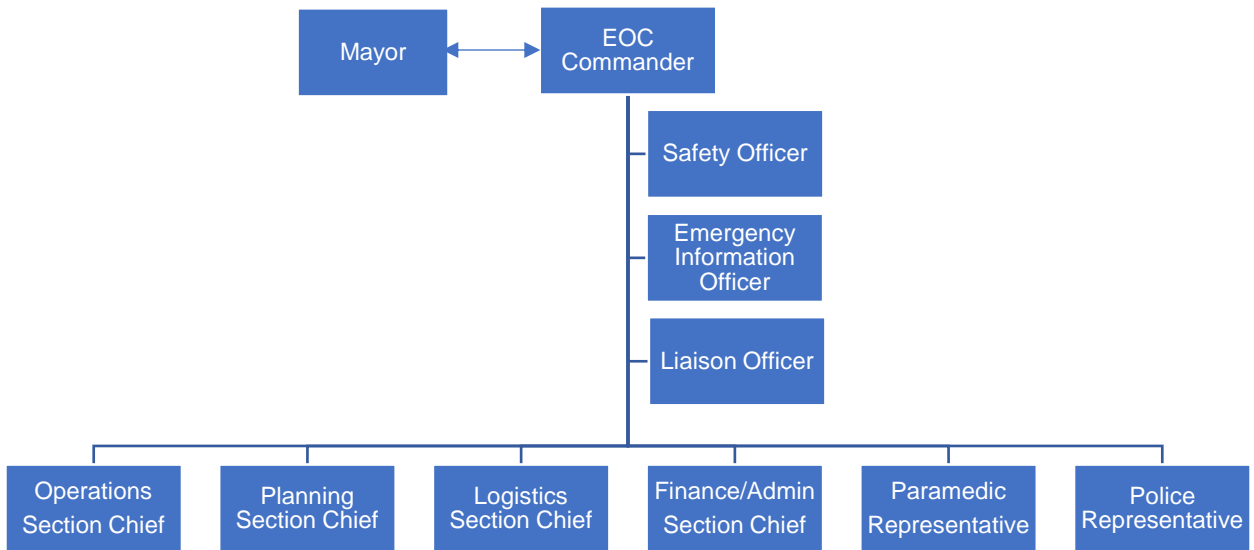
1. EOC Commander
2. Liaison Officer
3. Emergency Information Officer
4. Safety Officer
5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief
8. Finance/Administration Section Chief
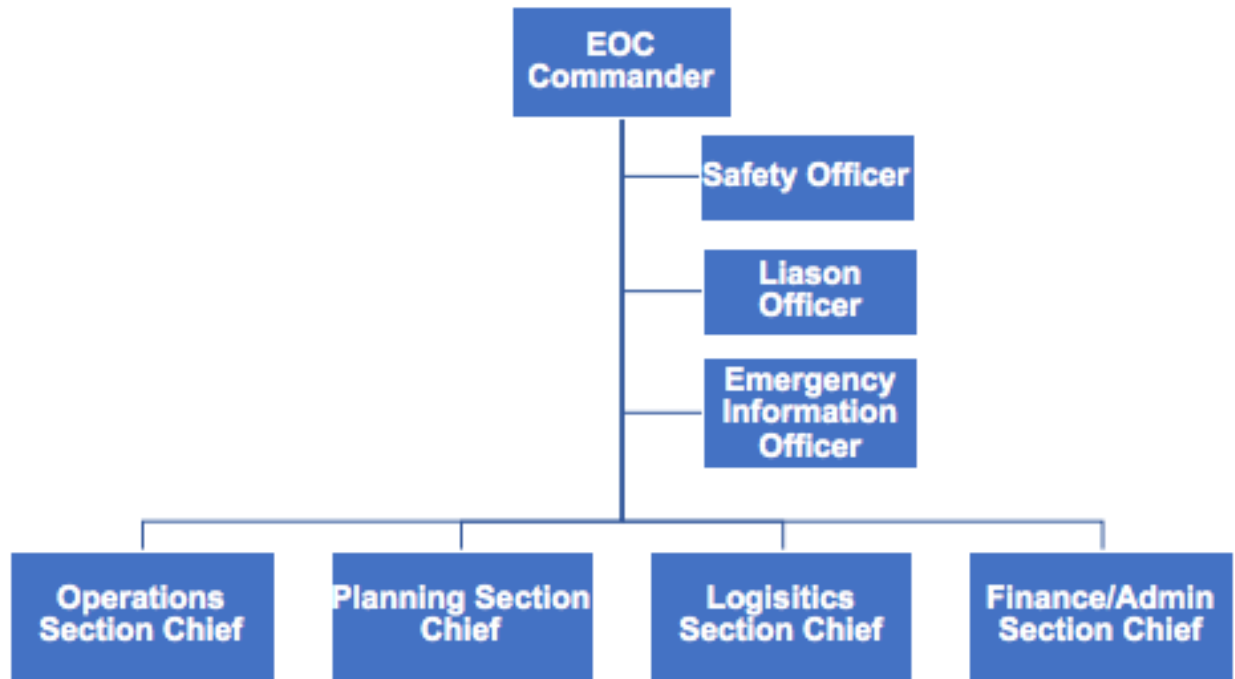
Community Control Group Level 2

The Community Control Group Level 2 is responsible for the monitoring and control of the emergency response. The CCG Level 2 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B.
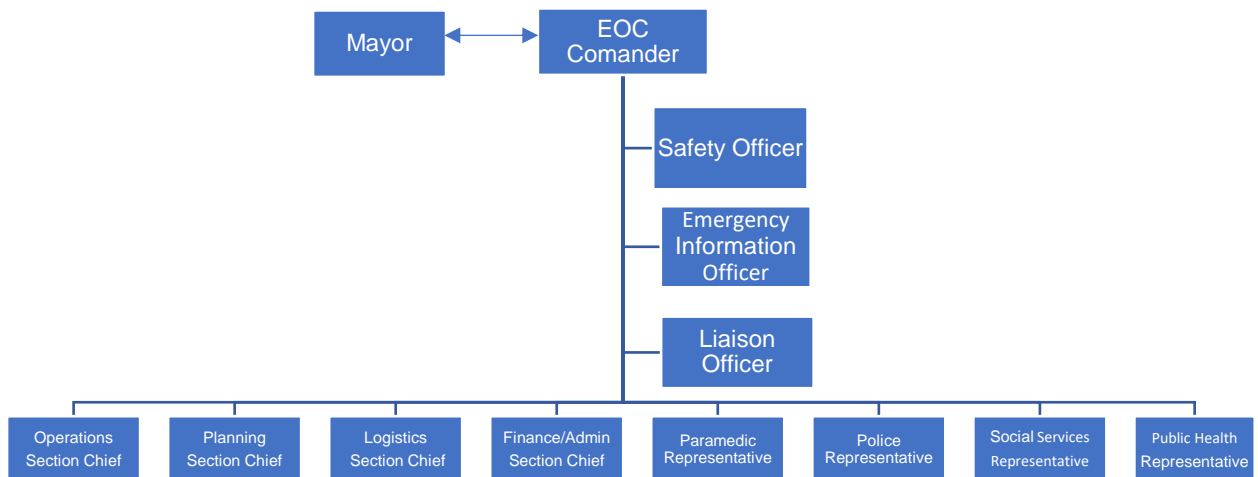
1. Mayor/Acting Head of Council
2. EOC Commander
3. Liaison Officer
4. Emergency Information Officer
5. Safety Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Admin Section Chief
10. Paramedic Representative
11. Police Representative

Community Control Group Level 3

The Community Control Group Level 3 is responsible for the monitoring and control of the emergency response. The CCG Level 3 is made up of the following members or their designated alternate, and can be contacted using the contact list in Annex B. As required, other persons may be invited to the EOC to provide assistance and/or technical information to the CCG.

1. Mayor
2. EOC Commander
3. Emergency Information Officer
4. Safety Officer
5. Liaison Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Admin Section Chief
10. Paramedic Representative
11. Police Representative
12. County of Simcoe CEMC
13. Simcoe/Muskoka District Health Representative

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            Mayor  <--->  EOC Comander
                                |
                          Safety Officer
                                |
                          Emergency Information Officer
                                |
                          Liaison Officer
                                |
  ---------------------------------------------------------------------------------------
  Operations    Planning    Logistics   Finance/Admin  Paramedic    Police    Social Services  Public Health
  Section Chief Section Chief Section Chief Section Chief Representative Representative Representative  Representative
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Part IV EOC/Site Management

Operations Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Commander will establish the frequency of meetings and agenda items. Meeting will be as brief as possible to allow members to carry out their individual responsibilities.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and support staff will have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the CCG.

The EOC Commander shall assign a recording clerk that will maintain status boards, maps, and the event log, and will display them in a prominent place, and keep them up to date.

One Hour Operation Cycle

Tasks (45 min.) → **Preparing for CCG Meeting (5 min.)** → **CCG Meeting (10 min.)** → (cycle repeats)
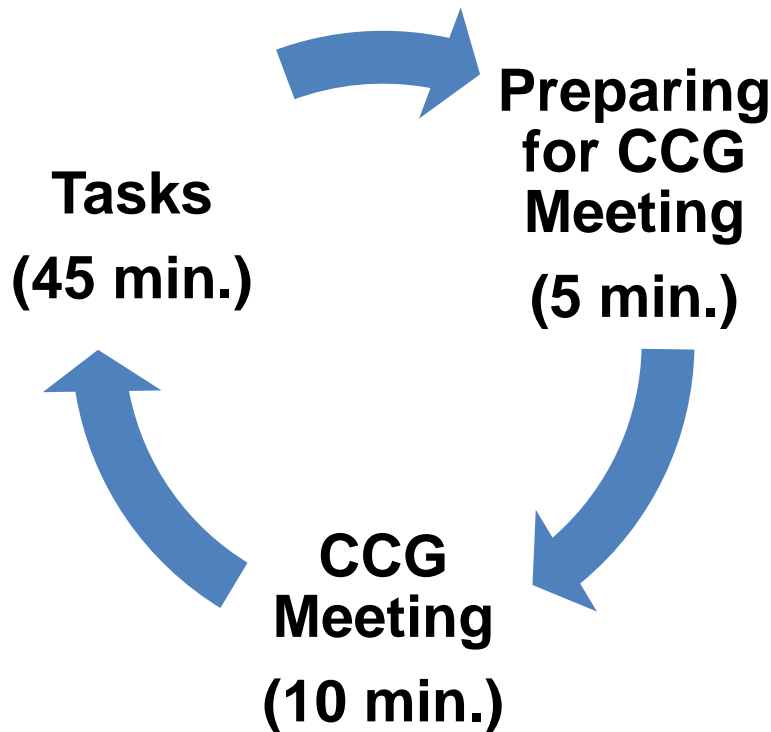
Management of the Emergency Site

The Emergency Site is the location of the emergency, together with "buffer space" around it in which response activities are conducted. If there is more than one site, each site will have an Emergency Site Manager (the "ESM").
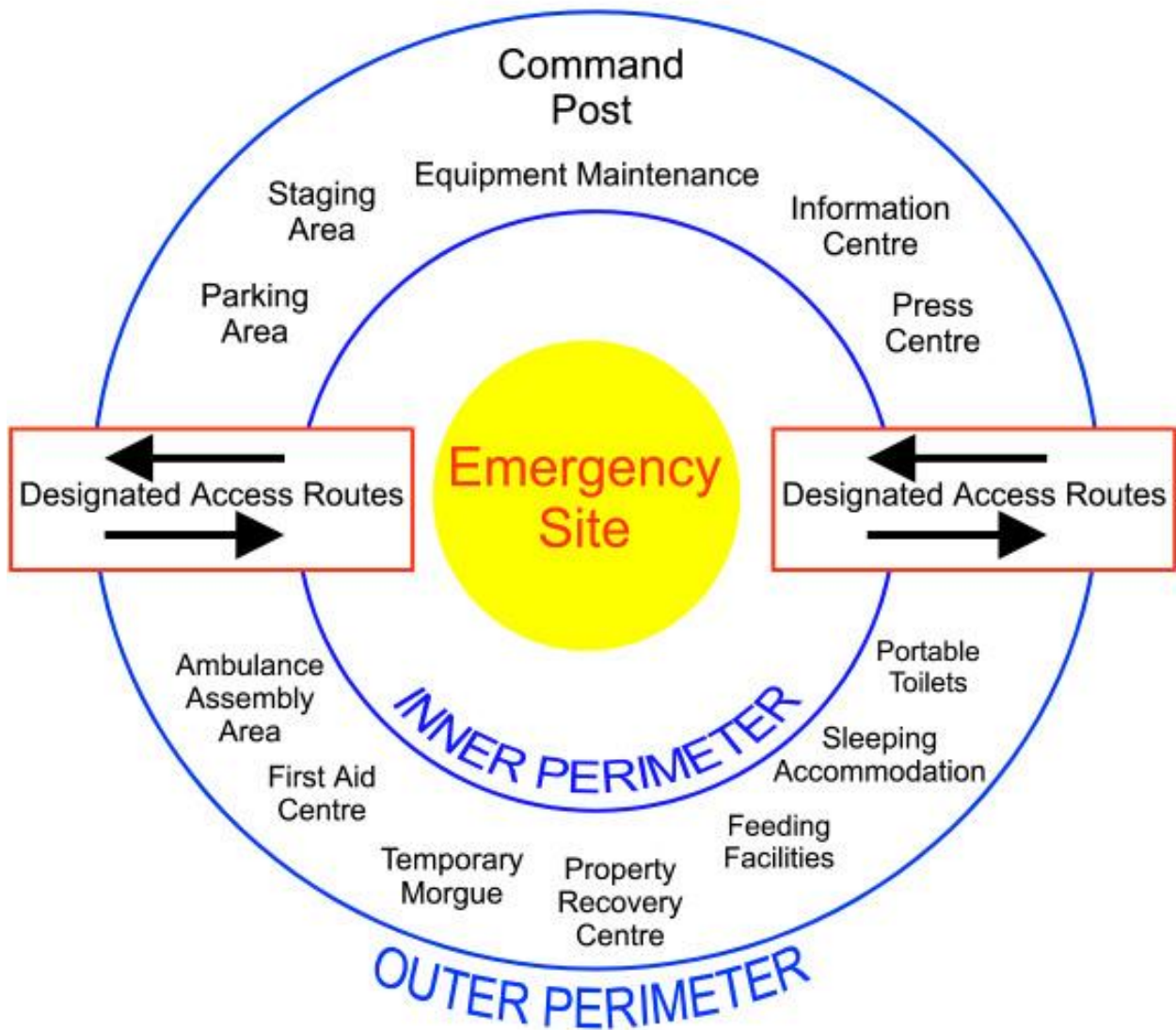
The ESM is the individual appointed to control the operations at the site of an emergency. The selection will depend on the type of emergency and will be decided by the agencies at the scene, subject to approval of the CCG.

The ESM will assume control of the overall site, become responsible for all aspects of the site and limit their responsibilities to activities within the site perimeters – anything outside those boundaries must be handled by the appropriate off-site response personnel.

The ESM's task is to take control of the scene and co-ordinate the response. Some of the detailed functions include:

1.   Setting up a command post and establishing communications with the other agencies on the site and with the EOC.

2.   Organizing a management team and arranging a management cycle.

3.   Determining the inner and outer perimeters and ensuring they are set up.

4.   Organizing the layout of the site.

5.   Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.

6.   Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.

7.   Directing and co-ordinating the activities of the response agencies at the site.

8.   Determining what resources are necessary and asking the EOC to provide them.

9.   Arranging a system of relief for site workers.

10.   Facilitate media visits to the site.

Each site will be different, but a diagram of an emergency site is attached as a guide.

Command
Post

Equipment Maintenance

Staging
Area

Information
Centre

Parking
Area

Press
Centre

Designated Access Routes

Emergency
Site

Designated Access Routes

Ambulance
Assembly
Area

Portable
Toilets

Sleeping
Accommodation

First Aid
Centre

INNER PERIMETER

Feeding
Facilities

Temporary
Morgue

Property
Recovery
Centre

OUTER PERIMETER

Part V Responsibilities of CCG Members

Mayor/Acting Head of Council (Deputy Mayor or Other Member)

The Mayor, as Head of Council, is responsible for the following:

1. The declaration of an emergency and designating an area.

2. The termination of an emergency.

3. Ensuring that all members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.

4. Ensuring that the Ministry of Community Safety & Correctional Services and Ontario Fire Marshal and Emergency Management is notified of the declaration of emergency and termination of the emergency.

5. Request assistance from neighbouring municipalities, the County of Simcoe, and the Provincial and Federal Government.

6. Maintaining a log of all personal decisions and actions taken.

7. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

8. Call and convene any emergency Council meetings.

EOC Commander

The EOC Commander is responsible for the following:

1. Assessing and reassessing the situation.

2. Determining goals, strategies, objectives and priorities appropriate to the level of response.

3. Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.

4. Chairing meetings of the Community Control Group.

5. Advising the Mayor regarding need for declaration or termination of an emergency and the area to be covered.

6. Advising the Mayor on policies and procedures, as appropriate.

7. Approving, in conjunction with the Mayor and the Community Control Group, major announcements and media releases prepared by the Emergency Information Officer.

8. Approving an Incident Action Plan.

9. Ensuring an Emergency Site Manager(s) is assigned.

10. Designating a Site Media Spokesperson as required.

11. Developing the telecommunications plan.

12. Providing incident telecommunication/IT services and resources.

13. Maintaining an appropriate inventory of computers for deployment at each Emergency Operations Centre location.

14. Advising the Mayor regarding requests for assistance from neighbouring municipalities, the County of Simcoe, and the Provincial and the Federal Government.

15. In conjunction with the Community Control Group, demobilizing the incident as appropriate.

16. Ensuring that a master event log is maintained.

17. Ensuring that the appropriate legal and statutory requirements are followed.

18. Maintaining a log of all personal decisions and actions taken.

19. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Liaison Officer (LO)

The Liaison Officer is responsible for the following:

1. Minute taking for Community Control Group meetings.

2. Recording all proceedings and decisions of the Community Control Group on Master Events Log.

3. Circulating any minutes or any required actions by staff with the approval of the Emergency Operations Centre Commander.

4. Providing administrative support to the Emergency Operations Centre Commander as required.

5. Gathering information from organizations that are involved with the incident.

6. Serving as a co-ordinator for organizations not represented by Emergency Operations Centre Commander.

7. Ensuring that staff is in place for the security of the Emergency Operations Centre and registration of Community Control Group members.

8. Maintaining a list of supporting and assisting organizations, and keeping it updated.

9. Ensuring that all members of the Community Control Group have necessary plans, resources, supplies, maps, and equipment.

10. Ensuring liaison with community support agencies (i.e. St. John Ambulance, Canadian Red Cross).

11. Maintaining a log of all personal decisions and actions taken.

12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Safety Officer (SO)

The Safety Officer is responsible for the following:

1. Working closely with Operations to ensure that responders are as safe as possible under the circumstances, including but not limited to, wearing all the appropriate personal protective equipment.

2. Advising the EOC Commander on issues regarding safety.

3. Minimizing employee risk by promoting safety procedures.

4. Altering, suspending or terminating activities that are deemed hazardous.

5. Assisting in the review of the Incident Action Plan to identify safety concerns and issues.

6. Liaising with the Ministry of Labour.

7. Investigating any injuries.

8. Liaison with the Joint Health and Safety Committee as required.

9. Maintaining a log of all personal decisions and actions taken

10. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the following:

1. Providing the Community Control Group with information and advice on any matters that may be raised by public inquiry or the media.
2. Developing and distributing all media releases in consultation with the Community Control Group and subject to approval by Command.
3. Ensuring set up and staffing of public inquiry lines.
4. Providing direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.
5. Establishing an Emergency Information Centre or Media area away from the Emergency Site.
6. Establishing key messages for spokespersons.
7. Co-ordinating interviews and media conferences for members of the Community Control Group.
8. Ensuring that all information released to the media and public is consistent, accurate and approved by the Emergency Operations Centre Commander.
9. Co-ordinating public inquiries.
10. Monitoring news coverage and social media to correct misinformation.
11. Maintaining copies of all media releases.
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Operations Section Chief

The Operations Section Chief is responsible for the following:

1.   Organizing, assigning, and supervising all resources assigned to an incident, including air operations.

2.   Working closely with other members of the Command and General Staff to co-ordinate operational activities.

3.   Providing an Emergency Site Manager as required.

4.   Establishing and maintaining ongoing communications with the Emergency Site Manager at the emergency site.

5.   Initiating Mutual Aid and Mutual Assistance agreements as required.

6.   Determining if additional/specialized resources or equipment is required (i.e. CBRNE or HUSAR teams, etc.) by making the request through the County of Simcoe's Fire Coordinator.

7.   Liaising with external fire agencies.

8.   Coordinating emergency vehicles and resources for any other service, as required.

9.   Liaising with the Medical Officer of Health as required.

10.   In conjunction with the Chief Building Official, enforce building regulations and codes ensuring compliance.

11.   Advise the Emergency Operations Centre Commander and the Community Control Group about building status information and specific building information on priorities and strategies from the emergency.

12.   Maintaining a log of all personal decisions and actions taken.

13.   Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Planning Section Chief

The Planning Section Chief is responsible for the following:

1. Collecting, collating, evaluating, analyzing, and disseminating incident information.

2. The development of the Incident Action Plan.

3. Conducting long-range and/or contingency planning.

4. Developing plans for demobilization.

5. Providing the Community Control Group with information and advice on Public Works, Utilities, Facilities, Water & Wastewater, Environmental concerns and Building Services.

6. Depending on the nature of the emergency, providing the Emergency Site Manager, as required.

7. Ensuring municipal facilities are available for evacuation or reception centre purposes if required.

8. The provision of engineering assistance.

9. The construction, maintenance and repair of public roads.

10. Assisting with road closures and/or roadblocks.

11. Liaising with the following agencies and services:

    a. electrical and gas utilities;

    b. Ministry of Natural Resources;

    c. The County of Simcoe Engineering and Public Works Department;

    d. Ministry of Environment and Climate Change

12. Maintaining a log of all personal decisions and actions taken.

13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Logistics Section Chief

The Logistics Section Chief is responsible for the following:

1. Providing resources for the incident.

2. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to Operations.

3. Coordinating volunteer assistance used for the emergency.

4. Setting up food services.

5. Co-ordinating and providing fleet resources as requested to the incident by the Community Control Group.

6. Ensure that all equipment is repaired in a timely fashion.

7. Arranging for fuel and parts as required.

8. Arranging additional fleet from other municipalities or rental companies if required.

9. Provided assistance to the Emergency Operations Centre and Community Control Group members related to information systems.

10. Providing maps of the affected area to the Community Control Group.

11. Providing the Community Control Group with information regarding the geography of the area including but limited to, number of homes and people living in the affected area.

12. Maintaining a log of all personal decisions and actions taken.

13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for the following:

1. Providing the financial and cost analysis support for an incident.

2. Identifying and tracking sources of funding.

3. If required, arranging to advance funds to those in need and arranging recovery of these funds.

4. Issuing payment as required for all emergency related expenditures.

5. Tracking timesheets for incident personnel and equipment.

6. Maintaining accurate and detailed records of all emergency related expenditures.

7. Analyzing the impact of the emergency on the municipal budget.

8. Reporting on the budget status as required.

9. Preparing insurance claims on behalf of the municipality.

10. Preparing claims for provincial and/or federal funding, as applicable.

11. Tracking disaster relief assistance including local fundraising.

12. Ensuring records of human resources and administrative detail that may involve financial liability are completed.

13. Maintaining a log of all personal decisions and actions taken.

14. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Police (OPP) Representative

The Police (OPP) Representative is responsible for the following:

1. Providing the Community Control Group with information and advice on policing and security matters.

2. Depending on the nature of the emergency, providing the Emergency Site Manager.

3. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.

4. Ensuring there is perimeter (inner and outer) security and crowd control at emergency site.

5. Providing traffic control to facilitate the movement of emergency vehicles.

6. Alerting persons endangered by the emergency and coordinating evacuation procedures, including evacuation routes.

7. In the event of an evacuation, contacting residents in affected areas to advise of the need to evacuate and enforcing the evacuation of occupants, if appropriate.

8. The protection of life and property and the provision of law and order.

9. The provision of police services in evacuation centres, morgues, and other facilities as required.

10. Notifying the coroner of fatalities.

11. Liaising with external police agencies, as required.

12. Maintaining a log of all personal decisions and actions taken.

13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Paramedic (County of Simcoe Paramedic Services) Representative

The Paramedic (County of Simcoe Paramedic Services) Representative is responsible for the following:

1. Ensuring emergency medical services at the emergency site, including triage, treatment and transportation of patients to the appropriate receiving facilities.

2. Depending on the nature of the emergency, providing the Emergency Site Manager.

3. Establishing and maintaining ongoing communications with the senior Paramedic official at emergency site.

4. Obtaining additional Paramedic and medical support from other Municipalities and/or senior levels of government.

5. Advising the CCG if other means of transportation are required for large scale responses.

6. Liaising with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.

7. Liaising with receiving hospitals and the LHIN as required to coordinate support for affected hospitals and health services.

8. Liaising with the Medical Officer of Health as required.

9. Liaising with the Ministry of Health and Long-term Care Emergency Management Branch as required.

10. Maintaining a log of all personal decisions and actions taken.

11. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

County of Simcoe Emergency Social Services

The County of Simcoe Emergency Social Services is responsible for:

1.   Providing the Community Control Group with information and advice on matters related to emergency social services related functions, including the management of evacuation centres.

2.   Upon receipt of notification, contact and place on standby or activate the emergency social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services.

3.   Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.

4.   Supervising the opening and operation of temporary and/or long-term evacuation centres, and ensuring that they are adequately staffed.

5.   Maintaining a log of all personal decisions and actions taken.

6.   Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Simcoe Muskoka District Health Unit Medical Officer of Health (MOH)

The Simcoe Muskoka District Health Unit Medical Officer of Health is responsible for:

1. Activating and terminating the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.

2. Being the chair or delegating chair responsibilities of the Emergency Control Group at the health unit EOC.

3. Assigning AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH.

4. Coordinating public health services with municipal EOC's, emergency and support services and other responding agencies.

5. Providing an on-site manager if required and attends the site command post as necessary.

6. Liaising with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.

7. Liaising with appropriate public health agencies as required to augment and coordinate a public health response.

8. Providing advice on matters which may adversely affect public health within Simcoe Muskoka.

9. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care policies.

10. Coordinating agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka.

11. Coordinating vaccine storage, handling and distribution across Simcoe Muskoka.

12. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.

13. Liaising with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.

14. Providing for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:

    a. accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation

    b. food handling, storage, preparation and service

    c. general health and safety involving injury prevention

15. Liaising with local social service agencies on areas of mutual concern regarding evacuation centres including:

     a. victim assessment, support and referral

     b. public health information and community networks

16. Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.

17. Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.

18. Providing instruction and health information through public service announcements and information networks.

19. Providing resource support and consultation to emergency service workers.

20. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

21. Maintaining a log of all personal decisions and actions taken.

22. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Site Manager

The Emergency Site Manager is responsible for the following:

1. Setting up a command post and establishing communications with the other agencies on the site and with the EOC.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters and ensuring they are set up.
4. Organizing the layout of the site.
5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Directing and co-ordinating the activities of the response agencies at the site.
8. Determining what resources are necessary and asking the EOC to provide them.
9. Arranging a system of relief for site workers.
10. Facilitate media visits to the site.
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.