
Emergency Quick Reference Guide

- ⇒ Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.

- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.

- ⇒ The Mayor must inform the Province of Ontario that the Township of Front of Yonge has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.

The number to use for this purpose is **(416) 314-0472**.

- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.

- ⇒ Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

| | | |
|--------------------------------------|--------------------------------------|----|
| Part 1 - Administration | Quick Reference Guide | 1 |
| | Table of Contents | 2 |
| | Introduction | 4 |
| | Aim | 5 |
| | Authority | 6 |
| | Definition of an Emergency | 6 |
| | Action prior to Declaration | 6 |
| | Requests for Outside Assistance | 7 |
| | Freedom of Information and Privacy | 7 |
| | Plan Maintenance | 8 |
| | Distribution List | 9 |
| Amendments | 10 | |
| Part 2 – Emergency Operations | 2.0 CCG Membership & Implementation | 11 |
| | 2.1 Emergency Op’s Centre Procedures | 12 |
| | 2.2 Operations Cycle | 13 |
| | 2.3 Control Group (Responsibilities) | 14 |
| | 2.4 Reeve | 15 |
| | 2.5 Clerk (Ops Officer) | 16 |
| | 2.6 OPP Representative | 17 |
| | 2.7 Fire Chief | 18 |
| | 2.8 EMS/Ambulance | 19 |
| | 2.9 Public Works Director | 20 |
| | 2.10 CEMC | 21 |
| | 2.11 Medical Officer of Health | 22 |
| | 2.12 Director of Social Services | 23 |
| | 2.13 Treasurer | 24 |
| 2.14 Public Information Officer | 25 | |
| Part 3 – Emergency Support | 3.0 Board of Education | 26 |
| | 3.1 Legal Advisor | 27 |
| Appendices | Appendix A | |
| | Emergency Notification System | |
| | - CCG | |
| | - Members of Council | |
| | - Outside Emergency Assistance | |
| | Appendix B | |
| | Vital Services Directory | |

Appendices (continued)

- Appendix C
Local Resources Directory
- Appendix D
Emergency Management and Civil Protection
Act, 2006
- Appendix E
Hazard Identification & Risk Assessment
- Appendix F
Risk Based – Specialty Plans
- Appendix G
Critical Infrastructure Identification
- Appendix H
EOC Log's & Message Forms
- Appendix I
Declaration of Emergency Checklist
- Appendix J
Declaration of Emergency
- Appendix K
Termination of Emergency
- Appendix L
EOC Layout & Set-up Guide
- Appendix M
Guide to Emergency Media Relations
- Appendix N
Glossary of Terms
- Appendix O
Media Relations Guide
- Appendix P
Agreements - Parks Canada &
Mallorytown Legion
- Appendix Q
By-law to Adopt Emergency Plan

Introduction

The Emergency Plan for the Township of Front of Yonge has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals, are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

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).

This Emergency Plan and its elements has been issued under the authority of The Township of Front of Yonge By-law No. **24-04**. A copy of the By-law is available for inspection at the Municipal Offices.

Definition of an Emergency

1.0 “An 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 or property.”

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community 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 citizens of the Township of Front of Yonge.

Requests for Outside Assistance

Assistance may be requested from the United Counties of Leeds & Grenville at any time by contacting the County Warden or the County CAO. The request shall NOT be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Plan Maintenance

The Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis.

Distribution List

| Position/Location | Number of Copies |
|------------------------------|------------------|
| Reeve | 1 |
| Clerk | 1 |
| OPP | 1 |
| Fire Chief | 1 |
| CEMC | 1 * |
| EMS / Ambulance | 1 |
| Public Works Director | 1 |
| Medical Officer of Health | 1 |
| Director of Social Services | 1 |
| Treasurer | 1 |
| Public Information Officer | 1 |
| Emergency Management Ontario | 2 * |
| Emergency Operations Centre | 14 * |

(* = complete copy of plan with Annexes)

It is understood that Community Control Group members are not expected to carry a copy of the Township of Front of Yonge Emergency Response Plan with them at all times. Complete copies of the Towns Emergency Response Plan including appendices will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary Community Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Part 2 Emergency Operations and Procedures

2.0 **Community Control Group (CCG) – Responsibilities and Procedures**

The Community Control Group is the group which is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members;

Reeve (*or alternate*)
Clerk (*or alternate*)
OPP representative
Fire Chief (*or alternate*)
EMS/Ambulance
Public Works Director (*or alternate*)
CEMC (*or alternate*)
Medical Officer of Health (*or alternate*)
Director of Social Services (*or alternate*)
Treasurer
Public Information Officer (*Planning officer*)

IMPLEMENTATION:

Any member of the Community Control Group may request, through the Clerk, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The Clerk will immediately ensure all members of the CCG are contacted. Notification lists and procedures are located in Appendix A.

2.1 **Emergency Operations Centre Procedures (EOC)**

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Community Control Group will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location; Township Municipal Office
1514 County Rd 2, Mallorytown

Alternate EOC Location; Ecology House (Parks Canada)
Mallorytown Landing

Upon receiving notification the Clerk will contact the administrative staff who have been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each Community Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass CCG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each Community Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The CCG functions most efficiently on a system known as an Operations Cycle.

2.2

Operations Cycle

An operations cycle is how the Community Control Group manages overall emergency operations. Community Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Reeve and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Community Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Reeve, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Community Control Group members use this time to follow up and ensure that Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for CCG meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Community Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Community Control Group members, and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

2.3 **Community Control Group (CCG)**

The CCG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the Community Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4

| |
|-------|
| Reeve |
|-------|

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Chairing meetings of the Control Group.
- d. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- e. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Township of Front of Yonge.
- f. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- g. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- h. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the Clerk & Control Group.
- i. Maintaining a personal log.

2.5

| |
|-----------------------------------|
| Clerk / Operations Officer |
|-----------------------------------|

The Clerk is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chair meetings of the Community Control Group (CCG) in absence of the Reeve.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
- f. Ensuring that a communication link is established between the CCG and the Emergency Site Manager.
- g. Calling out additional staff as required.
- h. Maintaining a master record of all events and actions taken. (main events board)
- i. Maintaining a personal log.

2.6

OPP representative

The Ontario Provincial Police Representative or alternate is responsible for:

- a. Activating the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Control Group.
- k. Maintaining a log.

2.7

| |
|-------------------|
| Fire Chief |
|-------------------|

The Fire Chief, or designate, is responsible for:

- a. Activating the emergency notification system.
- b. Providing the CCG with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required ie. protective suits, Chemical, Biological, Radiological, Nuclear (CBRN) team, (*haz-mat*) etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintain a log.

2.8

EMS / Ambulance

The EMS/Ambulance representative is responsible for:

- a. Activating the emergency notification system.
- b. Providing the Community Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintain a personal log.

2.9

Public Works Director

The Public Works Director or alternate is responsible for;

- a. Activating the emergency notification system.
- b. Providing the Control Group with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. The provision of equipment for emergency pumping operations.
- i. Liaise with Electrical utilities.
- j. Providing public works vehicles and resources to any other emergency service, as required.
- k. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- l. Providing an Emergency Site Manager if required.
- m. Maintain a log.

2.10

CEMC

The Community Emergency Management Coordinator is responsible for:

- a. Activating the emergency notification system.
- b. Provide information, advice and assistance to members of the Community Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the EOC.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the Clerk, coordinate a post-emergency debriefing and assist in the development of a final report to the Reeve and Council.
- f. Maintain a personal log.

2.11 Medical Officer of Health

The Medical Officer of Health, or designate, is responsible for:

- a. Acting as a coordinating link for all emergency health services at the Control Group.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with the ambulance service representatives.
- d. Liaison with the Community Care Access representative.
- e. Providing advice on any matters which may adversely affect public health.
- f. Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- g. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- h. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- i. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- j. Ensuring the safety of drinking water in conjunction the public works representative.
- k. Liaison with the senior social services representative regarding health services in evacuee centres.
- l. Maintain a log.

2.12 **Director of Social Services**

The Director of Social Services or alternate is responsible for;

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Management of reception and evacuation centres.
- c. Liaison with the Clerk regarding use of municipal facilities for evacuation/reception centers.
- d. Liaison with the MOH in areas regarding public health in evacuation centres.
- e. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- f. Liaison with the nursing homes and homes for the aged.
- g. Maintain a log.

2.13 **Treasurer**

The Treasurer (or alternate) is responsible for;

- a. Documentation of expenditures, accounts payable and receivable.
- b. Advice regarding all financial aspects of an emergency.
- c. Open and maintain the Main Event board.
- d. Other duties as assigned by Clerk.
- e. Maintain a personal log.

2.14

| |
|-----------------------------------|
| Public Information Officer |
|-----------------------------------|

The Public Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Reeve and Operations Officer.
- d. Establish and maintain linkages with provincial, county and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.
- k. Maintain a personal log.

3.3 **Legal Advisor - Responsibilities**

The municipal legal advisor is responsible for:

- a. Providing legal opinions and advice to the Community Control Group as required.
- b. Providing legal representation as required.