EMERGENCY RESPONSE PLAN

Perth County &
Member Municipalities

NOVEMBER 2023

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1. BY-LAW NUMBERS AND AMENDMENTS TO THE EMERGENCY RESPONSE PLAN

Municipality	By-Law #	Purpose	Date Consolidated	Initialed
Perth County	3950-2023	• Adoption of emergency management program • Emergency Response Plan • CEMC & Alt. CEMC Appointments • EMPC/MECG membership	Nov 16, 2023	RF
West Perth	67-2023	• Adoption of emergency management program • Emergency Response Plan • CEMC & Alt. CEMC Appointments • EMPC/MECG membership	Nov 20, 2023	RF
North Perth	144-2023	• Adoption of emergency management program • CEMC & Alt. CEMC Appointments • EMPC/MECG membership	Dec 4, 2023	RF
Perth East	57-2023	• Adoption of emergency management program • Emergency Response Plan • CEMC & Alt. CEMC Appointments • EMPC/MECG membership	Dec 5, 2023	RF
Perth South	2023-46	• Adoption of emergency management program • Emergency Response Plan • CEMC & Alt. CEMC Appointments • EMPC/MECG membership	Dec 5/23	RF

Amendments to the Plan require respective Council approval.

Formal Council approval is not required for the following:

- Changes, additions, or revisions to the appendices.
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes).
- Additions or deletions of contact information.

1.1 Application & Scope

Perth County's Emergency Response Plan (herein referred to as "the/a Plan", or "ERP") is a comprehensive Plan, inclusive of the Perth County (herein referred to as the County, or County), and the following Lower-Tier Municipalities:

- Municipality of North Perth,
- Township of Perth East,
- Township of Perth South, and
- Municipality of West Perth.

This Plan supersedes and replaces all previous plans for emergency response enacted by the County, the Townships of Perth East and South, and the Municipalities of North and West Perth.

1.2 Public Access to the Emergency Response Plan

The ERP is available on the Perth County Emergency Management website. The public may also request to access the plan through the County's Community Emergency Management Coordinator (CEMC).

For additional information on the ERP, please contact:

Perth County CEMC

Corporation of the County of Perth

1 Huron Street,

Stratford, ON, N5A 5S4

cemc@perthcounty.ca

Supporting plans and/or appendices developed by either the County or Municipalities do not form part of the publicly accessible ERP. Such documentation may be confidential and/or provide more detailed information that may require frequent updating, be of a technical nature, or contain sensitive or personal information which could pose a security threat or violate privacy legislation if released.

1.3 Coordinatization by Perth County

Development of the County ERP, and overall management of the emergency management program for the County, including the Lower-Tier Municipalities (LTM(s)) will be done in coordination with the County's primary CEMC. The CEMC works with the designated Alternate CEMCs in each LTM and LTM Emergency Control Groups to implement the ERP, and develop municipal specific standard operating procedures, which make up confidential appendices for each LTM.

2. EMERGENCY RESPONSE PLAN INTRODUCTION

In Ontario, the *Emergency Management and Civil Protection Act* (EMPCA, R.S.O. 1990, c.E.9) defines an emergency as:

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

These situations, by their nature or magnitude, require a controlled and coordinated response, and are distinct from regular "day-to-day" operations carried out by County and/or municipal first responders, such as fire, policing or paramedics services, public works, or emergency management staff, etc.

This Plan has been prepared to assign responsibilities and to guide the immediate actions of key officials and staff in the first critical hours after the onset of an emergency affecting one or more of the LTMs and/or the County. It also provides information and guidance for LTMs on the assistance available in an emergency through County resources.

Emergency management in Ontario is a risk-based management approach and includes the following five components:

- **PREVENTION:** Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.
- **MITIGATION:** Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
- **PREPAREDNESS:** Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programs, training and exercises, and public awareness and education.
- **RESPONSE:** The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.
- **RECOVERY:** The process of restoring an LTM including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

2.1 Additional Emergency Response Plans, Procedures

Each LTM, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

The training of staff in these additional plans and procedures is the responsibility of the respective LTM, service, agency, department or division.

3. LEGISLATIVE AUTHORITY

This ERP complies with the *Emergency Management and Civil Protection Act* ([EMPCA, R.S.O. 1990, c.E.9](#), herein after referred to as "the Act"). The Act is also the primary enabling legislation for the formulation of the Plan. Section 3(1) of the Act states that:

- **"Every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan".**

A copy of this Plan may also be filed with the Ministry of the Solicitor General through Emergency Management Ontario (EMO).

The County and LTM are required to develop risk-based emergency management programs consisting of prescribed elements that include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programs generally include:

- Development and implementation of an emergency management program (this ERP);
- Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- Providing public education on risks to public safety and on public preparedness for emergencies; and any other elements required by the standards for emergency management set under the Act or by EMO;
- Designating an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establishing an Emergency Management Program Committee (EMPC);
- Establishment of emergency control groups;
- Establishing an emergency operations centre to be used by the MECG in an emergency; and
- Designating an employee of the municipality as its Emergency Information Officer (EIO).

3.1 Council Approval

The Act and the passage of County and/or Municipal by-laws will provide the legal authority for the adoption of the emergency management program within the County and four LTMs.

Where significant portions of the ERP are revised, the County and LTM Councils are required to review said revisions and adopt the Plan under a revised by-law.

3.2 Emergency Management Program Committee (EMPC)

The EMPC as required by the Act consists of representatives from County and/or LTM departments and agencies, or designated alternates. Typically, members of the County and/or Emergency Control Groups will make up the membership of the EMPC; additional persons may be added as required.

The CEMC and CAOs co-chair the EMPC, with members added as required; this committee reviews the emergency management program and Plan annually, ensure training is provided to employees on their functions and recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.

For additional information, see Section 12 - Emergency Response Plan Administration, Maintenance and Review.

4. AIM

The aim of the Plan is to make provisions for the actions the County, or an LTM and its response partners may take to deploy resources, equipment and services, and identify responsibilities to guide the County, or a Municipality and its response partners through a coordinated emergency response, declared or not, in order to:

- Protecting the health, safety and welfare of residents, businesses and visitors,
- Safe guarding critical infrastructure,
- Protecting the environment, and
- Ensuring future economic vitality, future resiliency and reduce vulnerabilities.

5. ACTIONS PRIOR TO DECLARATION

When an emergency has occurred or is imminent, but an emergency has not been declared, Council and/or the employees of the County or an LTM may take such action necessary to respond to protect the lives and property of the residents of the LTM. Such actions must not be contrary to law and should be within the services, department or agencies mandate as set out in the Plan.

6. DECLARATION OF AN EMERGENCY

The Act provides the Head of Council of the County or an LTM the authority to declare an LTM emergency. Section 4(1) of the Act states that the:

- **"Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and 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"**.

The County and LTMs will designate at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

When considering whether to declare an emergency, a positive response to one or more of the criteria noted in *Appendix B - Considerations for a Declaration of Emergency* may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency.

6.1 Declarations of an Emergency by the County

The Warden, as Head of Council, in consultation with affected municipal Mayors (or designated alternates) and the County Emergency Control Group (CECG) is responsible for declaring an emergency for the County under the terms of the Act when:

- one or more of the municipalities has declared an emergency **and** requests County support, assistance and/or response;
- the CECG determines that a situation is severe and widespread, and likely beyond the municipalities' capacity to respond, such as a major winter storm, a power outage or a pandemic; or
- a neighbouring municipality or the province has also declared an emergency.

Once the County emergency has been declared, members (as required) of the affected LTM(s) may be seconded to the CECG. The remaining LTM staff from the MECG will then remain in the municipal EOC as the support group(s) or support staff.

A signed Declaration of Emergency by the Head of Council shall be sent to the following:

- The Solicitor General through the Provincial Emergency Operation Centre (PEOC);
- The County Warden (if a local emergency);
- Heads of Council of Member Municipalities;
- Neighboring municipalities;
- The local Member of Parliament; and
- The public, through the media, with the assistance of the Emergency Information Officer (EIO).

Note – Declaration of Emergency forms can be found in *Appendix B - Considerations for a Declaration of Emergency*.

The County CAO and/or County CEMC will ensure that a communication link is established between the CECG and the MECGs as required. This can be accomplished with usage phones, or via virtual meeting platforms (Teams, Zoom, etc.). Additional responsibilities may include:

- Notifying the County support and advisory staff, and any other County staff that are required;
- The provision of support staff to assist the CECG in the coordination, collection and dissemination of information relative to the emergency; and/or
- Ensuring that a direct communication link is established between the CECG and the designated Incident Commander at the site(s).

6.1.1 Municipal Roles & Responsibilities in a County Declared Emergency

The affected MECG of the affected LTM(s) is/are responsible for:

- Providing the CECG with the information on the status of municipal involvement;
- Liaising with the Mayor, Deputy and other senior officials within the affected LTM;
- Ensuring that staff and local members of Council are kept apprised of the emergency situation.
- Notifying necessary emergency municipal services as required;
- Confirming the location of an on-site Command Post and designating the Incident Commander; and
- Ensuring that a communication link is established between the CECG and the on-site Incident Commander.

6.2 Declarations of an Emergency by an LTM

Where serious and extensive steps to protect property and the health and safety of residents are deemed necessary to cope with emergency conditions, the Mayor or their designate, on the advice of the other members of the MECG, call for a formal declaration that an emergency exists under the provisions of the Act.

A signed Declaration of Emergency by the Head of Council shall be sent to the following:

- The Solicitor General through the Provincial Emergency Operation Centre (PEOC);
- The County Warden (if a local emergency);
- Neighboring municipalities;
- The local Member of Parliament; and
- The public, through the media, with the assistance of the EIO.

6.2.1 County Responsibilities during a Municipal Declared Emergency

There are major roles in an emergency for which the CECG must be prepared to perform, these may include, but are not limited to:

- Arranging for the controlled application of County resources to an LTM which, having declared an emergency, makes a request for County assistance;
  - For example: arranging for engineering material and equipment from County and Provincial resources, from neighbouring municipalities, and from private contractors when necessary;
- Arranging for assistance from County managed utility companies, or other County managed resources as required; and
- Identifying resource needs that cannot be met locally and, on behalf of the affected LTMs, planning for the coordination and provision of resources from adjacent municipalities and from senior levels of government.

6.3 Termination of an Emergency

An emergency may be terminated at any time by:

- The Head of Council, or acting Head of Council;
- County Council and/or Municipal Council; and/or
- Premier of Ontario.

When terminating an emergency, the Head of Council will complete Termination of Declared Emergency document and the following will be notified:

- The Solicitor General through the PEOC;
- The County Warden (if a local emergency);
- Neighboring municipalities;
- Members of local Parliament; and
- The public, through the media, with the assistance of the EIO.

Note – Termination of a declared Emergency forms can be found in *Appendix B - Considerations for a Declaration of Emergency*.

6.4 Mutual Aid/Assistance Agreements

Mutual aid/assistance agreements help to ensure that aid required help and collaboration is provided to effectively respond to an emergency. Aid provided may include services, personnel, equipment and materials. Mutual aid/assistance agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

The request or response to a request of a neighbouring LTM is the responsibility of the CAOs. The request to execute the County of Perth Fire Mutual and Automatic Aid Plan and Program will be the responsibility of the municipal Fire Chief or County Fire Coordinator. The request for such assistance and execution of a mutual assistance agreement will be made in consultation with the ECG. Alternatively, the request to execute a mutual assistance agreement with an LTM will be made by the CAO.

6.5 Municipal Request for Assistance from the County

Whenever an emergency occurs or threatens to occur, the affected LTM(s) is responsible for the initial and primary response and is expected to activate the Plan with respect to all municipal emergencies/disasters.

In certain circumstances (i.e.: a severe and widespread emergency), the County may be required to provide an elevated level of assistance to an LTM. In this case, the Head of Council, CAO or designated alternate(s) of an affected LTM may request assistance from the County by contacting the Warden, CAO, CEMC or another designated representative.

However, it should be stressed that in any emergency, or threat of an emergency, members of the CECG or their alternates may be called together by the appropriate aforementioned authorities, to make decisions or to be on standby, without either the affected LTM or County having to officially declare an emergency.

6.6 Flexibility

The safety and well-being of the community are the priority during any emergency response. Accordingly, deviations from the emergency response plan and appendices may be necessary to address specific threats. Members of the MECG(s) may exercise flexibility while implementing this Plan.

7. NOTIFICATION & ACTIVATION

7.1 Escalation of Emergencies in the County of Perth.

Each LTM within the County has agreed to use a four emergency management response levels matrix (see Figure 7.1.1) as a guide before, during and following emergencies. Each level signifies the variation of the impact to the community caused by the major incident or emergency.

Figure 7.1.1 - Perth County Emergency Levels Matrix			
Response Level	**Actions**	**Criteria**	**Examples**
Normal Operations	• Normal response by operating departments and responders	• Routine operations; responses dictated by standard operating protocols.	• Motor vehicle collision, isolated flooding, small power outage, house fire
Level 1: Monitoring – MECG	• Key members of the MECG notified • Local MECG monitors • Notification of the County CEMC	• Incident contained within one LTM • First Response Protocols/Standard operating protocols may be activated • Minor impact to citizens and environment • Minor impact on resources	• Apartment fire with displacements, contained hazmat, drinking water advisory, active threat from person(s), helicopter crash
Level 2: Partial notification/ activation of the MECG	• MECG notified and placed on standby • Key members of MECG may convene as needed • CECG may be notified and on standby • PEOC may be notified	• Incident contained within one LTM • First Response Protocols/Standard operating protocols in progress • Moderate impact to citizens, property and environment beyond the outer perimeter • Moderate media attention • Moderate demand on resources • May affect multiple buildings/sites	• Chemical spill, multiple fire locations, multiple suspects/active threat on the move, city/township wide drinking water advisory, isolated communicable disease outbreak
Level 3: Full activation of the MECG	• MECG is activated convened • Notification of all Alt. CEMCs in the County • County ECG notified and on standby • PEOC may be notified • May require local emergency declaration	• Incident contained within one LTM • Possible activation reception/evacuation centre(s) • Significant impact to citizens, property and/or environment beyond the outer perimeter • Significant media and/or public interest • Significant demand on resources • Multiple buildings/sites/incidents	• Ice storm, tornado, chemical spill, commercial airliner crash, train derailment, large propane explosion, pipeline leakage, drinking water advisory, potable water, emergency, epidemic, acts of terrorism, large scale flood
Level 4: County-wide Emergency	• CECG convened • MECGs may continue to be in operation • Immediate notification of the City of Stratford and town of St. Marys CEMCs • May require regional and/or local emergency declaration • PEOC may be notified	• Exceeds local municipal resources and capabilities • May affect two or more Local Municipalities • Possible activation reception/evacuation centre(s) • Major impact to citizens, property and/or environment • Major media and/or public interest • Multiple sites/incidents • The emergency affects or threatens County facilities or services	Level 3 examples that • Impact more than one LTM; or • Is contained within one LTM but has major region wide impact; or • Impacts Regional services/facilities

7.2 Notification/Activation of the ERP

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the MECG, can request that the MECG be notified and placed on standby or request that the EOC be activated. In some emergencies, assembling the control group and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the CECG and/or the MECG and/or activate the EOC, control group members should contact MECG notification call tree as outlined in *Appendix E – EOC Call Trees* (confidential) with appropriate information to initiate the activation. The County and Municipalities will test these procedures annually.

7.3 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Perth County. The primary responsibilities of the Medical Officer of Health (MoH) and the health authority are:

- Assess the impact of the emergency situation on the health of the public;
- Advise the public on matters concerning public health through communication channels established by the County or Municipal Emergency Control Group;
- Advise on the control of infectious and/or communicable diseases and infection, prevention and control measures as necessary;
- Coordinate vaccine management and implement mass immunization plan, as required;
- Provide advice on the public health aspects of biohazardous and/or other dangerous material, food supplies, garbage and sanitation, mass feeding, sewage disposal, shelters and water supplies as it relates to the emergency;
- Notify other agencies and senior levels of government of public health matters relating to the emergency including but not limited to Ministry of Health, Ministry of Long-term Care, other provincial ministries and Public Health Ontario;
- Advise and actively work to prevent human health risks in reception/evacuation centres and/or temporary shelters through assessment and or inspection of areas related to food preparation, infection prevention and control, communicable disease control, water quality, and sanitation;
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing.

It is recognized that the Health Unit is aware of certain vulnerable populations through the delivery of Health Unit programs and services. Depending on the nature of the emergency, and when resources permit, the Health Unit will make all attempts to assist in identifying and responding to stress reactions, both immediate and long term, in such vulnerable Health Unit clients. Where this is not possible, clients will be advised to access assistance using usual channels such as their family doctor and the emergency department.

7.3.1 Municipal Support to Public Health

At the request of the MOH or an authorized representative, the LTM will endeavor to provide all reasonable resources in support of a response to a public health risk.

7.3.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in an LTM belongs to the Head of Council. In the event of a public health related emergency the MoH may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

7.3.3 Public Health Orders

The *Health Protection and Prevention Act (HPPA)* grants the MoH or a public health inspector the authority to issue written orders[1] to decrease or eliminate hazards to the public's health. An order issued under this section by the MOH or a public health inspector may include[2], but is not limited to:

- requiring the vacating of premises;
- requiring the closure of premises or a specific part of the premises;
- requiring the placarding of premises;
- requiring the correction of conditions, on or about premises specified in the order;
- requiring the removal of anything that the order states is a health hazard;
- requiring the cleaning and/or disinfecting, of the premises or the thing;
- requiring the destruction of a thing;
- prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing; and
- prohibiting or regulating the use of any premises or thing.

7.3.4 Communicable Disease Order

A MoH has the authority under the HPPA to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- Closing of a premise or a specific part of the premises;
- Placarding of premises to give notice of an order;
- Requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- Requiring the cleaning and/or disinfecting of a premises or thing;
- Requiring the destruction of a thing;
- Requiring a person, or persons, to submit to an examination by a physician;
- Requiring a person, or persons, to place themselves under the care of a physician; and
- Requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

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[1] *13 (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).*
(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,
(a) that a health hazard exists in the health unit served by him or her; and
(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).
[2] *R.S.O. 1990, c. H.7, s. 13 (4).*

7.3.5 No Requirement for Emergency Declaration

The authority of the MOH is not contingent on a municipal Declaration of Emergency.

8. ROLES & RESPONSIBILITIES

Regulation 380/04 of the Act requires the establishment of Emergency Control Groups. The County and LTMs have identified representatives to participate in their control groups. The roles and responsibilities of the individual Control Group members are set out in the confidential control County or Municipal appendices.

The County's emergency control group is referred to as the CECG, and municipalities will be referred to as the MECG. Roles have been assigned within each emergency control group, which can be found in confidential **Appendix C – EOC Operations Manual**, or **Appendix D – EOC Org. Charts**.

8.1 Policy Group

The Policy Group is comprised of the Head of Council for either the County or LTM in their assigned role and authority during an emergency, or the Warden, Mayor and members of Council sitting as Council at any regular or special meeting called during an emergency situation.

The Warden, Mayor or Acting Mayor is the Head of Council during and emergency. The Head of Council would have all the powers set out in the act and the Plan for purposes of an emergency situation and/or declared emergency.

The Policy Group may be established to receive information or reports during an emergency situation, and to provide any necessary policy direction to the County/Municipal ECG working in the EOC. The Act and ERP have assigned responsibility for management of emergency situations to the CECG and/or MECG as required, therefore, the Policy Group does not have tactical responsibility for emergency management during an emergency situation. The Policy Group does have power under the Act to declare or terminate a declaration of emergency.

8.2 Head of Council & Councillors Roles

It is important for Councillors to understand and support the coordinated and timely management of information. The Head of Council and Councillors act as the Policy Group during a County or LTM EOC activation.

The Policy Group may be established to receive information or reports during an emergency situation, and to provide any necessary policy direction to the Emergency Control Group working in the EOC. The main responsibilities of Councillor are to:

- Assisting in conveying approved information to area residents;
- Attending community or evacuee meetings;
- Reassuring constituents;
- Supporting actions taking place in the community;
- Liaising back through the Warden and/or Mayor for concerns from within municipalities;
- Following leadership and requests of the Warden and/or Mayor;
- Providing overall policy direction;
- Changing/amending bylaws or policies;

- Requesting Regional and/or Municipal level assistance;
- Take steps to declaration of an emergency;
- Approve the termination of a declared emergency;
- Recommending regional/County Mutual Aid agreements;
- Acting as an official spokesperson, and
- Notifying the Mayors of adjoining municipalities of the emergency if required and providing any status reports.

8.3 Control Group Membership

The emergency response for the County and the LTMs will be directed and controlled by the CECG, and/or MECG. These groups are comprised of a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The composition of the respective control groups for the County and LTMS is listed outlined within the confidential appendix (see *Appendix D – EOC Org. Charts*), however membership for each group may include positions listed in section 8.6 for the CEGC and section 8.8 for the MECG.

Additional personnel called or added to the control groups may include:

- Emergency Management Ontario (EMO) Field Officer(s);
- Emergency Social Services;
- Human Resources;
- Legal/Corporate Compliance;
- Conservation Authority Representatives;
- Hospital and/or Primary Care Representatives;
- School Representatives;
- Utility Representatives;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Emergency Control Group; and
- Representative(s) from neighbouring municipalities (e.g.: city of Stratford, town of St. Marys, other counties).

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

8.4 CECG Functions

The responsibilities of the CECG will, in most situations, be carried out by group assessment of events as they occur, leading to agreement on the action to be taken by County representatives and other assisting agencies.

Some or all of the following actions may be initiated by the CECG depending on the nature of the emergency:

- Arranging for monitoring of the emergency situation;
- Calling in County personnel and equipment required in the emergency;
- Arranging for assistance from LTMs, from industry and from senior levels of government, as may be required;
- Helping with an evacuation, and with the temporary accommodation of or welfare services for residents temporarily evacuated from their homes, when so requested by the affected LTM(s); and
- Authorizing expenditure of funds for necessary emergency services.
- Assisting the LTMs, where required in the management of an emergency on a coordinated basis.

For example, a major disaster situation in the County will require early designation and clearance of routes for quick access of emergency equipment, with the help of the police. Such access routes will likely involve several municipalities beyond those most directly affected and will require notification to all concerned, signage, and priority maintenance. The County Public Works is prepared to implement plans for such route designation and clearance with the police and may be called upon by the Warden, or by the Mayor of the affected LTM, to manage this aspect of emergency operations on a County-wide basis.

8.5 CECG General Responsibilities

The members of the CECG are likely to be responsible for the following actions or decisions:

- Attending meetings of the CECG;
- Advising the Warden as Head of Council on the declaration of an emergency and declaring that the emergency has terminated, when necessary and if not already done by an affected municipality;
- Ensuring that the public, the media, and neighbouring municipal officials are also advised of both the declaration and termination of an emergency;
- Approving major announcements and media releases prepared by the County Emergency Information Officer (EIO), in consultation with the affected municipal EIO(s);
- Advising the CCEG EOC Director regarding the need for additional emergency support and advisory Staff, and any other County staff that are required;
- Assisting in making decisions, determining priorities and issuing direction to the heads of County departments;
- Requesting assistance from senior levels of government, when required; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6 CECG Position Specific Roles & Responsibilities

8.6.1. Chief Administrative Officer (CAO) or Alternate

The CAO is the EOC Director of the CECG, and will be responsible in the emergency for:

- Organizing and supervising the County EOC during the emergency;
- Ensuring that a communication link is established between the County and the municipal control groups, as required;
- Ensuring that a communication link is established between the CECG and the designation Incident Commander;
- Providing support staff to assist the CECG in the coordination, collection and dissemination of information relative to the emergency;
- Liaising with the police regarding security arrangements for the EOC, if necessary;
- Acting as the EIO of the CECG in lieu of an identified EIO and arranging for effective news releases and media briefings, and the preparation and issue of information to the media and to the public;
- Maintaining a main events log, a record of decisions made and actions taken by the CECG in dealing with the emergency;
- Compiling records of costs incurred as a result of the emergency action;
- Consulting with subject matter experts as required in the areas of legal council and/or financial matters;
- Arranging for periodic relief of CECG members and support staff in a protracted emergency by calling out additional staff to aid, as required;
- Acting as principal staff officer to the Warden; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6.2 County Public Works Department:

When advised of the assembly of the CECG, the department/Director, Public Works, or designate will alert his/her Department and will proceed to the EOC to assume the following responsibilities:

- Providing the EOC Director and CECG with advice on engineering matters;
- Arranging for the dispatch of County staff and equipment to assist in containing the emergency situation if required;
- Maintaining liaison with flood control, conservation and environmental authorities and preparing for relief or preventative measures;
- Arranging for the clearing of emergency routes and the marking of obstacles, if required, in consultation with Municipal Road staff and with the police;
- Arranging for engineering material and equipment from County and Provincial resources, from neighbouring municipalities, and from private contractors when necessary;
- Arranging for assistance from utility companies as required;
- Re-establishing essential County road services at the end of the emergency period;
- Providing the affected LTM with advice on engineering matters, when requested; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6.3 County CEMC or Alternate:

The CMEC is the main link on a regular basis with Emergency Management Ontario (EMO), LTM and additional support groups as required. The main responsibilities consist of:

- Preparing and equipping the EOC;
- Pre-arranging for the clear identification of CECG members;
- Ensuring that all members of the CECG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarification about the implementation details of the County Plan;
- Liaison between the CECG and EMO;
- Contacting and providing direction to volunteer agencies and other groups which may be able to assist in emergency social services functions, including food services, emergency lodging, clothing, other personal services and the Registration & Inquiry Service.
- Ensuring ongoing liaison with community support agencies and volunteer groups requested by the CECG to assist in the emergency. (e.g. The Salvation Army, ARES, Victim Services, St. John Ambulance, Canadian Red Cross, etc.);
- Ensuring that the operating cycle is utilized by the CECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the County Plan and keeping the CECG informed of implementation needs;
- Collecting all records and logs for the purpose of the debriefings and post emergency reporting that will be prepared; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6.4 County Communications Officer, or Alternate:

The EIO, will implement the Communications Plan (see Appendix under development) and will assume responsibility in the emergency for:

- Ensuring that the media releases are approved by the EOC Director, in consultation with the CECG, prior to dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the CECG, and other key persons handling inquiries from the media;
- Working with the County ICT group, to ensure the County website is updated on the emergency and that social media resources are effectively utilized to spread accurate information during the emergency; and
- Advising the CECG on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the CECG;
- Establishing a communication link with the Media Spokesperson and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- Ensuring that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required;

- Organizing media briefings and preparing the Head of Council and other members of the CECG prior to each media briefing, as required;
- Ensuring that the following are advised of the telephone number of the established call or media centre:
  - Media;
  - Emergency Control Group;
  - Switchboard (County, Municipal and Emergency Services);
  - Media Spokesperson;
  - OPP Communications Officer;
  - Citizen Inquiry Supervisor;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.
- Monitoring news coverage, and correcting any erroneous information and preparing appropriate responses;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Coordinate media site tours with the Incident Commander and the on-site Media Spokesperson;
- Attending all CECG meetings in accordance with the operating cycle;
- Coordinating media photograph sessions at the site when necessary and appropriate;
- Coordinating on-site interviews between the emergency services personnel and the media;
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.6.5 County Fire Coordinator, or Alternate:

When called upon to act as the Fire Service Representative to the CECG, the County Fire Coordinator, or their designate, will assume the following responsibilities:

- Providing advice on fire fighting matters to the EOC Director and the CECG;
- Designate a site Fire Coordinator, when required;
- Confirming that local fire fighting, rescue and life-saving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to other County service departments (where required) to bring into play other equipment and skills needed to cope with the emergency; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6.6 Chief of Paramedic Services or Alternate:

When called upon to act as the Paramedic Service Representative to the CECG, the Chief of EMS, or their designate is responsible for:

- Providing information on patient care activities and casualty movement from the emergency site;
- Establishing an ongoing communications link with the EMS official(s) at the scene of the emergency;
- Liaising and obtaining EMS resources from the Ontario Ministry of Health & Long- Term Care - Emergency Health Services - Ambulance Service Branch and from other municipalities, if required;
- Liaising with the Central Ambulance Communications Centre (CACC) regarding patient status, destination and department case load;

- Organizing the EMS response to assist and coordinate the actions of other social service agencies' EMS branches (i.e. St. John Ambulance, patient transfer services, and other transportation providers);
- Advising the CECG if other means of transportation are required for large-scale responses;
- Obtaining EMS Mutual Aid assistance as required for both land and air-based patient transport; and
- Assisting with the emergency evacuation when required.

8.6.7 Police Representative(s[3]):

When called upon to act as the Police Service Representative to the CECG, the Perth County OPP and/or Stratford Police Service is responsible for the following responsibilities of the police member of the CECG:

- Providing advice on Police matters to the CECG;
- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;
- Coordinating Police operations with County service departments and with neighbouring Police authorities; and
- Providing police services including security, traffic control, evacuation coordination, assistance with emergency information and/or acting as a spokesperson, as required; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.6.8 Huron Perth Public Health Medical Officer of Health (MOH), or Alternate:

In addition to the specific role and responsibilities as identified in section 7.3, when called upon to act as the MOH Representative to the CECG, the MOH will:

- Immediately notify the Senior Municipal Official or the CEMC of any public health emergencies;
- Participate as part of a Unified Command structure, in response to a human health emergency;
- Activate the Public Health Response Plan as required;
- Work with the Emergency Information Officer(s) to prepare information/instructions for dissemination to the media pertaining to reduce or mitigate public health risk;
- Consult with the coroner on temporary morgue facilities as required;
- Liaise with local community medical resources (family health teams, hospitals, etc.) in response to the emergency;
- Establishing an ongoing communications link with the Public Health Incident Management Team;
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency and participate in the post-emergency debriefing.

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[3] Local policing services are provided by the Ontario Provincial Police (OPP) in all Lower Tier Municipalities, except Perth South, who have contracted policing services through the Stratford Police Department.

8.6.9 Director of Social Services:

When advised of the assembly of the CECG or a MECG, the Director of Social Services may proceed to the County EOC to assume the following responsibilities:

- Providing advice on social services matters;
- Assisting the control group with contacting and providing direction to volunteer agencies and other groups which may be able to assist in emergency social services functions, including food services, emergency lodging, clothing, other personal services and the Registration & Inquiry Service;
- Notifying senior and neighbouring levels of government on social services matters regarding the emergency;
- Assisting local municipalities with the arrangement for reception centres to provide accommodation and other emergency welfare services for people being evacuated including food, shelter, clothing and basic necessities of life; and
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency.

8.7 MECG General Responsibilities

The members of the MECG are likely to be responsible for the following actions or decisions within their local municipalities.

- Coordinating all municipal emergency support operations during and post the emergency;
- Ensuring there is no interruption in the provision of emergency services and essential services in unaffected areas outside the emergency site;
- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Advising the Head of Council on the need to designate all or part of the community as an emergency area;
- Ensuring that an Incident Commander is designated at the emergency site;
- Ensuring support to the emergency response system by offering equipment, staff and resources as required;
- Designating an Emergency Information Officer (EIO), as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- Determining the need to establish advisory groups and or sub-committees/working groups for any aspect of the emergency including recovery. And if so, determining the chair and composition of that committee, along with reporting structure;

- Authorization of expenditures over and above "normal" spending as required to respond/manage the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CEMC for preparation of a report;
- Participating in a post-emergency debriefing; and
- Considering application for MDRAP and decide as required.

8.8 MECG Position Specific Roles & Responsibilities

The composition of the respective control groups for the LTMs is outlined within the confidential appendix (see **Appendix D – EOC Org. Charts**), in general the following positions may play an active role in the management of an emergency.

8.8.1 EOC Director, or designated Alternate:

The LTM's CAO is the EOC Director of the MECG, and their responsibilities include:

- Managing and coordinate all operations within the EOC, including establishing the operating cycle;
- Ensuring an Incident Commander has been designated at the emergency site;
- Ensuring that a communication link is established between the MECG and the Incident Commander at site;
- Ensuring liaison with the OPP regarding security arrangements for the EOC, where required;
- Advising the Head of Council on policies and procedures, as appropriate;
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the EIO, in consultation with the MECG;
- Designating a citizen inquiry supervisor as required by the nature of the emergency;
- Calling out additional County or Municipal staff to help, as required;
- Ensuring the opening, staffing and operation of the switchboard at a municipal office, as required during an emergency;
- Ensuring staffing requirements for extended operation;
- Directing all actions taken to assist municipal emergency response efforts, and conduct post emergency recovery efforts;
- Activating mutual assistance agreements, as required;
- Ensuring that a record of issues and problems identified, resolved and yet to be resolved, is maintained throughout the emergency; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.2 EOC Deputy Director (if required)

Responsibilities of the EOC Deputy Director include:

- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Providing minutes after each business cycle meeting;
- Providing a process for registering MECG members and maintaining a member list;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC;
- Posting of MECG objectives and priorities;

- Posting of action items and mark off what has been completed;
- Arranging for printed material as required;
- Initiating the opening, operation and staffing of the switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed of the MECG members' telephone numbers in the EOC;
- Coordinating the provision of clerical staff to assist in the EOC, as required;
- Procuring staff to assist, as required; and
- Maintaining a personal log of all actions taken.

8.8.3 Community Emergency Management Coordinator, or Alternate:

Responsibilities of the CEMC include:

- Advising member municipalities, City of Stratford, and St. Marys CEMCs of activated EOC;
- Ensuring that security is in place for the EOC and registration of MECG;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Plan;
- Acting as a resource to the EOC Director and assist in fulfilling their respective duties at the EOC;
- Ensure all outside agencies, neighbouring municipalities, ministries, etc. are advised of the declaration;
- Providing guidance, direction and/or assistance to any emergency or support personnel at the EOC, and/or any other location as required by the MECG;
- Ensuring liaison with community support agencies (e.g. Canadian Red Cross, Salvation Army) as required by the MECG;
- Notifying the EMO, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Assisting the Incident Commander as required by the MECG;
- Addressing any action items that may result from the activation of the EMP and keep the MECG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reports; prepare debriefs and reports;
- Maintaining a personal log of all actions taken;
- Coordinating the post-emergency debriefing;
- Ensuring the establishment of Post-Emergency Recovery Committee and maintain continuity between the emergency and recovery operations by participating in both groups; and
- Prepare a post-emergency report to Council.

8.8.4 Emergency Information Officer (EIO), or designated alternate

Responsibilities of the EIO include:

- Ensuring that the media releases are approved by the EOC Director, in consultation with the MECG, prior to dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the MECG, and other key persons handling inquiries from the media;
- Working with the IT group, to ensure the Municipal website is updated on the emergency and that social media resources are effectively utilized to spread accurate information during the emergency; and

- Advising the MECG on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the CECG;
- Establishing a communication link with the Media Spokesperson and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- Ensuring that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required;
- Organizing media briefings and preparing the Head of Council and other members of the MECG prior to each media briefing, as required;
- Ensuring that the following are advised of the telephone number of the established call or media centre:
  - Media;
  - Emergency Control Group;
  - Switchboard (County, Municipal and Emergency Services);
  - Media Spokesperson;
  - OPP Communications Officer;
  - Citizen Inquiry Supervisor;
  - Neighbouring Communities;
  - Any other appropriate persons, agencies or businesses.
- Monitoring news coverage, and correcting any erroneous information and preparing appropriate responses;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Coordinate media site tours with the Incident Commander and the on-site Media Spokesperson;
- Attending all MECG meetings in accordance with the operating cycle;
- Coordinating media photograph sessions at the site when necessary and appropriate;
- Coordinating on-site interviews between the emergency services personnel and the media;
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.5 Senior Fire Official

When called upon to act as the Fire Representative to the MECG, responsibilities include:

- Providing the MECG with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response, and fire search and rescue;
- Designating a Fire Incident Coordinator at site, if appropriate;
- Depending on the nature of the emergency, assign the Incident Commander and inform the MECG;
- Establishing an ongoing communications link with the Incident Commander at the scene of the emergency;
- Arranging for additional fire assistance with the Fire Marshal of Ontario and initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, i.e. breathing apparatus, protective clothing;

- Helping other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Advising the MECG regarding the need to evacuate buildings, areas, or the demolition of structures, which present a danger; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.6 Senior Police Official[4]

When called upon to act as the Police Services Representative to the MECG, responsibilities include:

- Advising the MECG regarding the protection of life, property, the provision of law and order, and conducting evacuations;
- Establishing a site command post with communications to the EOC;
- Designating a Police Incident Coordinator at site, if appropriate;
- Liaising with the EMS Chief and providing an estimated number of casualties as required; and safety concerns at the site;
- Notifying necessary emergency and community services, as required;
- Notifying the Coroner regarding fatalities;
- Coordinating all policing functions in support of the emergency site;
- Advising the MECG regarding the most effective use of police resources in support of the emergency response at the emergency site and external to the emergency site;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles at the emergency site;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Providing police service in EOC, evacuee centres, morgues, and other facilities as required;
- Ensuring liaison with other community, provincial and federal police agencies, as required; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.7 Paramedic Services Chief

When called upon to act as the Paramedic Services Representative to the MECG, responsibilities include:

- Advising the MECG on all aspects of emergency medical treatment, triage and transportation of the injured;
- Designating an EMS Incident Coordinator at site, as appropriate;
- Establishing an ongoing communications link with the EMS Incident Coordinator at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the MECG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;

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[4] Local policing services are provided by the Ontario Provincial Police (OPP) in all LTMs, except Perth South, who have contracted policing services through the Stratford Police Department.

- In conjunction with the EMS Incident Coordinator, assessing the need and initial request for special emergency health service resources at the emergency site, e.g. multi-patient units, support units, air ambulances, and forwarding these requests to the Central Ambulance Communications Centre;
- Assisting with the organization and transporting of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- Providing the main communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health and Long-term Care, Emergency Health Services branch;
- Coordinating first aid supplies for emergency site(s), and evacuation centres; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.8 Medical Officer of Health (MoH)

In addition to the specific role and responsibilities as identified in section 7.3, when called upon to act as the MoH Representative to the MECG, responsibilities include:

- Notifying the Senior Municipal Official or the CEMC of any public health emergencies;
- Participating as part of a Unified Command structure, in response to a human health emergency;
- Activating the Public Health Response Plan as required;
- Working with the EIO(s) to prepare information/instructions for dissemination to the media pertaining to reduce or mitigate public health risk;
- Consulting with the coroner on temporary morgue facilities as required;
- Liaising with local community medical resources (family health teams, hospitals, etc.) in response to the emergency;
- Establishing an ongoing communications link with the Public Health Incident Management Team;
- Maintaining a personal log, including all decisions made and actions taken by him/her during the emergency and participate in the post-emergency debriefing.
- Providing advice on the health and safety aspects of emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal;
- Notifying other agencies and senior levels of government of health matters relating to the emergency;
- Establishing an ongoing communications link with the Public Health Incident Management Team; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

The Health Unit is aware of certain vulnerable populations through the delivery of Health Unit programs and services. Depending on the nature of the emergency, and when resources permit, the Health Unit will assist in identifying and responding to stress reactions, both immediate and long term, in such vulnerable Health Unit clients. Where this is not possible, clients will be advised to access assistance using usual channels such as their family doctor and the emergency department.

8.8.9 Director of Social Services, or alternate

When called upon to act as the Social Services Representative to the MECG, responsibilities include:

- Providing social services and coordinate agencies, such as Victim Services, Red Cross, Children Aid Services, etc. to residents of Perth County;
- 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 due to the emergency; and ensure the evacuation centres are adequately staffed and maintained;
- Establishing a communications link between the EOC and the Emergency Evacuation Centre(s);
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres;
- Ensuring that a representative of the district school boards is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with nursing homes, homes for the aged, and rest homes as required in the event of facility evacuation; coordinate temporary shelters if applicable;
- Ensuring coordination with CCAC of care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.10 Public Works Representative

When called upon to act as the Public Works Representative to the MECG, responsibilities include:

- Advising the MECG regarding the efficient and effective use of transportation, infrastructure, road maintenance, road clearing, road construction, sanitation resources, and any other engineering and public works matters;
- Designating a Public Works Incident Coordinator at site as appropriate;
- Establishing an ongoing communications link with the Public Works Incident Coordinator at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring communities to ensure a coordinated response;
- Ensuring the provision of engineering assistance;
- Ensuring construction, maintenance and repair of County and/or municipal roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Ensuring liaison with the Fire Coordinator/Chief concerning emergency water supplies for firefighting purposes;
- Providing for emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Determining the need for any special equipment or resources and recommending sources of supply to the MECG;
- Providing for specialized transportation and response equipment in support of the emergency site;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;

- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Ensuring that barricades and flashers are delivered to the emergency site to establish traffic control points and emergency perimeters, as required;
- Maintaining access and egress to emergency site for emergency vehicles;
- Prioritizing of roads which will be restored and of which access will be maintained; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.8.11 Utility Representative

When called upon to act as the Utilities Representative to the MECG, responsibilities include:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the Public Works Representative;
- Liaising with affected Hydro Utilities, and with Hydro One respecting the bulk supply/transmission to the County and municipalities;
- Notifying critical agencies or persons, e.g. hospitals, persons on medical support equipment of outages;
- Discontinuing services to any consumer where this is considered in the interest of public safety;
- Accessing generators for essential services, or other temporary power measures;
- Coordinating with the MECG in establishing priorities for the restoration of services;
- Arranging for additional staff and supplies to restore the electrical distribution system, as required;
- Assisting the Incident Commander as designated by the MECG in fulfilling their responsibilities; and
- Maintaining a personal log of all actions taken and participate in the post-emergency debriefing.

8.9   Joint Emergency Control Group

There are times when the County and LTMs may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint Emergency Control Group may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, CEMC and/or alternates of the affected municipalities. As outlined in section 6.1- Declarations of an Emergency by the County, once a decision is made to establish a Joint Emergency Control Group, members of the affected LTM(s) may be seconded to the CECG. The remaining staff from the Emergency Control Group(s) within the affected LTM(s) will then remain in the EOC as the support group(s) or support staff.

9   EMERGENCY OPERATIONS CENTRE (EOC) OPERATIONS

The County, and LTMs utilize the IMS to manage an emergency at the site and in the EOC; tactical response to an emergency is the responsibility of site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of a reception centres/shelters is the responsibility of the EOC.

9.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated to the extent required. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

9.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

9.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan to be implemented by the EOC Director with the assistance of staff.

9.4 Incident Action Plans (IAP)

Every coordinated response where the control group is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written IAP be prepared whenever an EOC is operating.

The steps in the IAP process include:

1. Assess Situation – Obtain situation reports from involved agencies;
2. Identify Goals and Objectives of the response;
3. Assign Priorities;
4. Assign Tasks;
5. Consider Resource Needs;
6. Finalize plan, Approve and Implement; and
7. Monitor Plan – Future Meeting The plan must be communicated to everyone at the end of each meeting.

See ***Appendix C - EOC Operations Manual*** for positional checklists and additional information.

9.5 EOC Organizational Chart/IMS Structure

The following diagram represents the basic Incident Management System (IMS) structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.
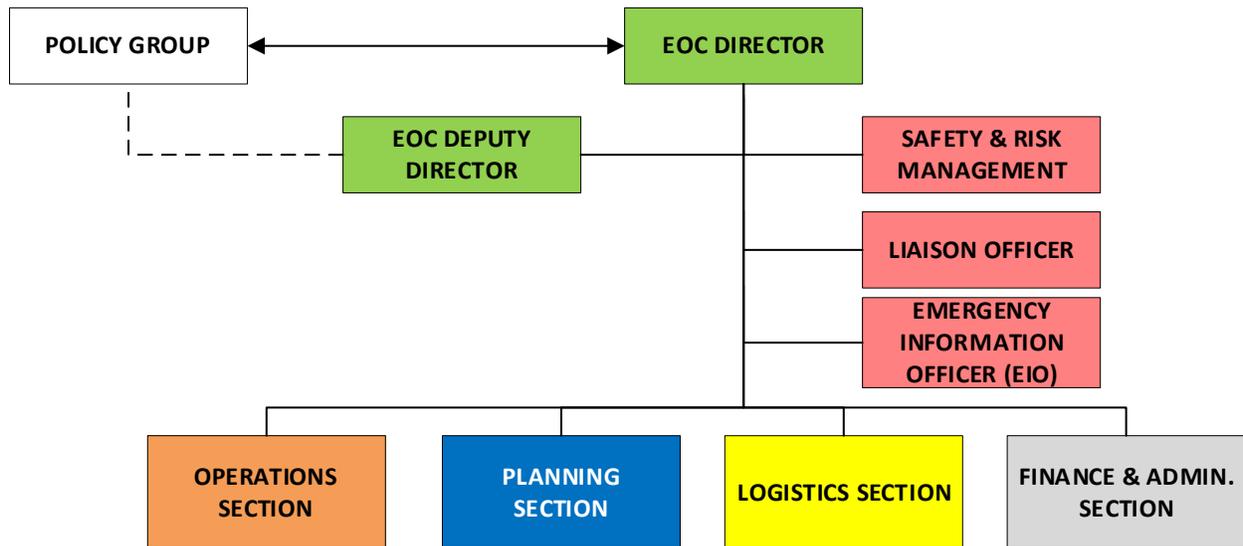
9.6 Enhanced System Flow Chart

The following diagram represents a sample of how the management system model noted above may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.
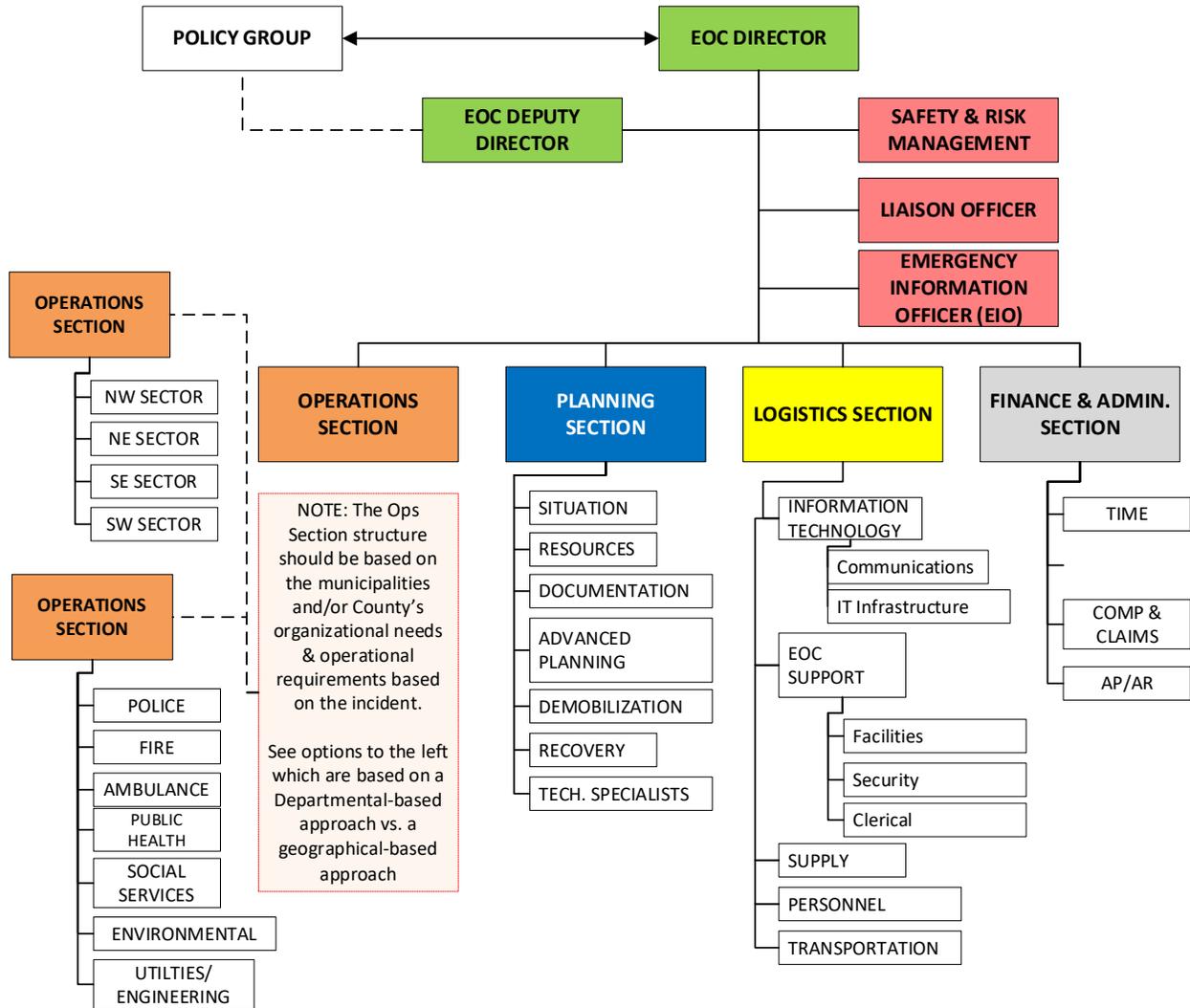
9.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director.

• Activating the ERP;
• Determining the required members of the control groups (CECG and/or MECG) as required;
• Conducting operational briefings;
• Authorizing an Emergency Information Centre;
• Authorizing, as delegated by Council, expenditure of money required to deal with the emergency;
• Authorizing the movement/use of personnel, equipment and resources;
• Authorizing and directing the use of municipal resources within delegated authority;
• Arranging for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.);
• Requesting assistance from and/or liaising with the County, LTMs various levels of governments and any other public or private agency;
• Authorizing activation of Mutual Assistance Agreements;
• Establishing a Recovery Committee; and
• Participating in post-emergency debriefings and assist with preparation of reports.

9.8 EOC Command Staff

The EOC Director will determine the positions required at the onset of an emergency, and will reassess throughout the duration of the emergency. Members of the Command staff may include the following:

9.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media, and public.

9.8.2 Safety and Risk Management Officer

The Safety and Risk Management officer ensures security measures for the EOC are in place and that municipal risk management practices are applied during the response.

9.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are;

• Coordinating with organizations not represented to request support and assistance;
• Providing briefings to organization representatives about the response operation; and
• Maintaining an up-to-date list of supporting and cooperating organizations.

9.9 EOC General Staff

The EOC Director will determine the positions required at the onset of an emergency, and will reassess throughout the duration of the emergency. Members of the General staff may include the following:

9.9.1 Operations Section

The Operations is responsible for;

- Coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director;
- Supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site; and
- Ensuring that tasks as set out in action plans are implemented, as required.

9.9.2 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

- Collecting, collating, evaluating and disseminating incident information;
- Maintaining situational awareness through the use of mapping tools available (paper or GIS);
- Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the LTM;
- Maintaining incident documentation including the main event log; and
- Identifying resources need and/or assigned to the incident.

9.9.3 Logistics Section

The Logistics Section is responsible for resource management, which includes acquiring all supporting resources for the EOC and its emergency operations, and sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources, Logistics and Finance/Administration Sections work together closely to contract for and purchase required resources. Responsibilities of the Logistics Section may include:

- Ordering, obtaining, maintaining, distributing and accounting for resources;
- Providing telecommunications/IT services and resources;
- Ordering EOC food and refreshments;
- Setting up and maintaining EOC incident facilities; and
- Providing support transportation.

9.9.4 Finance and Administration

During municipal emergencies, the Finance and Administration Section, led by the section Chief is responsible for the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests. The documenting of financial information can assist with funding requests to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency;

- Establishing appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events;
- Establishing a process/procedure for tracking staff time and equipment usage relating to the emergency response;
- Submitting insurance claims for the LTM for emergency related matters;
- Tracking necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement;
- Negotiating contracts for emergency related purchases and rentals;
- Assessing and track capital costs required to rebuild or repair municipal infrastructure;
- Monitoring sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program;
- Analyzing the impact of the emergency on the municipal budget;
- Preparing a cost analysis report for Council;
- Increasingly, larger incidents are using a Finance & Administration Section to monitor costs. Smaller incidents may also require certain Finance & Administration support.

For example, the EOC Director may establish one or more units of the Finance & Administration Section for such things as procuring special equipment, contracting with a vendor, or preparing cost estimates for alternative response strategies.

9.10 Incident Command @ Site

During any incident, emergency responders (Fire, Police, EMS) will establish a command structure at the site where the emergency exists. They will work together to protect the life, health, safety and property of both the public and emergency response personnel, and to mitigate/remove the danger/hazard presented by the emergency.

Emergency site operations are usually organized under the IMS as a recognized command structure for the incident to make the most efficient use of personnel and equipment. Upon activation of the Plan, the emergency site operations will be supported by the Emergency Control Group. The Incident Commander (IC) is responsible for managing the incident site and for organizing and coordinating the on-scene response with the various agency commanders on-site.

The emergency control groups (CECG and/or MECG) will confirm the identity of the IC and where required, designate the IC as the responsible position for organizing and coordinating the on-scene response with other agencies.

Responsibilities of Incident Command operations at the emergency site including but not limited to:

- Assessing the situation;
- Establishing appropriate communications at site and between the EOC, if activated;
- Ensuring that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency;
- Establishing an incident command post;
- Establishing an inner and outer perimeter around the emergency site, as required;
- Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency;
- Maintaining a communications link with the Senior Municipal official at the EOC;
- Coordinate with key personnel and officials;
- Designating an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency Control Group, as required;
- Designating a scribe, as needed; and
- Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

In large municipal emergencies, where this Plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity.

For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for designating a representative to participate in the Unified Command.

10. HAZARDOUS IDENTIFICATION RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to act to reduce future losses. (Methodology Guidelines 2019, OFMEM).

The County and LTMs use the 2019 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks. In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

- **"A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage"**

The hazard must also have the potential to meet one or more of the following criteria:

- Could affect the community's capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources; and
- A declaration of emergency or activation of the Control Group is possible.

Risk is assessed based on exposure, vulnerability, and capacity where:

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibly of the population or portions of the population to hazard; and
- The opportunities for the LTM and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and LTMs have identified and assessed as part of their emergency management programs. This list is not inclusive and is not in any particular order of priority.

- Tornados;
- Floods;
- Blizzards and ice storms;
- Human Health emergencies including a pandemic;
- Energy emergencies such as electricity, natural gas, oil and fuel;
- Cyber threats;
- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including water quantity threats;
- Dam failures;
- Hazardous materials release at a fixed site or during transportation;
- Explosions and fires;
- Foreign animal disease outbreak;

- Terrorism and sabotage; and/or
- Building or structural collapse of a public building.

As part of their emergency management programs, municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response and recovery and specific information for required emergency management program elements such as training, exercises and public education.

For additional information on the County, or Lower Tier Municipal HIRA program, please contact:

Perth County CEMC

Corporation of the County of Perth

1   Huron Street,

Stratford, ON, N5A 5S4

cemc@perthcounty.ca

11. FINANCIAL CONSIDERATIONS FOR MUNICIPAL EMERGENCIES

The Province of Ontario administers two Disaster Recovery Programs.   The programs are known as the Disaster Recovery Assistance for Ontarians (DRAO) and the Municipal Disaster Recovery Assistance Program (MDRAP). Detailed information about program eligibility, eligible expenses and program application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programs.

11.1 Disaster Recovery Assistance for Ontarians (DRAO)

The DRAO program is open to homeowners (primary residence only) and residential tenants, small owner operated businesses, small owner-operated farms, and not-for-profit organizations. The program is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not required to activate this program.

Municipalities are encouraged to advise the Ministry of the situation as soon as practical. Disaster Recovery Assistance for Ontarians helps with emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance.

Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance.

Eligible expenses are separated into three main categories:

1. Emergency Evacuation/Relocation and Living Expenses;
2. Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
3. Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the program has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

For further information, visit the DRAO website

11.2 Municipal Disaster Recovery Assistance Program (MDRAP)

The MDRAP helps municipalities recover from extraordinary costs after a natural disaster.

Eligible expenses may include:

- capital costs to repair public infrastructure or property
- operating costs that go above regular budgets and are needed to protect public health, safety or access to essential services

Costs are not eligible if:

- insurance covers them
- they would have been incurred anyway

Program activation and delivery

The Minister of Municipal Affairs and Housing decides to activate the program based on evidence showing that the event meets the eligibility criteria for the MDRAP.

The review process considers:

- the cause and extent of damage
- the initial claim submitted by the municipality

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs incurred by the municipality as a result of the natural disaster.

Eligibility requirements

To be eligible for the program, a municipality must have:

- experienced a sudden, unexpected and extraordinary natural disaster
- have costs over and above regular budgets that can be clearly linked to the disaster
- passed a resolution of council
- submitted an initial Municipal Disaster Recovery Assistance claim

Municipalities wishing to apply for Municipal Disaster Recovery Assistance are to contact their local Municipal Services Office for the claim forms package, which includes:

- these program guidelines
- a Municipal Disaster Recovery Assistance claim form in Excel
- a user guide for detailed instructions on filling out the claim form

Information for municipalities on how to apply for financial help after a natural disaster can be found in in the confidential **Appendix G**, or by visiting the Guidelines to apply for Municipal Disaster Recovery Assistance (MDRA) website.

12. EMERGENCY RESPONSE PLAN ADMINISTRATION, MAINTENANCE AND REVIEW

12.1 Annual Review

At a minimum, this Plan will be reviewed annually by the CEMC and the EMPC of Perth County, and representatives from the LTMs as required. These groups will, recommend changes as considered appropriate and refer recommendations to Council for further review and approval.

The EMPC will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations. Members of the MECG shall complete annual training as prescribed.

The Committees will consider conducting a major review of this Plan every five years.

12.2 Flexibility

No Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of the residents and business.

12.3 Amendments & Revisions

Amendments to the Plan require formal Council approval from all municipalities. Formal Council approval is not required for the following:

- Changes or revisions to the appendices;
- Minor editorial changes, i.e. editorial changes to text, section numbering, reference changes, or changes to references to provincial status.

Version	Date	Details	Author/By
01	Aug 31/23	• Draft ERP for review, sent to Alt. CEMCs	RF
02	Sept 13/23	• Draft ERP sent to CECG/MECGs for review	RF
03	Nov 16/23	• Minor revisions as noted at Perth County Council • Adoption of ERP & New Bylaw @ County Council	RF
04	Nov 20/23	• Adoption of ERP & New Bylaw @ W. Perth Council	RF
05	Dec 4/32	• Adoption of ERP & New Bylaw @ N. Perth Council	RF
06	Dec 5/23	• Adoption of ERP & New Bylaw @ PE Council	RF
07	Dec 5/23	• Adoption of ERP & New Bylaw @ PS Council	RF

13. ACRONYMS & DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act*, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

- AAR – After Action Report
- CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them
- CBRN-E – Chemical Biological, Radiological, Nuclear and Explosive
- CACC – Central Ambulance Communication Centre
- CECG – County Emergency Control Group
- CEMC – Community Emergency Management Coordinator
- CI – Critical Infrastructure
- COOP – Continuity of Operations Plan
- EIC – Emergency Information Centre
- EIO – Emergency Information Officer
- EMO – Emergency Management Ontario
- EMPC – Emergency Management Program Committee
- EOC – Emergency Operation Centre
- ERP – Emergency Response Plan
- HIRA – Hazardous Identification Risk Assessment
- IAP – Incident Action Plan
- ICP – Incident Command Post
- IMS – Incident Management System
- HoC – Head of Council
- LTM – Lower-Tier Municipality
- MECG – Municipal Emergency Control Group
- MTO – Ministry of Transportation
- NGO – Non-Government Organization
- PEOC – Provincial Emergency Operation Centre
- **Approved –** Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council.
- **Business Impact Analysis –** A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.
- **Community Emergency Management Coordinator (CEMC) –** An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.
- **Consequence –** The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.
- **Continuity of Operation Plan (COOP) –** A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

➢ **Critical Infrastructure (CI)** – 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 government.

➢ **Declared Emergency** – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

➢ **Disaster** – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

➢ **Emergency** – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

➢ **Emergency Control Group** – The Emergency Control Groups, identified as the County Emergency Control Group (CECG) and/or the Municipal Emergency Control Group (MECG) operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Emergency Control Groups usually includes leading community officials, emergency management representatives and other relevant staff.

➢ **Emergency Information** – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

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

➢ **Emergency Management Program Committee (EMPC)** – The emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

➢ **Emergency Operations Centre (EOC)** – The EOC is a facility where the MECG assembles to manage an emergency.

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

➢ **Emergency Response Organization** – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency.

➢ **Emergency Site Manager/Incident Commander** – Public sector official (usually fire, police, ambulance or Public Works/Infrastructure Services) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

➢ **Emergency Response** – Coordinated public and private response to an emergency.

> **Emergency Medical Service –** Perth County Paramedic Service is the emergency medical services provider for Perth County, City of Stratford and the town of St. Marys.

> **Emergency Management Ontario (EMO) –** EMO is an organization within the Ministry of Solicitor General, 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.

> **Evacuation –** The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency.

> **Evacuation Centre –** A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

> **Evacuation Registration –** A process to account for displaced persons. This process usually takes place at designated reception centres.

> **Evaluation –** The process of assessing the effectiveness of an emergency management program, plan and/or exercise etc.

> **Foreign Animal Disease –** A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

> **Hazard –** A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

> **Hazard Risk Identification Assessment (HIRA)–** The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

> **Head of Council (HoC) –** Includes the County Warden, the Mayors of the member municipalities, and their designated alternates.

> **Heavy Urban Search and Rescue Team –** A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

> **Incident Management System (IMS) –** The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

> **Municipality –** Means the County of Perth, Municipalities of North and West Perth, Townships of Perth East and South.

> **Mutual Aid Agreements –** An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the 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.

- **Municipal Disaster Relief Assistance Program –** An emergency financial assistance program administered by the Ministry of Municipal Affairs and Housing.
- **Private Sector –** A business or industry not owned or managed by any level of government.
- **Public Sector –** A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.
- **Reception Centre –** Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.
- **Recovery –** The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.
- **Response –** The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.
- **Response Organization –** Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency e.g., industrial response teams, CERV, etc. Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.
- **Risk Assessment –** A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.
- **Shall –** Indicates a mandatory requirement.
- **Should –** Indicates a recommendation or that which is advised but not required.
- **Threat –** Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.
- **Vulnerability –** The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from event

14. SUPPLMENTRY DOCUMENTS

Confidential appendices, accessible to members of the County and Municipal emergency control groups and other within the organizations with roles and responsibilities as defined within the ERP.

Appendix A – Crisis Communications Plan – Under development

Appendix B – Considerations for a Declaration of Emergency

Appendix C – Emergency Operations Centre (EOC) Operations Manual

Appendix D - Emergency Operations Centre (EOC) Organizational Charts

Appendix E - Emergency Operations Centre (EOC) Notification & Activation Call Tree

Appendix F – Disaster Recovery Assistance for Ontarians (DRAO)

Appendix G - Municipal Disaster Recovery Assistance Program (MDRAP)