



The Corporation of the Township of Perry

Emergency Response Plan

Revised: May 24, 2018

By-law No.: 2018-36

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Article I. INTRODUCTION

Section 1.01 Introduction

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Perry.

The population of the Township of Perry is comprised of seasonal and full-time residents. The 2016 Census shows that Perry Township has 2,454 residents. This number increases significantly during the Summer months.

In order to protect residents, businesses and visitors, the Township of Perry requires a coordinated emergency response by several agencies under the direction of the Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Perry's Emergency Management Program Committee (EMPC) developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Perry important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Perry Emergency Response Plan may be viewed at the Municipal Office and found on the Township's website: www.townshipofperry.ca. For more information, please contact:

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Section 1.02 Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Perry when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in Perry Township, and meets the legislated requirements of the *Emergency Management Civil Protection Act* (EMCPA).

The Township of Perry's response plan reflects an enhanced level approach to Emergency Management as defined by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Township of Perry. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by Perry Township's Emergency Management Program Committee. The hazard identification steps followed along with the final Risk Assessment can be found in Appendix "H".

The Emergency Management Program Committee evaluates critical infrastructure within the municipality. This can be found in Appendix "I".

For further details, please contact the Community Emergency Management Coordinator.

Article II. AUTHORITY

The *Emergency Management Civil Protection Act* (EMCPA) and supporting Ontario Regulation 380/04 are the legal authorities for this emergency response plan in Ontario.

The EMCPA and O. Reg 380/04 state that:

“The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

The emergency response plan shall, (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and (b) set out the procedures for notifying the members of the municipal emergency control group of the emergency.”

As enabled by the EMCPA, this emergency response plan and its' elements have been:

- Issued under the authority of the Township of Perry's By-law No. 2018-36; and
- Filed with the Ministry of Community Safety and Correctional Services, Emergency Management Ontario.

The CEMC, in cooperation with the EMPC, is responsible to review this Plan and the CEMC is responsible to train employees in their function under the Plan and implementing the Plan during an emergency.

The master copy will be amended, and update pages sent out to all persons registered as being holders of this Program. For this reason, it is important that the Emergency Management Program and Emergency Plan are not photocopied: “unauthorized” copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in Appendix “G”.

Much of the information provided in this program is considered to be confidential. Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), it is required that this information be kept confidential. If the plan holder receives his/her copy in the form of a binder, they are required to shred all sheets that have been replaced with updated copies. All electronic copies of the program must be stored where access to the program will be limited to the plan holder, or their Alternate.

Section 2.01 Definition of An Emergency

The EMCPA 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.”

The Emergency Operations Centre (EOC) can be activated for an emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

Section 2.02 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Perry. The subordinate plans, attached as Annexes to the document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Article III. EMERGENCY NOTIFICATION SYSTEM

The Mayor, Clerk-Administrator, the Ontario Provincial Police Detachment Commander, the Fire Chief, the Medical Officer of Health or the CEMC may activate the Emergency Notification System.

The Emergency Notification Contact List, attached as Appendix “A”, contains the contact phone numbers and addresses of the MCEG members (and their alternates).

Section 3.01 Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two distinct levels at which emergency personnel can be alerted. The Emergency levels are as follows:

- i. **“Full Alert”** – under a “Full Alert” either all or selected members of the Municipal Emergency Control Group, and the support and advisory staff, are contacted and are instructed to respond to the Emergency Operations Centre (EOC) at a given time or as soon as possible. The balance of the members of the groups will be advised to “Standby”.

- ii. **“Standby Alert”** – under a “Standby Alert” either all or selected members of the Municipal Emergency Control Group and the support and advisory staff are contacted and asked to “Standby” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.

The person making the call will leave a brief message indicating the nature of the emergency and the level of the alert.

IN BOTH THE “FULL ALERT” AND “STANDBY ALERT”, THE PROVINCIAL EMERGENCY OPERATIONS CENTRE (PEOC) IS TO BE NOTIFIED.

Article IV. EMERGENCY OPERATION CENTRE (EOC)

In the event of an emergency, the Emergency Operation Centre (EOC) will be established. The Municipal Emergency Control Group (MECG), support and advisory staff and many other groups or agencies will congregate and work together at the Emergency Operation Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Community Emergency Management Coordinator (CEMC), acting as the “Operations Officer”, is responsible for the coordination of all operations within the Emergency Operation Centre.

Section 4.01 Location of Emergency Operation Centre(s)

The Emergency Operation Centre is designated by the first authorized person activating the Emergency Notification System. The decision regarding the location will be made in consultation with the lead agency involved with the emergency.

In the event that locations are inaccessible, the EOC may be established at whichever municipal facility is most advantageous.

In the event of a municipal emergency, the Township will use the Municipal Office as the primary location.

The Emergency Operation Centre will consist of the following areas:

- i. A meeting room for the Emergency Control Group
- ii. A communications & support staff room
- iii. A media information centre and news conference area
- iv. A citizens’ inquiry area

Section 4.02 Emergency Operations Centre

The Emergency Operations Centre (EOC) is located at 1695 Emsdale Road, Emsdale, Ontario – 705-636-5941. The back up EOC will be the Novar Fire Hall located at 54 McCrandle Street, Novar, Ontario – 705-789-8088.

EMERGENCY OPERATIONS CONTROL CENTRE TELEPHONE NUMBERS

Primary Telephone Number	705-636-5941
Secondary Telephone Number	705-787-3010
24 Hour – Roads Dept.	705-783-2441
Facsimile	705-636-5759

Section 4.03 Emergency Control Group Meeting Rooms

The Municipal Emergency Control Group (MECG) requires a secure and quiet meeting room adjacent to the Communication Room.

To promote effective information sharing and decision making, this room requires:

- i. A map(s) of suitable scale, depicting up-to-date information related to the emergency;
- ii. A display board depicting up-to-date status information on the emergency.

Section 4.04 Emergency Communication and Support Room

While the MECG is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate communication and support room must be established. To be effective, the emergency communication and support room requires:

- i. Maps of suitable scale depicting up-to-date information related to the emergency;
- ii. A display board depicting up-to-date status information on the emergency;
- iii. A chronological log of all significant communications and events related to the emergency;
- iv. Sufficient outside telephone lines for all communicators. In the event that there are not enough telephones available, the use of cellular telephones should be considered.

- v. Each emergency or support service with radio communication equipment must be able to utilize this equipment in the communication and support room;
- vi. A television and internet access so that members of the MCEG and their support staff may view the televised reports of the emergency.
- vii. Network connection and computers, which are equipped with email capabilities;
- viii. Each member of the MCEG should consider designating at least one person, depending on the nature and scope of the emergency, to handle in coming and out going communications or assist as otherwise required.
- ix. The communicators will be responsible for operating telephones and radios within the communication room and relaying messages between their respective representatives on the MCEG and other key locations.

Section 4.05 Communications and Computer Operations Support

Information technology will be provided by the Township's IT provider and will:

- i. Upon notification, the IT provider will assist with any issues that may arise and will work to resolve any problems which arise.
- ii. The IT provider contact information will be provided in this Emergency Response Plan.

Section 4.06 Operating Cycle

Upon attending at the EOC, MCEG members will be briefed by the CEMC on the emergency situation and will make decisions with respect to the appropriate composition of the Control Group taking into consideration the emergency and the expertise required to properly manage the situation. The CEMC will contact those support agencies required to manage the emergency.

The MCEG members will establish an operating cycle consisting of specified meeting times and length of meeting and work schedule. It shall be the responsibility of the CEMC to ensure adherence to the operating cycle, convene MCEG meetings and to arrange for agendas for the meetings. The EOC Manager or assistant so designated by the CEMC will be responsible for maintaining status boards, maps, and information in the EOC to aid the MCEG in their meetings. This information will be prominently displayed and will be kept up to date.

The MECG will, make a decision with respect to the appointment of an emergency on-site lead agency. The agency will be responsible for appointing the site manager.

Section 4.07 Map of Selected Relevant Locations

Maps showing the location of certain resources which may become relevant during an emergency are:

- Area Community Centres
- Fire Stations
- Fuel Supplies
- Public Works Yards (including fuel pumps)
- Water supplies

Section 4.08 Web Page

An electronic copy of the Township of Perry Emergency Response Plan is posted and maintained on the Township's website: www.townshipofperry.ca

Section 4.09 Requests for Assistance

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

The Emergency Notification Contact List, including contact numbers for requesting assistance is attached as Appendix "A".

Article V. MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

Section 5.01 Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) – 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 MECG consists of the following officials:

- Mayor of the Township of Perry;
- Clerk-Administrator;
- Primary Community Emergency Management Coordinator;
- Alternate Community Emergency Management Coordinator;
- Secondary Community Emergency Management Coordinator;
- By-law Enforcement, CBCO;
- Fire Chief;

- Manager of Public Works;
- Working Foreman;
- Emergency Information Officer
- Treasurer

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

Section 5.02 Municipal Emergency Control Group (MECG) Responsibilities

The members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

- Activate the Emergency Response Plan during emergency operations and provide advice and assistance to the Head of Council in the carrying out of the duties under the Emergency Response Plan.
- Direct, coordinate and monitor the response to ensure that all actions necessary for mitigation of the effects of the emergency are taken in accordance with the law and are carried out effectively and efficiently.
- Contact the appropriate emergency response agencies to ensure that all actions necessary for mitigation of the effects of the emergency are taken in accordance with the law and are carried out effectively and efficiently.
- Advise the Mayor in making key decisions such as declaration of an emergency, designating sections of the Township as an emergency area.
- Appoint or confirm the appointment of an Emergency Site Manager.
- Liaise with the Emergency Site Manager and Incident Commander to obtain briefings and/or change in emergency status.
- Coordinate the evacuation of inhabitants considered to be in danger.
- Order the discontinuance/closure of utilities, services, programs and/or facilities provided by local or public agencies, as required.
- Arrange for services and equipment from local agencies not under Municipal control, i.e. private contractors, volunteer agencies, etc.
- Notify, request assistance from and/or liaising with various levels of government and any public or private agencies not under Township control as considered necessary.
- Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and other locations such as EOC and

shelters and post incident i.e. food, water, shelter, sanitary facilities, maintenance, etc.

- Determine if additional volunteers are required and if appeals for volunteers are warranted.
- Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- Prepare, in coordination with the Emergency Information Officer (EIO), approve and authorize major announcements, information releases and formal statements to the public.
- Arrange for experts, advisory groups and/or sub-committees to report to the MECG to provide advice, as required. The MECG also has the authority to relieve any MECG member with his/her alternate or other appointed individual.
- Authorize expenditures of money required to deal with the emergency.
- Notify all services, agencies, groups or persons under the direction of the MECG of the termination of the emergency.
- Meet regularly (frequency will be dictated by the CEMC) as a group to inform one another of actions being taken, their status, and to plan strategies.
- Determine if a Recovery Committee needs to be established.
- Conduct and participate in a debriefing following the emergency.

Section 5.03 Individual Responsibilities of the Municipal Emergency Control Group

(a) Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Ordering the activation of the Emergency Response Plan.
- Declaring an emergency to exist and where practical, identifying the area or location of the emergency within the Township of Perry.
- Declaring that the emergency has terminated.
- Notifying the Heads of Council of the affected neighbouring Municipality(ies) and the Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency.
- Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.

- Assuming the role of Primary spokesperson following consultation with the MCEG regarding media releases and public announcements/instructions/warnings.
- Formally requesting Provincial or Federal government assistance through the Provincial Ministry of Community Safety and Correctional Services, Emergency Management Ontario.
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

In the absence of the Mayor, or Acting Mayor, any member of Council can act as the Head of Council for the purposes of this Plan.

(b) Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator (CEMC) or Alternate is responsible for:

- Activating and arranging the Emergency Operations Centre (EOC).
- Ensuring that security is in place for the EOC and registration of MCEG members.
- Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring that a communications link is established between the MCEG and the Emergency Site Manager.
- Overseeing the setup, coordination and operation of the EOC. (Note: The EOC Manager is responsible for the setup and operation of the EOC while the CEMC oversees it.)
- Ensuring liaison with community support agencies (i.e. St. John Ambulance, Canadian Red Cross).
- Approving all releases or media updates before they are issued to the public or media, or delegate this authority to another member of the MCEG.
- Ensuring volunteer coordination and liaison.
- Ensuring that the operating cycle is met by the MCEG and related documentation is maintained and kept for future reference.

- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs.
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

(c) OPP Detachment Commander or Designate

The OPP Detachment Commander, or Designate is responsible for:

- Activating the emergency notification system and ensuring all members of the MECG are notified.
- Notifying necessary emergency and community services, as required.
- Establishing an Incident Command Post.
- Establishing an inner perimeter within the emergency area.
- Establishing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel.
- Providing traffic control to facilitate the movement of emergency vehicles.
- Alerting persons endangered by the emergency and the co-ordination of evacuation procedures.
- Protecting life and property and the provision of law and order.
- Notifying the coroner of fatalities.
- Liaising with other municipal, provincial, and federal police agencies, as require.
- Maintaining a personal log of all actions taken.
- Taking part in post-emergency debriefing.
- Provide advice on law enforcement.

(d) Fire Chief

The Fire Chief or designate is responsible for:

- If required, activating the Municipal Emergency Control Group (MECG);

- Attending at the Emergency Operations Centre and coordinate the response of the Fire Services.
- Advising the MCEG on matters concerning fire fighting or fire prevention in areas where the emergency has caused increased fire risks.
- Depending on the nature of the emergency, assign the Incident Commander and inform the MCEG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating 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;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, i.e. rescue, first aid, casualty collection, evacuation;
- Maintaining and implementing the Hazardous Materials Response Plan, See Appendix "E", as required;
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

(e) Manager of Public Works

- Providing the MCEG with information and advice on public works matters, including the provision of all storm culverts and road services.
- Maintaining, constructing and repairing of roads.
- Providing emergency traffic detour plans in coordination with the Ontario Provincial Police in the affected area.
- Liaising with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services or functions.
- Coordinating the provision of transportation when requested by other departments or the Emergency Site Manager.
- Establishing an ongoing communications link with the Foreman of Public Works at the scene of the emergency.

- Ensuring liaison with the public works representative from neighbouring communities to ensure a coordinated response.
- Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes.
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health, if required.
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- Ensuring liaison with the Ministry of Natural Resources and Forestry regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Will obtain and distribute required materials, equipment and supplies.
- Maintaining and implementing the Flood Control Response Plan, see Appendix "F", as required.
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

(f) Emergency Information Officer (EIO)

The Township's Deputy Clerk will act as the Emergency Information Officer during an emergency and is responsible for:

- Ensuring prompt dissemination of accurate information to the news media and the public.
- Writing and issuing news releases and arranging media briefings as required to communicate "key messages" to the public.
- Providing communication advice to the Mayor, CEMC and MECG.
- Reviewing all communications and gain approval for release by the Mayor or CEMC.
- Providing information to be posted on the internet.
- Monitoring media, correcting inaccuracies, and controlling rumours.
- Organizing and facilitating news conferences as required.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

(g) EOC Manager

In all emergency situations, the EOC Manager is responsible for:

- Ensuring that the Emergency Operations Centre (EOC) is set up and operational and establishing security if required.
- Acting in a resource and advisory capacity to the MECG, and other emergency and support staff on emergency management matters, as required.
- Carrying out detailed liaison with the Provincial Emergency Operations Centre.
- Liaising with other agencies as required by the MECG.
- Maintaining the records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference.
- Participating as required in the Post-Emergency Recovery Plan.
- Maintaining a personal log of all actions taken.
- Conducting and participating in a post-emergency debriefing.

(h) Medical Officer of Health

If requested to be present, the Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the MECG.
- Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch.
- Depending on the nature of the emergency, assign the Incident Commander and Inform the MECG.
- Establishing liaison with the ambulance service representatives.
- Providing advice on any matters, which may adversely affect public health.
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator.
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemic, according to Ministry of Health and Long-Term Care policies.
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.

- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- Notifying the Manager of Public Works regarding the need for potable water supplies and sanitation facilities.
- Ensuring liaison with the District of Parry Sound Social Services representative on areas of mutual concern regarding health services in evacuee centres.
- Maintaining a personal log of all actions taken.

(i) Social Services Director or Designate

If requested, the Social Services Director or Designate is responsible for:

- 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.
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed.
- Ensuring liaison with the OPP with respect to pre-designation of evacuee centres which can be opened on short notice.
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.
- Ensuring that a representative of the Board of Education and/or Separate School Board is/are 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 available Nursing Homes as required.
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.
- Maintaining a personal log of all actions taken.

(j) Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site.

- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency.
- Obtaining EMS from other municipalities for support, if required.
- Ensuring triage at the site.
- Advising the MCEG if other means of transportation is required for large scale response.
- Ensuring liaison with the receiving hospitals.
- Ensuing liaison with the Medical Officer of Health, as required.
- Taking part in post-emergency debriefing
- Maintaining a personal log of all actions taken.

Section 5.04 Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the MCEG:

(a) Administrative Staff

- Assisting MCEG members, as required.
- Ensuring all important decisions made and actions taken by the MCEG are recorded.
- Ensuring that maps and status boards are kept up to date.
- Providing a process for registering MCEG members and maintaining a MCEG member list.
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MCEG members' telephone numbers in the EOC.
- Arranging for printing of material, as required.
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency.
- Maintaining a personal log of all actions taken.

(b) Municipal Solicitor

- Providing advice to any member of the MCEG on matters of a legal nature as they may apply to the actions of the Township of Perry in its response to the emergency, as requested.

(c) Treasurer

- Providing information and advice on financial matters as they relate to the emergency.
- Ensuring liaison, if necessary, with the Treasurers/Finance Departments of neighbouring municipalities.
- Ensuring that records of expenses are maintained for future claim purposes.
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during and emergency.
- Providing and securing of equipment and supplies not owned by the Township of Perry.
- Ensuring liaison with purchasing agents of the neighbouring municipalities, if necessary.
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Maintaining a personal log of all actions taken.

(d) Public Works Foreman

- Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the support and advisory staff.
- Procuring staff to assist, as required.
- Ensuring that a record is maintained of drivers and operators involved.
- Maintaining a personal log of all actions taken.

(e) Other Agencies

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group. Agencies may include Emergency Management Ontario, Ontario Provincial Police, Office of the Fire Marshal, volunteer groups and provincial ministries.

Article VI. DECLARATION OF AN EMERGENCY

Section 6.01 A Declared Community Emergency

The Mayor or Acting Mayor of the Township of Perry, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MCEG.

Note: Reference the EMO Checklist attached hereto as Appendix “B” in consideration of a Declaration. All points in the checklist do NOT have to be present. This is a guide for decision making.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Members of Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Note: ‘**Emergency Declaration**’ forms are available in the Emergency Operations Centre and shall be faxed to the OFMEM via the PEOC as required. (See Appendix “C”).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Town Council; or
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Note: ‘**Termination of a Declared Emergency Form**’ are available in the Emergency Operations Centre and shall be faxed to the OFMEM via the PEOC as required. (See Appendix “D”).

Note: In certain limited circumstances, it is necessary to declare an “Emergency” in order to access Provincial Response assets even though the scope of the emergency is not large (i.e. confined spaces, trench, technical rope or specialized rescue emergencies, complex hazardous material or chemical, biological, radiological, nuclear, explosives (CBRNE) incidents that are beyond the capabilities of local emergency responders.

APPENDIX "B"
Emergency Management Checklist

Checklist in Consideration of a Declaration of Emergency

** This checklist is for use by members in the MCEG when considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

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

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government

- Is the situation an extraordinary event requiring extraordinary measures?**
- Does the situation pose a danger of major proportions to life or property?**
- Does the situation pose a threat to the provision of essential services (i.e. energy, potable water, sewage treatment/containments, supply of goods or medical care)?**
- Does the situation threaten social order and the ability to govern?**
- Is the event attracting significant media and/or public interest?**
- Has there been a declaration of emergency by another level of government?**

Legal

- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?**

- Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?**
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?**
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel.]
- Does or might, the situation require provincial support or resources?** [Provincial response (i.e. air quality monitoring, scientific advice, airlift capabilities, material resources, etc.).]
- Does or might, the situation require assistance from the federal government (i.e. military equipment)?**
- Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. CBRN teams are only dispatched to declared emergencies. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from the municipality?
- Will your municipality be receiving evacuees from another community?

Economic and Financial

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?



APPENDIX "C"
Emergency Declaration Form
Declaration of Emergency

I, _____ hereby declare a state of local Emergency
(Mayor or Acting Mayor)

in accordance with the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, s. 4 (1) due to the emergency described herein (*nature of emergency*):

for an Emergency Area or part thereof described as (*geographic boundary*):

Signed: _____

Title: _____

Dated: _____ at _____ (*time*)

In the Municipality of: _____

Note: Fax to EMO Duty Officer @ 416-314-6220

Declaring Municipal Emergency

The Mayor or Acting Mayor will notify:

1. The Provincial Operations Centre Duty Officer through the Solicitor General and Emergency Management Ontario, Ministry of Public Safety and Correctional Services.
2. The Municipal Council.
3. Public – via website.
4. Neighbouring community officials, as required.
5. The Local MPP.
6. The Local MP.



APPENDIX "D"
Termination of a Declared Emergency Form

Declaration of Emergency

I, _____ hereby declare a state of local Emergency
(Mayor or Acting Mayor)

Terminated in accordance with the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, s. 4 (1) due to the emergency described herein (*nature of emergency*):

for an Emergency Area or part thereof described as (*geographic boundary*):

Signed: _____

Title: _____

Dated: _____ at _____ (*time*)

In the Municipality of: _____

Note: Fax to EMO Duty Officer @ 416-314-6220

Termination of an Emergency

Municipal Emergency

A Municipal Emergency may be terminated at any time by:

1. The Mayor or Acting Mayor, or
2. The Municipal Council, or
3. The Premier of Ontario.

Upon termination of a Municipal Emergency, the Mayor will notify:

4. The Provincial Operations Centre Duty Officer through the Solicitor General and Emergency Management Ontario, Ministry of Public Safety and Correctional Services.
5. The Municipal Council.
6. Public – via website.
7. Neighbouring community officials, as required.
8. The Local MPP.
9. The Local MP.

APPENDIX "E"

Flood Control Response Plan

Localized flooding in low lying residential areas occurs annually during high spring runoff and heavy rainstorm events.

Mission Statement

To enable the Township of Perry to effectively mobilize and respond to the possible impact of a flood in low lying areas. All efforts will be directed toward the following objectives:

- Protection of persons and property
- Public Information
- Pre-impact operations readiness made
- Warning the Public
- Allocation of evacuation boats and vehicles
- Establishment of Reception Centre

Execution

In the event of a Flood Emergency all or part of the following procedures will be initiated, as part of the Municipal Emergency Control Group (MECG) actions, depending on the severity of the Flood event.

Flood Advisory

1. Upon notification of a **Flood Advisory** by the Ministry of Natural Resources, Public Works Department will initiate field visits to determine actual conditions and flow depths. The Public Works Department will continue to record flow depths at regular intervals.

Flood Warning

2. Upon notification of a **Flood Warning** by the Ministry of Natural Resources, the CEMC or Alternate will:
 - a. Contact the OPP, Fire Department, Public Works, and Ambulance and advise of increased flows and potential of flooding.
 - b. For localized low land flooding and road flooding (slow to moderate increase in volume of flow), the Public Works Department will post flood warning signage at the flood locations.

Signs will be available at Public Works Yard.

- c. In the event of **quickly increasing flows** resulting in wide spread flooding, property damage and potential risk to persons, all or part of the MECG will be convened. A decision will be made as to whether the affected area residents should be notified of situation by telephone or door to door by OPP and Fire Department personnel. A decision will be made as to whether an Evacuation Centre will need to be initiated.
- d. A Township Press Release will be issued in consultation with the Ministry of Natural Resources and Forestry.
- e. Fire Department and OPP to check readiness of OPP and Fire Department boats in the event of an evacuation.

Flood Evacuation

3. In coordination with the Ministry of Natural Resources and Forestry and the Township of Perry MECG, a **Flood Evacuation Notice** will be issued. To initiate this process:
 - The Mayor will declare a State of Emergency in the Township of Perry.
 - The MECG will be notified of the declaration of the Emergency by the CEMC.
 - A FLOOD EVACUATION NOTICE will be issued to the media and posted on the municipal website.
 - The OPP and Perry Township Fire Department will initiate evacuation process of the specific flood area.
 - The OPP will secure the appropriate grounds and will act as the lead agency on site.
 - Evacuees will be directed to the Novar and Emsdale Community Centres for registration, further care and sheltering.