

**THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD**

**BY-LAW 30-2024**

**BEING A BY-LAW TO APPOINT AN EMERGENCY MANAGEMENT COMMITTEE, A MUNICIPAL EMERGENCY CONTROL GROUP AND ADOPT TERMS OF REFERENCE AND A PLAN FOR EMERGENCY MANAGEMENT**

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to appoint an Emergency Management Program Committee, an Emergency Management Control Group, an Emergency Management Program Co-ordinator, and an Emergency Information Officer;

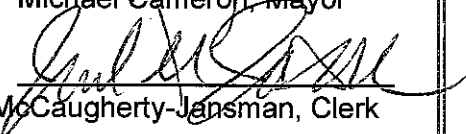
AND WHEREAS section 3 (1) of the *Emergency Management and Civil Protection Act* states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. The Emergency Management Program Committee Terms of Reference form part of this by-law as Schedule "A" and are hereby adopted.
2. The Emergency Management Plan forms part of this by-law as Schedule "B" and is hereby adopted.
3. The persons holding the following positions in the Village are appointed as members of the Municipal Emergency Control Group (MECG):
  - a. Head of Council (Mayor);
  - b. Chief Administrative Officer (CAO);
  - c. Emergency Management Program Co-ordinator;
  - d. Fire Chief;
  - e. Manager of Operations;
  - f. Manager of Finance/Treasurer;
  - g. Chief Building Official;
  - h. Clerk; and
  - i. Emergency Information Officer.
4. The Fire Chief is appointed as the Emergency Management Program Coordinator.
5. The CAO is appointed as the Alternate Emergency Management Program Coordinator.
6. The Administrative Assistant, Fire and Operations is appointed as the Emergency Information Officer.
7. By-laws 65-2019, 66-2019, and 38-2021 and any other by-law that is not in conformance with this by-law are hereby repealed.
8. This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 13<sup>th</sup> day of May 2024.

  
Michael Cameron, Mayor

  
Julia McCaugherty-Jansman, Clerk

**Terms of Reference  
Emergency Management Program Committee  
Schedule "A" to By-law 30-2024**

**Mission:**

The Village of Merrickville-Wolford's Emergency Management Program Committee is a Committee established by Council whose mission is to oversee the development, implementation, maintenance and continuous improvement of the Village's Emergency Management Program (EMP) including the municipal emergency response plan, public education programs, training, and exercises. The Committee is also accountable for the annual review of the Village's Emergency Management Program.

**Objectives:**

- To create and maintain an Emergency Management Program which conforms to the *Emergency Management and Civil Protection Act* (EMCPA) and includes the five core components namely: mitigation, prevention, preparedness, response, and recovery;
- To open and maintain appropriate lines of communication between the Municipal Emergency Control Group (MECG) and all Support Agencies;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Village of Merrickville-Wolford that may occur as the result of an emergency;
- To advise Council on the development and implementation of the Village's Emergency Management Program; and
- To serve as an advocate for the larger population and provide public education on risks to public safety and on public preparedness for emergencies.

**Composition:**

The Emergency Management Program Committee shall be comprised of the following:

- a. Head of Council (Mayor);
- b. Chief Administrative Officer (CAO);
- c. Emergency Management Program Co-ordinator (CEMC);
- d. Manager of Operations;
- e. Manager of Finance/Treasurer;
- f. Clerk; and
- g. Fire Chief.

**Term of Office:**

As a provincially legislated Committee, the Committee will not expire at the end of a term of Council in order to maintain compliance.

**Quorum:**

A quorum shall consist of 50 percent of the voting members who are listed above.

**Motions:**

Decisions made during Emergency Management Program Committee meetings will follow the process of making a motion, having it seconded and having it voted on and passed by the Committee.

Meetings of the Committee shall be governed by the Procedural By-law 30-17, applicable legislation, and Robert's Rules of Order.

**Chair:**

The Mayor is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the Mayor at a given meeting their alternate will be the chairperson for that meeting.

The Committee chairperson shall be responsible for:

- Facilitating meetings; and
- Ensuring completion of tasks by Committee Members.

**Role of Members:**

The members of the Emergency Management Program Committee roles include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating in discussions and planning and sharing the workload of the Committee;
- Providing expertise in their professional area of responsibility;
- Providing regrets to the chairperson if unable to attend a meeting;
- Declaring any conflict of interest in accordance with the *Municipal Conflict of Interest Act* and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

**Reporting to the Municipal Council:**

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of their meetings; and/or
- 2) As deemed necessary by the Committee for submission.

**Frequency of Meetings:**

The meetings of the Committee shall consist of four (4) meetings per year to be held quarterly, or at the call of the Chair.

**Closed Sessions:**

Due to the nature of activity, portions of a meeting may be closed from time to time.

**Conflicts of Interest:**

Members shall abide by the rules outlined within the *Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Budget:**

Funds for the Emergency Management Program are included in the budget for Emergency Planning.



**Emergency Response Plan  
Schedule "B" to By-law 30-2024**

## Quick Reference Guide

- ⇒ Schedule “A” contains all contact information for the Municipal Emergency Control Group (MECG) and other integral parties.
- ⇒ Upon the arrival of three or more members, the MECG may initiate its function.
- ⇒ Ensure that all departments have been notified and either activated or placed on standby. Each ECG member is responsible for their own department.
- ⇒ “Emergency” can be defined as “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 that is caused by the forces of nature, a disease or other health risk, an accident, or an act, whether intentional or otherwise”.
- ⇒ If the Village of Merrickville-Wolford has declared an emergency, the Mayor must inform the Province of Ontario that the Village has declared an emergency and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario. The number to use for this purpose is **(416) 314-0472**.
- ⇒ Individual responsibilities within the plan should be initiated.
- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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## 1. INTRODUCTION AND ADMINISTRATION

### 1.1 The Emergency Response Plan (ERP)

In order to protect residents, businesses, visitors and property, the Village of Merrickville-Wolford requires a coordinated emergency response by a number of agencies under the direction of a Municipal Emergency Control Group (MECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

This Emergency Response Plan (ERP) has been prepared to provide key officials, agencies, and departments of the Village of Merrickville-Wolford with important emergency response information related to arrangements, services and equipment, and roles and responsibilities during an emergency and is required under legislation as outlined in Section 2.

In addition, it is important that residents, businesses, visitors and other stakeholders be aware of its provisions. Copies of the Village of the Merrickville-Wolford Emergency Response Plan may be viewed at the Municipal Office (317 Brock Street West, Merrickville), the Merrickville Public Library (446 Main Street West, Merrickville) and on the municipal website at [www.merrickville-wolford.ca](http://www.merrickville-wolford.ca). Should a hard copy be requested, a member of the public may attend at the Municipal Office during regular business hours (Monday to Friday, 8:30 a.m. to 4:30 p.m.) and a copy shall be made for them, excluding the Schedules which have been deemed to be confidential.

### 1.2 Purpose

This Emergency Response Plan has been developed to make provisions for extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Village of Merrickville-Wolford through the efficient deployment of the Village's services, agencies and personnel when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies in the Village of Merrickville-Wolford and meets the legislated requirements of the *Emergency Management and Civil Protection Act* (EMCPA).

### 1.3 Definition of an Emergency

"Emergency" is defined in the EMCPA 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 that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise".



## 1.4 Executive Summary

This ERP has been prepared in order to provide key officials, departments, and department personnel within the Village of Merrickville-Wolford with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

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

Each department within the Village of Merrickville-Wolford has the responsibility of supplying an initial response in any emergency to the best of their ability. The head of the affected department may request assistance from other departments within the Village.

However, when the resources of the affected department are deemed insufficient to control the emergency, the responding department is authorized to activate the Village's Emergency Notification System. This will be carried out by the Community Emergency Management Coordinator (CEMC) or Alternate CEMC.

The Emergency Notification System will also be activated and a Village Emergency may be declared by the Mayor when:

- The emergency affects a large portion of the inhabitants of the Village of Merrickville-Wolford; and/or
- The emergency requires extraordinary action or expenditures of monies by one or more departments for the protection of life and property.

Once the Village of Merrickville-Wolford's Emergency Response Plan is implemented, overall co-ordination and deployment of resources required to mitigate the impact of the emergency will be the responsibility of the Municipal Emergency Control Group in accordance with the *Emergency Management and Civil Protection Act, RSO 1990*, as amended.

However, it should be stressed that in any emergency or threat of emergency, members of the MECG or their designates may be called together to make decisions or to be on standby without having to declare that an emergency exists.

Should the resources of the Village of Merrickville-Wolford be deemed insufficient to deal with the emergency, the Mayor may request of the Warden of the United Counties of Leeds and Grenville that the Counties' Emergency Response Plan be activated.

## **1.5 Emergency Response Plan Distribution**

It is understood that MECG members are not expected to carry a copy of the Merrickville-Wolford Emergency Response Plan with them at all times. Complete copies of the Village's Emergency Response Plan, including appendices, will be used primarily for training or emergency response. Since the nature of an emergency notification normally requires an immediate response to the Village EOC, complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency. Every member of the primary MECG, along with Council, will be issued a copy of the main body of the Emergency Plan.

## **1.6 Plan Maintenance**

It is essential that this plan be kept current and viable by adherence to a maintenance schedule. It is the responsibility of the Community Emergency Management Coordinator (CEMC) or alternate to keep the plan up to date. The emergency telephone numbers will be reviewed on an annual basis. The notification system will be tested annually. The plan will be exercised once every year as a minimum requirement. The Municipal Emergency Control Group and Support Staff shall receive training and participate in an exercise once every year as a minimum requirement. The Vital Services and/or Local Services Directory should be updated annually. The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed. The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices with the approval of the Emergency Management Program Committee.

## **2. Authority**

### **2.1 Legislation/By-law**

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

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

Section 3 (1) states: "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”.

Declaration of emergency:

Section 4 (1) states: “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Declaration as to termination of emergency:

Section 4 (2) states: “The head of council or the council of a municipality may at any time declare that an emergency has terminated.”

## **2. Ontario Regulation 380/04**

Regulation 380/04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Coordinator (CEMC) Section 11: Emergency Management Program Committee (EMPC) Section 12: Municipal Emergency Control Group (MECG) Section 13: Emergency Operations Centre (EOC) Section 14: Emergency Information Officer (EIO) Section 15: Emergency Response Plan (details provided below)

Section 15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

Section 15 (2): An emergency response plan shall, (a) assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and (b) set out the procedures for notifying the members of the municipal emergency control group of the emergency.

## **3. Accessibility for Ontarians with Disabilities Act/Ontario Regulation 429/11 and 191/11**

The Act specifically identifies Standards to be set by Regulation.

**Ontario Regulation 429/07** sets out requirements for Accessible

Standards for Customer Service and Providing Documents in an Accessible Format

The Village of Merrickville-Wolford shall provide Emergency Plan information in an accessible format, upon request, in accordance with the Integrated Accessibility Standards Regulation (IASR).

**Ontario Regulation 191/11** clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

#### **4. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56**

The Municipal Emergency Plan is a public document, **excluding the appendices, which are deemed confidential.**

As stated in the *Municipal Freedom of Information and Protection of Privacy Act*,

R.S.O. 1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required.

Section 10 (1) (a); A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to, (b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied.

## 5. Municipal By-law

This Emergency Plan and its elements have been adopted under the authority of the Village of Merrickville-Wolford By-law No. 66-2019. A copy of the By-law is available for inspection at the Municipal Office and on the Village website at [www.merrickville-wolford.ca](http://www.merrickville-wolford.ca).

## 3. DECLARATION/TERMINATION OF EMERGENCY

### 3.1 Actions Prior to Declaration

#### 1. Initial Response

When an emergency exists but has not yet been declared to exist, community employees may, during an initial response, take such action(s) as may be required to protect the property, the health, the safety and welfare of the citizens and property of the Village of Merrickville-Wolford.

Nothing in the Municipal Emergency Plan of the Village is intended to hinder the initiatives of First Responders acting in accordance with the laws, policies, procedures or mandates that govern their work unit.

Requests for Outside Assistance can be made with or without declaration of an emergency.

#### 3.2 Requests for Outside Assistance

Requests for assistance can be made with or without declaration of emergency.

Assistance may be requested from an adjacent municipality and/or the United Counties of Leeds and Grenville by contacting either the Head of Council or the CAO. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency.

Technical or material assistance may be requested from the Province of Ontario at any time. Any request for assistance from the Province should be made with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Operations Center. The request shall NOT be deemed a request for the assisting party to assume authority over and/or control of the emergency. Similarly, Federal Government assistance must be requested with the help of the OFMEM Field Officer assigned to the emergency through the OFMEM Provincial Operations Center.

The Municipality may request assistance from Private Enterprise with due regard for the cost of such a request and the availability of funding to pay for the assistance.

Compensation from upper-tier governments may not be automatically available. The OFMEM Field Officer assigned to the emergency should be consulted regarding provincial funding availability. Contact names/numbers of relevant contractors can be found in Appendix “A” of this plan.

### **3.3 Declaration of an Emergency**

The Mayor (HOC), is responsible for declaring a state of local emergency. This decision should be made in consultation with the other members of the MECG and is based on the following general criteria:

- The situation or event poses danger of major proportions to the health and/or property of the residents of the municipality or the environment;
- The use of emergency resources creates an unacceptable risk to the balance of the municipality;
- The response exceeds the available resources and expertise and necessitates a multi-organizational and multi-jurisdictional response; and/or
- Additional legal powers are required.

Appendix “B” of this plan contains a checklist to assist in the decision-making process. It also contains the prescribed form for the Declaration of an Emergency.

### **3.4 Termination of an Emergency**

The MECG will make a recommendation to the Mayor or his/her designate, to officially declare the termination of an emergency. A municipal emergency may be terminated at any time by the Mayor, his/her designate, Council or the Premier of Ontario.

When terminating a municipal emergency, the Mayor or designate will ensure that the OFMEM, Council, the County Warden, the general public, the local MP and MPP and all involved agencies, personnel and neighbouring communities are notified, as required.

## **4. EMERGENCY OPERATIONS AND PROCEDURES**

### **4.1 Municipal Emergency Control Group (MECG)**

The Municipal Emergency Control Group (MECG) is the group responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Control Group is made up of the following members:

- Head of Council (Mayor);
- Chief Administrative Officer (CAO);
- Emergency Management Program Coordinator;
- Fire Chief;
- Manager of Operations;
- Manager of Finance/Treasurer;
- Chief Building Official;
- Clerk; and
- Emergency Information Officer.

## 4.2 Activation of Plan by MCEG

Any member of the Municipal Emergency Control Group may request, through the CAO (and in his or her absence, the Fire Chief), that the MCEG be activated. It is the responsibility of the MCEG to decide whether the emergency plan should be activated. If the size or seriousness of the emergency is beyond the capability or responsibility of the municipality and/or if enhanced interagency communication would assist with the management of the incident, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation. Notification lists and procedures are located in Appendix "C" of this plan.

## 4.3 Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the MCEG will report to will be given. The primary and secondary EOC locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation, the other should be safe and operational. The EOC locations for the Village are as follows:

**Primary EOC Location:** Merrickville Fire Hall  
317 Brock Street West, Merrickville

**Secondary EOC Location:** Eastons Corners Centennial Hall  
43 Park Street, Eastons Corners

The EOC will be set up and operational within one hour of activation of the MCEG. The CEMC or alternate will supervise the set up and ensure operational viability. Upon arrival at the EOC, each Municipal Emergency Control Group member/designate will:

- a. Sign in using the sign-in sheet;
- b. Check telephone/communications devices;

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

Upon leaving the EOC, each Municipal Emergency Control Group member will:

- a. Conduct a hand over and briefing with the person relieving them; and
- b. Sign out and indicate where they can be reached on the sign-in sheet.

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

Once the initial response is established, routines are put into place by the CAO. The Municipal Emergency Control Group functions most efficiently on a system known as an Operations Cycle.

## 4.4 Operations Cycle

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

The round table discussion should include problems, questions, resource requests and any other relevant information so that timely, informed decisions can be made as a group. Once the meeting is completed, the members should contact their respective subgroups and pass on any relevant information or directives that come out of the MCEG meeting. The frequency of the meetings will be determined by the CAO, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MCEG members use this time to follow up and ensure MCEG decisions are being implemented. Each member is responsible for informing their respective agency or departments of the schedule for MCEG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MCEG, unless a member of the MCEG must attend the meeting by phone.



## 4.5 Evacuation of Persons in an Emergency Area

The Fire Chief will be responsible for the co-ordination of the evacuation of persons in an emergency area. The Village has identified the Merrickville Community Centre at 106 Read Street in Merrickville as the primary evacuation site.

## 5 ROLES AND RESPONSIBILITIES

### 5.1 Municipal Emergency Control Group (MECG)

The MECG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordinating and directing of resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests for assistance to the United Counties of Leeds and Grenville, Province of Ontario, or the Federal Government.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordinating services provided by outside agencies.
7. Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
8. Appealing for volunteer assistance.
9. Establishing of advisory subcommittees to work on specific problem areas related to the emergency, as required.
10. Authorizing expenditures during the emergency, providing for cost accounting and facilitating cost recovery.
11. Maintaining of an operational log detailing the group's decisions and activities.
12. Deactivating the plan, and notifying all of those who had been notified of its

activation.

13. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

## 5.2 Mayor

The Mayor is responsible for:

- a. Declaring and terminating an Emergency.
- b. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*) and the Declaration of Emergency Form is found attached hereto as Appendix "B".
- c. Chairing the meetings of the MECG.
- d. Attending and participating in meetings of the MECG.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP, MP, neighbouring municipalities and the United Counties of Leeds and Grenville are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO and MECG.
- h. Maintaining a personal log.

Another member of Council has been designated to perform the duties of the Mayor in the Mayor's absence or inability to act as attached hereto as Appendix "D".

## 5.3 Chief Administrative Officer (CAO)

The CAO is responsible for:

- a. Activating the emergency plan/emergency notification system.

- b. In conjunction with the Mayor, coordinating all operations within the Emergency Operations Centre, with the assistance of the CEMC, including set up of Emergency Operations Centre and the scheduling of regular meetings.
- c. Attending and participating in meetings of the MECG.
- d. Advising the Mayor or alternate on policies and procedures, as required.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer.
- f. Ensuring that a communication link is established between the MECG and the Emergency Site Manager.
- g. Calling for additional staff as required.
- h. Maintaining a personal log.

## 5.4 Fire Chief

The Fire Chief is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing the MECG with information and advice on fire or rescue related matters.
- c. Providing information to others in his or her department/appropriate agencies as discussed in a meeting of MECG.
- d. Initiating Mutual Aid, as required.
- e. Determining if additional or specialized equipment is required (i.e. protective suits, Chemical, Biological, Radiological & Nuclear Team (Haz-Mat), etc.
- f. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
- g. Appointing an Emergency Site Manager as required.
- h. Maintaining a personal log.

## 5.5 Community Emergency Management Coordinator

The Community Emergency Management Coordinator is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing information, advice and assistance to members of the MCEG on emergency management programs and principles.
- c. Providing direction to Emergency Operation Centre support staff as required in support of the MCEG, and ensuring proper set-up and operation of the EOC.
- d. Ensuring security measures are in place at the Emergency Operations Centre, so that only authorized MCEG members or individuals approved by the CAO are allowed access to the Emergency Operations Centre.
- e. Maintaining the Emergency Response Plan in accordance with requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
- f. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- g. Maintaining a personal log.

## 5.6 Manager, Operations

The Manager, Operations or alternate is responsible for;

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing the MCEG with information and advice on engineering or environmental service matters.
- c. Liaising with the senior public works officers from the neighbouring communities to ensure a coordinated response.
- d. Providing of engineering-related assistance.
- e. Constructing, maintaining and repairing of public roads.
- f. Assisting with road closures and/or roadblocks.
- g. Maintaining a sanitary and safe supply of potable water, working in conjunction with water, wastewater provider, as required.

- h. Providing equipment for emergency pumping operations.
- i. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- j. Liaising with utility providers, as required.
- k. Providing public works vehicles and resources to any other emergency service, as required.
- l. Liaising with flood control, conservation and environmental agencies and being prepared to take preventative action.
- m. Appointing an Emergency Site Manager, if required.
- n. Maintaining a personal log.

## **5.7 Manager of Finance/Treasurer**

The Manager of Finance/Treasurer, or alternate, is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Maintaining a record of all extraordinary expenditures during the emergency and assigning an account through which to code or track all emergency expenditures.
- c. Assisting with cost recovery efforts.
- d. Maintaining a personal log.

## **5.8 Chief Building Official**

The Chief Building Official is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Providing advice to the MECG on building and structural integrity issues.
- c. Maintaining a personal log.
- d. Consult with Engineers as needed.

## **5.9 Clerk**

The Clerk is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Ensuring a master record of all events and actions taken is maintained.
- c. Advising the Mayor or alternate on policies and procedures, as required.
- d. Maintain a personal log.

## 5.10 Emergency Information Officer

The Emergency Information Officer is responsible for:

- a. Notifying Information Centre staff of decisions made by the MECG.
- b. Ensuring that the Information Centre is set up and operational.
- c. Drafting and disseminating initial and subsequent media releases, subject to approval by the Mayor and CAO.
- d. Establishing and maintaining linkages with provincial, county, local or industry media officials, as appropriate.
- e. Coordinating interviews and media conferences.
- f. Establishing helplines or information hotlines, as required.
- g. Communicating to the public ways in which to stay informed of updates regarding an emergency.
- h. Designating a site media spokesperson as appropriate, in consultation with the Mayor and CAO.
- i. Ensuring set up and staffing of public inquiry lines, if necessary.
- j. Coordinating of public inquiries and ensuring the inquiries are directed to the appropriate department.
- k. Monitoring news coverage.
- l. Maintaining copies of all media releases.
- m. Maintaining a personal log.

## 6. ADDITIONAL RESOURCES – ROLES AND RESPONSIBILITIES

### 6.1 Ontario Provincial Police

The Ontario Provincial Police representative is responsible for:

- a. Requesting activation of the emergency plan and/or notification system.
- b. Establishing and maintaining ongoing communications with the senior police at the emergency site.
- c. Providing resources for traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordinating evacuation routes.
- e. Liaising with Social Services regarding security of reception/evacuation centres.
- f. The protection of life and property and the provision of law and order.
- g. The provision of police services in evacuation centres and other facilities as required.
- h. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation, etc.
- i. Notifying the coroner of fatalities.
- j. Liaising with external police agencies, as required.
- k. Providing an Emergency Site Manager if requested by the MCEG.
- l. Establishing communication with the Emergency and Critical Response team, made up of one OPP officer and one Public Health Nurse.
- m. Maintaining a personal log.

### 6.2 EMS/Ambulance Services

The EMS/Ambulance Services representative is responsible for:

- a. Requesting activation of the emergency plan/ emergency notification system.
- b. Providing the MCEG with information and advice on treatment and transport of casualties.

- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Providing resources required to respond to casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

## 6.3 Medical Officer of Health

The Medical Officer of Health representative is responsible for:

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



- m. Maintaining a personal log.

## 6.4 Director of Social Services

The Director of Social Services representative is responsible for;

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Managing reception and evacuation centres.
- c. Liaising with the OPP regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaising with the Medical Officer of Health representative in areas regarding public health in evacuation centres.
- e. Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- f. Liaising with nursing homes and homes for the aged.
- g. Maintaining a personal log.

## 6.5 Administrative Assistant(s)

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the Mayor and CAO and other members of the MECG, as required.
- b. Ensuring all important decisions made and actions taken by the MECG are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required.
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized MECG members and support staff or other individuals as approved by the CAO for access to Emergency Operations Centre.

- h. Other duties as assigned by the Mayor and/or CAO.

## 6.6 Canadian Red Cross

The Canadian Red Cross representative is responsible for:

- a. Activating the local Red Cross Emergency Response Plan, if notification to do so is provided.
- b. Providing support to the emergency response team.
- c. Providing registration and inquiry services, if required.
- d. Liaising with Regional Red Cross to access additional resources.  
i.e. Emergency Response Team.
- e. Establishing and maintaining contact with the Director, Social Services in the Emergency Operations Centre to co-ordinate activities.

## 6.7 Boards of Education

The representative(s) of the Boards of Education are responsible for:

- a. Providing schools for reception centres as required and/or applicable.
- b. Providing schools for evacuation centres as required and/or applicable.
- c. Liaising with the Director of Social Services representative and the MECG.