



**THE CORPORATION OF THE TOWNSHIP OF MCGARRY
BY-LAW NUMBER 2020-22**

**Being a by-law to provide for the establishment of Emergency Management Program and an
Emergency Response Plan**

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

AND WHEREAS the Act requires that municipalities develop and implement an emergency management program;

AND WHEREAS an emergency management program shall include an emergency response plan, emergency management training, emergency exercises and public education campaigns;

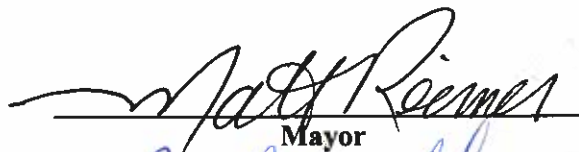
AND WHEREAS the Act provides that the Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area;

NOW THEREFORE the Council of the Corporation of the Township of McGarry enacts as follows:

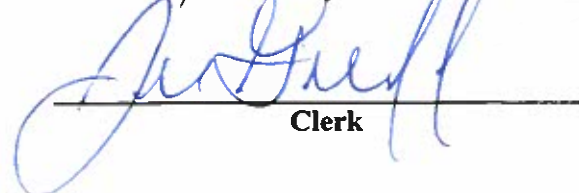
1. THAT the Emergency Management Program Committee for the Township of McGarry be empowered to develop, implement and maintain an emergency management program for the Township.
2. THAT the Emergency Management Program Committee for the Township of McGarry will cause the emergency management program to be reviewed annually and to make recommended changes to the program as considered appropriate and to refer recommended changes to Council for review and approval.
3. THAT the Emergency Response Plan provide that the Head of Council be empowered to declare an emergency.
4. THAT the Emergency Response Plan provide for proper notification procedures for members of the Municipal Emergency Control Group in the event of an emergency situation and that the members of the Municipal Emergency Control Group be empowered to respond to an emergency in accordance with the municipality's Emergency Response Plan whether or not an emergency has been officially declared to exist.
5. THAT the Emergency Response Plan & Program for the Township of McGarry attached hereto as Schedule "A" is hereby adopted.
6. THAT By-Law 2012-26 is hereby repealed.
7. THAT this by-law shall come into full force and effect upon the final passage thereof.

READ A FIRST AND SECOND TIME THIS 26TH DAY OF MARCH 2020

READ A THIRD TIME AND FINALLY PASSED THIS 26TH DAY OF MARCH 2020



Mayor



Clerk

SCHEDULE A TO BY-LAW NUMBER 2020-22

**THE CORPORATION OF THE
TOWNSHIP OF MCGARRY**



EMERGENCY RESPONSE PLAN & PROGRAM

**Appendices containing contact information are confidential and not for public
distribution**

DEFINITIONS

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations will be helpful during the development and implementation process.

Community – A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provides services and leadership to its residents. This term includes upper and lower tier municipalities.

Municipal Emergency Control Group (MECG) – The Municipal Emergency Control Group operating from the Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Community Emergency Management Coordinator (CEMC) – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Community Emergency Response Volunteers (CERV) Ontario – The Community emergency Response Volunteers (CERV) Ontario program is a province-wide network of neighbourhood-based, multi-functional teams of volunteers trained in basic emergency management principals and skills.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Damage Assessment – Appraising the impact of a disaster on human, physical, economic, and natural resources.

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

Disaster – A widespread or service emergency that seriously incapacitates a community and is catastrophic to operations.

Emergency – A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Management – Organized and comprehensive programs and activities pursued to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Management Program (Risk-Based) – A program that is based on a hazard identification and risk assessment process and leads to a comprehensive emergency management program that includes the four core components of mitigation/prevention, preparedness, response and recovery.

Emergency Management Program Committee – A management team to oversee the development, implementation and maintenance of an emergency management program.

Emergency Operations Centre (EOC) – The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Hazard – An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, damage to the environment, interruption of business, or other types of harm or loss.

Head of Council – Mayor, or in their absence, a designated councillor.

Mitigation – Actions taken to reduce or eliminate the effects of an emergency or disaster.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types, of agreements could include neighboring communities.

Preparedness – Actions taken to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, public awareness and education.

Prevention – Actions taken to prevent an emergency or disaster.

Public Awareness Program – Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

Recovery – Actions taken to recover from an emergency or disaster.

Recovery Plan – A risk-based plan developed and maintained to recover from an emergency or disaster.

**APPENDIX A
EMERGENCY CONTACT NUMBERS (confidential – not for public distribution)**

**APPENDIX B
EVACUATION PLAN**

**APPENDIX C
ALTERNATE HEAD OF COUNCIL SCHEDULE**

1.0 INTRODUCTION

The Emergency Management and Civil Protection Act establishes the province's legal basis and framework for managing emergencies. It does this by defining the authority, responsibilities and safeguards granted to provincial ministries, municipalities and specific individual appointments.

The overall legal framework for emergency management in Ontario is addressed primarily in the Act, which along with powers contained in other ministry-specific legislation allows the government to take necessary steps to deal with a provincial emergency. The purpose of the legislation is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of emergencies.

Ontario Regulation 380/04 establishes the minimum standards for emergency management programs required by municipalities and provincial ministries and supports the requirement in the Act for mandatory emergency management programs.

Such situations are extraordinary occurrences demanding extraordinary action. Thus, they are distinct from routine operations carried out by municipal departments such as public works or other agencies such as police, fire, and ambulance. The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private. This coordinated response is guided by a select group of individuals known as the Municipal Emergency Control Group. This Emergency Response Plan, which has been prepared by the Township of McGarry's Emergency Management Program Committee, identifies the members of the Municipal Emergency Control Group and their individual roles and responsibilities and certain procedures to be followed during an emergency situation.

A hazard can be defined as an "event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, damage to the environment, interruption of business or other types of harm or loss". Hazards can be categorized as natural such as ice/snow or fire, technological such as loss of electrical power, or human such as vehicle accidents. The Township's Emergency Management Program Committee has identified a set of community hazards that are most likely to result in an emergency situation for the municipality. The following community hazards are listed in order of priority:

- a) Forest / wildland fire
- b) Windstorm
- c) Freezing rain / ice storm
- d) Snowstorm / blizzard
- e) Explosion / fire
- f) Extreme temperatures – cold wave

While there are ways to mitigate and prevent some hazardous events, many situations occur that are difficult to avoid. Nevertheless, there are steps that we can take to lessen the impacts to our community including loss of life and property damage. This plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency on the community.

2.0 AIM

The Aim of the Township's Emergency Response Plan is to make provisions for the actions and measures that may have to be taken to efficiently and effectively deploy the services necessary to address an emergency situation or event in order to safeguard the health, safety, welfare of habitants, critical infrastructure, the environment and economic vitality of the Township of McGarry.

It is the goal of the Township of McGarry to **PREPARE TODAY FOR A SAFER TOMORROW.**

In addition, it is important that residents, businesses and interested visitors be aware of the community's Emergency Response Plan. Copies of the Township of McGarry Emergency Response Plan may be viewed at the Municipal Office and online at www.mcgarry.ca - For more information, please contact:

Community Emergency Management Coordinator
Municipal Office
27 Webster Street
McGarry, Ontario
(705) 634-2145

3.0 LEGISLATIVE AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O., 1990, is the primary enabling legislation for the formulation of this Emergency Response Plan, which will govern the provisions of necessary services during an emergency. The Emergency Management and Civil Protection Act and a by-law passed by the Council of the Corporation of the Township of McGarry will provide the legal authority for the Township's Emergency Response Plan. Once approved by Council, this Emergency Response Plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

In accordance with section 3 of the Act, "every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan".

Section 4 of the Act provides for the declaration of an emergency by the Head of Council and states that the "Head of Council 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". This Plan sets out the procedures for declaring and terminating an emergency and the actions that may be taken by the municipality prior to the declaration of an emergency.

4.0 EMERGENCY MANAGEMENT PROGRAM

The Township's emergency management program includes an emergency response plan, emergency management training, emergency exercises and public education campaigns. Public education is conducted primarily via the Township's newsletter which is posted on the website and on social media. The plan and program are reviewed on an annual basis by the Emergency Management Program Committee (EMPC) and updates are made when required. The EMPC members are appointed within a council approved terms of reference which adopted by by-law. Annually, the Municipal Emergency Control Group (MECG) participates in an exercise and demonstrates an adequate level of training in each of the following areas:

- Knowledge of all of the components of the municipal emergency management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;

- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

5.0 PROCEDURES

5.1 Notification

Normally, fire and road departments will discover emergencies during their course of day-to-day operations. However, any member of the Township of McGarry MECG, upon receipt of a warning either real or potential, has the responsibility to ensure that the Township's emergency notification system is activated by contacting the Township's Clerk-Treasurer. It will be the responsibility of the Clerk-Treasurer to ensure that the emergency notification procedures for the Township are properly activated and that all members are contacted and advised to attend at the designated Emergency Operation Centre.

There may also be situations where the emergency notification procedures will be used to place the Municipal Emergency Control Group members on standby, to simply make them aware of a potential emergency or as part of a training exercise.

As part of the notification procedures, Ontario's Provincial Emergency Operation Centre (PEOC) will be contacted and a Duty Officer at the Provincial Emergency Operation Centre will be apprised of the emergency situation. Notifying the PEOC will be the responsibility of the Community Emergency Management Coordinator upon being notified of the emergency situation.

5.2 Action Prior to Declaration

When it appears that an emergency situation is imminent or has occurred but an emergency has not yet been declared, Township employees may take such action as is necessary and as provided for under this emergency plan in order to protect the health, safety and welfare of the residents of the Township and to protect property.

5.3 Declaration of an Emergency

Whenever an emergency occurs or threatens to occur within the borders of the Township of McGarry it will be the responsibility of the Community Emergency Management Coordinator to notify the Head of Council.

Upon declaring an emergency, the Head of Council will ensure that the following individuals/agencies are notified:

- a) Ministry of the Solicitor General by contacting Emergency Management Ontario
- b) Town Council
- c) Mayors/Reeves of surrounding municipalities
- d) Local Member of Parliament
- e) Local Member of Provincial Parliament
- f) Public with the assistance of the Emergency Information Officer

5.4 Terminating an Emergency

At anytime, Head of Council may declare that an emergency has been terminated. Once an emergency has been terminated, the Head of Council shall ensure that the following are notified of the termination.

- a) Solicitor General by contacting Emergency Management Ontario, Ministry of Community Safety and Correctional Services.
- b) Town Council
- c) Mayors/Reeves of surrounding municipalities
- d) Local Member of Parliament
- e) Local Member of Provincial Parliament
- f) Public with assistance of the Emergency Information Officer

6.0 REQUESTS FOR ASSISTANCE

Once an emergency has been declared, requests for assistance can be made to the following at any time without the Township losing authority or control over the emergency operations.

- a) A neighboring municipality with whom the municipality has established Mutual Aid or Emergency Assistance Agreements.
- b) The Province of Ontario by contacting Emergency Management Ontario.

6.1 Mutual Assistance Agreements

In order to provide effective planning for emergency situations, municipalities may enter into mutual aid agreements with neighboring municipalities. Mutual aid/assistance agreements ensure aid required to effectively manage an emergency or disaster may be provided at the time of request. Aid can include such things as services, personnel, equipment and materials.

Mutual assistance agreements 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 of the request at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreeable relationships.

Section 13 (3) of the Emergency Management and Civil Protection Act, R.S.O., 1990 as amended, provides the authority for the "council of a municipality to make an agreement with the Council of any municipality or with any person for the provision of any personnel, service, equipment or material during an emergency".

The request or response to a request of a neighboring municipality is the responsibility of the Clerk-Treasurer. The request to execute the Timiskaming District Mutual Aid Plan (fire departments) will be the responsibility of the Township of McGarry Fire Chief. The request for such assistance and the execution of a mutual assistance agreement will be made in consultation with the Township of McGarry Municipal Emergency Control Group. Alternatively, the request to execute a mutual assistance agreement with the neighboring municipality will be made by the Clerk-Treasurer.

6.2 Request for Provincial Assistance

At its discretion, the Province may deploy a Field Officer to a local emergency to provide advice and assistance and to ensure liaison with the Provincial Emergency Operations Centre. However, when a community declares an emergency, Emergency Management Ontario will normally deploy a Field Officer to the local Emergency Operations Centre to assist the community with the emergency response. The Field Officer will be the link between the Township and the Province for both provincial and, if necessary, federal assistance.

6.3 Ontario Disaster Recovery Assistance Programs

Municipal Disaster Recovery Assistance Program

The Ontario government is committed to helping communities hit by natural disasters. The Municipal Disaster Recovery Assistance program provides financial assistance to help Ontario municipalities recover from natural disasters.

Municipal Disaster Recovery Assistance is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding.

The program offers assistance for extraordinary operating and capital costs arising from a natural disaster. Eligible operating costs are those incurred to protect public health, safety and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place are ineligible.

For the purpose of Municipal Disaster Recovery Assistance, a disaster is defined as a sudden, unexpected, extraordinary, natural event that results in eligible municipal costs at least equal to three per cent of a municipality's Own Purpose Taxation levy. In keeping with the principle of shared responsibility for disaster management, the program is based on a sliding-scale, cost-sharing formula between affected municipalities and the province.

Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to help people affected by natural disasters get back on their feet.

After a natural disaster, people may need help to cover the costs of cleaning, repairing and replacing essential property, so their lives can get back to normal. Disaster Recovery Assistance for Ontarians provides financial assistance to individuals, small owner-operated businesses, farmers and not-for-profit organizations. It helps cover emergency expenses, repairs, or replacement of essential property after a natural disaster.

The Ontario Minister of Municipal Affairs and Housing may activate the program in the event of a natural disaster such as a flood or a tornado. Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations can apply for assistance under the program if they are located in the defined geographical area for which the program has been activated following a natural disaster.

Disaster Recovery Assistance for Ontarians is activated for a specific period of time after a natural disaster.

Eligible applicants can receive financial assistance for emergency expenses and costs for repair or replacement of essential property. The intent of the program is to return essential property to its basic function. The program covers the cost of returning property to a basic standard, and cannot be used for making improvements. Financial assistance under the program is subject to caps and deductibles.

7.0 EMERGENCY FACILITIES

7.1 Emergency Operations Centre

Upon being notified of an emergency situation, the members of the Municipal Emergency Control Group (MECG) will assemble at one of the following Township's designated Emergency Operations Centre (EOC);

- a) Community Centre
- b) Municipal Office

The Clerk-Treasurer upon receipt and consideration of the emergency situation at hand will determine the appropriate location of the Emergency Operations Centre. Members of the Municipal Emergency Control Group will be advised upon notification where to assemble.

7.2 Operating Cycle:

Upon attending at the EOC, MECG members will be briefed by the Clerk-Treasurer on the emergency situation and will make decisions with respect to the appropriate composition of the Municipal Emergency Control Group taking into consideration the emergency and the expertise required to properly manage the situation. The Clerk-Treasurer will be directed to contact those support agencies required to manage the emergency.

The MECG members will establish an operating cycle consisting of specified meeting times and length of meetings and work schedules. It shall be the responsibility of the Clerk-Treasurer to ensure adherence to the operating cycle and to convene MECG meetings and to arrange for agendas for the meetings. Meetings will be brief. The Clerk-Treasurer or assistant so designated by the Clerk-Treasurer will be responsible for maintaining status boards, maps, and information in the EOC to aid the MECG in their meetings. This information will be prominently displayed and will be kept up to date by the Clerk-Treasurer or designate.

The MECG will make a decision with respect to the appointment of an Incident Commander. The agency from which the Incident Commander is appointed will be responsible for appointing the Incident Commander.

7.3 Emergency Information Centre (EIC)

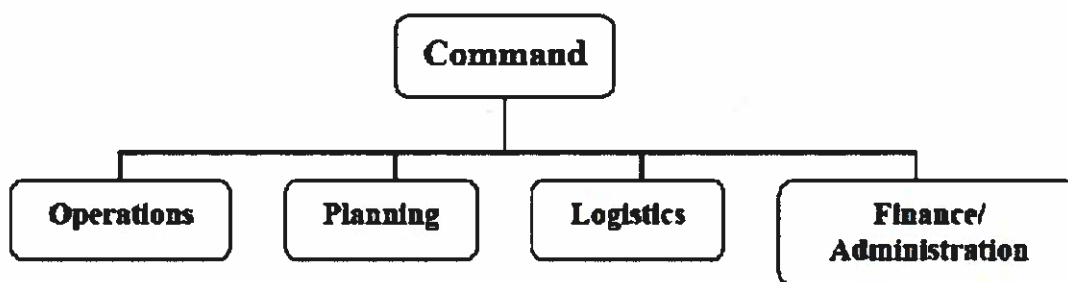
Emergency information related to routine or non-complex incidents can generally be handled from an incident site, an EOC, or other community offices. However, large-scale and/or complex incidents and emergencies may necessitate establishing an EIC. The EIC is the location from which emergency information efforts are carried out, generally under the direction of the Emergency Information Officer (EIO). When an incident is not focussed at a specific site or sites, or when access cannot be permitted for reasons of safety, it is especially important that an EIC be established as soon as possible in order to provide the media with a central point where regular briefings can be held and interviews given. Activities commonly carried out in an EIC include media check-in and credentialing, media inquiry, news conferences and briefings, media monitoring, the drafting of products for release to the media and the public, the arranging of site and facility tours and the administration of the emergency information function. The Township's designated EIC is:

- a) Community Centre

8.0 EMERGENCY ORGANIZATIONAL STRUCTURE

The Incident Management System (IMS) provides a standardized organizational structure that is distinct from individual organizations' day-to-day administrative structures. This allows for greater functional interoperability and avoids confusion over different position titles and organizational structures. Every incident, regardless of size, requires that certain management functions be performed. For example, the problem must be identified and assessed, a plan to deal with it developed and implemented, and the necessary resources procured and paid for. There are five major management functions that are the foundation upon which the IMS organization develops, regardless of what the incident is. These are: command, operations, planning, logistics, and finance & administration. Each function may be organized in a section. In some circumstances, other functions may also be recognized and staffed.

IMS Management Functions



An underlying principle of IMS is the need to optimize the number of subordinates reporting to a supervisor in the interest of greater efficiency. This is known as maintaining the "span of control". A normal ratio is three to seven individuals reporting to one person. An optimum span of control consists of five individuals reporting to one. If the number of subordinates falls outside of this range, expansion or contraction of the organization may be necessary. In routine, repetitive environments with lower-risk assignments, or where resources work in very close proximity to each other, it may be acceptable to exceed the standard recommended span of control. Conversely, in complex incidents where safety is a major factor or where there is a large distance between resources, it may be advisable to lower the span of control limit.

9.0 EMERGENCY MUNICIPAL EMERGENCY CONTROL GROUP

9.1 Municipal Emergency Control Group Composition

All emergency responses will be directed and controlled by a group of officials who will be responsible for coordinating the provision of essential services needed to minimize the effects of the emergency on the municipality. This group of officials will be known as the Municipal Emergency Control Group and will be made up of the following;

- a) Head of Council
- b) Clerk-Treasurer
- c) Public Works Foreman
- d) Fire Chief
- e) Emergency Information Officer
- f) Community Emergency Management Coordinator

The MECG may function with only a limited number of members depending upon the emergency situation. However, all members of the MECG shall be notified of the emergency and its consequences.

The following services or agencies may be required to attend the EOC or to provide support to the Municipal Emergency Control Group, and when required they will be responsible for their respective areas of expertise. Notification of their attendance will be through one of the members of the MECG upon consultation with the MECG.

- a) Hydro One
- b) Office of the Fire Marshal and Emergency Management
- c) Ministry of Natural Resources and Forestry
- d) Ontario Provincial Police
- e) Public Health
- f) First Responders
- g) Wireless Telephone Companies
- h) Service Clubs
- i) Local Contractors
- j) Local Church Groups
- k) Industry
- l) Campers/Seasonal Residential Areas
- m) MTO
- n) Hospitals
- o) Any other officials or expertise from the public or private sector that may be of assistance in the particular emergency situation.

9.2 Municipal Emergency Control Group Responsibility

The following is a list of the collective responsibilities of the MECG. The individual roles of the members of the MECG will be outlined in the following sections.

- a) Advise the Head of Council as to whether an emergency should be officially declared.
- b) Advise as to what areas of the municipality should be designated as an emergency area.
- c) Activate the Emergency Response Plan.
- d) Appoint an Incident Commander.
- e) Support the Incident Commander by offering equipment, staff and resources.
- f) Authorize set up of Emergency Information Centre.
- g) Authorize set up of reporting and inquiry center.
- h) Provide Emergency Information Officer with timely and accurate information for issuance to media and general public.
- i) Authorize the expenditure of money required to deal with the emergency.
- j) Manage information, including maintenance and retention of the event logs and expenditures.
- k) Maintain a log of decisions made.
- l) Maintain a log of actions taken.
- m) Authorize the movement of equipment and resources beyond the immediate emergency site.
- n) Order and coordinate evacuations.
- o) Authorize the setup of evacuation shelters, including registration and inquiry centers.
- p) Determine and arrange for transport of evacuees.
- q) Authorize the discontinuation of utilities and services such as hydro, water and other services at both the emergency site and any other areas of the municipality in order to safe guard inhabitants and to reduce the potential for secondary emergencies.
- r) Authorize and direct the use of municipal resources.
- s) Determine if additional resources are required to assist with the emergency effort.
- t) Arrange for extra resources (human and equipment) to be utilized (i.e. private contractors, industry, volunteer agencies, service clubs, church groups, etc.)
- u) Request assistance from and/or liaison with various levels of governments and any other public or private agency not administered by the local government.
- v) Authorize Clerk-Treasurer to activate mutual assistance agreements.
- w) Recommend the termination of an emergency to the Head of Council or Council.
- x) Implement a recovery strategy.

- y) Participate in post-emergency debriefings and assist with the preparation of reports.

9.3 Individual Roles and Responsibilities of MECG Members:

Head of Council

- a) To provide leadership in the EOC operations.
- b) To chair the MECG meetings
- c) Declares an emergency after consulting with MECG.
- d) May terminate an emergency after consulting with MECG and Council.
- e) Notify proper individuals and agencies of the declaration and termination of an emergency.
- f) Meet with Council and keep them informed of the emergency situation.
- g) Liaise with local municipal Heads of Council that may also have declared an emergency.
- h) Request assistance from neighboring municipalities or senior levels of government.
- i) Establish a communication link with Emergency Information Officer.
- j) Ensure that all inquiries regarding the MECG and the emergency operation are directed to the Emergency Information Officer.
- k) Approve news releases and public announcements issued by the Emergency Information Officer.
- l) Maintain log of actions taken and decisions made.
- m) Partake in interviews and media photograph sessions in consultation with the EIO.
- n) Establish communication links with EIO and ensure all inquires are directed to EIO.

Clerk-Treasurer

- a) Upon being notified that an emergency has occurred or a warning of a potential emergency by a member of the Township's Municipal Emergency Control Group, shall ensure that the Township of McGarry notification procedure is activated.
- b) Coordinating all Emergency Operation Centre functions, such as ensuring the operating cycle is scheduled and maintained, arranging for the preparation of agendas, ensuring proper support staff is in place to effectively operate the EOC.
- c) Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency situation, determine those efforts needed to restore services.
- d) Arrange for additional EOC support staff as required.
- e) Advise Head of Council on administrative matters, proper policies and procedures of the municipal government and laws.
- f) Assist Head of Council in authorizing the dissemination of information through the Emergency Information Officer to the media and the general public.
- g) Authorize implementation of Mutual Assistance Agreements in consultation with MECG.
- h) Maintain log of actions taken and decisions made.

Fire Chief

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the Clerk-Treasurer is advised to activate the EOC notification procedures.
- b) If necessary establish a fire site command post with communication link to EOC.

- c) If emergency is fire related, choose Incident Commander, if necessary, and seek endorsement of MECG.
- d) Establish communication link with fire officials at the emergency site.
- e) Advise MECG on matters relating to fire resources.
- f) Determine if additional fire resources are required to aid emergency site effort.
- g) Ensure equipment and manpower needs are adequate.
- h) Ensure that the Timiskaming District Mutual Aid Plan (fire departments) is activated as requested by MECG.
- i) Assist EMS with casualties as necessary.
- j) Liaise with the Ministry of the Environment and Climate Change, Fire Marshall's Office, etc.
- k) Maintain log of actions taken and decisions made.

Public Works Foreman

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the Clerk-Treasurer is advised to activate the EOC notification procedures.
- b) If necessary, establish a site command post with communication link to EOC.
- c) If directed by the MECG, choose an Incident Commander.
- d) Advise MECG on information pertaining to road design, resources, etc.
- e) Liaise with public works officials from surrounding municipalities.
- f) Liaise with Conservation Authorities on matters related to flooding.
- g) Establish communication link with road officials at the site.
- h) Maintain municipal services provided such services could be safely maintained.
- i) Liaise with Provincial Road Authorities where these transportation corridors are affected.
- j) Contact proper agencies to have public or private utilities disconnected if public safety is affected or when directed by MECG.
- k) Liaise with utility representatives to provide alternate means of providing hydro, etc. if utilities are affected.
- l) Assist police services with obtaining and providing manpower to establish barricades and flasher equipment at proper perimeters.
- m) Ensure municipal road equipment and/or personnel is made available to the emergency site as needed and approved by the MECG.
- n) Maintain log of actions taken and decisions made.

Community Emergency Management Coordinator

- a) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the Clerk-Treasurer is advised to activate the EOC notification procedures.
- b) Ensure proper communications are in place at EOC and at emergency site and that a proper link is established between the two locations.
- c) Ensure proper set-up and function of the EOC.
- d) Register MECG members at the EOC site.
- e) Ensure that proper security is in place for both the emergency site and the EOC.
- f) Provide up-to-date information on the developing emergency situation to MECG and EMO.
- g) Ensure that MECG have supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations in the EOC.
- h) Provide advice and clarification to the MECG about the implementation of the Emergency Response Plan.
- i) Liaise with social services and community support agencies.
- j) Address any action items resulting from the activation of the Emergency Response Plan.

- k) Ensure MECG is informed of implementation needs of the Emergency Response Plan.
- l) Maintain records and files of decisions made and logs taken for the purpose of conducting a debriefing, post emergency reporting and updating the Emergency Response Plan and program.

Emergency Information Officer

- a) Ensuring the dissemination of all emergency information to the media and public.
- b) To establish a communication link with the Head of Council and any other media coordinators.
- c) Ensure proper groups are advised of the Emergency Information Centre telephone numbers such as the media, MECG and municipal staff.
- d) Coordinates all emergency information including media photograph sessions and interviews at the EOC and emergency site.
- e) Responsible for setting up and staffing the Emergency Information Centre, if required.
- f) Liaise with MECG to obtain up-to-date information for the media in order to prepare and issue press releases, arrange media briefings and may be required to post information on the internet.
- g) Ensure that the Head of Council approves all media releases prior to dissemination.
- h) Ensure copies of all media releases are provided to Emergency Information Centre staff, MECG and key media officers from other agencies.
- i) Monitor news coverage and ensure erroneous information is corrected.
- j) Maintain copies of all media information pertaining to the emergency such as media releases, newspaper articles, etc.
- k) Maintain personal log of all decisions made and actions taken.

Outside Agencies

During an emergency many agencies may be required to work with the Municipal Emergency Control Group. Some of these agencies include the Emergency Management Ontario, hospitals, conservation authorities, school boards, industries, volunteer groups, and social service organizations.

10.0 THE INCIDENT COMMANDER'S ROLE AND RESPONSIBILITY

10.1 Incident Commander

Coordination of the emergency site is essential to the emergency response. It involves the management and coordination of all responding agencies at the site with an overall command. This on site management and coordination is the responsibility of an Incident Commander who is appointed at the onset of the emergency usually by the Municipal Emergency Control Group.

10.2 Appointment

The Municipal Emergency Control Group will appoint the Incident Commander from the lead agency involved in the specific type of emergency. Once appointed, this individual will no longer be responsible for the operations or command of their agency, but rather will be responsible for managing and coordinating the emergency situation at the site. The appointment of the Incident Commander can change throughout the course of the emergency management response depending upon the circumstances of the response. The change of the Incident Commander is usually made by the MECG.

10.3 Relationship with EOC

Once appointed, the Incident Commander shall report directly to the MECG. The Incident Commander will be the point of communication for the MECG with the emergency site; their eyes and ears. The Incident Commander will be connected to the EOC through the most reliable form of communication available.

The Incident Commander is responsible for keeping the MECG advised and updated about the emergency situation, for maintaining the site response to the emergency at hand, and for coordinating the emergency response at the site. Once assigned, the Incident Commander will convey emergency management needs such as staffing, equipment, communication and other resources to the MECG who will respond by procuring these and providing them to the site.

The MECG will be responsible for providing the Incident Commander with the aids required and requested at the emergency site and to maintain public safety and order to the rest of the community.

10.4 Incident Commander's Responsibilities

The Incident Commander will be responsible for many of the following duties:

- a) Establish a command post
- b) Establish an appropriate chain of command
- c) Determine the representatives of emergency services attending at the emergency site.
- d) Arrange and conduct site meetings with other emergency representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response.
- e) Maintain knowledge of resources (human and equipment) available at the emergency site.
- f) Manage the personnel at the site.
- g) Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.
- h) Obtain ongoing vital information about the emergency situation.
- i) Establish and maintain a good communication system with the EOC and those at the site.

11.0 COMMUNICATIONS PLAN

11.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly between the Emergency Operation Centre and the Incident Commander. This necessary communication requires a reliable and secure means of relaying information between the two emergency management locations. In order to ensure timely information for the benefit of the decision-making process, it is essential to maintain reliable systems of communication between the emergency site and the EOC.

With respect to telephone communications, essential telephone numbers, including those of the Municipal Emergency Control Group are attached to this Emergency Response Plan as an Appendix (confidential – not available for public distribution).

Cell phones are not recommended as a form of emergency communication. However, if cell sites are operating and functional this form of communications may be used to enhance emergency operations. It should be noted that this form of communication is not very secure.

12.0 PLAN MAINTENANCE AND REVIEW

12.1 Internal Procedures

Each service or agency involved or identified in this Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

12.2 Annual Review

At a minimum, this plan will be reviewed annually through the use of appropriate and planned emergency exercises. Following the exercises, appropriate debriefing sessions will be held followed by the completion of debriefing reports, which will be utilized by the Emergency Management Program Committee and the Community Emergency Management Coordinator to make appropriate changes to the Plan.

12.3 Amendments

Amendments to the Plan require formal Council approval. Formal Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial status.

12.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the Municipal Emergency Control Group in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety, and welfare of the community are paramount in the emergency response, minor deviations from the emergency response plan may be permitted.

APPENDIX A

EMERGENCY CONTACT NUMBERS

This appendix is confidential and not for public distribution

APPENDIX B

EVACUATION PLAN

If the MECG decides to evacuate residents from their home and to activate an evacuation shelter, then the primary facility would be the Community Centre. The MECG may appoint an Evacuation Manager while Police and fire would go door to door in order to provide notice to affected residents, and messages would be posted online and on social media. Personal vehicles and school buses would be used for transportation. Arrangements would be made on a case by case basis to transport those with special needs.

APPENDIX C

ALTERNATE HEAD OF COUNCIL SCHEDULE

January	Councillor Louanne Caza
February	Councillor Bonita Culhane
March	Councillor Annie Toupin-Keft
April	Councillor Wendy Weller
May	Councillor Louanne Caza
June	Councillor Bonita Culhane
July	Councillor Annie Toupin-Keft
August	Councillor Wendy Weller
September	Councillor Louanne Caza
October	Councillor Bonita Culhane
November	Councillor Annie Toupin-Keft
December	Councillor Wendy Weller