

AUGUSTA TOWNSHIP
BY-LAW 3325-2017
SCHEDULE "A"
MUNICIPAL EMERGENCY PLAN



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**MUNICIPAL
EMERGENCY
PLAN**

AUGUSTA TOWNSHIP

CREATED: 2004
REVISIONS: 8
REWRITTEN: 2019

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Municipal Emergency Plan Executive Summary

The purpose of this Municipal Emergency Plan is to:

- Comply with the Emergency Management and Civil Protection Act, Section 3(1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Management Plan in place;
- Establish, by by-law, a Council approved policy document titled “Municipal Emergency Plan”.

Augusta Township’s Emergency Management Program Committee (EMPC) provides guidance and advice to the municipality regarding the development of its emergency program including hazardous situations within the municipality that could result in an emergency, staff training, exercises, and public education.

The compiled hazardous situation information has been analyzed and compiled by the Community Emergency Management Coordinator (CEMC) into a Hazard Identification and Risk Analysis (HIRA) document. The CEMC uses the HIRA information to prepare a Community Risk Profile. The Profile defines whether a hazard has a high, moderate or low chance of occurring, what the impacts to residents and property might be and what remedial action can be undertaken to negate or minimize the impacts.

The municipality is responsible for the management of emergencies within its boundaries. The Mayor, as Head of Council (HOC) has overall responsibility. The HOC is assisted by the Municipal Emergency Control Group (MECG) which is comprised of designated municipal officials. Representatives of supporting agencies, designated technical experts and municipal staff support the MECG. During emergencies, the MECG meets in the municipality’s primary/alternate Emergency Operations Centre (EOC).

The roles and responsibilities of designated members (and alternates) of the MECG are outlined in this plan. The MECG will be considered activated when at least three members are present. However, any decisions of the MECG require the presence of the HOC and the Chief Administrative Officer (CAO).

A State of Municipal Emergency can be declared by the HOC in accordance with guidelines (Appendix G) from the Office of the Fire Marshal and Emergency Management (OFMEM). OFMEM must be immediately notified of a declaration or the termination of an emergency declaration. The mandate of the MECG includes providing support to the incident site(s); providing for the requirements of the broader affected area and providing a continuity of municipal services for the unaffected segments of the municipality.

The exchange of information, both internally and externally, is a critical component of any emergency. Information releases will be prepared by the Emergency Information Officer (EIO) and be approved by the CAO in consultation with the HOC. Media interviews will be conducted at a designated primary or alternate Media Information Centre which is not a part of the Emergency Operations Centre.

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PART 1 - ADMINISTRATION

1.1 Foreword

Municipal emergencies can be defined as *“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise”*. The situations or the threat of impending situations, abnormally affecting the lives and property of our residents, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both government and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by a municipality, agency or agencies such as police forces, fire services and emergency medical services.

Whenever an emergency occurs, which affects the lives and property of residents, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan has been designed for the municipality’s designated Municipal Emergency Control Group (MECG) to help ensure the co-ordination of municipal, provincial, federal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Augusta, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

Wherever possible, the Incident Management System (IMS), as defined and promoted by the Office of the Fire Marshal and Emergency Management (OFMEM), has been incorporated into the Municipal Emergency Plan.

1.2 Authority

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

1. Emergency Management and Civil Protection Act

Section 3 (1) states: “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”.

Declaration of emergency:

Section 4 (1) states: “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

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the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Declaration as to termination of emergency:

Section 4 (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

2. Ontario Regulation 380/04

Regulation 380/04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Coordinator (CEMC)

Section 11: Emergency Management Program Committee (EMPC)

Section 12: Municipal Emergency Control Group (MECG)

Section 13: Emergency Operations Centre (EOC)

Section 14: Emergency Information Officer (EIO)

Section 15: Emergency Response Plan (details provided below)

Section 15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

Section 15 (2): An 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.

3. Accessibility for Ontarians with Disabilities Act / Ontario Regulation 429/11 and 191/11

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Township of Augusta shall provide Emergency Plan information in an accessible format, upon request, in accordance with the Integrated Accessibility Standards Regulation (IASR) and the Multi-Year Accessibility Plan (By-law # 3120-2014).

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

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Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

4. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56

The Municipal Emergency Plan is a public document, excluding the **appendices, which are deemed confidential.**

As stated in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1); A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) the Government of Canada;
- (b) the Government of Ontario or the government of a province or territory in Canada;
- (c) the government of a foreign country or state;
- (d) an agency of a government referred to in clause (a), (b) or (c); or
- (e) an international organization of states or a body of such an organization.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

(b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;

Section 13; A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

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1.3 Actions Prior To Declaration

When an emergency exists but has not yet been declared to exist, community employees may, during an initial response, take such action(s) as may be required to protect the property, the health, the safety and welfare of the citizens of the Township of Augusta.

Nothing in the Municipal Emergency Plan of Augusta Township is intended to hinder the initiatives of First Responders acting in accord with the laws / policies / procedures that govern their work unit.

1.4 Request for Outside Assistance

Requests for assistance can be made with or without a declared state of emergency.

Assistance may be requested from an adjacent Municipality and / or the United Counties of Leeds and Grenville by contacting either the Head of Council or the CAO. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency.

Technical or material assistance may be requested from the Province of Ontario at any time. Any request for assistance from the Province should be made with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Emergency Operations Center (PEOC). The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency. Similarly Federal Government assistance must be requested with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Emergency Operations Center.

The Municipality may request assistance from Private Enterprise with due regard for the cost of such a request and the availability of funding to pay for the assistance. Compensation from upper tier governments may not be automatically available. The OFMEM Field Officer assigned to the emergency should be consulted regarding provincial funding availability. Contact names/numbers of relevant contractors can be found in Appendix B of this plan.

1.5 Declaration of an Emergency

The Mayor (HOC), or his/her designate, is responsible for declaring a state of local emergency. This decision should be made in consultation with the other members of the MECG and is based on the following general criteria:

- The situation or event poses danger of major proportions to the health and/or property of the residents of the municipality or the environment;
- The use of emergency resources creates an unacceptable risk to the balance of the municipality;
- The response exceeds the available resources and expertise and necessitates a multi-organizational and multi-jurisdictional response; and/or
- Additional legal powers are required.

Appendix G of this plan contains a checklist to assist in the decision making process. It also contains the prescribed form for the Declaration of an Emergency.

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1.6 Termination of an Emergency

The MECG will make a recommendation to the Mayor or his/her designate, to officially declare the termination of an emergency. A municipal emergency may be terminated at any time by the Mayor, his/her designate, Council or the Premier of Ontario.

When terminating a municipal emergency, the Mayor or designate will ensure that the OFMEM, Augusta Council, the County Warden, the general public, the local MP and MPP and all involved agencies, personnel and neighbouring communities are notified, as required.

1.7 Municipal Hazard Analysis

The Township of Augusta has completed the Hazard Identification/Risk Assessment or HIRA process developed by the Office of the Fire Marshal and Emergency Management. Based on the probability of occurrence and level of impact, hazards have been prioritized as High, Medium, Low or Unpredictable. Some of the hazards designed as High include the following (not in any order of priority):

- Severe weather (both summer and winter)
- Critical infrastructure/power failures
- Road and Rail transportation accidents or other hazardous materials incident

1.8 Conceptual Response

Although the municipality's emergency plan is very comprehensive and lists the key steps and anticipated responsibilities to be fulfilled in most situations, it cannot predict and address all possible disaster scenarios. The concepts and principles of emergency management can be applied to all incidents in order to support a controlled and coordinated emergency response.

1.9 Plan Maintenance

The Municipal Emergency Plan has undergone continuous improvement as the level of provincial legislation changed. The plan is kept "current" through a Maintenance Schedule that is the responsibility of the CEMC. Some tasks may be delegated.

An **Annual Review** is conducted by the Community Emergency Management Program Committee with special emphasis to the following:

Contact Information: Municipal Emergency Control Group / Council / Staff
(Appendix A)

Notification System: (Appendix A)

The ability of the Municipal Emergency Control Group to function in an Exercise

The Training of the MECG and support staff

Support Resources: (Appendix B)

Communications Plan: (Appendix J)

The CEMC will amend / update / correct any information contained within the Emergency Management Plan and / or its Appendices on an as required basis.

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1.10 Plan Distribution

POSITION / LOCATION	No. / TYPE
Mayor, Township of Augusta	1
Deputy Mayor, Township of Augusta	1
Councilors , Township of Augusta	3
CAO/Treasurer , Township of Augusta	1**
Chief , Augusta Fire and Rescue Services	1**
Public Works Manager	1**
Members, Emergency Management Program Review Committee	6
Chief, Leeds Grenville Paramedic Service	1
OPP , Grenville County Detachment	1
Community Emergency Management Coordinator , Township of Augusta	1**
Leeds , Grenville & Lanark District HEALTH UNIT	1
Director of Social Services , United Counties of Leeds & Grenville	1
Office of the Fire Marshal and Emergency Management (Toronto)	1
Field Officer, OFMEM	1
CEMC, United Counties of Leeds & Grenville	1
Locked Cabinet , CEMC Office , Township of Augusta	1 * + 1 **

() SCHEDULE "A" ONLY

(*) COMPLETE PLAN WITH ANNEXES

(**) COMPLETE PLAN WITH ANNEXES DIGITIZED

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PART 2 - OPERATIONS & PROCEDURES

2.1 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group is the group responsible for the strategic direction and control of the overall emergency response within the municipality. The MECG's general responsibilities include:

- Providing support to the incident site, including:
 - Setting priorities and strategic direction,
 - Information collection, collation, evaluation and dissemination,
 - Management of resources,
 - Finance and administrative approvals.
- Providing for the Corporation and the Municipality at large:
 - Ensuring that continuity of operations and essential services are maintained and/or restored corporately, and for the municipality at large, including where possible, the areas impacted by the emergency.
- Under specific circumstances, the MECG may also exercise the following functions:
 - Performing an Area Command (as per ICS/IMS structure) role for multiple incident sites
 - Performing an incident command role (as per ICS/IMS structure)

Additional Responsibilities:

In addition, the members of the MECG may be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, 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;
- Establishing direct continuous communications with the incident site;
- Advising the Head of Council (Mayor) as to whether the declaration of an emergency is recommended;
- Advising the Head of Council (Mayor) on the need to designate all or part of the Township as an emergency area;
- Ensuring that an incident commander (IC) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, gas, etc.
- Arranging for services and equipment from local agencies and non-governmental organizations (NGOs) i.e. private contractors, industry, volunteer agencies, service clubs;

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- 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 volunteers are required and if appeals for volunteers are warranted;
- 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 additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of funds required for dealing with the emergency;
- Notifying the services, agencies or groups under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency
- Notifying the County Emergency Control Group (if activated) as required.

The Augusta Township Municipal Emergency Control Group is composed of the Mayor; CAO/Treasurer/Deputy Clerk; Manager, Public Works; and Fire Chief, Augusta Fire Rescue. The CAO functions as the Chair of the MECG. If absent from a meeting, one of the other members will function as the Chair.

To assist the MECG in performing its duties, the following personnel from within the municipality or from external agencies may be requested to attend meetings:

Township of Augusta

Scribe

Chief Building Officer

By-law Enforcement Officer

Deputy Treasurer

Emergency Information Officer

Community Emergency Management Coordinator

United Counties of Leeds and Grenville

CEMC / Chief, Leeds Grenville Paramedic Service

Medical Officer of Health (MOH), Leeds, Grenville & Lanark District Health Unit

Director of Community & Social Services

Province of Ontario

OPP – Grenville County Detachment

OFMEM Field Officer, Loyalist Sector

Note: Call OFMEM's PEOC (1-866-314-0472) to have a field officer deployed to the EOC. The PEOC will deploy the nearest officer available.

Other

Invited Technical Experts

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Activation of Municipal Emergency Plan

Any member of the MECG may request, through the CAO, that the Emergency Management Plan for Augusta Township be initiated.

Emergency Services including Fire/Police/Ambulance are usually first “on scene” at a community mishap. If a situation is beyond the capacity or capability of on-site personnel or readily available reserve personnel, to stabilize the situation, the **on-site Officer-in-Charge of an Emergency Service** may request the Emergency Management Plan of the Municipality be activated. The request must be direct to the CAO and may involve “chain of command” discussions within the Emergency Service(s) involved. The Emergency Management Plan may be set in motion, in part or in whole, as the situation is examined in greater detail.

The CAO will keep the Mayor and the other MECG members briefed on the situation as it unfolds.

MUNICIPAL EMERGENCY CONTROL GROUP CALL UP PROCEDURES

(1) If a situation is developing in the municipality that may constitute a municipal emergency the following may request activation of the Municipal Emergency Control Group:

- The Mayor
- Council in Quorum
- Any member of the MECG

(2) The actual call up shall be the responsibility of:

	PRIMARY	BACK UP
1	CAO	Person in Charge Augusta Twp.
2	CEMC	Alternate CEMC

Detailed Call Up information is located in the Emergency Management Plan binder in the CEMC area and in the Emergency Management file in the CEMC’s area. Both the CAO and the CEMC will carry detailed Call Up specifics with them on a “24-7” basis.

A Call Up / Assessment of the situation would probably evolve through the following stages:

- a) An ad hoc meeting of readily available Augusta Township members of the MECG. The purpose of this meeting would be to assess the need to call up the entire Control Group.
- b) A formal call up of the Municipal Emergency Control Group. The purpose of this meeting is to assess the situation from the perspective of:
 - The Provincial Definition of an Emergency (Appendix C)
 - EMO Checklist of factors to be considered regarding a Declaration of a Municipal Emergency (Appendix G)

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A MECG recommendation is made to the Head of Council (HOC) as to whether a Municipal State of Emergency should be declared. A Municipal State of Emergency may be declared in accordance with the package “Declaration of an Emergency”, found in the Municipal Emergency Plan (Appendix G).

The MECG may decide to reconvene and reassess the situation at a specified time / date.

The situation may be left in the hands of existing on-duty Emergency Services and/or services & support staff.

If there has been a Call Up of the MECG and a Municipal State of Emergency has been declared an equally important role of the MECG is to give a recommendation to the HOC to terminate the state of emergency. The termination must be precise as to time and date, and, shall be done in accord with the package “Termination of an Emergency”, found in the Emergency Plan (Appendix G).

2.2 Emergency Operations Centre (EOC) Procedures

The emergency operations centre is the central facility or headquarters, from which the MECG directs, coordinates, communicates and supports emergency operations within the municipality’s jurisdiction. The Township of Augusta’s primary EOC and attached office space are equipped with a back-up generator, telephones, maps, directories, radio communications (ARES) equipment and various supplies.

When the emergency plan is activated members of the MECG will be asked to report to the appropriate EOC. During a call up a minimum of information is relayed to the members; phone lines / cell phones / radio systems, etc., can be insecure. What will be an initially confused situation should not be confused further with curious spectators or premature media requests.

Example of CCG Activation Message

“Hello, this is (name and position), as a member of the Augusta Township MECG, we require your assistance at our primary (or alternate) Emergency Operations Center (provide location). We have a situation we would like to discuss.”

The Township has a primary and alternate EOC (identified in Appendix A). An alternate EOC is deemed necessary if the impacts of an emergency render the primary EOC inoperable or unsafe. Neither EOC is set up on a permanent basis. Other areas (office space, equipment) must be commandeered for use by the MECG. The first arriving MECG members are responsible for setting up the EOC and making it operational.

Pending the arrival of the CAO, or designate, the first MECG member to arrive shall exercise control in establishing a functioning EOC and in assessing the situation.

Only members of the MECG or others assigned tasks in the EOC shall be permitted in the EOC.

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Upon arrival at the EOC each MCEG member shall:

- (1) Sign in on the form designated
- (2) If necessary, obtain up-to-date information from his/her work unit or agency
- (3) Open a Personal Log, provided by Augusta Twp.
- (4) Participate in the opening briefing; provide information & a perspective of their work unit or agency involvement, issues, requirements, etc.
- (5) Participate in the decision making process as to whether an emergency should be declared.
- (6) Participate in the ensuing discussions as to how the situation should be managed
- (7) Pass along information on decisions / strategies to their agency/work unit
- (8) Return and continue to participate in the OPERATIONS CYCLE
- (9) Participate in discussions as to whether the Emergency should be reduced in area or be terminated

Upon leaving the EOC each member, or designate, shall:

- (1) Indicate recall specifics (contact telephone number or location)
- (2) Indicate recall specifics of Alternate if personally not available to be recalled

2.3 Operations Cycle

During an Emergency the MCEG does not remain assembled in a perpetual “state of meeting” at the EOC. MCEG members will come together as per an operations cycle set by the Chair. During a MCEG meeting, each member will report their agencies / work unit status and/or their actions in managing the situation. It is essential that every member / every operational area be heard from during this process. The MCEG is a team and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The **overall function** of the MCEG is to *manage/mitigate/lessen* the repercussions of an emergency within our Municipality. The following are NOT the responsibility of the MCEG:

- (a) *Asserting the Emergency should not have occurred*
- (b) *Speculating on blame or responsibility for the Emergency*

After the impacts of an emergency have been stabilized there *may/will* be enquiries / investigations as to the above concerns. However those enquiries, if held, will occur *after* the work of the MCEG has been completed.

The round table discussions of the MCEG should include problems, questions, resource requests and any other relevant information so that timely informed decisions can be made by the group. The frequency of the meetings is determined by the Chair. The frequency of the meetings should reflect the pace of the emergency and occur on a scheduled basis.

Meetings of the MCEG are generally not in excess of 2 hours in length. One meeting per 24 hours is common. More frequent meetings may occur early in the emergency.

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After a meeting of the MECG each member returns to their agency/work unit and:

- (1) Passes on information on the overall Emergency Management Strategy of the MECG
- (2) Assists their agency/work unit in implementing those portions of the agreed upon strategy that are relevant to the operations of the agency/work unit, *having due regard for the ongoing essential services of the parent work unit/agency.*
- (3) Documents the progress, problems, shortfalls and/or additional support required in implementing the agreed upon strategy of the MECG
- (4) Gathers new information / suggestions on how the Emergency might be better managed

Each member of the MECG then returns to the next scheduled meeting of the group and shares any or all of the above in the opening roundtable discussion on “Progress & Problems”.

It is essential that the EOC be comfortable, have good communication capability, and be secure from unnecessary interruptions. Only MECG members, support staff and persons authorized by the Chair have access to the EOC. NO MEDIA are allowed in the EOC. A Media Centre will be established for that purpose.

Modern communications systems can be a blessing during an emergency; they can also be a curse. Communications with work units or parent agencies should occur before or after meetings of the MECG. The one exception would be what one might call “breaking news” about the problem under discussion. Discussions about background workloads in the parent work unit or agency have no place in a meeting of the MECG.

Procedure – Initial Meeting

Registration – include date and time

Round Table Discussion

- Discuss facts in issue, register on main events board (if used)
 - Circulate contact sheet for updates on name, role, phone #, alt. phone # and email
- Identify problems to be resolved, register on main events board
- Question: Is there a municipal emergency?
 - Consult guidelines in plan
 - If “NO”, is more information needed? Is external advice needed?
 - Adjourn meeting to gather information, set time to reconvene
 - If “YES”, should the Township declare?
 - If declaring, what is the extent of the declaration?
 - If declared, notify OFMEM of declaration.
- Identify/prioritize problems, register on main events board
- Identify strategies to resolve/mitigate problems
- Identify person/agencies to devise and implement tactics to resolve strategic problems
- Determine what logistical support/supplies are required
- Set time and location of next meeting; set call back specifics if circumstances change

Sign Out – include time and date

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Members of MECG return to work units/agencies. Tactics for strategy implementation are worked out at home locations. Discussions with superiors and other staff members occur. Ideas of superiors and other staff members are gathered and brought back to the MECG.

Procedure – Subsequent Meetings

Registration – include date and time

Round Table Discussion – Existing Strategies

- Discuss progress in implementing strategies, register on main events board
- Identify problems in implementing strategies and develop solutions
- Identify additional logistical needs, supplies and/or support

Round Table – New Problems

- Identify new problems and strategies to deal with them, register on main events board
- Identify which individual/agencies will implement, any additional logistical supplies and support required and who will supply

Round Table

- Question: Do we still have a municipal state of emergency?
Is the size of the emergency area still appropriate?
- If any changes apply, notify OFMEM of changes
- Set time and location of next meeting; set call back specifics if circumstances change

Sign Out – include time and date

Procedure – Final Meeting

- Declare the Municipal State of Emergency to have ended (if declared initially)
- Notify OFMEM of declaration or advise that the emergency situation is over and that operations are returning to normal.

2.4 Incident Site - Incident Commander (IC)

Each incident site will be assigned an incident commander. Normally the highest level representative of the first arriving agency will establish incident command. If a higher-ranking officer then arrives or is assigned by the MECG, command will normally be transferred via a face to face meeting/briefing.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by initiating the incident command system (ICS) and establishing an incident command post (ICP).

Responsibilities of the Site Incident Commander

- ✓ Assume and establish the appropriate command structure for the incident (single or unified)
- ✓ Implement the ICS and direct, control and coordinate the on-site emergency response
- ✓ Establish and provide for Planning, Logistics, Finance and Admin., and Operations, as required
- ✓ Define the incident perimeter and convey information to MECG
- ✓ Establish an incident command post (ICP)

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- ✓ Establish and maintain emergency response communications
- ✓ Establish and maintain communications with the EOC
- ✓ Provide situational reports to on-site personnel and agencies
- ✓ Provide situational reports to the MECG
- ✓ Conduct size-up and develop an incident action plan (IAP) and set the operational period
- ✓ Conduct the necessary briefings as required
- ✓ Seek approval from the EOC on financial limits for procurement of resources
- ✓ Provide for site visits and tours of municipal and other government officials, as required
- ✓ Take such action as deemed necessary to minimize the effects of the emergency or disaster
- ✓ Maintain a log of all actions taken

2.5 Municipal Emergency Control Group (MECG) Member, Supporting Agency and Supporting Municipal Staff Responsibilities:

2.5.1 THE MAYOR, “Head of Council” (HOC)

- ✓ Declares a Municipal State of Emergency
- ✓ Terminates a Municipal State of Emergency
- ✓ Notifies the Province of Declaration / Modification and Termination of a Municipal State of Emergency.
- ✓ Takes such actions and makes such orders, as are considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of the residents of the Township of Augusta.
- ✓ Ensures Council is kept abreast of Declarations, Terminations, and the overall management strategies of the MECG. (Council is the “work unit” to which the Mayor reports)
- ✓ Gathers information from Council on citizen concerns and/or ideas on how the Emergency can be better managed. Reports the aforementioned to the MECG.
- ✓ Ensures MP & MPP Constituency Offices, the UCL&G, and adjacent Municipalities are informed of Declarations/Terminations and problems & progress of the emergency management process.
- ✓ Assists the CAO in approving all major announcements/media information releases prepared by the Emergency Information Officer and the MECG
- ✓ Maintains a Personal Log

2.5.2 Chief Administrative Officer/Treasurer/Deputy Clerk, “Chair of MECG”

- ✓ Functions as Chair of the MECG
- ✓ Activates Call Up as per Appendix A
- ✓ Ensures operational set up of EOC
- ✓ Scheduling of subsequent meetings of MECG ... “The Operations Cycle”
- ✓ Advises HOC and MECG on relevant municipal By-Laws / Policy / Procedure regarding any proposed course of action of MECG
- ✓ Consults with HOC and issues final approval for all major announcements / media releases / information bulletins etc. prepared by the Communications Team / EIO and/or MECG
- ✓ Ensures Incident Site Commander(s) is/are appointed, ensures information flows

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to and from the Incident Site Commander(s)

- ✓ Secures additional support staff for EOC and/or other municipal work units
- ✓ Ensures a master record of all events and major decisions made is maintained (main events board)
- ✓ Maintains a Personal Log
- ✓ Functions as Media Events Coordinator (Emcee)

2.5.3 Chief, Augusta Fire Rescue (AFR)

- ✓ Can request activation of the Municipal Emergency Plan
- ✓ In site specific emergencies the AFR will probably have been a first responder. Reports to MCEG on site conditions / problems
- ✓ Ensures Fire Control, Fire Prevention, Hazmat and Rescue & Medical First Responder services occur in accordance with existing equipment & training.
- ✓ Can activate Mutual Aid Agreement assistance, (in an Initial Response, independent of the MCEG)
- ✓ Reports on the need for specialized manpower and equipment at site specific incidents (Dangerous Chemicals, Radiological, Nuclear and/or Bioterrorism, etc.)
- ✓ Ensures County Fire Dispatch, County Fire Coordinator and/or Office of the Fire Marshal and Emergency Management are kept informed of their emergency response activities.
- ✓ Ensures all Officers and Personnel of the AFR are kept informed of the decisions and actions of the MCEG
- ✓ Conveys the collective input of the AFR to the MCEG
- ✓ Can provide short term site specific manpower assistance to other Emergency Services, with regard for equipment, training and knowledge.
- ✓ Can function as Incident Site Commander/Incident Management Officer
- ✓ Ensures that a background Fire Call Response capability remains in place at an acceptable level.
- ✓ Maintains a Personal Log

2.5.4 Public Works Manager (PWM)

- ✓ Can request activation of the Municipal Emergency Plan
- ✓ Keeps Municipal works crews advised of the Municipal Emergency Management Program of the municipality
- ✓ Gathers opinions/suggestions from the crews regarding the management of the situation and reports same to the MCEG
- ✓ Secures logistical support for traffic control (barriers, detour signs, etc.) at roadblocks/road closures, etc.
- ✓ Ensures Township Roads are in working order, with due regard for Emergency Vehicle and Evacuation Routes i.e. wind debris
- ✓ Assists in the modification of Township Facilities if they become dedicated to special uses (cooling center/short term evacuation center, media center)
- ✓ Liaison with the Public Works of adjacent Municipalities, UCL&G and/or MTO; secures assistance from the aforementioned, if necessary
- ✓ Secures support from Private Enterprise Contractors
- ✓ Provides/secures engineering assistance/advice (example, the County Engineer)
- ✓ Liaison with Public Utilities; Hydro 1, Bell Telephone, Natural Gas Distribution

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- ✓ Assists other Emergency Services, with regard to the training and knowledge of PW employees
- ✓ Liaison with flood advisory agencies such as Conservation Authorities/Ontario Ministry of Natural Resources and Forestry
- ✓ Secures/provides waste water pumping resources (Note: Hi speed FD pumps are NOT suitable)
- ✓ Maintains a Personal Log

Supporting Agency Responsibilities:

2.5.5 Ontario Provincial Police (OPP)

- ✓ Ensures that information/decisions from the MECG flows upwards to senior police officers and outwards to police officers in the field
- ✓ Ensures that the Communications Center in Smiths Falls is kept informed of the situation
- ✓ Brings requests/suggestions from personnel in the above two items to the MECG
- ✓ Ensures the protection of life and property and the provision of law and order within the Emergency Area in accord with the policies and procedures of the Ontario Provincial Police
- ✓ Provides traffic control with regard for Emergency Vehicles and Emergency Support Vehicles
- ✓ Provide lead input on Evacuation Routes, ensures any necessary traffic control along such routes
- ✓ At site specific incidents ensures Perimeter and Spectator Controls are set in place
- ✓ Arranges for the provision of police services in Evacuation Centers, Morgues or any other facility, if such are deemed necessary
- ✓ Ensures fatalities are managed in accord with the Coroners Act
- ✓ Liaison with external Police Forces (Brockville City/RCMP)
- ✓ Provides a "police" Incident Site Commander if requested by the MECG
- ✓ OPP Designee/Incident Site Commander maintains a log, separate from their police notebook.

2.5.6 Chief, Leeds Grenville Paramedic Service

- ✓ Ensures that information/decisions from the MECG flow upwards to senior managers and outwards to paramedics working in the field.
- ✓ Ensures that Kingston Central Ambulance Communications is kept abreast of the situation
- ✓ Brings requests/suggestions from the personnel noted in the above two items to the MECG
- ✓ Ensures the management of casualties within the Emergency Area: triage/lifesaving care/transport to a medical treatment centre (hospital). The Paramedic Site Coordinator does this from the scene.
- ✓ Ensures the area hospitals are informed as to the diversity and number of casualties resulting from the situation Medical Officer of Health is generally not notified of casualties unless it is health related (infectious disease, chemicals, etc.)

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- ✓ Ensures paramedics are alerted to evolving health problems that may escalate beyond the scene, ensures the Health Unit (Medical Officer of Health) is informed of such concerns
- ✓ Ensures additional staff, paramedics and resources from the UCL&G and outside the UCL&G are assigned to the situation, if such is necessary
- ✓ Will provide an “EMS” Site Manager, if such is requested by the MECG
- ✓ Will maintain a Personal Log

2.5.7 Medical Officer of Health, Leeds, Grenville & Lanark District Health Unit

- ✓ Can request, via the HOC or CAO, the activation of the Municipal Emergency Plan in Public Health related situations.
- ✓ Informs the MECG on the actual/potential human public health implications of any situation
- ✓ Provides the MECG with information on the human health implications of the situation to all persons involved in the response to an emergency situation
- ✓ Provides liaison with the Ontario Ministry of Health, Public Health Branch
- ✓ Liaison with the Community Care Access representative
- ✓ Provides clinically correct advice/instructions to the municipality’s Emergency Information Officer (EIO) regarding releases on Public Health matters
- ✓ May assume a lead role, through Health Unit Emergency Plans and Ministry of Health policies, regarding human disease related emergencies.
- ✓ Ensures liaison with volunteer or private agencies being used to augment Public Health Services
- ✓ Ensures that the emergency distribution of foodstuffs and drinking water and the management of human waste does not constitute a threat to human public health
- ✓ Liaison with UCL&G Community & Social Services to ensure that the management of evacuation centers does not threaten the human public health of evacuees in such centers
- ✓ Maintains a Personal Log

2.5.8 DIRECTOR of COMMUNITY and SOCIAL SERVICES, UCL&G

- ✓ Ensuring the care, feeding, shelter and transport of evacuees.
- ✓ Manages the reception/documentation and operation of evacuation centers
- ✓ Arranges for the use of municipal (or other) structures for short term (<24 hrs) evacuation centers
- ✓ Ensure that C&SS staff, in particular those persons at evacuation shelters, are kept informed of the decisions and progress of the MECG (forecasted time in the shelter will be the primary concern)
- ✓ Conveys staff concerns/suggestions from the above noted staff to the MECG
- ✓ Liaison with the Health Unit as to the adequacy of Public Health standards at Evacuation Centers
- ✓ Liaison with school board as to the use of school facilities as evacuation centers, if necessary
- ✓ Liaison with Nursing Homes/Homes for the Aged to ensure their baseline needs continue.
- ✓ Isolates special home care medical/medication situations and maintains a personal log.

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2.5.9 CEMC, UCL&G

- ✓ Functions as Community Emergency Management Coordinator at United Counties level
- ✓ Advises the County Warden regarding assistance requests from local municipalities, the province or the Federal government
- ✓ Provides support/collaboration as needed to local municipalities in such areas as:
 - Skills support
 - Industry liaison
 - Services liaison
 - Liaison function between two or more affected municipalities

2.5.10 OFMEM FIELD OFFICER, Loyalist Sector (As Assigned)

- ✓ Should be advised of the activation of the municipality's Municipal Emergency Plan
- ✓ *Must* be advised of a Declaration of a Municipal State of Emergency
- ✓ Provides/secures advice on relevant sections of the Emergency Management and Civil Protection Act
- ✓ Advises on provincial emergency assistance to the municipality and ensures proper protocols are followed
- ✓ Advises on federal assistance available to the municipality and ensures proper protocols are followed
- ✓ Ensures there is an adequate information flow to the OFMEM's Provincial Emergency Operations Center (PEOC)
- ✓ Can be asked to provide advice/assistance to the EIO and/or the Communications Team
- ✓ Provides post emergency advice to the municipality on follow up provincial assistance
- ✓ *Should* be invited to post emergency debriefings

Supporting Municipal Staff Responsibilities:

2.5.11 Emergency Information Officer (EIO)

- ✓ Maintains a Main Events Log for the MCEG
- ✓ Maintains a Personal Log/Information Log
- ✓ Ensures operational set up of the primary and/or alternate Media Information Centre
- ✓ Attends MCEG meetings as necessary, gathers information for public release, may question any member of the MCEG as to the content of information considered for public release (5 W's)
- ✓ With precise regard for the above prepares press statements/media releases for public distribution. Obtains media release content approval from the CAO and HOC
- ✓ Establishes and maintains linkages with the EIOs of adjacent Municipalities, the County, the Province and/or Industries/Private Enterprise
- ✓ Arranges for Media Interviews/Media Conferences
- ✓ Manages the set up of Media Information Centers; sets time/date of Media

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Conferences

- ✓ May request the set up of a Public Enquiry line, manages the staff of any such line(s)
- ✓ Ensures all members of the Communications Team are kept informed of the overall progress of the MECG notably matters for public release
- ✓ Monitors media coverage of the situation; reports same to MECG
- ✓ Gathers citizen input regarding the situation; reports same to MECG
- ✓ Advises MECG as to the content / suggested approaches of the Township's Communications Plan, Appendix J
- ✓ Maintains a hard copy record of ALL media statements/releases, including those made by non municipal personnel

2.5.12 Deputy Treasurer

- ✓ Maintains documentation of Expenditures, Accounts Payable and Receivable in such a manner that there can be a rapid post emergency calculation made to determine the Municipality's cost of managing the emergency
- ✓ Provides advice on the financial procedures of the Municipality
- ✓ Ensures adequate financial procedures are followed in such matters as the purchase of goods and services deemed necessary for the management of the emergency
- ✓ May request the securing of additional clerical support during the management of extended emergencies
- ✓ Ensures VOLUNTEERS are adequately documented, notably with regard to WSIB
- ✓ Other duties as assigned by the CAO

2.5.13 Community Emergency Management Coordinator

- ✓ Provides the MECG with advice on the principles of emergency management and emergency management programs.
- ✓ Advises the MECG as to the directional guidance found within the Augusta Township Municipal Emergency Plan
- ✓ Informs the MECG of relevant reports/plans/information bulletins found in the CEMC's office
- ✓ Informs the MECG on relevant internet resources
- ✓ Assists in rendering the EOC/Media Information Centre operational
- ✓ During an emergency, outside meetings of the MECG, will assist the EIO
- ✓ Assumes the duties of the EIO as his/her Alternate, if required
- ✓ In conjunction with the CAO organizes a post emergency debriefing, documents such a meeting, prepares a report on the debriefing.
- ✓ Maintains a Personal Log

2.5.14 INVITED TECHNICAL EXPERTS

- ✓ Attend MECG meetings at the request of the Chair
- ✓ With the exception of matters related to statutory direction, technical experts function in an *advisory* capacity
- ✓ They are not expected to assume control of the emergency

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- ✓ During general emergencies (snowstorm affecting entire municipality), they can be called upon to supply technical advice and guidance to the MECG.
- ✓ During site specific emergencies (industrial incident/hazmat accident), they may be requested to provide technical advice and guidance to the Incident Site Commander/Incident Management Officer or whoever is in charge of the site.
- ✓ Technical experts *may* be requested to attend MECG meeting, in the company of the Incident Site Commander
- ✓ Technical experts may include, but are not limited to:
 - Other municipal government personnel
 - Provincial or Federal government personnel/agencies
 - Crown Corporations such as Hydro One
 - Private Industry (i.e. Bell)
 - HAZMAT Clean Up Companies
 - Citizen/Volunteer Groups such as the Canadian Red Cross/St. John Ambulance Brigade, etc.
 - Legal Counsel

2.6 RECOMMENDED MECG MEETING CHECKLIST

ITEM	ACTION OR DIRECTION	REMARKS
1.	Are All Control Group Members Present?	Determine that all <u>appropriate</u> MECG members are present. If not, check on estimated time of arrival before the meeting begins.
2.	Advisors to MECG	Determine if specialist advisors are needed to provide info or advice to MECG.
3.	Situation Reports	Current situation and deployment of resources and priorities for immediate action presented by department heads.
4.	Appoint Site Commander or Lead Agency	This will be based on current priority of effort and advice from heads of departments. If appropriate consider Unified Command vs. Single Command option. Reassess at follow-up MECG meetings as priority of effort and tasks will likely changes over time.
5.	Define Emergency Site	Some emergencies will be easily geographically defined (i.e. train derailment) others will cover the entire community (health emergency, ice storm, etc.)
6.	Support Required by Site or Lead Agency	Determine and coordinate what must be urgently provided to site or lead agency. Determine priority of tasks and support requirements.
7.	Impact on Remainder of Community	Determine impact on remainder of community and actions that should be taken to mitigate.

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8.	Activation of EOC	Consider EOC activation and to what level of staffing, determine expected duration of activation.
9.	Overall Emergency Management Strategy	Determine the overall strategy to support the site or lead agency, and to maintain the safety and well being of the community. Consider options: <ul style="list-style-type: none"> • Management by single municipality • Management in Cooperation with Upper Tier • Management in Cooperation with other Municipalities
10.	Activation of Key Procedures	Consider the need for activation of key procedures such as: <ul style="list-style-type: none"> • Evacuation and Evacuation Centre Procedures • Volunteer Management Procedures • Media and Emergency Information Management Procedures
11.	Declaration of Emergency	Consider the need to Declare an Emergency – Pros and Cons
12.	Next MECG Meeting	Determine when the next meeting should be scheduled. The nature of the emergency will indicate how often the MECG needs to meet to reevaluate the community strategy.
13.	Keep Track of MECG Members	If situation changes rapidly, the MECG may need to meet quickly. Establish a check-in/check-out procedure for MECG members and other key staff.
14.	Maintain Communications Links	Ensure that the EOC is staffed and communications are maintained with site and other internal and external agencies.

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PART 3 – EMERGENCY SUPPORT

3.1 Clergy Support

There may be a value to the presence of the clergy amidst persons who are under the stress of an emergency situation. This is particularly true of persons displaced into an evacuation center.

Some suggested roles of the clergy could include, but are not limited to:

- Individual/informal counseling.... “a friend to talk to”
- Pastoral visits amongst already established members of their congregation
- Provide “up spirits” social distractions.... a sing song
- General Interdenominational Services
- Small Denominational Services
- Provide guidance to the MECG, via the EIO, on matters of a religious nature
- Provide guidance to the MECG, via the EIO, on the religious care of deceased persons
- Grief Counseling

Church buildings are well known landmarks and historical “places of assembly”. They could be used for non religious functions such as: short term evacuation shelter (< 4 hours), evacuation assembly points, information centres, aid distribution centres, vaccination clinics, etc.

Contact information for community churches is contained in Appendix B of the plan.

FOOD DISTRIBUTION by religious organizations will require consultation with the LG&L Health Unit.

3.2 Board of Education

Any utilization of schools as emergency evacuation centres must be done with due regard for the normal schooling cycle of the students. We cannot compound the distress of an emergency situation with students that have “no school”. Should students need to be evacuated; any such evacuation will be done in accord with the emergency plan of the respective school board.

School buses are also often regarded as an automatic option when large numbers of people must be relocated. School buses are under contract with the School Board to move students at specific times/dates.

C&SS - UCL&G will function as the lead agency and liaison regarding the use of school board items for such purposes as:

- short term evacuation centers
- evacuation reception centers
- use of school buses

The use of “vacant” schools will have to be done with input from the Fire Prevention staff of Augusta Township Fire Rescue.

Infant Day Care Centers may be an item of special concern during an emergency.

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3.3 Legal Advisor (Solicitor), Augusta Township

The Township of Augusta has the services of legal council (solicitor) on retainer. The solicitor has a background history of the legal affairs of the municipality. The solicitor IS NOT a regular sitting member of the MECG. The solicitor is a resource person who can be called to MECG meetings as a “technical expert” on legal affairs.

If there is a challenge to the authority of the municipality in managing an emergency the solicitor’s advice should be sought.

3.4 Canadian Armed Forces

The Canadian Armed Forces cannot enter into municipal affairs without strict adherence to protocol.

Canadian Armed Forces assistance must be requested via:

Head of Council to
Office of the Fire Marshal and Emergency Management,
Provincial Emergency Operations Centre (PEOC)

Concurrent with this formal request route background discussion should commence with our **Local Community Liaison Officer** at the Brockville Armouries (the chain of command will inevitably ask this person: “What’s this request all about?”). The Local Community Liaison Officer has no ability to initiate action on his/her own but should be promptly informed of the “what’s” and “why’s” of the situation.

Requests for military assistance should include precise and detailed descriptions of what we expect of their personnel/equipment. We want to ensure our requests reappear in the orders given to the military personnel that are assigned to assist in the emergency.

The Canadian Armed Forces have provided the name of an officer contact from Canadian Forces Base Kingston who will provide the municipality with additional information on the role of the military in domestic emergency situations. The officer’s contact information is contained in the appendices.

3.5 Amateur Radio Emergency Services (ARES)

The Amateur Radio Emergency Services may be activated either directly or during a multi-municipal event, via the CAO or CEMC. The primary EOC has been equipped with an antenna compatible with ARES equipment.

Under the direction of the CEMC, ARES personnel will:

- Provide radio communication where needed, in support of municipal emergency response
- Designate operators to report to the EOC
- Activate all ARES members to monitor the appropriate frequencies and to remain on stand-by
- Maintain a record of all activities

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Local Amateur Radio Emergency Services (ARES) volunteer operators have the capability to send messages (including attachments) over local radio repeaters using a program called "Winlink" (see <https://www.winlink.org/>). Even if they are on an alternate/back up power source, they can send an email message to PEOC Duty Officer (PEOCDO01@ontario.ca) during a power outage. For those with ARES stations, please consider adding this to your contacts.

Contact information for a l