

The Corporation of the  
**TOWNSHIP OF THE ARCHIPELAGO**

By-Law No. 2020-05

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**Being a by-law to adopt an Emergency Management Program and  
Emergency Response Plan and to meet other Requirements under the  
Emergency Management and Civil Protection Act**

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**WHEREAS** under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
  1. an emergency plan;
  2. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  3. public education on risks to public safety and on public preparedness for emergencies; and
  4. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its Emergency Management Program Coordinator;
- Establish an Emergency Management Program Committee;
- Establish an Emergency Control Group;
- Establish an Emergency Operations Center to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

**AND WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery;

**AND WHEREAS** the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

**NOW THEREFORE BE IT ENACTED** as a By-law of the Council of the Corporation of the Township of The Archipelago as follows:

**Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management,

namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:

- a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

#### **Emergency Response Plan – West Parry Sound Area Emergency Response Plan 2018**

3. The Emergency Response Plan – “*West Parry Sound Area Emergency Response Plan 2018*”, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the “Plan”).
4. The Plan shall be reviewed annually by the CEMC and the Township’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

#### **Community Emergency Management Coordinator**

6. The Manager of Corporate Services, is hereby appointed as the primary Community Emergency Management Coordinator (the “CEMC”) and is responsible for the Emergency Management Program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Manager of Development and Environmental Services is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

## **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternates CEMCs
  - c. Clerk
  - d. Finance (Treasurer or designate)
  - e. Public Works (Manager or designate)
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

## **Emergency Control Group**

11. The persons from time to time holding the following positions in the municipality, or their designates, may be members of the Emergency Control Group (ECG):
  - Incident Command
  - Safety Officer
  - Liaison Officer
  - Emergency Information Officer
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance and Administration Section Chief

## **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in Annex L to the Plan.

## **Emergency Information Officer**

13. The Township's Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

## **Administration**

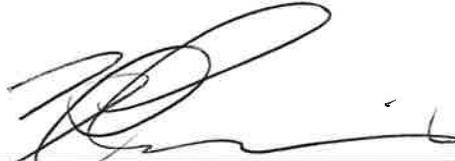
14. The Plan shall be made available to the public for inspection and copying

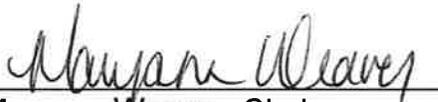
at the Administration Office, 9 James Street during regular business hours.

15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario as specified in the Act.
16. That By-law #15-03 or any other by-law inconsistent with or antedating this By-law is hereby repealed.

**READ** and **PASSED** in OPEN COUNCIL this 21<sup>st</sup> day of February, 2020.

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

  
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Bert Liverance, Reeve

  
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Maryann Weaver, Clerk



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**Introduction****1.1 Definition of an Emergency**

The West Parry Sound area is on the southern boundary of Northern Ontario. For the purposes of this plan the West Parry Sound area is comprised of the geographical boundaries of: The Township of the Archipelago, The Township of Carling, The Municipality of McDougall, The Township of McKellar, the Town of Parry Sound and The Township of Seguin.

The Ontario Government defines an emergency as: "A situation or 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."

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, the West Parry Sound Area Municipalities possess a detailed emergency response plan designed to mitigate the damages created by an emergency. In the event of an emergency, the West Parry Sound Area Municipalities promote a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

The West Parry Sound Area Municipalities take an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk to the residents of the West Parry Sound Area:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest)
- Outbreaks of disease (human or animal borne)

Major emergency events that significantly impact area residents or the day-to-day business of the Municipalities in the West Parry Sound Area may require complex, coordinated emergency response. In such cases, one or several West Parry Sound Area Municipalities may choose to make a formal Declaration of Emergency.

This type of emergency is defined as a situation or 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, 2006*).

As mandated by the *Emergency Management and Civil Protection Act, 2006*, all municipalities in Ontario must have an emergency response plan and an emergency management planning program. The West Parry Sound Response Plan is also the document upon which the West Parry Sound Area partner municipalities can create co-operative mutual aid and assistance agreements that greatly improve the effectiveness of our response to larger-scale emergencies.

The plan has been designed and is maintained by a joint task force known as the West Parry Sound Area Emergency Management Program Committee. This committee is comprised of representatives from each partner municipality. Each partner municipality has endorsed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in the declaration of an emergency. The emergency response plan has been developed to provide key officials, agencies and departments of the West Parry Sound Area Municipalities with important emergency response information relating to:

- Declaration, notification and termination of an emergency
- Locations of primary and alternate EOC's and PEOC's
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- CBRN memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

## Aim and Purpose

### 2.1 Purpose of the West Parry Sound Area Emergency Response Plan

The West Parry Sound Area Emergency Response Plan is a strategic plan for support, management and assistance in the event of an emergency to the area municipalities of The Township of the Archipelago, the Township of Carling, The Municipality of McDougall, the Township of McKellar, the Town of Parry Sound and the Township of Seguin.

The support and assistance that West Parry Sound Area Emergency Municipalities provide to each other may be in the form of coordinating or sharing information, coordinating resources, and/or providing resources that the municipalities request or determine are necessary to help manage the emergency.

The West Parry Sound Area emergency management program incorporates the five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery in an effort to foster disaster resilient communities.

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

This plan enables a centralized controlled and coordinated response to emergencies in the West Parry Sound Area, complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and was adopted by the area municipalities.

## 2.2 Scalability

The cornerstone of this plan, like the ICS model, is the ability to scale the response according to the severity and impact of the emergency. Additionally it is fundamentally important for each municipality to maintain the right to manage emergencies within their own borders if they are able to do so with their own resources. When an emergency occurs, the impacted municipality may choose to manage the emergency with its own staff or request the assistance of the Emergency Command Group to manage the emergency or supplement existing efforts.

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## Authority

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

The *EMCPA* states that:

Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [*EMCPA*, s. 3(1)]

The emergency response plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [*O. Reg. 380/04*, s. 15(2)].

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

- Issued under the authority of *area Municipal By-laws* and
- Filed with the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services

# 4

## Actions Prior To Declaration

The West Parry Sound Area Municipalities have established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the CEMCs, Emergency Command Group and municipal staff will undertake during each phase.

### West Parry Sound Area Emergency Monitoring Status Indicators

Municipal Status <b>ROUTINE</b> GREEN	Declaration of <b>Routine</b> conditions means that the Area Municipalities are operating under normal conditions. Under these conditions the Municipalities maintain ongoing surveillance for abnormal events.
Municipal Status <b>ENHANCED</b> YELLOW	Declaration of <b>Enhanced</b> conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Area Municipalities enhance its surveillance and monitoring activities and takes appropriate related actions. Any area CEMC can increase their Status to ENHANCED. At this time all area CEMCs and potential Emergency Command Group members will be notified and report back with their availability.
Municipal Status <b>EMERGENCY</b> RED	Declaration of <b>Emergency</b> conditions means that a municipality and/or two or more of area municipalities is in an emergency response mode. Under these conditions the West Parry Sound Area Municipalities implements the Emergency Response Plan and activates appropriate (EOC) Emergency Operations Centre(s) in order to coordinate the appropriate response activities.
Municipal Status <b>RECOVERY</b> GREY	Declaration of <b>Recovery</b> conditions means that the Area Municipality or Municipalities is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

## 4.1 Actions of the West Parry Sound Area Municipal Employees

When an emergency exists but has not yet been declared to exist, Municipal employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the West Parry Sound Area.

## 4.2 Command Group Notification Process

- Upon receipt of a warning of a potential emergency, the responding municipal department will immediately contact the CEMC of the impacted municipality to request that the notification system be activated.
- Upon notification of the impending situation, the CEMC will decide the scale of the emergency. The Emergency Information Officer (EIO) will be responsible to contact the required Emergency Command Group (ECG) personnel according to the scale as decided by the impacted CEMC.
- Upon being notified of a possible impending emergency, it is the responsibility of all ECG officials to notify their staff and volunteer organizations of the situation.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

## 4.3 Request from one Municipality to the Group for Assistance.

The West Parry Sound Area Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. An area municipality may request assistance from the other municipalities at any time as is outlined in the Municipal Assistance Agreement. Details can be found in section 16 and Annex I.

## 4.4 Request for Assistance from the Province of Ontario

A Head of Council, the Emergency Operations Centre Director, or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority by contacting Office of the Fire Marshal and Emergency Management (OFMEM). Confidential contact information for OFMEM can be found in ANNEX A-3.

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#### 4.4.1 Office of the Fire Marshal and Emergency Management (OFMEM)

For routine matters, OFMEM staff may be reached between 0900-1700 hours, Monday to Friday.

#### 4.4.2 OFMEM Provincial Emergency Operations Centre

Office of the Fire Marshal and Emergency Management staffs the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The West Parry Sound Area Municipalities should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer. Contact information can be found in ANNEX A-3.

When a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible. A copy of the Declaration of Emergency Form can be found in ANNEX F.

In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the Ontario Provincial Police (OPP) Duty Officer. Contact information for the OPP can be found in ANNEX A-2.

#### 4.4.3 OFMEM Community Field Officer

Contact Information for the OFMEM Community Field Officer can be found in ANNEX A-3.

### 4.5 How to Report an Emergency to OFMEM

When the a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration (see 4.4.2) as soon as possible.

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## Convening the West Parry Sound Area Emergency Command Group

### 5.1 Emergency Command Group Notification

A request to activate the West Parry Sound Area Emergency Notification System may be made by any of the following if they believe an emergency exists or has the potential to develop. They can do this by contacting the Community Emergency Management Coordinator (CEMC) of the affected municipality:

- Premier or Lieutenant Governor in Council
- Any member of the Emergency Group (ECG)
- The head of Council (or designate) of any area municipality
- Other individuals as identified as having authority in an area municipal plan

The request is made by contacting CEMC of the affected municipality who shall proceed as follows:

- Where an emergency exists, the CEMC will decide the scale of the Emergency and the necessary response. For small scale emergencies the CEMC may decide to use their own staff and resources. The CEMC may decide that the Emergency is significant and decide to request assistance from the Emergency Command Group (ECG) The Emergency Information Officer as designated by the CEMC with be responsible for contacting the required ECG members.
  - Where an Emergency impacts more than one Municipality the CEMCs from those municipalities will decide who will be the Incident Commander (IC), Emergency Information Officer (EIO) and the location of the Emergency Operations Centre (EOC).
  - Upon being notified to convene, it is the responsibility of all CCG officials to report to the designated Emergency Operations Center (EOC) and notify their staff and volunteer organizations
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## 5.2 Emergency Notification Procedure

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

The content of the messages transferred during Emergency Notification procedures will be standardized to include the following:

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

# Declaration, Notification and Termination of Emergency

## 6.1 Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes a Head of Council, to declare that an emergency exists. The decision to declare and manage an emergency can be made one municipality, on their own, or by one or more municipalities in a coordinated effort. In either case, whether an Emergency involves an individual municipality or a group of municipalities, an Emergency Command Group will be formed. In the case of an emergency that is of the scale to be managed by an individual municipality the ECG will be comprised of representatives of the affected municipality; in the case of an Emergency that involves more than one municipality the ECG will be comprised of representatives from the partner municipalities. The Emergency Command Group will make recommendations to individual municipalities on whether to declare an Emergency. If needed, the West Parry Sound Emergency Management Program Committee will convene in a strategic and safe location that is separate from the EOC, to provide advice to the ECG.

The Declaration of Emergency Form can be found in ANNEX F.

The factors affecting the decision to declare an emergency include:

- a) The resources (personnel and material) that the Area Municipalities have committed or needs to commit, to the emergency affecting the area municipalities
- b) A determination that the emergency affects a large portion of the population of more than one municipality
- c) The Area Municipalities requirement for external funding both in coordinating the emergency and during the recovery process

## 6.2 Notification of Declaration

Upon the declaration of an Emergency, the Emergency Command Group (ECG) will control and coordinate the response to the emergency.

Upon such declaration, a Head of Council (or designate) will notify:

- 1) Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible
- 2) Heads of Council of area municipalities
- 3) The public
- 4) Neighbouring municipal officials as required
- 5) Local Member of the Provincial Parliament (MPP)
- 6) Local Member of Parliament (MP)
- 7) Media
- 8) Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

\*\* N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

## 6.3 Termination of an Emergency

A County state of emergency may be terminated at any time by the following individuals:

- A Head of Council
- The Municipal Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management ; with a faxed copy of the termination (ANNEX F)
- Head of Council of area municipalities
- Members of Municipal Council
- Neighbouring municipal officials, as required by the affected area
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- The Office of the Solicitor General (Minister of Community Safety and Correctional Services)
- The media
- The public
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

\*\* N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

## 6.4 Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province
- Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier
- Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance.



## Emergency Operations Centre (EOC)

### 7.1 EOC Locations in the West Parry Sound Area

In an emergency the ECG will convene at a designated Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

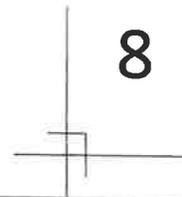
The EOC affords the ECG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained and stocked with provisions to support the work of the ECG for 72 hours. General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Emergency GIS Programming
- Weather Stations
- Office supplies

The Area Municipalities have also implemented operating procedures for the EOC such as:

- Activation and sign-in
- Infection Control
- Security

Full Emergency Operations Centre (EOC) Operating Procedures can be found in ANNEX L.



## Emergency Operations Centre Operating Cycle

Members of the ECG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The Incident Commander will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow ECG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



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## West Parry Sound Area Emergency Command Group (ECG) Membership

The primary members of the ECG are as follows. Each primary member has designated two alternates who may act in the absence of the primary member in the following positions:

- Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

The Planning, Logistics, and Finance & Administration Section Chiefs will oversee operational units. The Operations Section will be comprised of the following branches: Police, Fire, Paramedic Services, Emergency Social Services, Medical Officer of Health and Critical Infrastructure. The positions in the ECG will be filled by staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position, as described in Section 11.0. Although each member of the ECG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the ECG on an as-needed basis include:

- Ham Radio Operators
  - Office of the Fire Marshal and Emergency Management Representative
  - Liaison staff from Provincial Ministries
  - Officials, experts or representatives from the public or private sector
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## West Parry Sound Emergency Command Group Responsibilities

Members of the West Parry Sound Emergency Command Group (ECG) are responsible for the following actions or decisions:

- The primary responsibility of the West Parry Sound Area Emergency Community Command Group (ECG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to a Head of Council or Designate in carrying out his/her duties under the Emergency Response Plan.
- When a significant emergency exists or emergencies involving two or more area municipalities, and the need for a cooperative area regional response exists, these services will be coordinated by the West Parry Sound Area Emergency Command Group (ECG), as required and/or requested.
- The ECG will coordinate the acquisition of additional resources requested by the area municipalities. Decisions to ration resources if required will be made by the ECG and will be based on a priority of need. Equipment assigned to the municipality will be under the control of the municipal site manager and/or the municipal EOC.
- During emergency operations, the ECG is constituted and responsible for the coordination and support of area municipalities by working closely with the area municipalities Emergency Community Command Group(s).
- It will be the responsibility of each West Parry Sound Area Municipality to ensure that they have adequate trained personnel available for management of emergencies which:
  1. are limited to their own jurisdiction;
  2. impact their own and neighbouring jurisdictions.

Actions and decisions normally undertaken by the ECG may include, but are not limited to:

- Acquiring and assessing information to determine status of the situation.
  - Coordinating emergency service, agencies and equipment, as required or requested by area municipalities.
  - Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
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- Determining if the location and composition of the ECG is appropriate.
- Advising a West Parry Sound Area Head of Council whether the declaration of an emergency is recommended.
- Ensuring support to the municipal Emergency Site Manager or area municipal Emergency Operations Centre by offering equipment, staff and resources, as required.
- Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
- Assisting area municipalities in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- Arranging for services and equipment from local agencies not under Municipal control i.e., private contractors, industry, volunteer agencies, service clubs.
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal 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 transportation of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Advising the Head(s) of Council if a Disaster Declaration should be requested from the Minister of Municipal Affairs and Housing.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
  - Applying for Ontario Disaster Relief Assistance Program (ODRAP)
  - Authorizing the collection of donations
  - Establishing a Disaster Relief Committee
- Authorizing Municipal expenditures of money required to deal with the emergency.
- Notifying the service, agency or group under their direction, of the termination of the Municipal declared emergency.
- Maintaining a master event log outlining decisions made and actions taken.

## Roles and Responsibilities of Individual ECG Members

Individual ECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The West Parry Sound Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with Incident Command or Section Chief as appropriate, until delegated.



## 11.1 Incident Command

Incident Command is in charge of the management of the incident and must be fully qualified to fulfill this role.

- Oversees all operations
- Overall management responsibility for coordinating, supporting, and assisting other agencies
- Sets priorities for overall response and recovery efforts
- Establishes appropriate staffing level
- Sets expenditure limits
- Develops incident action plan and monitors its implementation
- Approves media releases
- Final decision-maker on operational issues
- Liaises with Mayors and Councils

## 11.2 Safety Officer

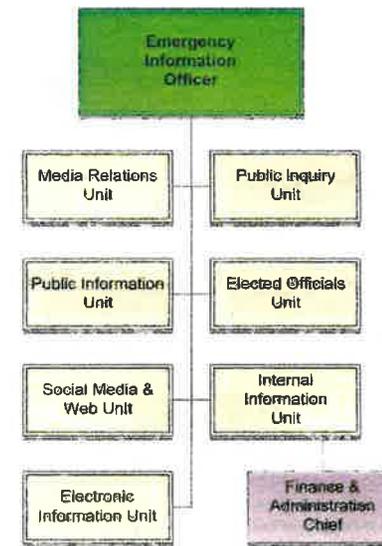
- Responsible for identifying all potential safety issues
- Ensures all required corrective actions with regard to safety issues are being enforced
- Liaises with Operations Section Chiefs and Planning and Logistics Section Chiefs to ensure that safety protocols are being followed.

## 11.3 Liaison Officer

The Liaison Officer is responsible for communications between the ECG and other agencies. The agencies the Liaison Officer may work with include, but are not limited to:

- Police services (Community, Provincial and Federal)
- St. John Ambulance and Canadian Red Cross
- District Coroner and Medical Officers of Health
- Ministry of Health and Long Term Care
- Ambulance Communications Centre
- Local health care and long term care facilities
- Council members and administration staff from member and neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
- North Bay Mattawa Conservation Authority
- Ministry of the Environment
- Hydro One and other utilities providers
- Coordinates cooperating agencies
- Provides advice to Head of Council regarding declaration of emergency

## 11.4 Emergency Information Officer



The Emergency Information Officer (EIO) is the interface between the ECG and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies
- Develops accurate and complete information on the current situation
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information

For additional information please refer to the Annex H - Emergency Communications Plan.

## 11.5 Operations Section Chief



The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Branches as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

### 11.5.1 Emergency Social Services Branch

- Reports to the Operations Section Chief
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- Liaising with the ECG with respect to the operations of both reception and evacuation centres
- Authorizing financial assistance to persons in need for the purpose of basic necessities

- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres
- Assisting with the opening, set-up and closing of evacuation services as authorized by the West Parry Sound Area Emergency Command Group,
- Supervising and managing the operations of reception and evacuation centres
- Coordinating counseling services for evacuees at evacuation centres via Public Health and/or other agencies
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres
- Acting as a liaison with the Emergency Information Officer to co-ordinate reception and evacuation centre communication requirements and other information for dissemination
- Liaising with the Police to coordinate reception centre and evacuation centre security
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre
- Maintaining a personal log of all actions taken
- Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required
- Developing agreements between the Parry Sound District Social Services Administration Board and agencies designated to operate in reception and evacuation centres
- Developing agreements for meal services for staff/volunteers at the reception and evacuation centres
- Conducting reception and evacuation centre surveys and maintaining facility database information
- Coordinating evacuation exercises to test reception and evacuation centre procedures
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers

### 11.5.2 Paramedic Services Branch

- Reports to the Operations Section Chief
- Ensuring the appropriate deployment of paramedic services to the emergency site
- Establishing an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the ECG
- Obtaining paramedic services from other municipalities for support, as required
- Establishing effective triage and transportation of casualties at the site(s)
- Advising the ECG if other means of transportation are required for large scale response for casualties and/or medical supplies
- Liaising with the Ministry of Health and Long Term Care, and Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the service area
- Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold

- Providing an Emergency Site Manager (ESM) or, if required and directed by the area municipality Community Control Group or by the West Parry Sound Area Emergency Community Control Group (ECG)
- Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency
- Procuring staff to assist as required, in providing paramedic services
- Assist in the coordination for the evacuation of an acute care or long term care facility

### 11.5.3 Police Branch

- Reports to the Operations Section Chief
- Coordinating information from area police agencies affected by the emergency
- Notifying necessary emergency and municipal services, as required
- Establishing a police site command post with communications to the Municipal EOC
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Coordinating information and resources necessary in relation to the inner perimeter within the emergency area
- Establishing and coordinating information and resources necessary in relation the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict to access to only essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required
- Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required
- Ensuring liaison with the Emergency Social Services Branch regarding the establishment and operation of evacuation and reception centres
- Ensuring the protection of life and property and the provision of law and order
- Providing police service to the EOC, evacuation centres, morgues, and other facilities, as requested and/or as required
- Notifying the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Arranging for the transportation of ECG members, as required

### 11.5.4 Fire Branch

- Reports to the Operations Section Chief
- Coordinating activities from area fire agencies affected by the emergency, as required
- Providing the ECG with information and advice on firefighting and rescue matters
- Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required

- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
- Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-fire fighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation

### 11.5.5 Public Health Branch

- Reports to the Operations Section Chief
- Activating and terminating the North Bay Parry Sound District Health Unit Emergency Response Plan and Emergency Notification System
- Coordinating public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre
- Providing an on-site manager if required and attending the site command post as necessary
- Liaising with Ontario Ministry of Health and Long Term Care, Public Health Branch and local Medical Officers of Health as required
- Liaising with appropriate public health agencies as required to augment and coordinate a public health response
- Providing advice on matters which may adversely affect public health within the West Parry Sound Area
- Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies
- Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within the West Parry Sound Area
- Ensuring the coordination of vaccine storage, handling and distribution across West Parry Sound
- Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in the West Parry Sound Area
- Liaising with the Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities
- Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of:
  - accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
  - food handling, storage, preparation and service
  - general health and safety involving injury prevention
- Liaising with local social service agencies on areas of mutual concern regarding evacuation centers including:
  - victim assessment, support and referral
  - public health information and community networks
- Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat

- Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary
- Providing instruction and health information through public service announcements and information networks
- Providing resource support and consultation to emergency service workers
- Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Management Personnel from each municipality

#### 11.5.6 Critical/Public Works Infrastructure Branch

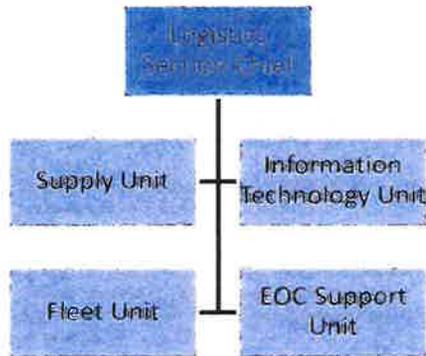
- Reports to the Operations Section Chief
- Providing the ECG with information and advice on engineering, environmental, and roads services, as required
- Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the ECG
- Establishing an ongoing communications link with the corporate services staff at the scene of the emergency
- Coordinating and assist the activities from the local municipal public works in the affected and surrounding areas within the West Parry Sound Area, as required
- Ensuring liaison with the public works representative from the area municipalities to ensure a coordinated response
- Ensuring provision of engineering assistance
- Ensuring construction, maintenance and repair of Municipal roads
- Liaising with area municipalities in the maintenance of sanitary sewage and water systems
- Providing equipment for emergency pumping operations
- Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required
- Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health
- Liaising to coordinate with the area municipalities for the discontinuation of any public works service to any resident, as required, and restoring these services when appropriate
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Providing specialized vehicles and equipment owned by West Parry Sound Area Municipalities as required by emergency services
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
- Providing solid waste management services (collection, processing, and disposal) as required
- Liaising with the Ministry of the Environment (MOE)
- Coordinating and liaising with utility agencies such as Hydro One to ensure:
  - Monitoring the status of power outages and customers without services
  - Providing updates on power outages, as required
- Provide assistance with accessing generators for essential services, or other temporary power measures

## 11.6 Planning Section Chief



- Planning Chief coordinates the work of the planning section and is accountable to the EOC Director
- Collects, evaluates, validates and disseminates incident situation information and intelligence
- Damage assessment
- Prepares status reports and facilitates operational cycles meetings
- Displays situation information
- Responsible for all incident documentation
- Develops and documents the Incident Action Plan
- Coordinates acquisition of technical experts

## 11.7 Logistics Section Chief

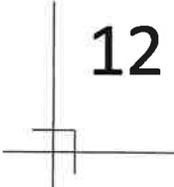


- Logistics Chief coordinates units responsible for services and is accountable to the EOC Director
- Responsible for all support requirements needed to facilitate effective and efficient incident management
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan

## 11.8 Finance and Administration Section Chief



- Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Director
- Tracks all costs associated with responding to the incident
  - WSIB claims
  - Direct response costs
  - Procurement
- Coordinates donation management
- Implements emergency human resources policies, including volunteer recruitment and training
- Provides an incident health and safety officer



# 12

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## Policy Group

**12.1 Policy Group Members:**

The Head of Council or designate are members of the Policy Group and are required to fulfill legislative duties. They shall enlist other such persons, including legal advisors, to form part of the Policy Group as is deemed necessary to assist in the functions of this Group.

In the case of an Emergency which affects a single municipality, the Policy Group will be formed by the Head of Council or designate of that municipality. In Emergencies which involves a two or more municipalities, the Heads of Council or designates of those municipalities will collectively determine the composition of the Policy Group.

**12.2 Policy Group Function:**

The Policy Group is an important part of the IMS structure during a municipal emergency. The purpose of the Policy Group is to provide a structure to allow a functional avenue for advice and assistance, as required, to liaise with other councillors and with the ECG in order to make the best informed decisions with regard to the emergency situation.

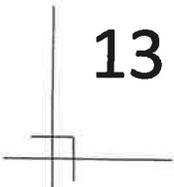
The number of Policy Group members is dependent upon the incident type, severity, size, and is at the discretion of the Head of Council to seek and request assistance as required.

**12.3 Policy Group Location**

The Policy Group will be located in a strategic, safe and separate location that has direct communication ability with the EOC.

**12.4 Policy Group Responsibilities:**

1. The Head of Council or designate as head of the Municipal Council has designated authority under legislation when a potential or real Declaration of Emergency exists within the municipality.
2. The Head of Council or designate functions as the head of the Policy Group in the I.M.S. structure, providing governance and advice to the ECG Commander throughout the emergency.
3. The Head of Council or designate shall make a Declaration of Emergency, as required.



# 13

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## Emergency Site Liaison Officer

The Emergency Site Liaison Officer (ESLO) communicates all activities of the emergency response team at the incident site and reports with updates to the ECG. The ECG appoints the ESLO, who is usually a senior staff member from a West Parry Sound Municipality. Specific responsibilities of the ESLO include:

- Communicating the aim and priorities of the emergency response team to the ECG Liaison Officer
- If requested by the Site Incident Commander, communicating immediate needs for additional resources to the ECG Liaison Officer
- Establishing and maintaining communications with the ECG Liaison Officer at the County EOC to ensure accurate information is relayed

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## Emergency Telecommunications Plan

Upon implementation of the West Parry Sound Area Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the municipal EOC. The primary methods of communication, in order of preference shall be:

- Landline and cellular phones
- Internet
- Ham radio
- Common Operational Picture

Instructions for operating these methods of communication are available in the document: *Information Technology Emergency Operations Centre Procedure Guide* in ANNEX L. Contact information for ham radio operators in the West Parry Sound Area can also be found in ANNEX A.

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## Emergency Communications Plan

Upon implementation of the West Parry Sound Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for information concerning any aspect of the emergency.

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

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Supervisor

The West Parry Sound Area Emergency Communications Plan is located in ANNEX H.

### 15.1 Location of West Parry Sound Area Media Centre

The West Parry Sound ECG will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre (EOC).

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be decided by the ECG. The site media information area will be staffed as determined by the Emergency Information Officer.

### 15.2 Role of Emergency Information Officer

The role of the Emergency Information Officer is discussed in Section 11.4.

## 15.3 Role of Community Spokesperson

The County Community Spokesperson will be appointed by the ECG. This role will often be fulfilled by the Head of Council or his/her designate. Responsibilities of the Community Spokesperson include:

- Giving media interviews on behalf of the effected municipalities
- Redirecting all Inquires about decisions made by the ECG, and about the emergency as a whole, to the Emergency Information Officer

## 15.4 Role of Public Inquiry Supervisor

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

- Establishing a Public Inquiry Service, including the appointment of personnel to assist and designation of telephone lines
- Informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers
- Responding to and redirecting inquires and reports from the public about the emergency based on information from the Emergency Information Officer
- Responding to and redirecting inquires pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the Emergency Information Officer and appropriate emergency service
- Responding to and redirecting inquires pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers

A full copy of the Emergency Communications Plan is located in Annex-H

## Requests for Assistance

### 16.1 Mutual Assistance Agreements

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions. Municipalities may offer and receive assistance according to predetermined and mutually agreeable relationships.

The Mutual Assistance Agreement for Municipalities in the West Parry Sound Area can be found in Annex I.

## 16.2 Assistance from the Province of Ontario

### Disaster Recovery Assistance for Ontarians

This program helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance.

#### What is Disaster Recovery Assistance for Ontarians?

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 may activate the program for areas affected by natural disasters. Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations within an area for which the program has been activated can apply to be reimbursed for basic, essential costs related to the disaster. The program does not provide assistance for costs covered by insurance.

#### Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

#### Program activation and delivery

The Minister of Municipal Affairs makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

#### Eligibility requirements

In order to be eligible for the program, a municipality must have:

- experienced a sudden, unexpected and extraordinary natural disaster
- incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy
- passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster

#### How to apply

Municipalities can request [Municipal Disaster Recovery Assistance guidelines](#), claim forms, and additional documentation from their Municipal Services Office.

Information on the Municipal Disaster Recovery Assistance program can be found in ANNEX G

Municipalities are not required to declare a state of emergency for either program.

## 16.3 Office of the Fire Marshal and Emergency Management

Upon the declaration of an Emergency by the Head of Council, the Office of the Fire Marshal and Emergency Management (OFMEM) will deploy a liaison team to the ECG to provide advice and assistance.

## 16.4 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the County and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

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## Glossary and Acronyms

### 17.1 Glossary of Terms

#### **Chief Administrative Officer (CAO)**

The individual who is responsible for the administrative management of a Municipality within the West Parry Sound Area.

#### **Community Emergency Management Coordinator (CEMC)**

The individual accountable for the development, implementation and maintenance of the emergency management program.

#### **Community Spokesperson**

An individual appointed by the West Parry Sound Area Emergency Command Group who is responsible for giving interviews to the media about the emergency situation.

#### **West Parry Sound Area Emergency Command Group**

The group of Municipal staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incident.

#### **West Parry Sound Area Emergency Management Program Committee**

A group of individuals responsible for the development and implementation of the West Parry Sound Emergency Response Plan.

#### **Disaster Financial Assistance**

Application for assistance to the Ministry of Municipal Affairs and Housing by a municipality on behalf of its citizens following an emergency for funding to restore key infrastructure to pre-disaster condition. Includes the Ontario Disaster Relief Assistance Program (ODRAP) and Special Assistance Grants.

#### **Emergency**

A situation or 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 forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

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

The interface between the ECG and the public, media and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

#### **Emergency Management and Civil Protection Act**

The legal authority for emergency response plans in Ontario.

#### **Emergency Notification**

A fan-out procedure to notify the West Parry Sound Area Emergency Command Group of an emergency or impending emergency.

#### **Emergency Operations Centre (EOC)**

The location from which the West Parry Sound Area Emergency Command Group operates. Referred to as the EOC.

#### **Emergency Response Plan**

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and which governs the position of necessary services during an emergency and the procedures and manner in which the West Parry Sound Area Municipal employees and others will respond to an emergency.

#### **Emergency Site**

The area in which the emergency exists. Also referred to as the incident site or scene.

#### **Emergency Site Liaison Officer**

The person at the emergency site who is designated to communicate from the site to the West Parry Sound Area Emergency Command Group. Appointed by the Emergency Command Group.

#### **Evacuation Centre**

A location used during an emergency to provide temporary refuge for evacuees and to provide a staging area for deployment of evacuees to an emergency shelter or reception area.

#### **Finance and Administration Section**

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small scale emergencies, responsibilities of this section may be completed by one person.

#### **Head of Council**

The individual who presides over Municipal Council meetings.

#### **Incident Action Plan**

An oral or written plan containing general objectives reflecting the strategy for managing a specific emergency.

**Incident Command**

The individual in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

**Incident Management System**

A set of doctrines, concepts, principles, terminology and organizational processes to enable effective emergency management.

**Liaison Officer**

The individual responsible for communications between the ECG and other agencies. Normally delegated to the Community Emergency Management Coordinator.

**Logistics Section**

A group of individuals responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders.

**Member Municipality**

The townships located within the West Parry Sound Area and participating in a collaborative approach to Emergency Management.

**Office of the Fire Marshal and Emergency Management (OFMEM)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

**Operations Section**

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

**Planning Section**

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

**Public Inquiry Supervisor**

An individual who acts on the behalf of the Emergency Information Officer to establish a Public Inquiry Service and answer and redirect inquires about the situation.

**Reception Centre**

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.

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## 17.2 Acronyms

<b>CAO</b>	Chief Administrative Officer
<b>ECG</b>	West Parry Sound Area Emergency Command Group
<b>CEMC</b>	Community Emergency Management Coordinator
<b>EIC</b>	Emergency Information Centre
<b>EIO</b>	Emergency Information Officer
<b>EMCPA</b>	Emergency Management and Civil Protection Act
<b>EOC</b>	Emergency Operations Centre
<b>ESLO</b>	Emergency Site Liaison Officer
<b>IAP</b>	Incident Action Plan
<b>IMS</b>	Incident Management System
<b>MP</b>	Member of Parliament
<b>MPP</b>	Member of Provincial Parliament
<b>OFMEM</b>	Office of the Fire Marshal and Emergency Management
<b>PEOC</b>	Provincial Emergency Operations Centre

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