



THE CORPORATION OF THE TOWNSHIP OF  
ESSA

EMERGENCY RESPONSE PLAN

2016

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## INTRODUCTION

The *Emergency Management Act, R.S.O., 1990, Ch. E.9* defines an emergency as:

*A situation or impending situation caused by forces of nature, an accident or an intentional act that constitutes a danger of major proportions to life and property [Section 1].*

They therefore affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Township of Essa.

*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 order as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area [Section 4(1)].*

The population of the Township of Essa is 18,505 residents (Statistics Canada 2011 census population).

In order to protect residents, businesses and visitors, the Township of Essa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

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

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

In addition, it is important that our residents, businesses, and visitors be aware of its provisions. Copies of the Township of Essa Emergency Response Plan may be viewed at the Township Administration Centre or on the [Township of Essa website](#).

For more information, please contact:

Township of Essa, Community Emergency Management Coordinator  
Administration Centre  
5786 Simcoe County Road 21  
Utopia, Ontario, L0M 1T0  
(705) 424-5828 or (705) 424-9770

## AIM AND PURPOSE

The aim of the Township of Essa Emergency Management program is to incorporate the four principals of emergency management; mitigation, preparedness, response and recovery in an effort to create a disaster resilient community.

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

The plan enables a centralized controlled and coordinated response to emergencies in the Township of Essa, and complies with the legislated requirements of the Emergency Management Act and was adopted by By-Law of the Corporation of the Township of Essa.

## AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

*The Emergency Management Act, R.S.O., 1990, Ch. E.9*, as amended states that:

*“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.”* [Section 3 (1)]

*“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”* [Section 4 (1)]

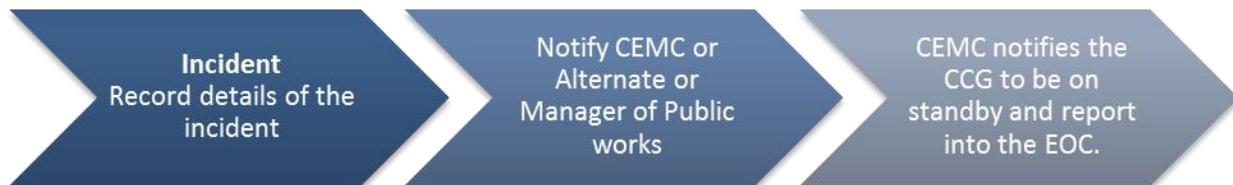
As enabled by the *Emergency Management Act*, this emergency response plan and its' elements have been:

- Issued under the authority of *Township of Essa By-law # 2004-70* (see Appendix x) ; and
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services.

## EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of Essa Community Emergency Management Coordinator (CEMC) or Alternate CEMC or thirdly the CAO/Manager of Public Works to request that the notification system be activated.

Upon receipt of the warning, the CEMC or alternate will notify members of the Community Control Group (CCG).



The content of the messages transferred during Emergency Notification procedures will be standardized and as a brief as possible, and include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification "SUPPORT", "ALERT" OR "CALL TO ASSEMBLE"
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Reminder and instructions concerning notification status
6. Request to repeat message to ensure information is understood

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby

Upon being notified, it is the responsibility of all CCG officials to report to the Emergency Operations Centre and notify their staff and volunteer organizations.

## DECLARATION OF AN EMERGENCY

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

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).



## REQUESTS FOR ASSISTANCE

### REGIONAL ASSISTANCE

Assistance may be requested from the County of Simcoe at any time. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

### PROVINCIAL ASSISTANCE

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management's Provincial Emergency Operations Centre.

## TERMINIATING AN EMERGENCY

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).
- Other agencies, groups and volunteers notified or operational during the emergency.

## EMERGENCY COMMUNITY CONTROL GROUP

The emergency response will be directed and controlled by the Community Control Group (CCG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor of the Township of Essa, or alternate;
- Chief Administrative Officer
- Manager of Public Works, or alternate;
- Clerk /Emergency Information Coordinator, or alternate;
- Ontario Provincial Police - Nottawasaga Detachment Commander, or alternate;
- Fire Chief / Community Emergency Management Coordinator/CCG Chair, or alternate;
- Manager of Planning & Development, or alternate;
- Treasurer;
- Arena / Parks Manager;
- Chief Administrative Officer Administrative Assistant or alternate;

\*\*Primary CCG members also make up the Emergency Management Program Committee.

- Additional personnel called or added to the CCG may include:
  - County of Simcoe CEMC or alternate
  - Ontario Clean Water Representative;
  - Enbridge Gas Representative;
  - Medical Officer of Health, or alternate;
  - Social Services Representative, or alternate;
  - Emergency Medical Services (EMS), or alternate;
  - Local electrical utility representative, or alternate, if required or available;
  - Office of the Fire Marshal and Emergency Management Representative;
  - Nottawasaga Valley Conservation Authority Representative;
  - Liaison staff from provincial ministries;
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

## COMMUNITY CONTROL GROUP RESPONSIBILITIES

The primary responsibility of Community Control Group is to implement the Emergency Plan during an emergency and to provide advice and assistance to the head of Council in carrying out his/her duties under the Emergency Response Plan.

The CCG will coordinate the acquisition of additional resources. Decisions to ration resources if required will be made by the CCG and will be based on a priority of need. Equipment assigned by the CCG will be under the control of the ESM or ESSM or the EOC.

During Emergency operations the CCG is responsible to cooperate and support other area municipalities by working closely with their Emergency Community Control Group.

During an emergency involving regional or county services the Essa Community Control Group will work closely with the County of Simcoe Emergency Community Control Group and provide support throughout the declared emergency.

The members of the Community Control Group (CCG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ensuring the evacuation shelter is activated for inhabitants considered to be in danger;
- Assisting in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional 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 Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;

- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Provide updates to the County of Simcoe Community Control Group;
- Request additional assistance from the County of Simcoe Community Control Group as required;
- Liaise and provide assistance to the County of Simcoe Community Control Group for County declared emergencies and disaster.

## OPERATING CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

**Six components** of a CCG meeting:

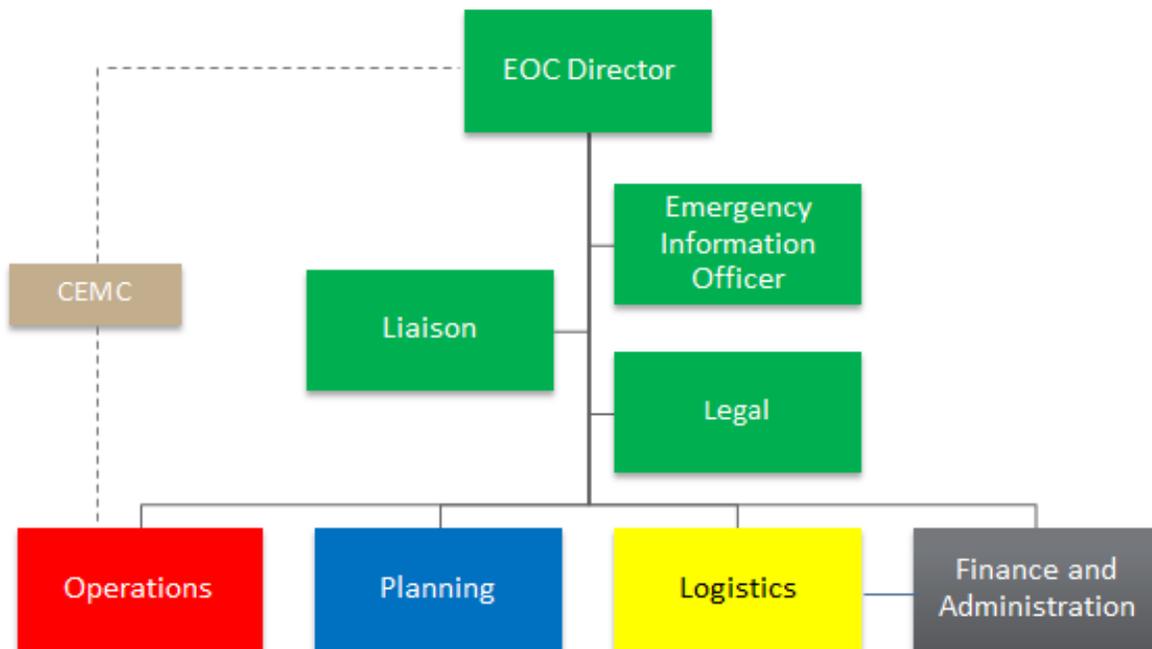
- 1. An assessment and prognosis of the situation:**
  - i. What is happening?
  - ii. What is required?
- 2. The establishment of priorities:**
  - i. What is important?
  - ii. What can be done in a timely manner?
  - iii. What are the alternatives?
- 3. The setting of objectives.**
- 4. The determination of an action plan:**
  - i. Who does what?
  - ii. What task is required?
  - iii. What is the reasonable timeframe?
- 5. Timelines for the implementation of assigned tasks.**
- 6. Monitoring and reporting.** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.



When a meeting ends, each member of the CCG will carry out their assigned task/objective and gather information for the next scheduled meeting.

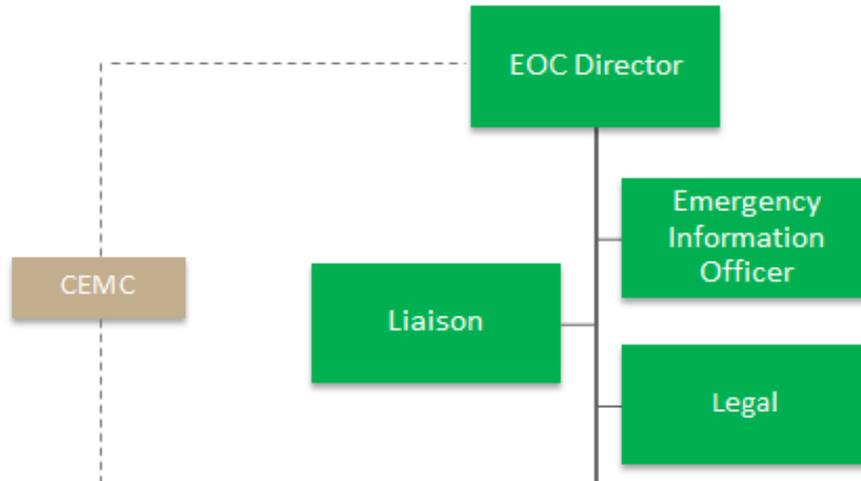
**EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM (IMS)**

The Township of Essa Emergency Management System is based upon the Provincial Incident Management System. Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.



## COMMAND

The Command Team is responsible for the oversight of managing the Emergency Operations Centre. The EOC director has an EIO, Liaison and Legal chiefs to advise him/her in decision making and leadership.



### EOC DIRECTOR – CHIEF ADMINISTRATION OFFICER

The **Chief Administrative Officer** is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Ensuring liaison with the Nottawasaga OPP detachment regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling and chairing of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Requesting assistance from neighbouring municipalities or the County of Simcoe;
- Appointing persons to perform various support group functions should the Emergency warrant;
- Calling out additional town staff to provide assistance, as required.

### LEGAL SERVICES REPRESENTATIVE

The **Legal Services Representative** is responsible for:

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

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#### EMERGENCY INFORMATION OFFICER - CLERK

The **Clerk** is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Initiating the opening, operation and staffing of switchboard at the township offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerks staff to assist in the Emergency operations Centre, as required;
- Procuring staff to assist, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings.
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Securing and storing documents of all activities and events of the CCG during the emergency.

The Clerk for the Township of Essa will act as the **Emergency Information Officer** during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

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#### TELECOMMUNICATIONS COORDINATOR

The **Telecommunications Coordinator** reports to the CEMC and is responsible for:

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and working;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

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COMMUNITY SPOKESPERSON – MAYOR OR ACTING MAYOR

The **Mayor or Acting Mayor** is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Notifying the public of the declaration and termination of an Emergency
- Notifying the County of Simcoe of the declaration and termination of an Emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Taking such action or making such orders as are deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants and visitors of the Emergency area;
- Will act as the community spokesperson or assign a designate.

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LIAISON - ARENA/PARKS MANAGER

The **Arena / Parks Manager** is responsible for:

- Opening of evacuation centres in collaboration with County of Simcoe social services;
- Liaison with County of Simcoe social services, Red Cross, St. John's Ambulance, Salvation Army, Simcoe Muskoka District Health Unit and other organizations regarding the establishment and operation of the evacuation and reception centres;
- Provide staff to evacuation centres for maintenance purposes;
- Assisting in procurement of emergency supplies for the operation of the evacuation centre or reception site;
- Maintaining records and testing of the emergency power system to the primary evacuation/reception area.

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THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

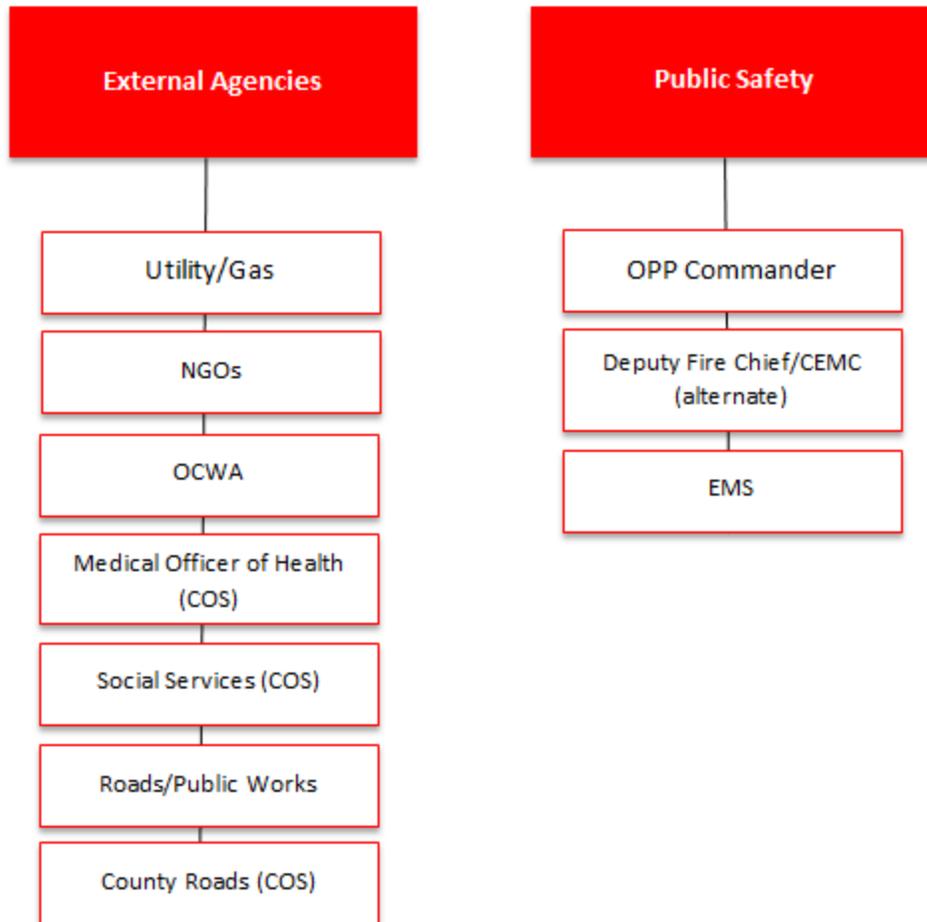
The **CEMC** is responsible for:

- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Activating and arranging the EOC;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross and County of Simcoe CEMC);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Providing a process for registering CCG members and maintaining a CCG members list;
- Supervise the maintenance of the records and logs with the assistance of the Clerk and CAO's Administrative Assistant for the purpose of debriefings and post-emergency reporting.

The **CEMC** also acts an advisor to both the EOC Director and the Operations Section Chief.

## OPERATIONS SECTION

The Operations Section has been further divided into two distinct branches: External Agencies and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief.



The External Agencies Branch is considered additional staff to support the CCG. Depending on the nature of the incident, External Agency Units will be activated as appropriate by the EOC Director or CEMC.

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### UTILITY REPRESENTATIVE – HYDRO ONE, POWERSTREAM, INNISFIL HYDRO

The **Utility Representative of Hydro One, PowerStream, Innisfil Hydro** is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works / fire department representative;
- Providing other temporary power measures for essential services;
- Providing a representative to the Emergency Operations Centre if required.

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ONTARIO CLEAN WATER AGENCY (OCWA)

**OCWA** is responsible for:

- Ensuring the maintenance of sanitary sewage and water systems;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Discontinuing any public works service, as required, and restoring these services when appropriate;
- Maintaining emergency equipment;
- Arranging alternate potable water supply through private or public means;
- Providing a representative to the Emergency Operations Centre if required.

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ENBRIDGE GAS

**Enbridge Gas** is responsible for:

- Providing expertise regarding natural gas;
- Discontinuing any natural gas service, as required, and restoring these services when appropriate;
- Depending on the nature of the emergency assigning a representative to the emergency site to liaison with the ESM.
- Providing a representative to the Emergency Operations Centre if required.

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COUNTY BOARD OF EDUCATION AND SEPARATE SCHOOL BOARD

The **County Board of Education and the Separate School Board** are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

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SENIOR SOCIAL SERVICES REPRESENTATIVE

The **Senior Social Services Representative** responsibilities are outlined in the County of Simcoe Emergency Response Plan.

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OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. They might include Office of the Fire Marshal and Emergency Management (OFMEM), the Nottawasaga Conservation Authority, the Office of the Fire Marshal, volunteer groups and provincial ministries.

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## MEDICAL OFFICER OF HEALTH

The **Medical Officer of Health** is responsible for:

- Activates and terminates the Simcoe Muskoka County District Health Unit Emergency Response Plan and Emergency Notification System;
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC;
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH;
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies;
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief medical Officer of Health as required;
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response;
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka;
- Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to ministry of Health and Long Term Care policies;
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka;
- Liaises with Director of Public Utilities or alternate within affected sanitation, maintenance and sanitary facilities;
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
  - accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation,
  - food handling, storage, preparation and service,
  - general health and safety involving injury prevention;
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
  - victim assessment, support and referral,
  - Public health information and community networks;
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.

- Provides resource support and consultation to emergency service workers
- Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

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## MANAGER OF PUBLIC WORKS

The **Manager of Public Works** is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring municipalities and the County of Simcoe to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Procuring equipment for emergency pumping operations.
- Ensuring liaison with Ontario Clean Water Agency concerning municipal water supplies and sanitation services;
- Liaising with Ontario Clean Water Agency and or other municipalities in the provision of emergency potable water supplies;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority (NVCA) regarding flood control, conservation and environmental matters;
- Liaising with the Ministry of Environment (MOE) and Medical Officer of Health.

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## ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER

The **Detachment Commander** is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;

- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

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#### FIRE CHIEF/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The **Fire Chief** is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Providing the CCG with information and advice on firefighting, rescue and matters pertaining to the protection of life and property;
- Assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Update and provide assistance to the Simcoe County Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and possible source of supply;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager (ESM) or an (ESSM) as required.

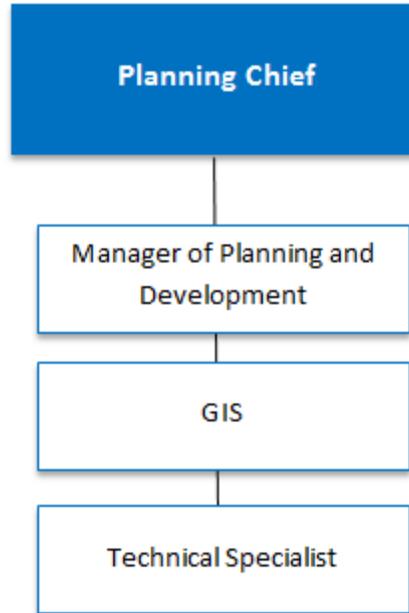
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#### EMERGENCY MEDICAL SERVICES (EMS) REPRESENTATIVE

The **Emergency Medical Services (EMS) Representative** is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring effective triage at the site and transportation of casualties;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Liaising with the ESM and other agencies.

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**PLANNING SECTION**

The **Planning Chief** has the primary responsibility to collect, collate, seal and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

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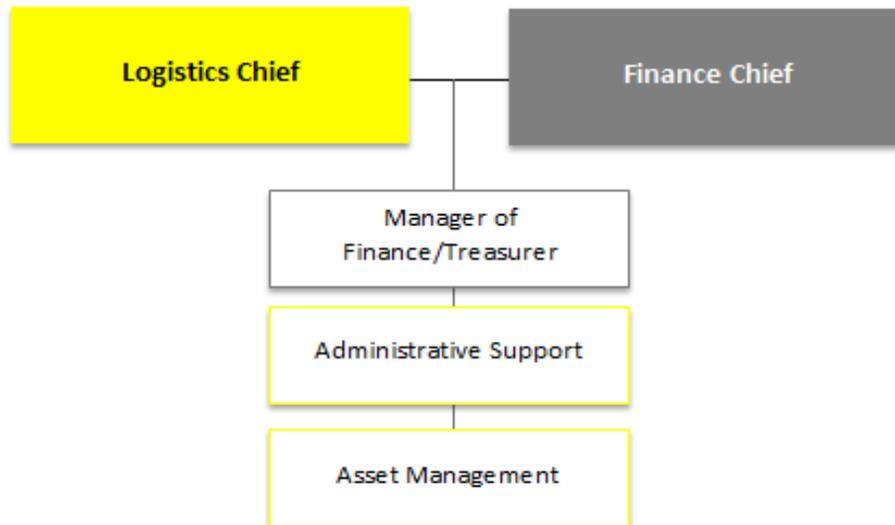
**MANAGER OF PLANNING & DEVELOPING**

The **Manager of Planning & Development** is responsible for:

- Provide information on municipal map to the CCG;
- Provide zoning or by-law information to the CCG;
- Provide information on terrain and flooding areas to the CCG;
- Provide staff assistance through the Chief Building Official on building infrastructure, site review and structure conditions to the CCG and Emergency Site Manager (ESM).
- Maintain this information for use in the operation centre.
- Ensuring that maps and status boards are kept up to date.

## LOGISTICS & FINANCE

The Township of Essa recognizes that the Logistics and Finance section have similar functionalities, therefore these sections will be categorized together to allow better flow of communication and information sharing.



### MANAGER OF FINANCE AND TREASURER

The **Manager of Finance and Treasurer** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Establish a record of expenditures during an emergency
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all approved invoices and claims incurred during an emergency.
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining a list of all vendors who provide supplies and equipment during the emergency.

### CAO'S ADMINISTRATIVE ASSISTANT

The **CAO's Administrative Assistant** is responsible for:

- Assisting with the recording of important decisions taken by the CCG, as required; and with maps and status boards;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Assisting with the operation and staffing of switchboard at the municipal office or designated building;
- Assuming the responsibilities of the Citizen Inquiry Supervisor if designated as such;
- Assisting with the arranging for printing of material, as required;

- Assisting with the provision of clerical staff to assist in the Emergency Operations Centre, as required;

## EMERGENCY SITE MANAGER (ESM)

The selection of the Emergency Site Manager, (ESM) will be made by the municipal Community Control Group, (CCG).

The ESM is designated to coordinate the activities of all agencies within the emergency site. Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.



In some instances, such as a provincially declared emergency, the County of Simcoe Emergency Community Control Group (CSECCG) may appoint an Emergency Site Manager where appropriate. An ESM appointed by the County of Simcoe Emergency Committee Control Group will coordinate and support the activities of the Emergency Site Sector Manager.

Where there are two or more municipalities involved in an emergency, the ESM designated by an area municipal Community Control Group may become the Emergency Site Sector Manager (ESSM) for the area municipality. The ESSM will be responsible for the emergency site of their local municipal jurisdiction. The ESSM appointed by the area municipality Community Control Group will continue to coordinate the Emergency Site within the established perimeter.

Communication from the Emergency Site will primarily flow from the ESSM and the area Emergency Operations Centre EOC. The area Community Control Group may request assistance on behalf of the ESSM through the County of Simcoe Emergency Community Control Group.

## RELATIONSHIP BETWEEN ESM & COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to coordinate an effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager. Briefing will review and prioritize the action plan in order to create the most effective and efficient response to the emergency.

## EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations such as evacuation centres, or with other agencies.

Emergency Telecommunications consists of telephone, cell phones, fax, intranet, internet, ARES and two-way radio.

Should all telephone communications cease, pre-arranged communications could be obtained from the Police, Fire Stations or alternate municipal buildings maintaining telephone capability.

Communications between the EOC and the other responding agencies may be with the support of a runner. All messages are to be written and logged.

Amateur Radio Emergency Service (ARES) may assist with communication support as required.

Should internet/intranet not be available, ARES can provide data (email) and voice communications.

The primary communication between the EOC, CCG and the Simcoe County EDC, CCG is by internet or intranet.

## EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

An Emergency Information Centre (EIC) will be established under the direction of the Emergency Information Officer. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the CCG. This area, if established, will be staffed as required by the community spokesperson or emergency information officer.

A Citizen Inquiry Section will be set up as determined by the Community Spokesperson which may be designated under the supervision of the Social Services Representative or other agency and assisted through a Citizen Inquiry Supervisor.

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## EMERGENCY INFORMATION OFFICER

The **Emergency Information Officer** reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Control Group;
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Citizen Inquiry Supervisor;
  - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the CAO (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

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## COMMUNITY SPOKESPERSON

The **Community Spokesperson** will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Essa's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

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CITIZEN INQUIRY SUPERVISOR

The **Citizen Inquiry Supervisor** is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

Annex A	Locations of Cooling Centres and Emergency Shelters
Annex B1	Emergency Notification Contact Lists <ul style="list-style-type: none"><li>• Community Control Group (CCG)</li><li>• Office of the Fire Marshal and Emergency Management (OFMEM)</li><li>• Township Employees</li><li>• Township Councillors</li><li>• Surrounding Municipalities</li><li>• Federal/Provincial Government Representatives</li></ul>
Annex B2	Emergency Notification Contact List, Additional
Annex C	Local Resources List <ul style="list-style-type: none"><li>• Heavy Equipment</li><li>• Rental Stores</li><li>• Bus Lines</li><li>• Building Materials</li></ul>
Annex D	Fire Departments' Inventory
Annex E	Emergency Operations Centre (EOC) Logistics and Inventory
Annex F	Additional Resources and Information <ul style="list-style-type: none"><li>• General Preparedness</li><li>• Health</li><li>• Weather</li><li>• Transportation and Travel</li></ul>
Annex G	Training, Exercises and Public Education Log
Annex H	Hazard Identification Risk Assessment (HIRA)
Annex I	Critical Infrastructure List
Annex J	Township of Essa's By-Laws