

# CORPORATION OF THE NATION MUNICIPALITY

## BY-LAW NO. 74-2024

**BEING** a by-law of the Corporation of The Nation Municipality to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

**WHEREAS** the Province of Ontario has passed the *Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9*, as amended;

**AND WHEREAS** Section 2.1(1) of the Act requires that every municipality shall develop and implement an Emergency Management Program and the Council of the municipality shall, by by-law, adopt the Emergency Management Program;

**AND WHEREAS** Section 3(1) of the Act requires that every municipality shall formulate an Emergency Response Plan, outlining the provision of necessary services during an emergency, the procedures related thereto, 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 Response Plan;

**AND WHEREAS** Section 4(1) of the Act makes provision for the Head of Council of a municipality to declare that an emergency exists in the municipality, or 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 Response Plan of the municipality in order to protect the property, health, safety and welfare of the inhabitants of The Nation Municipality;

**AND WHEREAS** Section 9(c) of the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council under this Act during the absence of the Head of Council or during his or her inability to act.

**AND WHEREAS** The Act authorizes employees of The Nation Municipality to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE**, the Council of the Corporation of The Nation Municipality enacts as follows:

- 1) **THAT** Council approve the development, implementation, maintenance, testing and review of an Emergency Management Program in accordance with the standards published by the Emergency Management Ontario in accordance with international best practices, and such program shall include:
  - a) An Emergency Plan;
  - b) An Emergency Management Program Committee, which shall be chaired by the Community Emergency Management Coordinator and shall consist of:
    - i. Community Emergency Management Coordinator
    - ii. Members of Council
    - iii. Communication Officer
    - iv. Telecommunication Officer

## CORPORATION OF THE NATION MUNICIPALITY

### BY-LAW NO. 74-2024

- v. Representative of Ontario Provincial Police (OPP) Hawkesbury and Russell County department
  - vi. One resident of The Nation Municipality
  - vii. Other members as may be appointed by council;
- c) A Municipal Emergency Control Group, which shall be chaired by the Chief Administrative Officer and shall consist of:
- i. Mayor a trained alternate appointed by Council;
  - ii. Chief Administrative Officer or a trained alternate;
  - iii. Community Emergency Management Coordinator or a trained alternate;
  - iv. Emergency Information Officer or a trained alternate;
  - v. Ontario Provincial Police (OPP) Hawkesbury and Russell County department Commander or a trained alternate;
  - vi. Fire Chief or a trained alternate;
  - vii. Public Works Director or a trained alternate;
  - viii. Medical Officer of Health or a trained alternate;
  - ix. Emergency Medical Services (EMS) from United Counties of Prescott & Russell or a trained alternate;
  - x. Any other person(s) that may be deemed necessary.
- d) Training programs and exercises for employees of the municipality and other persons with respect to the provisions of necessary services and procedures to be followed;
- e) Ongoing public education on the risks to public safety with an emphasis on emergency preparedness;
- f) The completion of a Hazardous Identification Risk Assessment (HIRA) and an annual review thereof;
- g) Completion of a Critical Infrastructure Listing, noting key infrastructure required to maintain a continuity of operations within the municipality, and an annual review thereof;
- h) An emergency operations center, to be used by the municipal emergency control group in an emergency;
- i) Designation of an Emergency Information Officer who shall act as the primary media and public contact for the municipality in an emergency;
- j) Annual review, maintenance and enhancement of the Emergency Management Program and updating of all resource and contact listings;
- k) Other activities as required by the Emergency Management Ontario to meet the requirements of the Act, and any regulations, policies and procedures related thereto.
- 2) **THAT** the Emergency Response Plan, attached hereto as Schedule "A" of this By-Law, is hereby adopted.
- 3) **THAT** where required by law, and for personal privacy and protection, certain personal information and resources identified in the Emergency Response Plan Appendix are not to be made public.
- 4) **THAT** Council authorizes the Community Emergency Management Coordinator, or his or her alternate, to make administrative changes to

**CORPORATION OF THE NATION MUNICIPALITY**

**BY-LAW NO. 74-2024**

the Emergency Response Plan including personnel changes, organizational changes, contact information, phone numbers and other administrative matters.

- 5) **THAT** By-law Number 137-2019 and all resolutions, By-laws or parts of By-laws passed prior to this By-law which are contrary to or inconsistent with this By-law shall be hereby repealed on the adoption of this by-law.
- 6) **THAT** this By-law shall come into full force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS 29th DAY OF April 2024**

---

**Francis Brière, Mayor**

---

**Aimée Roy, Clerk**

**SEAL**



# EMERGENCY RESPONSE PLAN

---

*April 17<sup>th</sup>, 2024*

---



Une copie papier de ce plan peut être fournie sur demande.  
A hard copy of this plan can be made available upon request.



**RECORD OF REVISIONS**

Before inserting the revision, check that its number follows, in sequence, the last number recorded below. If not in sequence and if not accounted for by an annotation on the Transmittal on hand, do not insert until you have asked for and received the missing revision number from the CEMC.

Emergency Plan Manual Number	
Assigned to:	

Insert No.	Date Inserted	Inserted by	Insert No.	Date Inserted	Inserted by	Insert No.	Date Inserted	Inserted by
001			021			041		
002			022			042		
003			023			043		
004			024			044		
005			025			045		
006			026			045		
007			027			046		
008			028			047		
009			029			048		
010			030			049		
011			031			050		
012			032			051		
013			033			052		
014			034			053		
015			035			054		
016			036			055		
017			037			056		
018			038			057		
019			039			058		
020			040			059		



**INDEX**

SECTION 1 – PREFACE

SECTION 2 – DEFINITIONS

SECTION 3 – AIM

SECTION 4 – AUTHORITY

SECTION 5 – EMERGENCY NOTIFICATION PROCEDURES

SECTION 6 – EMERGENCY MANAGEMENT PROGRAM

SECTION 7 – EMERGENCY OPERATION CENTRE

SECTION 8 – MUNICIPAL EMERGENCY CONTROL GROUP

SECTION 9 – MANAGING AN EMERGENCY



Table of Contents

**SECTION 1** PREFACE ..... 7

    INTRODUCTION..... 8

    COMMUNITY PROFILE ..... 9

**SECTION 2** DEFINITIONS..... 10-11

    ACRONYMS & ABBREVIATIONS ..... 12-13

**SECTION 3** AIM ..... 14

**SECTION 4** AUTHORITY ..... 15

    a) Definition of an Emergency ..... 16

    b) Action Prior to Declaration..... 16

**SECTION 5** EMERGENCY NOTIFICATION PROCEDURES ..... 17

    a) Requests for Assistance..... 17

    b) A Declared Community Emergency ..... 18

    c) A Termination of Community Emergency..... 18

**SECTION 6** EMERGENCY MANAGEMENT PROGRAM ..... 19

    a) Emergency Management Program Committee ..... 19

    b) Annual Compliance Submission..... 19

    c) Community Emergency Management Coordinator ..... 19

    d) Emergency Information Officer..... 19

**SECTION 7** EMERGENCY OPERATIONS CENTRE ..... 20

    a) Activation of the Emergency Operations Centre ..... 20

**SECTION 8** MUNICIPAL EMERGENCY CONTROL GROUP ..... 21

    a) MECG Composition..... 21

    b) MECG Training..... 22

    c) Operating Cycle..... 22

    d) MECG Responsibilities ..... 22-23

**SECTION 9** MANAGING AN EMERGENCY ..... 24

    a) The individual responsibilities of the MECG..... 24

        1. Mayor..... 24

        2. Chief Administrative Officer ..... 24

        3. Community Emergency Management Coordinator ..... 25

        4. Emergency Information Officer ..... 26

        5. Ontario Provincial Police Representative ..... 26

        6. Fire Chief ..... 27

        7. Public Works Director ..... 27

        8. Medical Officer of Health ..... 28

        9. Prescott-Russell Emergency Medical Services ..... 28

    b) Support and Advisory Staff..... 29

        1. EOC Secretary ..... 29

        2. Financial Comptroller ..... 30

        3. Mayor’s Scribe..... 30

        4. Coordinator, EOC Services ..... 30



## EMERGENCY RESPONSE PLAN

5.	Information Technology Support .....	31
6.	Prescott-Russell Victim Services.....	31
7.	Telecommunications (PR-ARES) Coordinator .....	31
8.	Municipal Solicitor .....	31
9.	Hawkesbury & District General Hospital Administrator .....	31
10.	Provincial Disaster Recovery Assistance Programs .....	32
11.	Other Agencies.....	32
c)	Relationship between the MCEG and the Incident Commander .....	32-33
d)	Relationship between IC, and command and control structures of emergency responders.....	33
e)	IC Responsibilities .....	33





## APPENDIX

Please note that the following APPENDIXES are not included in the Public Emergency Plan due to confidentiality information. Only the groups concerned will have access to this confidential information.

- Appendix “A”** – Municipal Emergency Control Group Notification Procedures
  - Municipal Emergency Control Group Notification List (Confidential)
  - Municipal Emergency Control Group Notification Message
  - Municipal Emergency Control Group Notification Checklist
  - Municipal Emergency Control Group Support & Advisory Staff List (Confidential)
- Appendix “B”** – Checklist in Consideration of a Declaration of Emergency
  - Declaration of a State of Local Emergency
  - Termination of a State of Local Emergency
- Appendix “C”** – Emergency Operation Center
  - Emergency Operation Center Forms
  - Emergency Operation Center Status Report
  - Emergency Operation Center Incident Action Plan
  - Emergency Operation Center 1<sup>st</sup> Cycle Meeting Checklist
  - Guidance on the Request for Assistance - PEOC
- Appendix “D”** – Emergency Information Plan
- Appendix “E”** – Emergency Telecommunications Plan
- Appendix “F”** – Emergency Shelter Locations
  - Emergency Resource Group List
- Appendix “G”** – Emergency Respond Plan Distribution List
- Appendix “H”** – Hazard Identification and Risk Assessment (HIRA)
- Appendix “I”** – Critical Infrastructure (CI)
- Appendix “J”** – By-Laws
- Appendix “K”** – Prescott-Russell CEMC List
  - United Counties of Prescott-Russell Emergency Plan
- Appendix “L”** – MNRF – Emergency Management Overview
- Appendix “M”** – South Nation Conservation Flood Contingency Plan 2024
  - South Nation Conservation Crisis Communications Kit for Landslides 2023
  - South Nation Conservation Forest Fire Emergency Plan 2023
- Appendix “N”** – NGO Alliance of Ontario – Handbook 2021
  - Hydro One Emergency Management 2024
- Appendix “O”** – Emergency Management and Civil Protection Act
- Appendix “P”** – Avian Influenza Municipal Toolkit 2023

It is understood that the telephone numbers or names listed in this Schedule shall be amended from time to time as the numbers or names change, and that no formal by-law amendment shall be necessary for such revision. The UCPR Emergency Services Department is responsible for updating Appendix "A" and will inform holders of this plan of any changes in telephone numbers or names listed in this Schedule and the new numbers or names shall be inserted, and this clause shall be authorization for amendment.



## SECTION 1 - PREFACE

### FOREWORD

This plan has been developed to provide a hazard identification and risk assessment-based approach to emergency management planning. It has been formulated to assign responsibilities and to guide the actions of key officials after the onset of an emergency.

For this plan to be effective, it is essential that all concerned parties be made aware of its provisions and that every official and agency be prepared to carry out their assigned functions and responsibilities in an emergency.

Agency leaders and department heads should review and keep up to date their own procedures, and arrangements for responding to emergencies.

The Director responsible for Emergency Services is accountable for the formulation, administration, and distribution of the Nation Municipality Emergency Plan.

The Appendixes to this plan contain Private or Confidential information under the provision of the *Emergency Management & Civil Protection Act. R.S.O. 1990, Chapter E.9.*

The Emergency Response Plan was adopted by the Corporation of the Nation Municipality under **By-Law No. 74-2024**

This plan is always under review to ensure it remains current.

---

Date of By-Law Formulating Plan

---

Francis Brière  
Mayor  
Corporation of The Nation Municipality



## INTRODUCTION

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

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

The Municipality of The Nation's **Emergency Management Program 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 Nation Municipality with important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Nation Municipality Emergency Response Plan may be viewed at the Municipal Hall or on-line at [www.Nationmun.ca](http://www.Nationmun.ca).

For more information, please contact:

Community Emergency Management Coordinator  
c/o The Nation Municipality  
958 Route 500 West  
Casselman, ON  
K0A 1M0  
(613) 764-5444



## COMMUNITY PROFILE

The Nation Municipality, which is situated in the United Counties of Prescott and Russell in Eastern Ontario, has an area of 661 square kilometers and a population of approximately 13,350. The Nation was formed on January 1<sup>st</sup>, 1998, with the amalgamation of the Townships of Cambridge, South Plantagenet, Caledonia, and the Village of St. Isidore. It is comprised of the communities of Limoges, Cambridge Forest Estates, Forest Park, St. Albert, St. Isidore, Fournier, St. Bernardin, Riceville, Ste. Rose de Prescott, Caledonia Springs, McAlpine, Routhier, Ettyville, Pendleton, Westminster, Lemieux, Seguinbourg and the outskirts of Casselman. It was an ominous beginning, the Ice Storm of the Century hit in January 1998 causing a massive power outage in the whole area. Despite this disaster, there was a positive outcome in that it created a situation where teamwork was essential to provide help to the general population. The Nation Municipality is situated close to several large centers. The Quebec border near the City of Montreal is a twenty-minute drive to the east, the City of Cornwall and the American border are a 35-minute drive to the south and the City of Ottawa, Canada's Capital is just to the west.

Several fully bilingual services are offered such as libraries, community centers and halls, senior citizens homes, banking institutions and emergency services. The Nation Municipality's staff is also fully bilingual.

Several tourist attractions make this a great place to visit and to live. The Larose Forest, being 11,000 hectares in size, is the second most important manmade forest in North America. There are walking trails, cross country ski trails, snowmobile trails and bicycle trails in Larose Forest. The Moose Creek Bog and the Alfred Bog are also of significant importance. The Alfred Bog offers walking paths to observe the rare aquatic flora and the fauna of this important natural resource. There are two golf courses within The Nation Municipality, an 18-hole located near Casselman, and a 9-hole located in Fournier. Calypso is probably one of the biggest tourist attractions in the area with its majestic water park and attracts hundreds of thousands of tourists every summer. We also have camping sites, such as Kittawa and Oasis in Limoges, offering a variety of services and rent options. We boast very active Recreation Associations who work hard to promote the well-being of the community. There are activities organized throughout the year in different villages such as carnivals, summer festivals and community dinners, just to name a few. Some of these activities have become quite renowned. The "Festival de la Curd" in St. Albert attracts large crowds every year. The fair sponsored by the Riceville Agricultural Society is one of the oldest fairs in Ontario.

Several residential developments are in attractive settings, and many are serviced with municipal water and sewers. The Nation Municipality is also made up of large areas of rich agricultural lands which support agricultural industries such as the St. Albert Cheese Factory which is renowned for its delicious cheese and other milk products. Some villages such as Limoges also have a fully serviced industrial park.



## SECTION 2 - DEFINITIONS & ACCRONYMS and ABBREVIATIONS

### DEFINITIONS

**“Activation”** means action taken to implement a plan or procedure.

**“Approved”** means acceptable to the authority having jurisdiction.

**“Clerk”** means the Clerk of the Corporation of The Nation Municipality.

**“Community”** means a political body/organization, within a defined boundary, having authority to adopt and enforce laws and provide services and leadership to its residents.

**“Community Emergency Management Coordinator” (CEMC)** means an individual officially designated by a community who is responsible and accountable for the community’s emergency management program. The CEMC or his alternate must be, by definition, a municipal employee as defined in the Municipal Act.

**“Continuity of operations (COOP) plan”** means a plan developed and maintained to direct an organization’s internal response to an emergency.

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

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

**“Disaster Recovery Assistance for Ontarians program (DRAO)”** means provincial disaster financial assistance program which, when activated, supports individuals, small businesses, farmers, and not-for-profit organizations that have experienced damage to or loss of essential property as a result of a natural disaster. For the purposes of the program, a disaster is a sudden, unexpected, extraordinary natural event that causes costly, widespread damage to eligible private property.

**“Emergency”** means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property, and which abnormally affects property, health, safety, and welfare of the community, which, by its nature or magnitude requires a coordinated response by a number of agencies, both governmental and private under the direction of the Emergency Operations Control Group. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

**“Emergency Information Officer” (EIO)** means an individual responsible for acting as the primary public and media contact for emergency public information requirements.

**“Emergency Management” (EM)** means organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies.

**“Emergency Management Program”** is a risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response, and recovery activities.

**“Emergency Management Program Committee” (EMPC)** is a management team to oversee the development, implementation, and maintenance of an emergency management program.

**“Emergency Operations Centre” (EOC)** means a designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

**“Fire Chief”** means the Fire Chief for the Corporation of The Nation Municipality.

**“Hazard”** means phenomenon, substance, human activity, or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and



economic disruption, or environmental damage. These may include natural, technological, or human-caused incidents or some combination of these.

**“Hazard identification and risk assessment (HIRA) program”** means Provides information to support municipalities and Provincial ministries in the fulfilment of the Emergency Management and Civil Protection Act, Sections 2.1 (3) and 5.1 (2).

**“Head of Council”** means the Mayor of the Corporation of The Nation Municipality.

**“Incident action plan”** means within IMS, an oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods.

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

**“Mitigation Plan”** means, based on the community risk assessment, each community’s strategy, and plan to eliminate hazards, or mitigate the effects of a hazard that cannot be eliminated. A mitigation plan should contain details of activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.

**“Municipal Disaster Recovery Assistance program (MDRA)”** means a provincial disaster financial assistance program designed to help municipalities that have sustained emergency response costs, or damage to essential property or infrastructure, as a result of a natural disaster. For the purposes of the program, a disaster is a sudden, unexpected, extraordinary natural event that results in eligible municipal costs equal to or greater than three percent of the municipality’s own purpose taxation levy.

**“Municipal Emergency Control Group (MECG)”** means The Municipal Emergency Control Group operating from the municipal emergency operations center is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

**“Municipality”** means the Corporation of The Nation Municipality. It’s a geographic area whose inhabitants are incorporated under the Municipal Act.

**“OFMEM”** means the Ontario Fire Marshall Emergency Management responsible for monitoring, coordinating, and assisting in emergency management programs in Ontario.

**“OPP Detachment Commander”** means the Detachment Commander of the Hawkesbury or Russell O.P.P. Detachment or both depending on the location of the emergency area.

**“Provincial Emergency Operations Centre (PEOC)”** means fully equipped facility maintained by the Office of the Fire Marshal and Emergency Management (OFMEM) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as OFMEM staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

**“Site Commander”** means a public sector official (usually fire, police, ambulance, or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

**“Social and Family Services Administrator”** means the Social and Family Services Administrator of the United Counties of Prescott and Russell.

**“Telecommunication”** means the transmission or reception of signs, images, sound, or intelligence of any kind over wires, by radio waves or other technical systems.



**ACRONYMS and ABBREVIATIONS**

ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
CCEMO	Canadian Committee on Emergency Management
CEMC	Community Emergency Management Coordinator
COOP	Continuity of Operation Plan
DRAO	Disaster Recovery Assistance for Ontario
EIC	Emergency Information Center
EIO	Emergency Information Officer
EM	Emergency Management
EMAP	Emergency Management Assistance Program
EMCPA	Emergency Management and Civil Protection Act
EMMA	Emergency Management Mutual Assistance
EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
EOC	Emergency Operations Centre
ERO	Emergency Response Organization
GOC	Government Information Centre
HazMat	Hazardous Material
HIRA	Hazard Identification and Risk Assessment
IAP	Incident Action Plan
IMS	Incident Management System
IC	Incident Commander
IT	Information Technology
MDRA	Municipal Disaster Recovery Assistance



## EMERGENCY RESPONSE PLAN

MECG	Municipal Emergency Control Group
MECP	Ministry of the Environment, Conservation and Parks
MEOC	Ministry Emergency Operations Centre
MMAH	Ministry of Municipal Affairs and Housing
MNRF	Ministry of Natural Resources and Forestry
MOH	Ministry of Health
MLTC	Ministry of Long-Term Care
MLTSD	Ministry of Labour, Immigration, Training and Skills Development
MTO	Ministry of Transportation
NGO	Non-Governmental Organization
O. Reg.	Ontario Regulation
OFMEM	Office of the Fire Marshall and Emergency Management
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
OPP	Ontario Provincial Police
OPS	Ontario Public Service
PEIP	Provincial Emergency Information Plan
PEMC	Provincial Emergency Management Coordinator
PEOC	Provincial Emergency Operations Centre
PR-ARES	Prescott-Russell - Amateur Radio Emergency Service
PS	Public Safety Canada
RFA	Request For Assistance
SOLGEN	Ministry of the Solicitor General Community Safety





### **SECTION 3 - AIM**

The aim of this 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 Nation Municipality when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Nation Municipality and meets the legislated requirements of the Emergency Management and Civil Protection Act.

While many emergencies can occur within the Nation Municipality, a thorough Hazard Identification and Risk Assessment (HIRA) has determined that those most likely to occur are floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air crashes, earthquake, toxic or flammable gas leaks, electrical power blackouts, telecommunication disruption, cyber-attacks, building or structural collapse, uncontrollable fires, explosions, human health emergencies, agricultural emergencies, or any combination thereof.

The HIRA process takes into consideration the probability and consequences to the community of each possible event and forms the basis for establishing a community risk profile.

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



## SECTION 4 - AUTHORITY

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency management program and response plan in Ontario.

### Emergency Management Program:

The EMCPA states:

**“2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.”**

An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Minister of Community Safety and Correctional Services.

### Municipal Emergency Plan:

The EMCPA states:

**“3 (1) 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. 2002, c. 14, s. 5 (1).”**

This Plan conforms to governing legislation, standards and best practices in risk assessment and emergency management, under which the municipality and its employees are authorized to respond to an emergency are:

- The Emergency Management and Civil Protection Act, R. S. O. 1990, c.E.9, as amended (the “Act”)
- Ontario Regulation 380/04
- The Corporation of The Nation Municipality Emergency Management Program and Emergency Management Response Plan By-law 139-2019

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

- Issued under the authority of the Corporation of The Nation Municipality By-Law No. **74-2024** and
- Filed with Emergency Management Ontario.



### Ontario Regulation 380/04

This regulation describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal emergency control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of a Community Emergency Management Coordinator (CEMC).

### The Corporation of the Nation Municipality by-law 74-2024

This bylaw approves the enactment of The Nation Municipality Emergency Respond Plan and other requirements for the municipality's Emergency Management Program. The By-Law can be found in **Appendix J**.

#### **a) Definition of an Emergency**

The Emergency Management and Civil Protection Act defines an emergency as:

*“An Emergency means a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to person 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; (“situation d’urgence”) R.S.O. 1990, c.E.9, s.1*

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

#### **b) Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, municipality employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety, and welfare of the residents of the Nation Municipality.



## SECTION 5 - EMERGENCY NOTIFICATION PROCEDURES

This plan may be implemented, in whole, or in part as soon as an emergency which is considered to be of such a magnitude as to warrant its being implemented occurs or is expected. Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

### MECG Notification Procedures:

Any member of the MECG who becomes aware of a situation or an impending situation that may become a municipal emergency shall as soon as practical, contact and obtain the concurrence of either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC) to initiate the MECG Emergency Notification System. Further, if either the CAO or the CEMC wishes to initiate the activation of the MECG Emergency Notification System, he/she must obtain concurrence from the other.

When a member of the MECG receives a warning of a real or potential emergency and the above procedures have been followed, that member will immediately contact the Hawkesbury Fire Service Dispatch Office and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g., a time and place for the MECG to meet) as part of the notification procedure. The Fire Dispatch will send notification to the MECG members with the Who's Responding App.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

The Hawkesbury Fire Service dispatcher must record the date and time each MECG member was contacted on the appropriate form contained in **Appendix A**.

Provided within the appendix of this document, is a decision-making guide for declaring an Emergency. Authorities are encouraged to reference this document prior to declaring an Emergency. **Appendix B**

### **a) *Requests for Assistance***

Assistance may be requested by the Mayor from the United Counties of Prescott-Russell agencies at any time by contacting the Counties Warden. The request shall not be deemed to be a request that the Counties assume authority and control of the emergency.

The Mayor may also request assistance from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario (EMO) or directly to Provincial Emergency Operations Centre (PEOC). Request for Assistance (RFA) guidance can be found in **Appendix D**.

The Emergency notifications contact list, including contact numbers for requesting assistance, can be found in **Appendix A**.



### **b) A Declared Community Emergency**

The Mayor of the Nation Municipality or, in his/her absence, an alternate approved by Council, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECCG. **R.S.O 1990, c. E. 9, s. 4(1)**

The *EMCPA* states: “4 (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.” **R.S.O 1990, c. E. 9, s. 4(1)**

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, PEOC;
- Municipality Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A guide for the declaration of an emergency is found at **Appendix B.**

### **c) A Termination of Community Emergency**

A Community Emergency may be terminated at any time by:

- The Mayor; or
- Municipality Council; or
- The Premier of Ontario.

The *EMCPA* states: “4 (2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. **R.S.O. 1990, c. E.9, s. 4 (2).**”

Upon termination of a community emergency, the Head of Council of the Nation Municipality will notify:

- Emergency Management Ontario, PEOC;
- Municipality Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A guide for the termination of an emergency is found at **Appendix B.**



## SECTION 6 - EMERGENCY MANAGEMENT PROGRAM

Under the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 2.1, as amended, every municipality is required to have an emergency management program. Pursuant to that Act, The Nation Municipality Emergency Management Program was adopted under By-law 74-2024.

### a) *Emergency Management Program Committee*

The Emergency Management Program Committee (EMPC) is the critical management team that oversees the development, implementation, and maintenance of the emergency management program. The *EMCPA* states: “**11.** (1) Every municipality shall have an emergency management program committee. **O. Reg. 380/04, s. 11 (1)**”

The *EMCPA* also states: “(6) The committee shall advise the council on the development and implementation of the municipality’s emergency management program. **O. Reg. 380/04, s. 11 (5)** and; (6) The committee shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary. **O. Reg. 380/04, s. 11 (6)**. The CEMC will serve as the EMPC Chair during meetings.

### b) *Annual Compliance Submission*

By the end of each calendar year, The Nation Municipality is required to complete and submit to the Emergency Management Ontario (EMO) the required documents to verify that the municipality has met all Provincial requirements.

### c) *Community Emergency Management Coordinator*

The Nation Municipality will at all times, have a CEMC and an alternate CEMC, who has been appointed by Council.

### d) *Emergency Information Officer*

The *EMCPA* states: “**14.** (1) Every municipality shall designate an employee of the municipality as its emergency information officer. **O. Reg. 380/04, s. 14 (1)**. (2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. **O. Reg. 380/04, s. 14 (2)**.”

The Nation Municipality will at all times have an Emergency Information Officer.



## SECTION 7 - EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) will be the central site of municipal emergency operations during an emergency. The *EMCPA* states: “**13 (1)** Every municipality shall establish an emergency operations center to be used by the municipal emergency control group in an emergency. **O. Reg. 380/04, s. 13 (1)**. The Nation Municipality has designated a primary and alternates EOC. Primary and alternates locations is shown in **Appendix C**.

### a) *Activation of the Emergency Operations Centre*

The decision to activate the EOC is to be made by the MCEG during an emergency. The MCEG can meet to discuss a situation with either fully activating the EOC or partially activating the EOC.

#### **Full Activation**

Should be considered if the situation at hand requires 12-24 hours of attention 5-7 days a week. Full activations shall be completed within a designated EOC location. Online/Virtual aspects may be integrated into the EOC as required however a central secure information sharing source must be established. First arriving members will be tasked with beginning to set up the EOC until additional members arrive.

#### **Partial Activation**

Should be considered if the situation requires anything less than full activation. Partial activations may be completed through an online/virtual format. A central secure information sharing source must be identified to ensure notes, agendas, minutes, decisions, release, etc. are properly documented and stored.

The EOC is not automatically activated within the Nation's municipality if one of the authorized members activates the emergency notification system to contact all MCEG members.



### SECTION 8 - MUNICIPAL EMERGENCY CONTROL GROUP

Operating from the EOC, the MECG principal function is to assist the Head of Council in making and placing in effect any decision and orders that are made to control and mitigate the effects of an emergency. The *EMCPA* states: “**12 (1)** Every municipality shall have a municipal emergency control group. **O. Reg. 380/04, s. 12 (1)**. The MECG may function with only a limited number of people depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG **must** be notified.

#### a) ***MECG Composition***

The MECG consists of the following officials:

- The Mayor or is alternate;
- Chief Administrative Officer (CAO), or alternate, who becomes the Operations Officer in the EOC
- Community Emergency Management Coordinator (CEMC), or alternate;
- Emergency Information Officer or alternate;
- Ontario Provincial Police, Hawkesbury, and Russell detachment commander or alternate;
- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Medical Officer of Health, or alternate;
- Emergency Medical Services (EMS) from United Counties of Prescott & Russell, or alternate;

Officials listed as members of the MECG shall have an alternate who will take over in the event the Official is absent or incapacitated.

Depending on the nature of the emergency, additional representatives may be called or added to the MECG may include:

- Other Municipal Members;
- Emergency Management Ontario Representative;
- Liaison staff from Provincial Ministries;
- Telecommunication Coordinator
- Social Services Director from the United Counties of Prescott & Russell, or alternate;
- Local electrical utility representative, or alternate, if required or available;
- The Canadian Red Cross;
- The sewer and water systems operator;
- Any other officials, experts, or representatives from the public or private sector as deemed necessary by the MECG.





### **b) *MECG Training and Annual Practice Exercise***

Members of the MECG will undergo annual training and will participate in an annual practice exercise per **O Reg 380/04 s.12(3)** & **O Reg 380/04 s.12(6)**

### **c) *Operating Cycle***

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer 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, both regular and emergency related. The EOC Secretary will maintain the status board and maps, which will be prominently displayed and kept up to date.

### **d) *Municipal Emergency Control Group Responsibilities***

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

- Ensuring they have appointed a qualified alternate for themselves before any emergency arises;
- Calling out and mobilizing their emergency services, agencies, 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 Emergency Operations Centre location and the current composition of the MECG 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 Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff, and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas, closing a shopping plaza/mall;
- 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 registered 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;



## EMERGENCY RESPONSE PLAN

- 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 decision 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;
- Prepare submissions for funding under the Ontario government programs for disaster recovery.



### SECTION 9 - MANAGING AN EMERGENCY

It is important that members of the Municipal Emergency Control Group keep in mind that they must, to the best of their abilities, continue to fulfill their regular roles as well their functions in the EOC during an emergency. Where a conflict arises, priority will be given to their roles and functions within the EOC.

#### **a) *The individual responsibilities of the Municipal Emergency Control Group***

##### **1. *Mayor***

The Mayor or their designated alternate is responsible for:

- In concert with either the Chief Administrative Officer or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council or the Premier of Ontario may also terminate the emergency);
- Notifying Emergency Management Ontario, the Ministry of Solicitor General of the declaration of the emergency, and termination of the emergency;
- Ensuring that Members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency;
- Maintain a personal record of all decisions or actions taken.

##### **2. *Chief Administrator Officer (CAO)***

The CAO is responsible for the general management of the municipality. The CAO's role in the event of an emergency is:

- In concert with the Community Emergency Management Coordinator (CEMC), activate the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group (MECG), authorize the activation of the emergency notification system;
- In concert with the Community Emergency Management Coordinator (CEMC), ensure the opening and arranging the Emergency Operations Centre (EOC);
- In the absence of the Community Emergency Management Coordinator (CEMC) or her alternate, chair the MECG during cycle meeting;
- In the absence of the Community Emergency Management Coordinator (CEMC), coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- In the absence of the Community Emergency Management Coordinator (CEMC), ensure liaison with the OPP representative regarding security arrangements at all emergency facilities and the EOC;
- Approve, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MECG;



## EMERGENCY RESPONSE PLAN

- Ensure that a communication link is established between the MECG and the Incident Commander (IC);
- In concert with the CEMC, initiate the EOC Support Staff call-up;
- Advise the Mayor on policies and procedures, as appropriate;
- Call out additional staff to provide assistance, as required;
- Oversee continuity of business operations;
- Coordinate and process requests for human resources;
- Ensure identification cards are issued to temporary employees, where practical;
- Select the most appropriate site(s) for the registration of human resources (MECG);
- Obtain assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies, and volunteer groups;
- Upon direction by the Mayor, arrange special meetings of Council, as required, and advise Members of Council of the time, date, and location of the meetings;
- Coordinate implementation of strategies to maintain continuity of business and rapidly recover critical services;
- Authorize expenditures of money required to deal with the emergency;
- Liaise with municipality directors and neighbouring CAO's.
- Update staff after every MECG meeting.
- Maintain a personal record of all decisions or actions taken.

### 3. *Community Emergency Management Coordinator*

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

- In concert with the CAO, activate the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group (MECG), authorize the activation of the emergency notification system;
- Notify the EOC Secretary;
- Ensure that the EOC Secretary is advised of which support staffs need to be called-up.
- In concert with the CAO, opening and arranging the Emergency Operations Centre;
- Ensure the identification and registration of MECG members as they arrive;
- Ensure that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Chair the MECG;
- Provide advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervise the Telecommunications Coordinator;
- Ensure liaison with the OPP representative regarding security arrangements at all emergency support facilities as well as for the EOC;
- Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Ensure liaison with community support agencies (e.g., St. John Ambulance, Canadian Red Cross);



## EMERGENCY RESPONSE PLAN

- Ensure the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Address any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Oversee the maintaining of the various records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal record of all decisions or actions taken.

### 4. *Emergency Information Officer (EIO)*

This position has been assigned to the Municipality's Communication and Marketing Officer and is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- The Emergency Information Officer (EIO) is responsible for the preparation and dissemination of news and information to the media for the public;
- While the Mayor is usually the spokesperson for the MECG and the municipality, he/she will normally prepare all outgoing communications with the EIO;
- All EOC personnel who meet or speak with the media or the public, must obtain the EIO's and/or the Mayor's approval prior to giving out any information;
- Maintain a personal record of all decisions or actions taken.

### 5. *Ontario Provincial Police Representative*

The Ontario Provincial Police representative is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- In concert with other members of the MECG, providing an Incident Commander as required;
- 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 restricting 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 township, provincial and federal police agencies, as required;
- Maintaining a personal record of all decisions or actions taken.



## EMERGENCY RESPONSE PLAN

### 6. *Fire Chief*

The Fire Chief is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency, assigning a temporary Incident Commander, and notifying the Municipal Emergency Control Group (MECG);
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- In concert with other members of the MECG, providing an Incident Commander as required;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Provide assistance to other municipality's 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;
- Maintaining a personal record of all decisions or actions taken.

### 7. *Public Works Director*

The Public Works Director is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assigning a temporary Incident Commander and notifying the Municipal Emergency Control Group (MECG);
- Establishing an ongoing communications link with the senior Public Services official at the scene of the emergency;
- Providing the MECG with information and advice on engineering and public services matters;
- Ensuring liaison with the public services representative from the neighbouring community(s) to ensure a coordinated response if necessary;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies, and sanitation facilities to the requirements of the Medical Officer of Health;
- Ensuring disconnection of any utility service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Ensuring that a record is maintained of drivers and operators involved;
- Ensuring liaison with the South Nation Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintaining a personal record of all decisions or actions taken.



## EMERGENCY RESPONSE PLAN

### 8. *Medical Officer of Health*

The Medical Officer of Health is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Acting as a coordinating link for all emergency health services at the MECG;
- Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch;
- Ensuring liaison with the Prescott-Russell Emergency Medical Services (ambulance) representatives;
- Ensuring Liaison with senior management of the Ottawa General Hospital and Hawkesbury General Hospital;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long-Term Care policies;
- Ensuring coordination with the Community Care Access Centre for the Eastern Counties (CCAC) for the care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for increasing and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Services representative regarding the need for drinking water supplies and sanitation facilities;
- Ensuring liaison with Prescott-Russell Social Services representative on areas of mutual concern regarding health services in evacuee centres;
- Ensuring health and hygiene standards are maintained in the evacuation centres;
- Order the evacuation of those buildings or areas posing a health hazard;
- Maintaining a personal record of all decisions or actions taken.

### 9. *Prescott-Russell Emergency Medical Services (EMS) Director*

The Emergency Medical Services Director is responsible for:

- In concert with either the CAO or the CEMC, activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assigning a temporary Incident Commander and notifying the Municipal Emergency Control Group (MECG);
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;



## EMERGENCY RESPONSE PLAN

- In concert with other members of the MECG, providing an Incident Commander as required;
- Ensuring emergency medical services at the emergency site;
- Obtaining EMS from other municipalities for support, if required (Mutual Aid);
- Ensuring triage at the site, if necessary;
- Advising the MECG if other means of transportation are required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintaining a personal record of all decisions or actions taken.

### **b) Support and Advisory Staff**

The following staff may be required to provide support, logistics and advice to the MECG. Their notification is the responsibility of the CAO and/or the EOC Secretary. Contacts for this group are listed in **Appendix A**.

#### *1. EOC Secretary*

The EOC Secretary or his/her alternate is responsible for:

- Assisting the CEMC, as required;
- In consultation with the Operation Officer, call-up the appropriate support staff;
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group (MECG) are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MECG members and maintaining a MECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- In conjunction with the Citizen Inquiry Supervisor and the Treasurer, initiating the opening, operation, and staffing of telephones at the Township offices, as the situation dictates;
- Ensures that operators are initiating the necessary action to ensure the telephone system at the Municipality offices and in the EOC functions as effectively as possible;
- Ensures that staff are informed of MECG members' telephone numbers in the EOC, as the situation dictates;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, and Township offices as required;
- Upon direction by the Mayor, ensuring that all Members of 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;
- Maintain a personal record of all decisions or actions taken.





## EMERGENCY RESPONSE PLAN

### 2. *Financial Comptroller*

This function falls under the direction of the Treasurer who is responsible for:

- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring attendance records for the emergency are kept for payroll purposes;
- Providing information and advice on financial matters as they relate to the emergency;
- Liaising, if necessary, with the treasurers of neighbouring communities;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Tracking of equipment and supplies not owned by the Township of Russell;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Track donations;
- Assigning staff to coordinate donated supplies depot;
- In conjunction with the Citizen Inquiry Supervisor, initiating the operation and staffing of telephones at the Township offices, as the situation dictates;
- Maintaining a personal record of all decisions or actions taken.

### 3. *Mayor's Scribe*

The Mayor's scribe is responsible for staying with the Mayor as required and recording all statements, decisions or actions taken by him/her.

### 4. *Coordinator, EOC Services*

This position reports to the CEMC and is responsible for the physical arrangements for ancillary services to the EOC. This position will be responsible for the details that tend to be overlooked during an emergency operation.

The Coordinator, EOC Services is responsible for:

- Retrieve supplies from the EOC storage lockup.
- Setup facilities and ensure that basic refreshments are available to EOC staff;
- Oversee the setup of the Media Information Centre located as indicated in **Appendix C**;
- Decide when catering will be required;
- Liaise with the caterer to ensure meals arrive on time and that catering supplies are retrieved promptly;
- Obtain the services of staff or volunteers to assist as required;
- Ensure that cleaning staff are advised of requirements for janitorial services;
- Ensure that office, food, and cleaning supplies are replenished as required;
- Maintain a personal record of all decisions or actions taken.



## EMERGENCY RESPONSE PLAN

### 5. *Information Technology Support*

The Information Technology Support is responsible for:

- The setup and installation of all computer and telephone related equipment within the EOC;
- Providing setup support to the PR-ARES radio operator as needed;
- Ensuring that laptops of the MECG members have access the EOC network and printer.

### 6. *Prescott-Russell Victim Services*

Victim Services is trained to assist police services and any other emergency providers in meeting immediate and short-term needs of individuals who have been victimized as a result of a crime or tragic circumstances. Services are available 24 hours a day, 7 days a week to provide on-scene support at the request of local police and other community services.

### 7. *Telecommunications (PR-ARES) Coordinator*

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

- Activating the emergency notification system of the local amateur radio operators' group;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- 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;
- Maintain a personal record of all decisions or actions taken.

### 8. *Municipal Solicitor*

The Township Solicitor is responsible for:

- Providing advice to any member of the Municipality Emergency Control Group on matters of a legal nature as they may apply to the actions of the Nation Municipality in its response to the emergency as requested;
- Maintain a personal record of all decisions or actions taken.

### 9. *The Hawkesbury & District General Hospital Administrator is responsible for:*

The Township Solicitor is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Maintain a personal record of all decisions or actions taken. (Take Notes)



### 10. *Provincial Disaster Recovery Assistance Programs*

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

You can find the materials you will need to complete an application for Disaster Recovery Assistance for Ontarians by following the link : <https://www.ontario.ca/document/guidelines-apply-disaster-recovery-assistance-ontarians-drao>

### 11. *Other Agencies*

In an emergency, many agencies may be required to work with the MECG, such agencies might include, Emergency Management Ontario, the Office of the Fire Marshall, industry, volunteer groups, conservation authorities, and provincial ministries.

Agencies that might be called upon to support the Municipality in an emergency could include:

- Provincial Ministries
- Canadian Red Cross
- St-John Ambulance
- Salvation Army
- Churches

Service Clubs such as:

- Optimist Club
- Knights of Columbus
- Community Watch
- Scouts

#### **c) *Relationship between the (MECG) and Incident Commander (IC)***

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the MECG relationship with the IC is to offer and provide support with equipment, staff and other resources as required.



## EMERGENCY RESPONSE PLAN

The IC has jurisdiction over all operations within the **Hot Zone**, which is the immediate emergency site and the **Inner Perimeter**, which is the area immediately outside the Hot Zone and is used for the staging of supplies and services required at the site.

The MECG has jurisdiction for the **Outer Perimeter**, the area surrounding the above-mentioned areas of the emergency site. THE MECG will also ensure that the rest of the Municipality maintains municipal services.

### **d) Relationship between the IC, and 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 Incident Commander, to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Incident Commander, to establish the manner and process to the emergency.

### **e) IC Responsibilities**

Although not a member of the Municipal Emergency Control Group, the IC performs a vital function. His/her purpose is to locate victims, save lives, reduce pain and suffering, and mitigate damage. Once appointed, the IC is responsible for overall management and control of the emergency response at the site, including:

- Establishing his/her authority at the site (within the inner perimeter).
- Establishing an incident command post (ICP).
- Establishing communications with the Emergency Operations Centre.
- Ensuring inner and outer perimeters are established.
- Ensuring staging areas are established.
- Ensuring in and out routes are established.
- Ensuring coordination of response agencies
- Developing a consolidated plan of action to mitigate the effects of the emergency.
- Approving any request for ordering and releasing essential resources.
- Supervising all ground operations
- Supervising air operations, if necessary.
- Maintaining a log of the emergency, collecting all logbooks/diaries, and handing them over to the CAO.
- Participating in the debriefing following the emergency.