



The Corporation of the Township of Perry

Emergency Management Program

Revised: October 7, 2020

By-law No.: 2020-67

Table of Contents

SECTION 1. INTRODUCTION & ADMINISTRATION.....	1
1.1. Introduction	1
1.2. Short Title.....	2
1.3. Definitions and Relevant Terms	2
1.4. Aim.....	5
1.5. Authority	6
1.6. Annual Review, Maintenance and Testing.....	6
SECTION 2. HAZARD IDENTIFICATION, CRITICAL INFRASTRUCTURE, PRECEDENCE OF PLANS	7
2.1. Hazard Identification and Risk Assessment (HIRA)	7
2.2. Critical Infrastructure Inventory (CI)	8
SECTION 3. EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) ...	8
3.1. Municipal Emergency Control Group (MECG)	8
3.2. Strategic Support Group.....	11
3.3. Operational Support Group	11
3.4. Advisory Group.....	11
SECTION 4. EMERGENCY NOTIFICATION SYSTEM.....	12
4.1. Emergency Notification System	12
4.2. Emergency Alert Levels	12
4.3. Emergency Response System.....	13
SECTION 5. EMERGENCY OPERATIONS CENTRE (EOC)	13
5.1. Fundamentals of the Emergency Operations Centre Operation.....	13
5.2. Location of the Primary EOC and Alternate EOC's.....	14
5.3. Operating Cycle	14
5.4. Appointment of Emergency Site Manager / Incident Commander .	15
SECTION 6. DECLARATION OF AN EMERGENCY	15
6.1. Action Prior to Declaration of an Emergency	15
6.2. Municipal Emergency.....	15
6.3. Provincial Emergency	16

SECTION 7. REQUESTS FOR ASSISTANCE	16
7.1. Mutual Assistance Agreements	16
7.2. Current Agreements	17
7.3. Execution of Mutual Assistance Agreements	17
7.4. Requests for Provincial Assistance.....	17
7.5. Office of the Fire Marshal and Emergency Management (OFMEM) .	18
7.6. Assistance from the Provincial Government	18
7.7. Assistance from the Federal Government	18
SECTION 8. PUBLIC EDUCATION	19
SECTION 9. TERMINATION OF AN EMERGENCY	19
9.1. Municipal Emergency.....	19
9.2. Provincial Emergency	20
9.3. Recovery Committee	20

SECTION 1. INTRODUCTION & ADMINISTRATION

1.1. Introduction

This Emergency Management Program has been prepared in order to provide key officials, agencies and departments within the Township of Perry with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this program to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9 (EMCPA) provides the authority to municipalities to formulate and implement Emergency Management Plans and Programs. The legislation states that a "Head of Council" may declare that an Emergency exists within a municipality and may take such actions as may be deemed necessary that are not contrary to law to protect the property, health, safety and welfare of the inhabitants of the Emergency area.

Municipalities routinely respond to situations that require responses from fire, police, ambulance and public works crews. Large scale emergencies such as chemical spills, plane crashes, tornadoes and floods can severely deplete available resources and require the response of additional personnel, equipment and expertise. In cases such as these, an Emergency Plan must be implemented.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources required and the efficient deployment and management of these resources. The primary role of municipal government in an emergency is to provide the organizational framework within which the coordinated response will take place, thereby reducing the impact of the emergency on the inhabitants within the municipality.

Every municipality has a responsibility to provide the initial response to an emergency within their municipal boundaries. A declaration of an emergency 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.

1.2. Short Title

This document may be cited as the Perry Township "Emergency Management Program".

1.3. Definitions and Relevant Terms

"Agency On-Scene Lead" means the person(s) designated by each agency responding to the Emergency who is responsible for managing the agency's on-scene response operations in consultation and coordination with the Emergency Site Manager (Incident Commander) and the Perry Township Municipal Emergency Control Group.

"Clerk-Administrator" is the Clerk-Administrator of the Township of Perry or his/her designate. The Clerk-Administrator is the Chair of the Township of Perry Emergency Management Program Committee (EMPC) and is responsible for coordinating operations within the Township of Perry Emergency Operations Centre (EOC).

"Command Post" means a mobile communications/central control centre from with the Emergency Site Manager and Agency On-Scene Commanders will manage on-site activities and communicate with the Township of Perry's Emergency Operation Centre and other operational communication centres.

"Community Emergency Management Coordinator (CEMC)" is an individual appointed by Council who is responsible and accountable for the community's emergency management program.

"Critical Incident Stress (CIS) Team" is a trained team of individuals available for stress debriefing during and succeeding emergencies and major incidents.

"Declared Emergency" is a signed declaration made in writing by the Head of Council, the Lieutenant Governor in Council or the Premier for the Province of Ontario. 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" is a widespread or severe emergency that seriously incapacitates a community.

"Emergency" means a situation or impending situation caused by the forces of nature, an accident, or an intentional act or otherwise constitutes a danger of major proportions to life or property. The nature and magnitude must be such as to require a controlled and coordinated response by several agencies,

both governmental and private, under the direction of a Municipal Emergency Control Group, distinct from routine operations carried out by an agency or agencies i.e. firefighting, police activities, hospital routines.

“Emergency Information Officer (EIO)” is responsible for the development and release of emergency information to the public with respect to an emergency. The Mayor or CEMC (or Alternate) must approve all emergency information that the EIO releases.

“Emergency Management” is an organized and comprehensive program 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 and Civil Protection Act, R.S.O. 1999 (EMCPA)” is the provincial legislation in the Province of Ontario which mandates community emergency planning measures.

“Emergency Management and Program Committee (EMPC)” is to assist in the development and advise the Municipal Council on the development and implementation of the municipal emergency management program.

“Emergency Notification Plan” is an automated telephone fan-out system, which is activated when it is necessary to implement the Emergency Plan, by which the Municipal Emergency Control Group and others are notified of an emergency.

“Emergency Operations Centre (EOC)” is where the Municipal Emergency Control Group and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

“Emergency Response Plan” is a plan which is formulated pursuant to the *Emergency Management and Civil Protection Act* to govern the provision of necessary services during an emergency and the procedures under and manner in which employees and other persons will respond to an emergency.

“Emergency Shelter” is a site that provides lodging for evacuees and emergency responders during and after an emergency. It may include municipal buildings, schools, hotels/motels, and private homes or improvised group housing. Depending on the emergency, it may include provisions for feeding and personal support.

“Emergency Site Manager (ESM)” is the person at the emergency site who is designated to coordinate and manage the response to the Emergency. The Emergency Site Manager, also known as the “Incident Commander” is

appointed by the Municipal Emergency Control Group and reports to the control group.

“Evacuation/Reception Centre” is the site where comfort services (food, clothing, referral to shelter, referral to social services, registration and inquiry) are offered to persons displaced by the emergency.

“Fire Department” is the Fire Department of the Township of Perry.

“Fire Chief” is the Chief of the Township of Perry Fire Department or alternate.

“Full Alert” is the Emergency Alert level utilized when all or selected members of the Municipal Emergency Control Group (MECG) are contacted and advised to report to the Emergency Operations Centre.

“Incident Commander” is the person at the emergency site who is designated to coordinate and manage the response to the Emergency. The overall incident commander, also known as the “Emergency Site Manager” is appointed by the Municipal Emergency Control Group and reports to the control group.

“Media Information Centre” is the location from which the media may gather for updated media releases and press conferences. This location will be the Municipal Office located at 1695 Emsdale Road or alternate location as may be determined by the Municipal Emergency Control Group.

“Municipal Emergency Control Group (MECG)” is a group of individuals who directs the municipality’s response in an emergency and includes the implementation of the municipality’s emergency response plan.

“Office of the Fire Marshal and Emergency Management (OFMEM)” is an organization with the Province of Ontario’s Ministry of Community Safety & Correctional Services. OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

“On-Scene Media Coordinator” is appointed by the Emergency Site Manager at the time of the emergency and is responsible for coordinating the fast-accurate dissemination of information to the media from the On-Scene Media Information Centre. The Coordinator will work closely with the Emergency Information Officer (EIO) to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

“On-Scene Media Information Centre” is the location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Coordinator with the approval of the Emergency Site Manager.

“Perimeter (Inner)” is a restricted area in the immediate vicinity of the emergency scene as established by the Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

“Perimeter (Outer)” is the geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Incident Commander.

“Priority Access Dialing (PAD)” is a system controlled through Industry Canada that ensures that key telephone numbers receive priority access during times of high demand on telephone systems.

“Recovery” is the phase of an emergency which begins immediately following an emergency response with efforts to restore minimum services to the affected area and continues with long-term efforts to return the community to normal. Recovery activities include assessing damage, clearing debris, restoring food supplies, shelter, utilities and, rebuilding.

“Stand-by Alert” is the emergency alert level utilized when some or all members of the Municipal Emergency Control Group are contacted and instructed to “stand-by” for further information or instruction.

“Triage” is the sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

1.4. Aim

The Township of Perry maintains an active Emergency Management Program. The purpose of this program is to protect and preserve life and property during times of crisis, by providing efficient, coordinated emergency services and responsible decision-making. The program will also provide for training of Perry Township staff as required, and for external agencies to the extent practical. The program will permit coordination of community-based exercises and outreach at the municipal level. The Emergency Management Program is further designed to ensure that all agencies that may become involved in an emergency are fully aware of their respective roles and responsibilities and are capable of fulfilling their assigned tasks.

The program provides for the creation of subordinate plans and mechanisms to ensure the updating and testing of the Perry Township Program. The Emergency Response Plan is an essential element of this program as it provides a framework of activity to ensure that the objectives of the program are met.

The aim of the Perry Township Emergency Management Plan is to outline a process to enable a plan of action to be developed for the efficient deployment and coordination of Perry Township services, agencies and personnel to provide the earliest possible response to an Emergency in order to:

- i. Protect and preserve life and property;
- ii. Minimize the effect of the emergency on the Township of Perry;
- iii. Restore essential services; and
- iv. Maintain services in the unaffected areas within the Township of Perry.

1.5. Authority

The *Emergency Management and Civil Protection Act*, R.S.O. 1990 is the legal authority for the creation of emergency response plans in Ontario. The legislation states that the:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

As enabled by the *Emergency Management and Civil Protection Act*, this emergency management program and its elements have been issued under the authority of the Township of Perry By-Law No. 2020-67; and filed with the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

1.6. Annual Review, Maintenance and Testing

This emergency management program and emergency response plan will be reviewed annually by the Emergency Management Program Committee (EMPC) and any changes or updates necessary form part of the subsequent annual work plan of the committee in consultation with the appropriate stakeholders.

The Community Emergency Management Coordinator (CEMC) maintains the master copy of the emergency management program and plan and each time major revisions are made to both, it is forwarded to Council for approval. However, the CEMC may revise the appendices and minor administrative changes as required.

It is the responsibility of each person, agency, service or department named within this emergency program and emergency plan to notify the CEMC forthwith, of any revisions to the appendices or other administrative changes. All changes, additions or required deletions should be immediately forwarded to the CEMC for inclusion in an update.

The CEMC in concert with the Emergency Management Program Committee will evaluate the overall effectiveness of the emergency management program (or elements thereof) from time to time and provide training to the Municipal Emergency Control Group. Revisions to this program regularly incorporate recommendations stemming from such exercises.

SECTION 2. HAZARD IDENTIFICATION, CRITICAL INFRASTRUCTURE, PRECEDENCE OF PLANS

2.1. Hazard Identification and Risk Assessment (HIRA)

The *Emergency Management and Civil Protection Act*, R.S.O. 1990 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".

While many emergencies could conceivably occur within the Township of Perry, those most likely to occur have been identified through a Hazard Identification and Risk Assessment (HIRA) analysis. The HIRA list is reviewed on an annual basis as an element of the Emergency Management Program Committee's annual work plan.

The hazards most likely to impact the Township of Perry include:

- i. Severe Weather Event i.e. winter blizzards, floods, freezing rain, windstorms, etc.
- ii. Forest Fires;
- iii. Oil / Natural Gas Emergency
- iv. Transportation of Hazardous Material Incident (Hwy. 11, CN Rail)
- v. Transportation Accidents (Hwy. 11, CN Rail, marine, air)
- vi. Extreme Heat and Cold

2.2. Critical Infrastructure Inventory (CI)

A companion document to the HIRA noted in Section 2.1 is the Township of Perry's Critical Infrastructure (CI) inventory. This document contains an inventory of buildings, structures and other elements of community infrastructure within the Township of Perry in a variety of categories including:

- i. Public Safety and Security
- ii. Financial and Economic Impact
- iii. Food and Water
- iv. Utilities
- v. Government Services
- vi. Transportation
- vii. Telecommunications

Like the HIRA, the Critical Infrastructure Inventory is reviewed annually and updated as part of the Emergency Management Program Committee's annual work plan.

SECTION 3. EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Township of Perry has established an Emergency Management Program Committee (EMPC) comprised of such individuals from the various departments within the Municipality and representing outside agencies whose purpose is to support the ongoing efforts of the Community Emergency Management Coordinator (CEMC) by assisting with the legislated requirements of the Act and supporting Regulation through the development of a comprehensive emergency management program; the maintenance, annual review and revision to the Township's emergency response plan; and the planning and execution of such exercises as are necessary to ensure that the Township is properly prepared for natural, accidental and man-made disasters.

The EMPC prepares an annual work plan that is designed to meet the annual compliance requirements of the *Emergency Management and Civil Protection Act* (EMCPA) and meets to achieve this end. The committee is responsible to maintain the Emergency Management Program and Emergency Response Plan, and to assist in the development and advise Council on the development and implementation of the municipal emergency management program.

3.1. Municipal Emergency Control Group (MECG)

The MECG is a group of individuals who are brought together in times of emergency and are responsible for supporting activities at the emergency site by ensuring the safety and continuity of services to the community outside of the emergency area is maintained, and for providing the personnel and

resources needed by the Emergency Site Manager to effectively manage the emergency within the Township of Perry. This group is Chaired by the Clerk-Administrator for the Township of Perry.

The MECG is comprised of the following persons or their alternates:

- i. Mayor
- ii. Clerk-Administrator
- iii. Deputy Clerk
- iv. Treasurer/Tax-Collector
- v. By-law Enforcement/CBCO
- vi. Working Roads Supervisor
- vii. Fire Chief
- viii. Fire Prevention Officer

The MECG may function with only a limited number of persons depending on the emergency, and while the MECG may not require the presence of all members; all members are notified when the group is convened.

The MECG **collectively** conducts the following activities during a declared Emergency:

- i. The primary responsibilities of the MECG are to activate the Emergency Response Plan during emergency operations and to provide advice and assistance to the Head of Council in carrying out the duties under the Emergency Response Plan.
- ii. 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.
- iii. 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.
- iv. Advise the Mayor in making key decisions such as declaration of an emergency, designating portions or the whole community as an emergency area.
- v. Appoint or confirm the appointment of an Emergency Site Manager (ESM) and On Scene Media Coordinator for each emergency site.
- vi. Coordinate and/or oversee the evacuation of inhabitants considered to be in danger.

- vii. Order the discontinuation/closure of utilities, services, programs and/or facilities provided by local or public agencies, as required.
- viii. Arrange for services and equipment from local agencies **not** under Municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.
- ix. Notify, request assistance from and/or liaison with various levels of government and any public or private **not** under Municipal control as considered necessary.
- x. Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and post incident (i.e. food, water, shelter, sanitary facilities, maintenance, fuel, etc.)
- xi. Determine if additional volunteers are required and if appeals for volunteers are warranted.
- xii. Determine if additional transportation is required for evacuation or transportation of persons and/or supplies.
- xiii. Prepare, in coordination with the Emergency Information Officer (EIO), approve and authorize major announcements, information releases and formal statements to the public.
- xiv. Arrange for experts, advisory groups and/or sub-committees to report to the MECG to provide advice, as required. The MECG has the authority to designate an additional or dismiss an existing MECG member. The MECG also has the authority to relieve any MECG member with his/her alternate or other appointed individual.
- xv. Authorize expenditures of money required to deal with the emergency.
- xvi. Notify all services, agencies, groups or persons under the direction of the MECG of the termination of the emergency.
- xvii. Meet regularly as a group to inform one another of actions being taken, their status, and to plan strategies.
- xviii. Before the response to an emergency has been completed, determine if a recovery committee needs to be established, and if so, determine the Chair and composition of that committee, along with its reporting structure.

- xix. Ensure that a debriefing occurs following the emergency and participate in same.

3.2. Strategic Support Group

The Strategic Support Group (SSG) is a group of individuals whose role is to directly support the activities of the MECG, usually at the EOC by providing:

- i. Data tracking (record keeping) activities in the EOC
- ii. Geographical Information Services (GIS) Support
- iii. Communications Support
- iv. Personal Computing Support
- v. EOC Security

3.3. Operational Support Group

The Operational Support Group (OSG) is a group of individuals who may be called upon individually or collectively at the discretion of the MECG to support the function of the MECG and/or EOC or to address any issues related to the emergency, or the response or recovery thereto, and may include representatives from:

- i. Corporate Services (Treasury)
- ii. Public Works Crew
- iii. Fire Department
- iv. Hydro One
- v. Office of the Fire Marshal and Emergency Management (OFMEM)
- vi. Red Cross
- vii. Others, as required

3.4. Advisory Group

Additional personnel called to support the MECG in an advisory capacity may include:

- i. Liaison Staff from Provincial Ministries
- ii. Hospital Administrators
- iii. Red Cross
- iv. Salvation Army
- v. Amateur Radio Emergency Services (ARES)
- vi. Any other officials, experts or representatives from the Public or Private Sector deemed necessary by the MECG.

SECTION 4. EMERGENCY NOTIFICATION SYSTEM

4.1. Emergency Notification System

Any member of the Municipal Emergency Control Group (MECG) may activate the Emergency Notification System by following the procedures as set out in the Emergency Plan.

4.2. 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 different 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 MECG, the Strategic Support Group, Operational Support Group and/or Advisory Group are contacted and are instructed to respond to the Emergency Operations Centre at a given time or as soon as possible. The balance of the members of the groups will be advised to "Stand By".
- ii. **"Stand By Alert"** – under a "Stand By Alert" either all or selected members of the MECG, the Strategic Support Group, Operational Support Group and/or Advisory Group are contacted and asked to "Stand By" for further information. This alert level may be used if there is an emergency situation developing for the threat of an emergency occurring that does not merit assembling the members of the above groups.

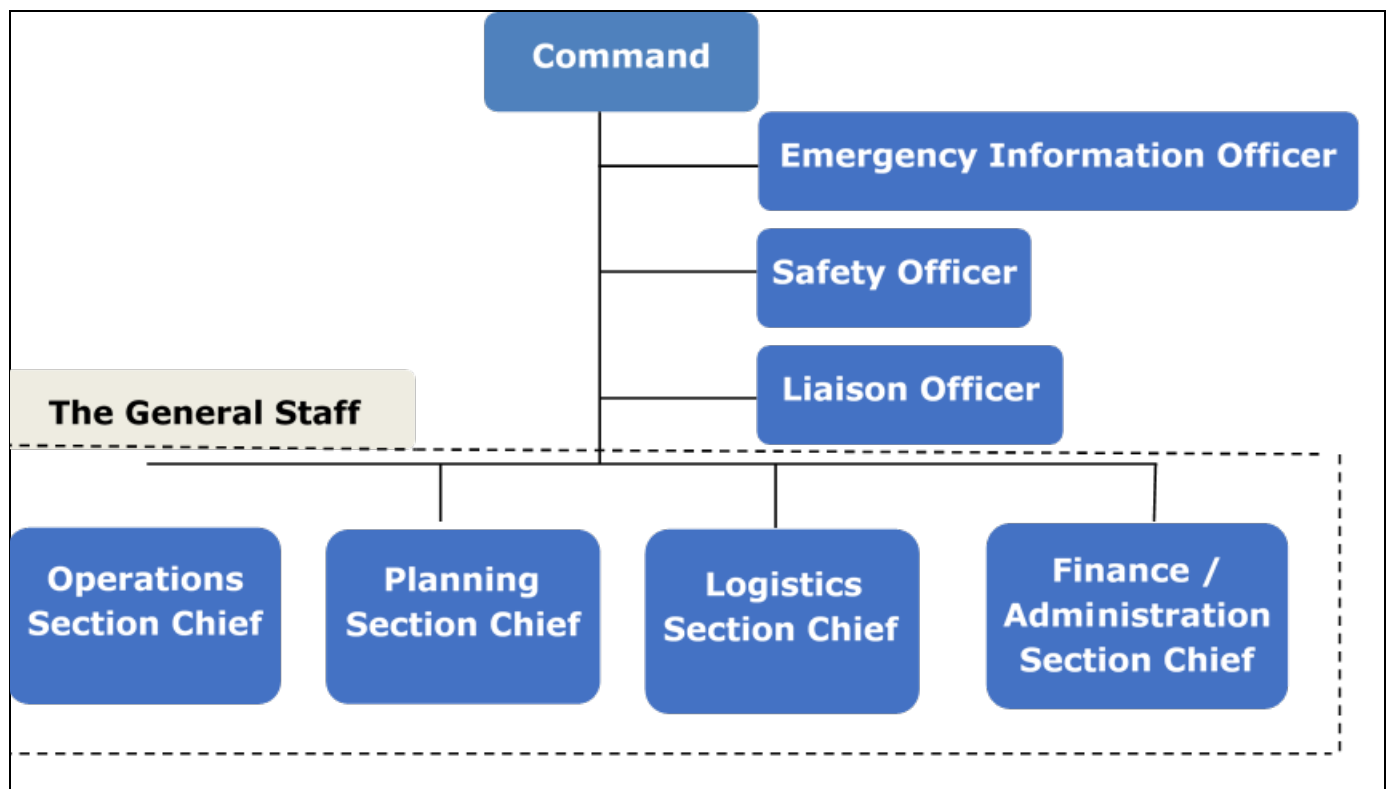
In both the **"Full Alert"** and **"Stand By Alert"**, the Provincial Operations Centres is to be notified.

4.3. Emergency Response System

The Township of Perry is adopting the Incident Management System (IMS). IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures and communications operating within a common organization structure. IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

The Incident Management System will consist of the following:

Incident Management System



SECTION 5. EMERGENCY OPERATIONS CENTRE (EOC)

5.1. Fundamentals of the Emergency Operations Centre Operation

In the event of an emergency, the MECCG requires a secure, well equipped facility with a reliable power supply (including back-up power generation capacity) and sufficient communications infrastructure in order to meet and conduct business in. An Emergency Operation Centre will be opened/activated to fulfill this purpose. The MECCG, the Strategic Support, Operational Support

and Advisory Groups will congregate as required and work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency. The CEMC, acting as the "Operations Officer", is responsible for the coordination of all operations within the EOC.

5.2. Location of the Primary EOC and Alternate EOC's

The Emergency Operation Centre is designated by the first authorized person activating the Emergency Notification System in consultation with the Clerk-Administrator, or his/her designate. The decision regarding the location will be made in consultation with the lead agency involved with the emergency. A list of the designated primary and alternate EOC's can be found in the Emergency Response Plan.

5.3. Operating Cycle

Once sufficient numbers of the MECG have gathered, they will be briefed by the CEMC on the emergency situation, its known scope, and impact to the community. The MECG members will establish an operating cycle for the purpose of conducting ongoing, periodic meetings of the MECG such that the MECG can make decisions with respect to the mitigation of the emergency. The MECG may also alter the 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 if they do not already form part of the core MECG membership.

In establishing the operating (business) cycle, the CEMC designates specified meeting times, length of meetings and work schedules. It shall be the responsibility of the CEMC to ensure adherence to the operating cycle, to convene MECG meetings and to arrange for the appropriate updates. Generally, this will include situational updates from the emergency scene and any other relevant updates affecting the community.

The CEMC is responsible for appointing an individual or individuals from the Strategic Support Group who shall be responsible for maintaining status boards, maps, and information in the EOC to aid the MECG in their meetings. This information will be prominently displayed and will be kept up to date by the designated individual(s).

5.4. Appointment of Emergency Site Manager / Incident Commander

The MECG is responsible to appoint an Emergency Site Manager (ESM)/ Incident Commander from amongst the agencies responding to the Emergency site. Once appointed, the ESM relinquishes his or her agency response duties and assumes overall "Command" of the emergency site notwithstanding that a "Unified Command" site specific command structure may be implemented. The ESM shall ensure that a proper command presence is established for his/her own agency before transitioning to the role of ESM and shall ensure that proper and adequate communications are established and maintained between the emergency site and the EOC.

SECTION 6. DECLARATION OF AN EMERGENCY

6.1. Action Prior to Declaration of an Emergency

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

6.2. Municipal Emergency

The Mayor or Acting Mayor of a municipality, as the Head of Council, has the authority to declare that a municipal emergency exists within the boundaries of the Municipality. This decision is made in consultation with other members of the Municipal Emergency Control Group.

Note: Please reference the EMO checklist in Consideration of a Declaration (**See Emergency Response Plan for Checklist**). All points in the checklist do NOT have to be present. This is a guide for decision making.

Upon such declaration, the Mayor ensures that the following individuals and agencies are notified:

- i. Provincial Emergency Operations Centre (PEOC) Duty Officer;
- ii. The members of Council;
- iii. Local Member of Provincial Parliament (MPP);
- iv. Local Member of Parliament (MP);
- v. Ministry of Municipal Affairs and Housing
- vi. The general public; and
- vii. Neighbouring community officials, as required.

Note: 'Emergency Declaration' forms are available in the Emergency Operations Centre and shall be faxed to the OFMEM via the PEOC as required. (All required forms will be included in the Emergency Response Plan).

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.

6.3. Provincial Emergency

Pursuant to the *Emergency Management and Civil Protection Act*, the Premier of Ontario may:

- i. Upon receiving such a request, declare that an emergency exists throughout Ontario 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, and exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
- ii. Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he or she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provisions of necessary services in the emergency area. Without restricting the generality of the foregoing, the exercise by the municipality of its power and duties, in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- iii. Require any municipality to provide such assistance, as he or she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality and may direct and control the provision of such assistance.

SECTION 7. REQUESTS FOR ASSISTANCE

7.1. Mutual Assistance Agreements

Municipalities may enter into agreements wherein each party may provide assistance in the form of personnel, services, equipment and material, if called upon to do so by a requesting municipality in times of emergency.

Mutual Assistance Agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under

stressful conditions and may request, offer and receive assistance according to pre-determined and mutually agreeable relationships.

7.2. Current Agreements

Reciprocal Mutual Assistance Agreements exist between the Township of Perry, Township of Armour, Town of Kearney, Township of McMurrich/Monteith, Township of Ryerson, Village of Burk's Falls and the Municipality of Magnetawan. A reciprocal Automatic Aid Agreement, exists between the Township of Perry and the Townships of Armour, Ryerson, McMurrich/Monteith, Village of Burk's Falls, Municipality of Magnetawan and the Town of Kearney. An Agreement with the Ministry of Natural Resources and Forestry for wildland/forest fire situations also exists. Automatic Aid and MNRF agreements are specifically for the provision of fire protection services and response to fire related emergencies. A Memorandum of Understanding Agreement was entered into with several other neighbouring municipalities and the North Bay Parry Sound District Health Unit that was designed to assist in identifying roles in emergency response matters arising from influenza pandemic.

7.3. Execution of Mutual Assistance Agreements

The request for assistance under the fire specific automatic aid agreement does not require the declaration of an emergency for day to day responses. The Fire Chief and his/her designate has the authority to invoke other mutual assistance agreements in all such circumstances.

The Clerk-Administrator, on advice from the MECG, may make a determination to ask for assistance from a neighbouring municipality for other forms of assistance. The Clerk-Administrator also has the authority to make a decision to provide assistance to a neighbouring municipality upon such a request being made.

7.4. Requests for Provincial Assistance

Under certain circumstances and/or when resources are deemed insufficient to control the emergency, the Clerk-Administrator may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Ministry of Community Safety and Correctional Services, Office of the Fire Marshal and Emergency Management (OFMEM).

Assistance may be requested from the OFMEM at any time. OFMEM can coordinate assistance from several Provincial agencies and the Federal Government, including Military Aid to the Civil Authority. When requested by the Clerk-Administrator, the OFMEM will send a staff member(s) to the Township of Perry to provide provincial liaison and advice on provincial matters.

7.5. Office of the Fire Marshal and Emergency Management (OFMEM)

Upon request and upon the declaration of an emergency by the Head of Council, the OFMEM will deploy a liaison team to the MECG to provide advice and assistance to the MECG. Note that it is NOT the responsibility of the OFMEM to assume responsibility for operations related to the emergency.

7.6. Assistance from the Provincial Government

Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

This program helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance.

Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program provides assistance to municipalities that have incurred extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster because of a natural disaster.

Eligible expenses may include costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Note: Municipalities are not required to declare a state of emergency for either program.

7.7. Assistance from the Federal Government

Requests for personnel or resources from the Federal Government **must** be submitted through the Province of Ontario. Federal assistance will only be

provided once the resources of the Township of Perry and the Province of Ontario have been exhausted.

Financial assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

SECTION 8. PUBLIC EDUCATION

The Township of Perry is dedicated to providing residents with the essential tools on how to be prepared before, during and after an emergency situation.

Perry Township will endeavour to provide public education on risks to public safety and on public preparedness for emergencies. Some of the ways the municipality will address educating the public is by attending events and addressing the importance and how to be prepared in emergency situations. This will include but not be limited to the following:

- Annually promoting Emergency Preparedness Week – displaying information on municipal website, municipal office, community bulletin boards.
- Emergency Survival Kits;
- Children and Emergencies;
- Pets and Emergencies;
- Seniors and Emergencies;
- Tips for Dealing with High Winds and Severe Rainfall;
- Tips for Dealing with Winter Storms.

Printable information, photographs, videos or other educational material will be shared with residents and groups that will help educate the community in an emergency situation.

SECTION 9. TERMINATION OF AN EMERGENCY

9.1. Municipal Emergency

A Municipal Emergency may be terminated at any time by:

- i. The Mayor or their designate/alternate, or
- ii. The Municipal Council, or
- iii. The Premier of Ontario.

Upon termination of a Municipal Emergency, the Mayor will ensure that the general public and the following individuals/agencies are notified:

- i. Provincial Operations Centre Duty Officer;
- ii. The Members of Council;
- iii. Local Member of Provincial Parliament (MPP);
- iv. Local Member of Parliament (MP);
- v. Ministry of Municipal Affairs and Housing; and
- vi. Public Neighbouring community officials, as required.

Note: "Termination of Emergency" forms are available in the Emergency Operations Centre and shall be faxed to OFMEM via the PEOC as required.

9.2. Provincial Emergency

A Provincial Emergency can be terminated at any time by:

- i. The Premier of Ontario.

9.3. Recovery Committee

The Clerk-Administrator, in consultation with the members of the MCEG, may appoint a "Recovery Committee" to manage the aspects of the recovery phase in-so-far as it impacts the community and services provided by the municipality to ensure:

- i. The safety of the community;
- ii. A return to pre-incident municipal servicing of the community;
- iii. Support for members of the community affected by the emergency; and
- iv. That municipal critical infrastructure deficits identified through the Emergency are addressed appropriately.