

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 11-79

Being a By-law to authorize an emergency management program and emergency response plan for the protection of public safety, health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

WHEREAS the Province of Ontario has enacted the *Emergency Management and Civil Protection Act, 2001*, (short title – The Emergency Management and Civil Protection Act) which requires the development and implementation of an emergency management program and emergency response plan by the Council of a municipality;

AND WHEREAS the *Emergency Management and Civil Protection Act* (the Act) requires the emergency management program and emergency response plan to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery; and also makes provision for the municipality and Council to develop and implement an emergency management program and plan to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS the Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the Emergency Management Plan and respond to an emergency;

AND WHEREAS 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 during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a municipality to respond to an emergency in accordance with the Emergency Management Plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the Council of The Corporation of the Township of Malahide hereby **ENACTS AS FOLLOWS:**

1. **THAT** an Emergency Management Program and Emergency Response Plan be developed and implemented in accordance with the standards published by Emergency Management Ontario.
2. **THAT** the Head of Council or designated alternate, as provided in the Emergency Response Plan, be empowered to declare an emergency and implement the Emergency Management Plan.

3. **THAT** certain appointed officials or their designated alternates, as provided in the approved Community Emergency Response Plan are empowered to cause an emergency notification to be issued to members of the Emergency Control Group, and to respond to an emergency in accordance with the Emergency Response Plan where an emergency exists but has not yet been declared to exist.
4. **THAT** the Emergency Management Program Committee will review annually the Emergency Management Program and the Emergency Response Plan and to recommend changes as considered appropriate and refer recommendations to Council for further review and approval.
5. **THAT** any Annex or Schedule to the Emergency Response Plan may be added, amended or removed with the approval of the Emergency Management Program Committee and reported to Council annually, without amendment to this By-law.
6. **THAT** the appendices of the Emergency Response Plan shall be added, amended or removed with the approval of the Emergency Management Program Committee and reported to Council annually, without amendment to this By-law.
7. **THAT** that the Emergency Response Plan attached hereto as Schedule "A" of the By-law is hereby adopted and enacted.
8. **THAT** all previous by-laws passed adopting an Emergency Management Program and Emergency Response Plan for the Township of Malahide be and the same are hereby repealed in their entirety.
9. **THAT** This By-law comes into force and takes effect on the final passing thereof.

READ a FIRST and SECOND TIME this 3rd day of November, 2011.

READ a THIRD TIME and FINALLY PASSED this 3rd day of November, 2011.



Mayor, D. Mennill



Clerk, M. Casavecchia

Township of Malahide Emergency Response Plan

By-law No. 2011-79 Schedule A

October 2011

TABLE OF CONTENTS:

Definitions	4
Introduction	7
The Authority	7
The Aim	7
General Overview	
Population	8
Education	8
Medical Care	8
Protective Services	8
Public Utilities	8
Communications	9
Conservation Authority	9
Emergency Medical Services	9
Declaration of an Emergency	
Action Prior to Declaration	10
Municipal Emergency	10
Termination of Emergency	11
Request for Provincial/Federal Assistance	11
Control Group Operations	
Emergency Operations Centre	11
Communications Room	12
Operating Cycle	12
Community Control Group Notification System	12
Community Control Group	13
Community Control Group Responsibilities	13
Composition of the Community Control Group	15
Mayor/Acting Head of Council	15
Chief Administrative Officer/Clerk	15
Community Emergency Management Coordinator	16
Deputy Clerk	17
Director of Physical Services	17
Director of Emergency Services	18
Director of Community and Corporate Services	19
Director of Financial Services	19
Police	19
Public Utilities Representative	20

EMS (Ambulance) Representative	20
Health Unit	21
Communications Manager	21
Support & Advisory Staff	
Human Resources Coordinator	22
Conservation Authority	22
Solicitor	22
Provincial	23
Ontario Works	23
Canadian Red Cross	24
Radio Emergency Service (A.R.E.S.)	24
St. John Ambulance	24
Salvation Army	25
Other Officials, Experts, or Representatives	25
On-Site Incident Commander	25
Media and Public Relations	26
The Emergency Information Officer	26
On-Site Media Spokesperson	27
The Citizen Inquiry Representative	28
Public Information & Inquiry	28
Evacuation Planning	28
Recovery Planning	28
Plan Review, Testing, and Maintenance	29

DEFINITIONS

Chief Administrative Officer

An employee of the Township of Malahide appointed Chief Administrative Officer of The Corporation of the Township of Malahide, or designated alternate.

Ambulance/EMS Representative

A designated representative from the Central Ambulance Communications Centre and/or the Elgin-St. Thomas EMS.

Citizen Inquiry Representative

A person designated by Elgin County Ontario Works Agency responsible for establishing a Citizen Inquiry Service.

Clerk

An employee of the Township of Malahide appointed Clerk of The Corporation of the Township of Malahide, or designated alternate.

Community Control Group (CCG)

A designated group of individuals mandated to address the ongoing, or potentially expanding threat to the broader community; including health, safety and well being of persons; property and infrastructure; essential services; the environment; and local economy; and to instill a level of confidence to the public.

Community Emergency Management Coordinator

An employee of the Township of Malahide appointed Community Emergency Management Coordinator of The Corporation of The Township of Malahide, or designated alternate.

Council

Means the individuals sworn in as Council Members of The Corporation of the Township of Malahide.

Deputy Clerk

An employee of the Township of Malahide appointed Deputy Clerk of The Corporation of the Township of Malahide, or designated alternate.

Emergency

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”) *Emergency Management and Civil Protection Act, R.S.O. 1990*

Emergency Area

A geographic area within which an emergency has occurred or is about to occur, and which has been identified, delineated, and designated to receive emergency response actions.

Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is an employee of the Township of Malahide appointed by the Township of Malahide Council and is responsible for coordinating the dissemination of information to the media, broader community, and stakeholders.

Emergency Management Program Committee

A management team appointed by the Council to oversee the development, implementation, and maintenance of the Township of Malahide Emergency Management Program.

Emergency Operations Centre (EOC)

A facility where the Community Control Group assembles to manage an emergency.

Evacuation Centre

A facility to provide shelter, food, and other services to a group of people who have been evacuated from an emergency area.

Fire Representative

An employee of the Township of Malahide appointed Director of Fire and Emergency Services of The Corporation of the Township of Malahide, or designated alternate.

Head of Council

The elected Mayor or appointed Acting Mayor of the Township of Malahide, or designated alternate.

Health Representative

The Elgin County Medical Officer of Health, or designated alternate.

Inner Perimeter

A restricted area in the immediate vicinity of the emergency area as established by the Emergency Site Manager. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in response.

Director of Physical Services

An employee of the Township of Malahide appointed Director of Physical Services of The Corporation of the Township of Malahide, or designated alternate.

Media Information Centre

A facility or location near the Emergency Operations Centre, but not in, where the media may assemble for media releases and press conferences.

Ontario Works Representative

The County of Elgin/City of St. Thomas Director of Ontario Works, or designated alternate.

On-Site Incident Commander

A public sector official or designate (usually fire, police, ambulance, or public works) at the emergency area, responsible for coordinating resources and developing actions to resolve the emergency situation.

On-Site Media Centre

A designated facility or location at or near the emergency area where the media may assemble for media releases and press conferences.

On-Site Media Spokesperson

A person appointed by the Emergency Site Manager to coordinate the expedient and accurate dissemination of information to the media from the On-Site Media Centre.

Outer Perimeter

A designated geographic area within the emergency area located directly adjacent to the inner perimeter and serving as a coordination and assembly point for essential emergency personnel and equipment.

Reception Centre

A reception centre is a facility usually located outside the emergency area and provides a place where evacuees can go to register, receive assistance for basic needs, information, and referral to an evacuation centre if required.

Red Cross Representative

A person designated by the Canadian Red Cross responsible for supervising and coordinating all activities of the Canadian Red Cross during an emergency.

Water/Wastewater Operations Manager

An employee of the Township of Malahide appointed Water/Wastewater Operations Manager of The Corporation of The Township of Malahide, or designated alternate.

INTRODUCTION

THE PURPOSE

The purpose of this plan is to provide elected officials, personnel, and emergency response agencies with an overview of the guidelines to their expected response and responsibilities to an emergency situation within the Township of Malahide. For this plan to be effective, it is imperative that all officials, departments, and agencies be aware of their respective roles and be prepared to carry out their assigned responsibilities.

For the purposes of this plan, "emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Emergency Management and Civil Protection Act, R.S.O. 1990)

While many emergencies could occur within the Township of Malahide, the most likely to occur are:

- air, water and land pollution
- hail
- high winds; tornados
- ice storms
- landslides
- severe thunderstorms, torrential rain, floods
- hazardous industrial chemical spills
- electrical power failures
- hazardous materials in transit

THE AUTHORITY

The Province of Ontario has passed the *Emergency Management and Civil Protection Act, R.S.O. 1990*, which provides for the development and implementation of an emergency management program by the Council of the Township of Malahide.

This Act:

- makes provision for the Head of Council to declare that an emergency exists in the Township
- provides the Head of Council with the authority to take such action or deliver such orders as he/she considers necessary, provided such action is not contrary to the laws which implement the emergency plan of the Township
- 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 during his/her absence or inability to act.

THE AIM

The focus of this plan is to provide a guideline for the most effective response to an emergency situation in the Township of Malahide, and in so doing safeguard the health,

safety, welfare, and property of its populace. This plan will govern the provision for requested services during an emergency.

GENERAL OVERVIEW OF THE TOWNSHIP OF MALAHIDE

POPULATION

The population of the Township is: 8,828 (Statistics Canada Census 2006).
The number of households is estimated at 2,889 (Statistics Canada Census 2006).
The total land area is 395 square kilometers.

EDUCATION

The Township's educational facilities consist of three (3) elementary public schools and approximately six (6) private schools with both elementary and secondary students. The Township also has one (1) post secondary educational facility (Ontario Police College)

MEDICAL CARE

The Township is serviced by the Elgin-St. Thomas General Hospital, Tillsonburg District Memorial Hospital, and full-time physicians located at the Medical Centre in Aylmer.

The Township's long-term care facilities include: Terrance Lodge located near the Town of Aylmer and Port Bruce Manor located in the Village of Port Bruce.

PROTECTIVE SERVICES

The Township of Malahide Fire Services provides fire protection services.

Ontario Provincial Police is contracted to provide law enforcement services.

PUBLIC UTILITIES

Electricity

Hydro One provides electricity.

Natural Gas

Natural Resource Gas is the major distributor of natural gas to residents of the Township.

Union Gas distributes gas to a small number of residents in the northern most areas of the Township.

Municipal Water

The Elgin Area Primary Water System provides potable water to municipalities within Elgin County, St. Thomas, and London.

The Township of Malahide is responsible for maintaining the water distribution systems for the Villages of Port Bruce, and Hamlets of Copenhagen and Orwell.

Other areas of the municipality rely on private wells for potable water resources.

Sewer/Septic

The Township of Malahide operates and maintains a sanitary sewer system for residents in the geographic boundaries of the Village of Springfield.

Other areas/properties rely on private septic systems for sanitary disposal.

COMMUNICATIONS

Eastlink and Bell Canada provide telephone and Internet service.

Wireless phone service is provided by Rogers Communications, Bell Mobility, and Telus.

CONSERVATION AUTHORITY

Catfish Creek Conservation Authority has jurisdiction over the majority of the waterways throughout the municipality.

A small portion of the Township falls within the watershed area under the responsibility of the Long Point Region and Kettle Creek Conservation Authorities.

EMERGENCY MEDICAL SERVICES

Emergency medical services and patient transportation services are provided primarily by Elgin-St. Thomas EMS (St. Thomas & Aylmer) and supplemented by both Oxford County EMS (Tillsonburg) and Norfolk County EMS when necessary.

DECLARATION OF AN EMERGENCY

ACTION PRIOR TO DECLARATION

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

MUNICIPAL EMERGENCY

The Head of Council of the Township of Malahide is responsible for declaring that a municipal emergency exists within the geographic boundaries of the Township. This decision is made in consultation with other members of the Township of Malahide Community Control Group.

Upon such declaration, the Head of Council, or designate shall notify:

1. Township of Malahide Council Members
2. Minister of Community Safety & Correctional Services of Ontario (MCSCS) through Emergency Management Ontario,
3. County Warden
4. Members of the public and media, and
5. Neighboring municipal officials.

The Head of Council may request assistance from the County of Elgin, without activating the County of Elgin Emergency Response Plan, by contacting the County Warden, County CAO, or County Community Emergency Management Coordinator.

When a local emergency has been declared and Township resources are deemed insufficient to control the emergency, the Head of Council may request the County Warden, County CAO, County Community Emergency Management Coordinator, or their alternates to activate the County of Elgin Emergency Response Plan.

For coordination, if the emergency affects more than one Elgin County municipality, or one or more municipality(s) and the City of St. Thomas, the County Emergency Response Plan will be activated.

Once the County of Elgin Emergency Response Plan is activated, the Head of Council and designated staff representatives from the Township will become members of the County of Elgin Community Control Group.

The remaining Staff of the Township of Malahide will form the Township of Malahide Community Control Group and provide support to the Head of Council or the designated Senior Municipal Official, and carry out the roles and responsibilities of the Township of Malahide CCG/EOC.

All decisions by the Township of Malahide Community Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of Malahide shall be made in consultation with the Head of Council of the Township.

TERMINATION OF EMERGENCY

A Township emergency may be declared terminated at any time by the:

1. Head of Council,
2. Municipal Council, or
3. Premier of Ontario.

Upon termination of a Township emergency, the Head of Council shall notify the:

1. Township of Malahide Council Members
2. Minister of Community Safety & Correctional Services of Ontario (MCSCS) through Emergency Management Ontario,
3. County Warden,
4. Members of the public and media, and
5. Neighboring municipal officials.

REQUEST FOR PROVINCIAL / FEDERAL ASSISTANCE

The Township may request additional resources from the Province if local resources, including resources available from bordering municipalities and/or the County of Elgin, are insufficient to meet emergency requirements.

The Ministry of the Community Safety and Correctional Services (MCSCS), through Emergency Management Ontario, is the focal point for provincial assistance during an emergency. MCSCS should be notified if the threat of an emergency exists and **shall** be notified when an emergency has been declared. MCSCS will not take over and manage the emergency; however it can provide liaison and coordination, and a central point of contact with other Provincial Ministries and the Federal Government, if required.

All requests for Provincial and Federal assistance should be directed through Emergency Management Ontario.

COMMUNITY CONTROL GROUP (CCG) OPERATIONS:

EMERGENCY OPERATION CENTRE (EOC)

The Township shall identify primary and alternate locations to establish an Emergency Operations Centre (EOC) for the CCG to assemble in the event of an emergency.

The CCG will assemble at an EOC as designated by the Head of Council and Chief Administrative Officer, or designates.

CCG Members shall assemble at the designated EOC, when notified and determine if the site is an appropriate location for the CCG to conduct business appropriate for the type

and location of the emergency area. If this site is not appropriate, the CCG will choose an alternate location to conduct EOC business.

COMMUNICATIONS ROOM

A separate communications room shall be established in close proximity to the designated EOC.

CCG members should designate one or more persons as communicators, depending on the nature and scope of the emergency, to facilitate in-coming and out-going communications to assist CCG members, as required.

Communicators will be responsible for operating telephones and radios within the communications room and relaying information between their respective representatives on the CCG.

OPERATING CYCLE

The CCG shall meet regularly to share information and make decisions related to the emergency and continuity of municipal business and services.

The Chief Administrative Officer will be responsible for establishing the frequency of EOC meetings and agenda items. Meetings will be kept as brief as possible to allow CCG members to carry out their individual responsibilities.

Each meeting of the CCG should include the following:

- An assessment and prognosis of the emergency situation,
- The establishment of priorities,
- The setting of objectives,
- The determination of an action plan,
- Timelines for the implementation of assigned tasks, and
- Monitoring and reporting.

When a meeting ends, each member of the CCG carries out their assigned tasks/objectives and gathers information for the next scheduled meeting.

It is important for all CCG members to function as a team to establish the most effective response to the emergency situation. To enhance effectiveness, CCG members should be relieved of their duties at regular intervals.

COMMUNITY CONTROL GROUP NOTIFICATION SYSTEM

The following may activate the Emergency Notification System as established by the Township:

- The Head of Council
- Chief Administrative Officer
- Director of Fire and Emergency Services
- Director of Physical Services
- Director of Community and Corporate Services, or
- Director of Financial Services

COMMUNITY CONTROL GROUP (CCG)

The following municipal officials will make up the Township of Malahide CCG:

- Head of Council
- Chief Administrative Officer, or alternate
- Community Emergency Management Coordinator, or alternate
- Director of Physical Services, or alternate
- Director of Financial Services, or alternate
- Director of Community and Corporate Services, or alternate
- Director of Fire and Emergency Services, or alternate
- Deputy Clerk, or alternate

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 persons listed as members of the CCG, all members of the CCG must be notified.

The CCG may request assistance from one or more of the following agencies/organizations and include representatives in EOC operations:

- Ontario Works / Canadian Red Cross,
- Elgin-St. Thomas Public Unit,
- Conservation Authority,
- Ontario Provincial Police, Elgin Detachment,
- EMS / Ambulance,
- Amateur Radio Emergency Service,
- Public Utilities, including but not limited to: natural gas, electricity, and propane suppliers,
- Provincial/Federal Ministries/Agencies (e.g. EMO, MNR, MOE, OMAFRA), and
- Additional personnel deemed necessary by the CCG (i.e. industrial representatives, school boards, legal, financial representatives).

COMMUNITY CONTROL GROUP (CCG) RESPONSIBILITIES

Some or all of the following actions/decisions should be considered and dealt with by the CCG:

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- Determining the status of the emergency situation by acquiring and assessing information;
 - Advising the Head of Council as to whether the declaration of an emergency is recommended;
 - Mobilizing emergency services, personnel, and equipment;
 - Coordinating and providing emergency and municipal services and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
 - Coordinating and/or overseeing the evacuation of inhabitants considered to be in danger and establishing a Registration and Inquiry System to handle requests regarding evacuees;
 - Arranging for services and equipment from local agencies not under Township control,(i.e. private contractors, volunteer agencies, services clubs);
 - Notifying and requesting assistance from various levels of government and any public or private agencies not under Township control, as considered necessary;
 - Determining if additional volunteers are required and if appeals for volunteers are warranted;
 - Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
 - Ensuring pertinent information regarding the emergency is promptly forwarded for dissemination to the media and public;
 - Determining the need to establish advisory group(s) and/or sub-committees;
 - Authorizing expenditure of funds required to deal with the emergency for the preservation of life and health;
 - 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;
 - Arranging for emergency accommodation and/or welfare services for residents temporarily evacuated from their homes;
 - Establishing a reporting and inquiry system to handle individual requests concerning any aspect of the emergency;
 - Ensuring all emergency personnel are advised of the termination of the declared emergency;
 - Appointing an On-Site Incident Commander;
 - Ensuring Critical Incident Stress Management resources are available to emergency responders;
 - Ensuring the emergency is reviewed and a recovery plan, if required, is in place before the local emergency is terminated;

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- Participating in the debriefing following the emergency; and
 - Addressing the emotional trauma to the Community.

COMPOSITION OF THE COMMUNITY CONTROL GROUP

HEAD OF COUNCIL:

The Head of Council will be responsible for the following duties:

- Implementing the Emergency Response Plan in response to a request for assistance from a member of the CCG, or emergency response agency;
- Declaring an emergency to exist;
- Declaring the emergency has terminated;
- Notifying the Minister of Community Safety & Correctional Services via Emergency Management Ontario, of the declaration of an emergency, and termination of the emergency;
- Requesting assistance from senior levels of government and from other municipalities not involved with the emergency, when required;
- Ensure all Members of Council are kept apprised of the emergency and the Township's response to the emergency; and
- Maintain a personal log of all actions taken.

CHIEF ADMINISTRATIVE OFFICER (CAO) / EOC MANAGER:

The CAO, or alternate, will be responsible for the following duties:

- Ensuring all required members are present when the CCG is assembled;
- Chairing the meetings of the CCG;
- Organizing and supervising the Emergency Operations Centre (EOC) during the emergency, including arrangements for feeding and relief of Centre personnel;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Making decisions, determining priorities, and issuing direction to the Heads of Departments;
- Authorizing expenditures and the acquisition of equipment and personnel when necessary;
- Approving and making news releases and public announcements in conjunction with the Emergency Information Officer (EIO);
- Ensuring all members of the CCG are kept apprised of developments as soon as possible;
- Arranging for effective communications to and from the emergency site;

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- Providing security for the EOC, as required;
 - Providing identification cards to CCG members and Support Staff;
 - Coordinating the maintenance and operation of feeding, sleeping, and meeting areas of the CCG, as required;
 - Maintaining a record of actions taken by the CCG in dealing with the emergency;
 - Providing advice to the CCG on legal matters;
 - Acting as principle staff officer to the Head of Council;
 - Coordinating and processing requests for human resources;
 - Under the direction of the CCG, coordinating offers of and appeals for volunteers;
 - Selecting the most appropriate sites for the registration of human resources;
 - Ensuring records of human resources and administrative details are completed;
 - When volunteers are involved, ensuring Volunteer Registration Forms are completed and a copy of the form retained for Municipal records;
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical;
 - Arranging for transportation of human resources to and from sites;
 - Obtaining assistance, if necessary, from other government departments, public and private agencies, and volunteer groups;
 - Compiling reports for Council;
 - Organizing any required debriefing sessions;
 - Requesting mutual assistance as appropriate; and
 - Maintain a personal log of all actions taken.

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The CEMC, or alternate, will be responsible for the following duties:

- Ensuring security is in place for the EOC and registration of CCG members;
- Regularly reviewing the contents of the Emergency Response Plan to ensure the plan is up to date and in conformity with Provincial procedures;
- Organizing and coordinating training and participation in drills and exercises;
- Assisting in activating/setting up and arranging the EOC;
- Ensuring CCG members have necessary Emergency Response Plans (ERP), resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the ERP;
- Ensuring liaison with community support agencies;
- Ensuring the operating cycle is met by the CCG and related documentation is maintained and kept for future use;

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- Addressing any action items resulting from the activation of the ERP and keep CCG informed of implementation needs;
 - Ensuring records and logs are maintained by CCG members for the purpose of debriefing and post emergency reporting; and
 - Maintain a personal log of all actions taken.

DIRECTOR OF PHYSICAL SERVICES

The Director of Physical Services, or alternate, will be responsible for the following duties:

- Provide the CCG with information and advice on engineering and public works matters;
- Provide advice on water/wastewater related issues;
- Arrange for assistance and equipment as necessary;
- Liaison with appropriate Provincial Agencies as required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- Providing advice or liaising with consultants to provide the CCG with advice on engineering matters;
- Arranging for dispatch of Roads Staff and equipment to assist in responding to the emergency situation if required;
- Arranging for the clearing of emergency road routes and the marking of obstacles if required;
- Arranging for engineering materials and equipment from the County and Provincial resources, from neighboring municipalities, and from private contractors when necessary;
- Assisting fire fighting authorities in dealing with special hazards such as chemical spills, explosions or noxious fumes;
- Re-establishing essential road services at the end of the emergency period;
- Ensuring roads are maintained and accessible during an emergency;
- Providing an On-Site Incident Commander, if required;
- Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the Support and Advisory staff;
- Ensures a record is maintained of drivers and operators involved in the emergency; and
- Maintain a personal log of all actions taken.

DEPUTY CLERK

The Deputy Clerk, or alternate, will be responsible for the following duties:

- Recording minutes of EOC/CCG business meetings;
- Provide assistance/advise to Head of Council, CAO and Department Heads as required;

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- Process documentation as required, e.g. Declaration of Emergency;
 - Establishes, as necessary, communications infrastructure for the CCG, Site Manager, and as directed by the CCG.
 - Liaison with government agencies/officials, as directed;
 - Set up EOC upon activation of CCG;
 - Maintains an event board/log during EOC meetings;
 - Coordinates telecommunications systems for the EOC;
 - Provides assistance to the CAO, as required;
 - Coordinates additional Support Staff for CCG members and EOC, as required;
 - Assumes Clerk duties in the absence of the Clerk; and
 - Maintain a personal log of all actions taken.

DIRECTOR OF FIRE EMERGENCY SERVICES:

The Director of Fire and Emergency Services (Fire Chief), or alternate, will be responsible for the following duties:

- Providing advice on fire fighting and rescue matters to the CCG;
- Confirming local fire fighting, rescue and life saving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to Township departments to bring into play other equipment and skills needed to cope with the emergency;
- Coordinating assistance from the Mutual Aid Fire System and Office of the Fire Marshal of Ontario as required;
- Maintaining liaison with flood control, conservation and environmental authorities and preparing for relief or preventative measures;
- Determining if special equipment or supplies, not available can be located elsewhere and advising the CCG;
- Coordinating assistance of fire equipment and personnel with other departments and agencies in large scale non-firefighting operations (rescue, first aid, casualty collection);
- Liaising with the Ministry of the Environment on fires involving potentially dangerous materials;
- Liaising with the Ministry of Natural Resources on forest fires;
- Providing an On-Site Incident Commander if required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment; and
- Maintain a personal log of all actions taken.

DIRECTOR OF COMMUNITY AND CORPORATE SERVICES

- Acts in the capacity of the Emergency Information Officer;
- Act as EOC Chair/Manager in the absence of the CAO;
- Ensure that the emergency communications and private sector communications equipment and facilities within the Township, which could in an emergency, be used to augment existing communications systems;
- Makes arrangements to acquire additional communications resources during an emergency;
- Initiating the necessary action to ensure the telephone system at the Township Office functions as effectively as possible, as the situation dictates;
- Liaises with Ontario Works Representative for the operation of reception centers;
- Liaises with local Boards and Agencies for access to facilities for evacuation and reception centres, as necessary;
- Establishes a Public Inquiry System/Program;
- Constructs, maintains and repairs Township buildings;
- Liaises with local communications groups (e.g. ARES);
- Advises the CCG on issues related to zoning, planning, mapping, etc.; and
- Maintaining a personal log of all actions taken.

DIRECTOR OF FINANCE

The Director of Financial Services, or alternate, will be responsible for the following duties:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring municipalities;
- Providing advice to the CCG on financial matters;
- Act as purchasing agent, responsible for:
 - Providing and securing equipment and supplies not owned by the Township
 - Liaising with purchasing agents from other municipalities;
- Compiling records of costs incurred as a result of emergency action;
- Ensuring records of expenses are maintained for future claim purposes;
- Reviewing the Ontario Disaster Relief Assistance Program directives on a regular basis;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency; and

- Maintaining a personal log of all actions taken;

POLICE:

The Police Representative, or alternate, will be responsible for the following duties:

- Providing advice on police (law enforcement) matters to the CCG;
- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;
- Coordinating police operations and responses with Municipal Departments and with neighboring police authorities;
- Establishing security around the emergency area to control access and protect property;
- Sealing off the area of concern, controlling and, if necessary, dispersing crowds within the emergency area;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the Ontario Works Representative regarding the establishment and operation of evacuation and reception centres;
- Providing for police services in reception centres, morgues, and other facilities, as required;
- Liaising with other Municipal, Provincial or Federal police agencies as required;
- Informing the CCG on the actions take by the Police;
- Providing an On-Site Incident Commander if required; and
- Maintain a personal log of all actions taken.

PUBLIC UTILITIES REPRESENTATIVE (S):

The Public Utilities Representative or alternate will be responsible for the following duties:

- Providing the CCG with advice on utility (hydro, natural gas, telephone, etc.) matters;
- Arranging for the dispatch of staff and equipment to assist in containing the emergency situation if required;
- Maintaining liaison with public and private utility companies (hydro, gas, telephone, etc.) and making recommendations for discontinuation of any utilities, public or private, when necessary in the interest of public safety; and
- Maintain a personal log of all actions taken.

EMS (AMBULANCE) REPRESENTATIVE:

The EMS Representative or alternate will be responsible for the following duties:

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- Providing information on the movement of casualties from the emergency area;
 - Advising CCG on requirements for additional casualty transportation means, beyond ambulance resources;
 - Provide additional medical resources as needed for casualty management at the emergency site, in consultation with the Medical On-Site Coordinators, and initiating requests for such with medical authorities;
 - Authorizing additional Ministry of Health resources required by any facility, which operates under the direction of the Ministry of Health in accordance with Ministry procedures;
 - Maintain a personal log of all actions taken.

PUBLIC /HEALTH:

The Health Representative, or alternate, will be responsible for the following duties:

- Providing advice to the CCG on health matters;
- Keeping the Public Health Staff informed;
- Providing Staff at each Reception Centre to assist the Manager of each Reception/ Centre in public health matters, and in assisting evacuees;
- Providing a 24 hour Nurse at each Reception Centre housing more than 50 evacuees;
- Arranging for mass immunization where needed;
- Arranging for precautions in regard to water supplies when warranted;
- Notifying other agencies and senior levels of government about health-related matters in the emergency;
- Ensuring the safety of food supplies and the safe disposal of sewage and waste;
- Ensuring adequate general sanitation and personal hygiene at emergency reception centre(s);
- Ensuring proper burial of the dead;
- Coordinating the response of Public Health Staff, services, and facilities;
- Maintaining a log of all actions taken.

Liaising with the local hospital representative to:

- Implement their respective Hospital Disaster Plan, if required;
- Liaising with the Health and Ambulance Representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams; and

- Liaising with the Ministry of Health, as appropriate.

COMMUNICATIONS MANAGER:

A Communications Manager shall be appointed by the CCG and will be responsible for the following duties:

- Provide the CAO with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
- Provide assistance to the communicators in relation to communications equipment problems, where possible and practical;
- Coordinate and prioritize the flow of messages between the Communications Room and the Community Control Group members and other desired groups or locations;
- Maintenance of a chronological log of significant communications and events;
- Maintenance of a situation or status board;
- Maintenance of a map(s) containing vital information related to the emergency;
- When possible, establishing and ensuring telephone communication needs are provided to the EOC, emergency site, and anywhere else required; and
- Maintain a personal log of all actions taken.

SUPPORT & ADVISORY STAFF:

Staff from the following Support and Advisory Services may be required to provide support, logistics and advice to the CCG:

HUMAN RESOURCES COORDINATOR

The Human Resources Coordinator will be responsible for:

- Coordinating and processing requests for human resources;
- Coordinating efforts of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where applicable;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from other government departments, public and private agencies and volunteer groups; and
- Maintaining a personal log of all actions taken.

THE CONSERVATION AUTHORITY WILL BE RESPONSIBLE FOR:

- Providing advice on the abatement of flood emergencies; and
- Assisting in acquiring resources to assist in flood emergencies.

THE SOLICITOR:

The Solicitor for the Municipality will be responsible for:

- Providing advice to any member of the CCG on matters of a legal nature as they may apply to the actions of the Municipality in its response to the emergency, as required.

PROVINCIAL MINISTRY:

Provincial Ministry Representatives will be responsible for:

- Providing advice on matters of Provincial concern to members of the CCG;
- Assisting in the garnering of resources; and
- Coordination of Provincial response agencies (E.M.O. responsibility).

ONTARIO WORKS REPRESENTATIVE:

The Ontario Works Representative, or alternate, will be responsible for the following duties:

- Providing advice to the CCG on Ontario Works matters;
- According to the nature of the emergency, in consultation with the Canadian Red Cross, Salvation Army, and St. John Ambulance, be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:
 - Emergency clothing to provide adequate protection from the elements,
 - Emergency lodging to provide adequate temporary accommodation for the homeless,
 - Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
 - Emergency feeding to sustain those without food or adequate food preparation facilities,
 - Liaising with the Health Representative on areas of mutual concern required during operations in reception centres, and
 - Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;

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- In consultation with the Health Representative, establish an 'outreach program' for victims of the emergency;
 - Providing staff to operate Citizen Inquiry Service;
 - Liaising with public and private nursing care homes as, required;
 - Notifying the Police of the number and locations of the Emergency Evacuation/Reception Centres;
 - Contacting and providing direction to volunteer agencies able to assist in welfare functions, such as Red Cross, Women's Institutes, etc.; and
 - Notifying senior levels of government on Ontario Works matters in the emergency.

CANADIAN RED CROSS:

The Canadian Red Cross will receive requests for support from the Ontario Works Representative. The responsibilities of the Canadian Red Cross Representative during an emergency are to:

- Activate the Canadian Red Cross emergency alert system;
- Co-ordinate the Canadian Red Cross response in co-operation with the Ontario Works Representative, if an evacuation is required;
- Provide registration and inquiry services to meet the following objectives:
 - Collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in co-operation with local hospitals and reception centres; and
 - Assist in reuniting separated family members as quickly as conditions permit;
- Operate an inquiry bureau to deal with national and international requests as directed by the Canadian Red Cross National Office;
- Set up and operate an evacuation/reception centre(s), upon the request of the Ontario Works Representative;
- Assist with first aid established at evacuation/reception centre(s), if required; and
- Ensure volunteers are properly registered so that Workplace Safety Insurance Board coverage is provided during an emergency.

RADIO EMERGENCY SERVICE (A.R.E.S.):

The Radio Emergency Service Representative will be responsible for:

- Providing additional communication requirements to supplement the Municipality and emergency communications systems, as required;
- Contacting other communications experts, as required.

ST. JOHN AMBULANCE:

The St. John Ambulance will receive requests for support from the Ontario Works or Ambulance Representative during an emergency to:

- Activate the Division's emergency alert system;
- Co-ordinate the Division's response in co-operation with the Health Representative;
- Provide first aid;
- Establish first aid posts at evacuation/reception centre(s), as required; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

SALVATION ARMY REPRESENTATIVE:

The Salvation Army will receive requests from the Ontario Works Representative. The responsibilities of the Divisional Commander or alternate of the Salvation Army during an emergency are to:

- Activate the Division's emergency alert system;
- Coordinate the Division's response in cooperation with the Ontario Works Representative, if an evacuation is required;
- Coordinate and feeding of personnel at the disaster site and reception centre(s);
- Provide bedding and clothing, in cooperation with Ontario Works;
- Provide and coordinate clergy assistance; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

OTHER OFFICIALS, EXPERTS, OR REPRESENTATIVES:

Other Officials, Experts, or Representatives will be responsible for:

- Any special advice or expertise necessary to abate the emergency situation as required by the CCG.

ON-SITE INCIDENT COMMANDER:

The On-Site Incident Commander task is to coordinate resources and develop a strategy and action plan to resolve the emergency situation at the emergency area. Once appointed, the On-Site Incident Commander should be relieved of all other duties, and will remain in control of the scene unless the CCG deems it necessary to appoint a replacement.

Some of the duties of an On-Site Incident Commander include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;

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- Establishing authority and supervising all operations within the outer perimeters of the site;
 - In consultation with all emergency response agencies at the emergency area, develop a response strategy and action plan to facilitate the efficient and effective response of emergency personnel and equipment to mitigate the impact to life and property in the emergency area;
 - Organizing a management team and arranging a management cycle;
 - Determining the inner and outer perimeters, and ensuring they are set up;
 - Organizing the layout of the site;
 - Conferring with the heads of the other agencies at the site, to ascertain what is happening and what is needed;
 - Passing information on what is happening, and requests for resources to the EOC, and passing direction and information from the EOC to others at the site;
 - Directing and coordinating the activities of the response agencies at the site;
 - Determining what resources are necessary, and asking the EOC to provide them;
 - Arranging a system of relief, rest areas, food, etc., for site workers;
 - Ensuring worker and volunteer safety;
 - Arranging media visits to the site;
 - Planning ahead for site activities and the resources to support them; and
 - Maintaining a log of all actions.

MEDIA AND PUBLIC RELATIONS

It is important to coordinate the release of accurate information or instructions to the news media, the public and individual requests for information concerning any aspect of the emergency.

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

- Emergency Information Officer
- On-Site Media Spokesperson
- Citizen Inquiry Representative

Depending on the scope of the emergency, there may be a need for an On-Site Media Centre near the emergency site, and an emergency information centre near, but not in, the EOC. In some cases a joint media information centre may be more desirable.

EMERGENCY INFORMATION OFFICER:

The Emergency Information Officer (EIO) will be responsible for:

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- Establishing a communications link with the On-Site Media Spokesperson, the Citizen Inquiry Representative, and any other media coordinator(s) (i.e. Provincial, Federal, private industry, etc.) involved in the incident;
 - The dissemination of information, and planning for news releases at appointed times;
 - Ensuring all information released to the media and public is consistent and accurate;
 - Appointing an assistant to attend the On-Site Media Information Centre, and appointing any other personnel required;
 - Designating and coordinating a Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
 - Briefing the CCG on how the Media Information Centre will be set up;
 - Liaising regularly with the CCG to obtain the appropriate information for media releases, coordinate individual interviews, and organize press conferences;
 - Establishing telephone numbers for media inquiries and ensuring that the following are advised accordingly:
 - Media
 - CCG
 - Switchboard for Emergency Services
 - On-Site Media Spokesperson
 - Township Citizen Inquiry Representatives
 - Any other appropriate persons, agencies, or businesses;
 - Providing direction and regular updates to the Citizen Inquiry Representative to ensure the most accurate and up-to-date information is disseminated to the public;
 - Ensuring all information released to the media and public is first approved by the CAO/EOC Manager;
 - Monitoring news coverage and correcting any erroneous information; and
 - Coordinating the release of information with the On-site Media Spokesperson.

ON-SITE MEDIA SPOKESPERSON:

If necessary an On-Site Media Spokesperson shall be appointed by the On-Site Incident Commander and is responsible for:

- Establishing a communication link and regular liaison with the Emergency Information Officer (EIO) at the EOC;
- Responding to inquiries from the media pertaining to the scene only, and only after clearance by the EIO;
- Redirecting all inquiries regarding decisions made by the CCG and the emergency as a whole to the Citizen Inquiry Representative;

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- Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
 - Advising the following persons and agencies of the location and telephone number(s), as available, of the Site Media Information Center:
 - Media
 - CCG
 - Switchboard for Emergency Services
 - Township Citizen Inquiry Representatives
 - Any other appropriate persons, agencies, or businesses;
 - Ensuring media personnel arriving at the site are directed to the site information centre;
 - Where necessary and appropriate, coordinating media photograph sessions at the scene; and
 - Coordinating on-scene interviews between emergency services personnel and the media.

THE CITIZEN INQUIRY REPRESENTATIVE:

The Citizen Inquiry Representative will be provided for by the Ontario Works Representative and shall be 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);
- Advertising public information phone numbers through the media as quickly as possible, and advising 9-1-1 is not to be used as an inquiry line;
- Apprising the affected emergency services and the CCG of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Liaising with the EIO to obtain current information on the emergency;
- Responding to, and redirecting inquiries and reports from the public based upon information from the EIO;
- 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 or reception centres to the registration and inquiry telephone number(s); and
- Procuring staff to assist as required.

PUBLIC INFORMATION & INQUIRY:

Depending on availability, information concerning an emergency situation will be communicated to the public through a number of means. These include newspaper, radio, television, public addressing system, telephone, newsletter, and individual visitation.

The CCG will conduct public meetings, as necessary, to provide information regarding an emergency situation, to members of the public.

EVACUATION PLANNING

In an emergency, it may be necessary for residents to be temporarily evacuated. When such an evacuation is deemed necessary, one or more emergency evacuation/reception centres may need to be opened in a safe area. The County of Elgin has an agreement with the Thames Valley District School Board, which guarantees their institutions may be used as temporary reception centres in the event of an emergency.

RECOVERY PLANNING

This plan assigns responsibilities and outlines activities that may be required to bring the municipality back to its pre-emergency state. The plan will be activated (in whole or part) at the direction of the CCG. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

PLAN REVIEW, TESTING, AND MAINTENANCE

This plan shall be reviewed annually and, where necessary, shall be revised by the Emergency Management Program Committee.

Each time the plan is revised, it must be forwarded to Council for approval; however, revisions to an appendix or minor administrative changes can be made without Council approval.

The Township of Malahide Emergency Management Program Committee will determine when exercises will be conducted to test the overall effectiveness of the plan and to provide training to the members of the Community Control Group.