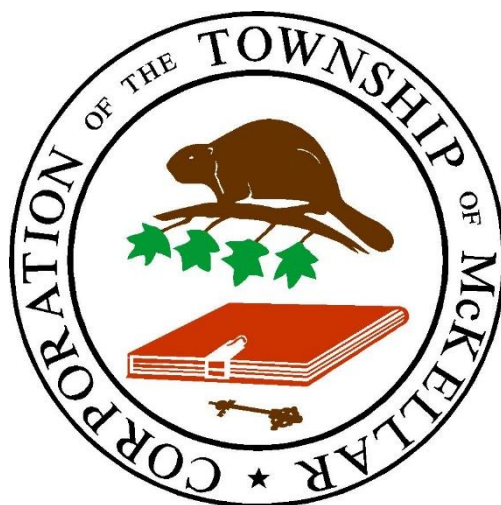


Municipal Emergency Plan

Township of McKellar

701 Highway 124, McKellar, ON, P0G 1C0

705-389-2842



Revised 2023

Redacted Public Facing

Introduction

The Municipality of the Township of McKellar

The Township of McKellar, located 25 kilometers north/east of the Town of Parry sound on Highway #124 is a rural recreational municipality where opportunities abound for the outdoor enthusiast. With over 15 lakes, numerous rivers, miles of groomed snowmobile trails and leisurely walking trails, visitors to the area will find a multitude of activities to do all year round. From the award winning Ridge at Manitou Golf Club, to quaint Bed and Breakfasts, fishing camps, cottage resorts and campsites, the travelers will find a variety of activities and accommodations to meet every budget. If you enjoy fishing, boating, swimming, hiking, snowmobiling, ice fishing, sightseeing from the air or just plain relaxing at the shore, come and experience McKellar Township!

Forward

With the Emergency Management and Civil Protection Act, RSO, 1990, all municipalities in Ontario have obligations to develop, implement and maintain an Emergency Management Plan that includes plans, exercises and public awareness according to an emergency specified framework.

The Emergency Management Program must be risk based and in accordance with the Hazard Identification Risk Assessment (HIRA) developed for the community. The Emergency Management Program should reflect all aspects of the hazards identified in the community profile.

Emergency Management Programs should include these 5 core components:

Prevention: actions taken to prevent the emergency itself.

Mitigation: actions taken to reduce or eliminate the effects of an Emergency that cannot be prevented

Preparedness: measures taken prior to the emergency or disaster to ensure an effective response to those hazards that cannot be mitigated.

Response: measures taken to respond to an emergency

Recovery: measures taken to recover from an emergency.

The Emergency Management Program in Ontario is designed around a framework of operational concepts and response principles and will be implemented in three stages with each level building on the previous level. Ontario's program is based on National Fire Protection Association (NFPA) 1600 and compliance will be monitored at the municipal level Emergency Management Ontario Field Officers.

The Emergency Management and Civil Protection Act is supported by Ontario Regulation 380/4 providing more direct guidance in specific areas.

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Part I INTRODUCTION TO THE MUNICIPAL EMERGENCY PLAN

1.1 GENERAL

Emergencies can be defined as situation or impending situations caused by forces of nature, accidents, health issues or an intentional act that constitutes a danger of major proportion to human life and property.

This Municipal Emergency Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their location, their industrial base and upon recent history.

This plan will be implemented by the community during emergencies to the level of response required based on the circumstance and conditions at the time. The level of response required may overpower some resources and outside assistance may be required. The intent of the plan implementation is to reduce the impact on life, property and environment.

Emergencies can affect public safety, health, welfare and property, the environment and the economics of a municipality .

This Municipality Emergency Plan will hence forth be known as “the Plan”.

1.2 AIM

The aim of the Plan is to adopt and implement prevention, preparedness, response and recovery measures that will help support the return of the community to its’ normal operations. The planned and coordinated response strategies implemented by way of the plan, will minimize those adverse effects on property, human life and the health and wellbeing of the community

1.3 SCOPE

This plan covers all emergencies that fall within the municipality’s jurisdiction. Standard operating procedures and checklists may be developed in future to support this Plan.

This Plan does not cover the detailed plans and procedures and arrangements for local agencies. Such organizations may be called upon to respond as part of the Plan and need to develop their own plans and procedures consistent with provincial legislation.

This plan may also be implemented to assist other municipal jurisdictions with their emergencies once a request for assistance has been made by the other municipality. Assistance may also be provided to other jurisdictions as required or through pre-arranged municipal Mutual Assistance Agreements.

1.4 AUTHORITY

Municipal plans must be developed and implemented with legal authority. This authority for this Plan is as follows:

1.4.1 Provincial Legislation

Emergency Management and Civil Protection Act. RSO 1990

Ontario Regulations 380/04

(under the Emergency Management and Civil Protection Act)

Occupational Health and Safety Act

Workplace Safety and Insurance Act

1.4.2 Municipal By-laws (adopting the Emergency Program and Emergency Plan)

The Emergency Management and Civil Protection Act. RSO 1990, outlines specific powers of municipal officials such as the ability for the Head of Council to declare that an emergency exists in the municipality or any part thereof.

1.5 PLAN STRUCTURE

The Plan is the primary emergency plan for this municipality and is formatted in a chronological order as events unfold during emergency response and defines roles and responsibilities of the response organization.

The Plan is supported by Appendices which include local agency plans and other resources available.

1.6 PLAN ADMINISTRATION

The Plan will be administered by the Community Emergency Coordinator (CEMC) or delegate. An annual Plan review process is a Provincial Requirement, and the Plan will be updated by the CEMC if required, based on the results of the review.

The annual review of the Plan will be the responsibility of the Emergency Management Program Committee (EMPC). A copy of the Plan, when updated must be forwarded to the Chief, Emergency Management Ontario in electronic format if possible. The EMPC shall make recommendations to Council for its revision if necessary

1.7 PUBLIC ACCESS TO THIS PLAN

This Plan is made available for viewing or copying by members of the general public during normal business hours at the Municipality/township Office at the following address:

Township of McKellar
701 Highway 124
McKellar, ON P0G 1C0

PART II HAZARD IDENTIFICATION RISK ASSESSMENT (HIRA)

2.1 GENERAL REQUIREMENTS

Hazards can be defined as events or physical conditions that have the potential to cause fatalities, serious injuries, property damage, infrastructure damage and damage to the environment, interruption of business or other types of harm or loss.

Provincial legislation (Emergency Management and Civil Protection Act) requires that each municipality in Ontario develop a HIRA (Hazard Identification/Risk Assessment based on the risks and hazards that may affect the safety and wellbeing of Municipal residents.

All communities are unique and have their own set of natural or man-made hazards that could potentially cause a serious emergency and/or disaster. Rural communities are prone to different hazards than urban communities. Rural communities may be more susceptible to things like flooding/weather related and transportation hazards rather than the industrial or infrastructure on an urban industrial center.

Communities must regularly identify and assess their credible hazards to determine the community's vulnerability and review it at least every three to five years. If major changes occur in a community, an analysis may be required more often with subsequent adjustments to the Emergency Management Program.

The normal steps in the process are as follows:

- using historical data, news reports and other research data, identify the community hazards
- perform a risk assessment for each identified hazard
- prioritize planning process, training & exercise programs and public awareness/public education programs

2.2 Municipal Hazard Identification and Risk Assessment

Specific Municipal HIRA

PART III MUNICIPAL EMERGENCY RESPONSE ORGANIZATION

3.1 General Requirements

Provincial legislation (Emergency Management and Civil Protection Act, RSO, 1990) requires that each municipality in Ontario have a trained Municipal Control Group (MCG) that can be called on to deal with community emergencies.

This group of trained municipal staff, along with the first response organization and non-governmental organizations in the community, make up the Municipal Emergency Response Organization.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Emergency Operations Center (EOC). The CEMC works with the Emergency Management Program Committee to ensure the municipal response organization meets the needs of the community.

The CEMC interacts with other municipal and Provincial staff and has an understanding of the larger picture of emergency management information.

Each municipality designates either an employee of the municipality or a member of Council as the Community Emergency Management Coordinator and also an alternative CEMC. Both must complete training required by emergency Management Ontario (EMO).

The Community Emergency Management Coordinator is trained to the standards set by Emergency Management Ontario and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC may also coordinate training for the individuals in the emergency response organization in each municipality, based on the hazards, needs and resources of the municipality.

3.2 EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator in developing the Emergency Management Program and organizing an Emergency Response Organization. The Emergency Management Program Committee has a legislated obligation to advise the Municipal Council on the development and the implementation of the municipality's emergency management program and assists the Community Management Coordinator with the annual program review of the Municipal Emergency Management Program. This committee may also, if required, make recommendations to Council for revisions to the Emergency Management Program.

The municipal members of the Emergency Management Program Committee are CEMC, Fire Chief, Clerk Administrator, Director of Operations, Member of Council, and Emergency Information Officer.

The Emergency Management Program Committee meets once a year on a regular basis at the Municipal Offices. Records, meeting minutes and agenda are retained to monitor the progress of the Committee and to maintain Program Certification.

3.3 MUNICIPAL CONTROL GROUP (MCG)/EMERGENCY CONTROL GROUP

The municipal Control Group (also referred to as Emergency Control Group) is notified to gather in the Emergency Operations Centre during emergencies to manage the situation by making strategic decisions and setting priorities on behalf of the municipality. The Municipal Control Group reports to the Head of Council as the Executive Authority. The Municipal Control Group may be municipal staff or Council members as well.

In this Municipality, the Municipal Control Group consists of:

- Head of Council or alternate
- Clerk Administrator
- Fire Chief

- Director of Operations
- Evacuation Center Coordinator
- Emergency information Officer
- Deputy Clerk/Treasurer
- Administrative Resources Officer

Reference the following chapters in this plan for their roles and responsibilities

3.4 EXTERNAL AGENCY RESOURCES

The purpose of the External Agency Resource is to provide support as required by the Municipal Control Group. This Group will be notified by the appropriate Municipal Control Group member as their resources are required or information is necessary.

Members of the External Resource group are:

- Ontario Provincial Police
- District of Parry Sound Social Services Administration Board
- North Bay Parry Sound District Health Unit
- West Parry Sound Health Centre
- Emergency Medical services
- School Boards
- Red Cross
- Salvation Army

PART IV PLAN IMPLEMENTATION/NOTIFICATION

4.1 GENERAL REQUIREMENTS

An emergency call will be made to the municipality that will initiate the Municipal Control Group Notification process. These details will be recorded on an appropriate log to begin the emergency master log process.

When called, the Municipal Control Group will be asked to report to the Emergency Operations Centre or alternate location in the event that the Primary location is not available.

When called, Municipal Control Group members will be told the following:

- What has happened
- Where it happened
- When it happened
- What agencies are responding
- Where and when to report to the Emergency Operations Centre
- Other application information

4.2 INCIDENT MANAGEMENT SYSTEM (IMS)

The EMO is recommending that the Incident Management System (IMS) be used as a common emergency management process for all emergencies.

The Incident Management System is an international system that is being adopted by Emergency Management Ontario as the operations framework for emergency management for the Government of Ontario

It provides a basic command structure and functions required to manage an emergency effectively.

The IMS system has 5 components: Command, Operations, Planning, Logistics, Finance and Administration

With the development and implementation and completion of all Provincial requirements of the Comprehensive Level Program, each municipality in Ontario will have the Incident Management System (IMS)

The Incident Management System (IMS) can be of benefit to a municipality's emergency response effort because IMS:

- Provides a planned coordinated response
- Provides a clear understanding of roles and responsibilities for Emergency Operations Centre staff
- Provides a more organized approach to information dissemination

The incident Management System can also be adapted to any emergency or incident as a simple management process that is expandable in a logical manner from the initial response to a long term recovery operation as needed.

IMS has basic common elements in:

- organization
- standard terminology
- procedures

The implementation of the Incident Management System should cause the least disruption to existing emergency management systems.

4.3 MUNICIPAL NOTIFICATION PROCESS

In the event of an emergency, the Municipal Control Group (MCG) must be called in an organized fashion to the Emergency Operation Centre to manage the emergency in process on behalf of the municipality.

In the Township of McKellar, the Fire Department Answering Service is notified and ensures that all Municipal Control Group members are notified to report for duty.

In the Township of McKellar, any member of the Municipal Control Group is able to activate the group to report to the Emergency Operations Center and implement the Emergency Plan to manage and emergency in progress.

In the event that any member of the Municipal Control Group is unable to communicate with the Fire Department Answering Service during an emergency or potential emergency to initiate a call out of the MCG, the members shall attend at the Emergency Operations Centre or contact the Mayor or attend at the Mayor's residence to be updated on the status of the emergency and actions to be taken.

4.4 REQUESTS FOR ASSISTANCE

The West Parry Sound Municipalities have entered into a mutual assistance agreement whereby assistance can be provided to municipalities under the conditions of the agreement.

PART V EMERGENCY OPERATION CENTRE

5.1 GENERAL

Current Provincial legislation (O. Reg. 380/04) requires that all municipalities in Ontario have an Emergency Operations Centre that is equipped with appropriate technology and communications equipment to undertake emergency response for the community.

5.2 EMERGENCY OPERATION CENTRE (EOC) ACTIVATION

Once the Municipal Control Group (MCG) has been called to deal with an emergency in progress, the administration process begins to take place (manage the emergency response and recovery process) at the Emergency Operations Centre.

The Emergency Operations Centre is a central location that enables government to:

- coordinate policy decisions
- coordinate resource management
- set community priorities
- respond to emergencies beyond the scope of the on-site manager (Incident Commander)
- provide emergency information to the affected general public population

The activation process recalls the Municipal Control Group (MCG) to implement this Plan. Once the Municipal Control Group has been called, the municipal staff ensures the Emergency Operations Centre is set up to manage the emergency.

5.3 EMERGENCY OPERATION CENTRE ACTIVATION LOCATION

In the event that the Emergency Operations Centre is not accessible for any reason, the Municipal Control Group will be notified by phone and asked to report to the alternate location.

The Municipal Control Group members will be given instructions as to the reason for the change in location. Further details will be provided to the Municipal Control Group at the initial business cycle meeting at the Emergency Operations Centre.

5.4 EMERGENCY OPERATION CENTRE (EOC) TELECOMMUNICATIONS

The primary means of Emergency Operations Centre telecommunications is the use of land phone lines.

During emergencies or major events, the demand for telephone services increases dramatically and protective measures must be taken to prevent the system from getting clogged or not working altogether.

Backup communications may be Township internet/websites and social media, VHF radio, cell phones, amateur radio and satellite phones. Alternate communication devices may be provided by the local provider, local Fire Departments or a neighboring municipality.

5.5 MUNICIPAL RESPONSE

Once the Notification process has been initiated, the Municipality will respond according to this Plan and implement any supporting plans or department standard operating procedures.

The municipality will utilize existing resources and when needed, will call upon Mutual Aid Agreements with other municipalities and existing Mutual Assistance Agreements when needed.

5.6 BUSINESS CYCLE MEETINGS

Once the Emergency Operations is activated, business meetings are directed by the Clerk Administrator.

- An initial briefing will be provided to the Municipal Control Group when the Emergency Operations Centre is first activated to bring all members up to date on what has transpired.
- At intervals of 30 minutes or at the discretion of the Clerk Administrator. Time between briefing allows for Municipal Control Group members to:
 - Collect and pass on information to their incident Commanders (IC's) or Managers at other locations
 - Set priorities through short term planning
 - Obtain resources/initiate Mutual Assistance Agreements (MSSs) for the response process
 - Hold news conferences
- A final response briefing will be held prior to entering the recovery phase
- A final briefing will be held after an event has occurred to discuss the compilation of operational data to be used to a later debriefing to build a Final Event Report for presentation to municipal Council.

PART VI ROLES AND RESPONSIBILITIES

6.1 MUNICIPAL CONTROL GROUP

The Municipal Control group directs the municipal emergency operation (response) within the Emergency Operation Centre. Each position has specific assigned duties to avoid duplication of effort and to improve the efficiency of the response effort.

Within the operations centre, each position also has a standardized duties. All personnel must undertake these actions to ensure the operational continuity and proper documentation of decisions made and the efforts undertaken.

These duties, by operational phases, are as follows:

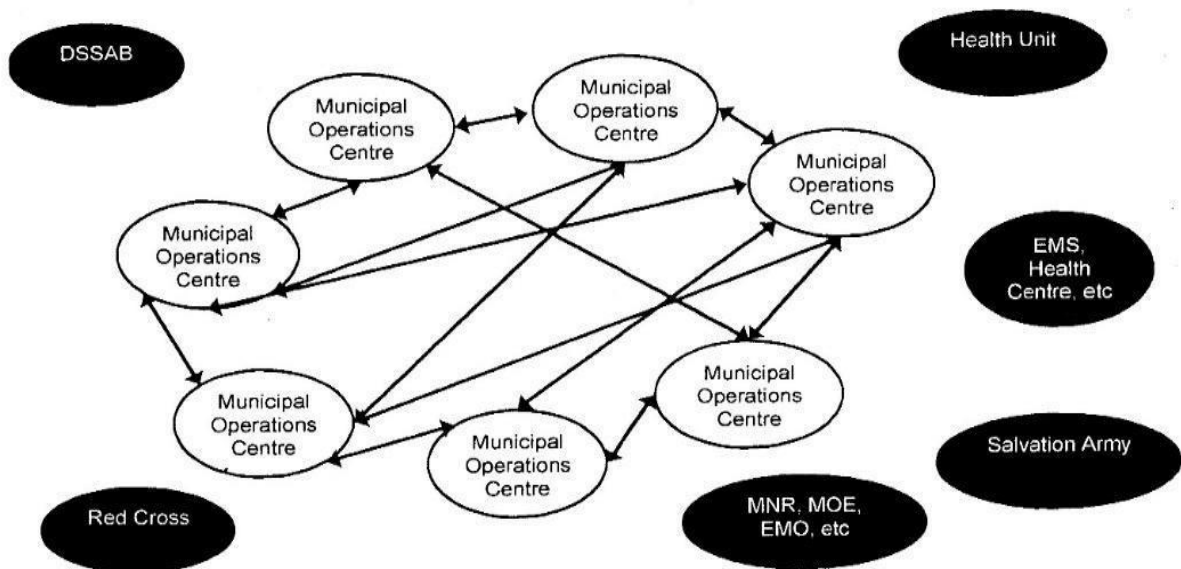
Initial Response to the Emergency Operations Centre:

- Municipal staff will open and logistically organize the Emergency Operations Centre
- Emergency Operations Centre Staff Registration/signing in
- Test workstation equipment
- Open an Operational Log Book
- Confirm operational status (communication check)
- Obtain a situational update from department/agency peers
- Collect initial information for initial briefing

When the emergency Operations Centre is Operational:

- Keeping an accurate logbook throughout the operations
- Ensuring position is covered for the next operational period (as determined by the Clerk/Administrator) and good communication during the changeover period

6.1.1 Figure 1 Municipal Operations Centre Activity Example with External Agencies.



6.2 MUNICIPAL CONTROL GROUP RESPONSIBILITIES

The actions or decisions in which the members of the **Municipal Control Group** are to be responsible for are:

- Acquiring and assessing the information to determine status of the situation
- Calling out and mobilizing their emergency services, agencies and equipment
- Coordination and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law.
- Determining if the location and composition of the Municipal Control Group is appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended
- Advising the Head of Council as to the need to designate all or part of the Township as an emergency area
- Ensuring the Emergency Site Manager (ESM) is appointed
- Ordering coordinating and or overseeing the evacuation of inhabitants considered to be in danger
- Discontinuing utilities or services provided by public or private concerns, i.e. Hydro, gas
- Arranging for services and equipment from local agencies (i.e. private contractors, volunteer agencies, services clubs etc.)
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under Township control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer and for dissemination to the media and public
- Authorizing expenditure of money to deal with the emergency
- Notifying the service, agency or group under their direction of the termination of the emergency
- Maintaining a log book outlining decisions made and the actions taken during the emergency response
- Participating in a debriefing following the emergency

6.3 MUNICIPAL CONTROL GROUP MEMBERS RESPONSIBILITIES

The following sections indicate specific responsibilities according to position/agency:

6.3.1 Head of Council or Alternate:

- Declaring an emergency to exist within the designated area
- Declaring that the emergency has been terminated (NOTE: Township Council may also terminate an emergency)
- Notifying Emergency Management Ontario of the declaration of an emergency
- Ensuring that members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Providing communication with the media as required in conjunction with the Clerk Administrator and public Information Officer (PIO)

6.3.2 Clerk Administrator or Alternate:

- Activating the emergency notification system
- Chairing meetings of the Municipal Control Group
- Coordination all operations with in the emergency operations center including the scheduling of regular meetings
- Advising the Head of Council of policies and procedures as appropriate
- Approving in conjunction with the Head of Council, major announcement and media releases prepared by the Emergency Information Officer in conjunction with the Municipal Control Group
- Ensuring that a communication link is established between the Municipal Control Group and the Emergency Site Manager
- Calling out additional volunteers to provide assistance as required.
- Providing logistical support to all members of the Municipal Control Group in carrying out their roles and responsibilities in an emergency response
- Liaising with support services, agency and system required in the emergency response
- Maintaining record of Municipal Control Group activities.

6.3.3 Fire chief or Alternate:

- Activating the emergency notification system (EOC notification)
- Providing the Municipal Control Group with information and advice on fire fighting and rescue matters

- Establishing an ongoing communications link with senior official at the scene of an emergency
- Informing the fire/mutual Aid Coordinator of additional firefighting personnel and equipment that may be needed
- Determining if additional special equipment is needed and recommending possible sources of supply (i.e. breathing apparatus, protective clothing etc.)
- Providing assistance to other Municipal departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary (i.e. search and rescue, first aid, casualty collection, evacuation etc.)
- Acting as contact from the Municipal control group in an emergency to the Emergency Medical services
- Providing an emergency Site Manager if required.

6.3.4 Director of Operations or Alternate:

- Activating the emergency notification system (EOC Notification)
- Providing the Municipal Control Group with information and advice on engineering matters
- Liaison with senior public works officials from local municipalities to ensure a coordinated response
- Providing the engineering public works response
- Construction, maintain and repairing municipal roads
- Providing equipment and manpower as required by the Municipal Control Group
- Liaising with fire services re: emergency water supplies
- Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the medical Officer of Health for the evacuation center
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- Liaising with public utilities to disconnect any service and/or to arrange for the provision of alternate services or functions
- Providing public works vehicles and equipment as required by other agencies
- Maintaining liaison with flood control, conservation and environmental agencies and preparing to take preventative action
- Providing an Emergency Site Manager, if required.

6.3.5 Emergency Information Officer or Alternate

- Ensuring that the media releases are approved by the Clerk administrator (in consultation with the Head of Council) prior to dissemination and distributing hard copies of the media release to the Municipal Control Group and other key person handling inquiries from the media
- Monitoring news coverage and correcting erroneous information maintaining copies of media releases and newspaper articles to the emergency
- Arranging interviews with media and the Head of Council on behalf of the Township's council
- Coordinating media photograph sessions at the scene when necessary and appropriate. Coordinating on-site interviews between the emergency services personnel and the media
- Responding to and re-directing inquiries and reports from the public based upon information. Such information may be related to school closings access routes or the location of evacuee centers.
- Responding to and directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or effected by the emergency to the appropriate emergency service.
- Responding to and directing inquiries pertaining to person who may be located in evacuation and reception centers to the registration and inquiries telephone number(s)
- Procuring staff to assist, as required
- Establishing a communications link with other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information related to the media and public is timely, complete and accurate
- Ensuring that the Emergency Information Centre (EIC) is set up and staffed and ensuring a site EIC, if required
- Ensuring liaison with the Mutual Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences.
- Ensuring that the following are advised of the telephone number of the media center:
 - i. Media
 - ii. Municipal Control Group
 - iii. Switchboard (Township and Emergency Services)
 - iv. Police Public Relations Officer
 - v. Neighboring Communities
 - vi. Any other appropriate persons, agencies or businesses
 - vii. Township website and social media sites.

6.3.6 EVACUATION CENTRE COORDINATOR

A Municipal Official will act as Emergency Centre Coordinator during an emergency and is responsible for coordinating with Red Cross, Salvation Army, Parry Sound District Social Services Administration Board, and North Bay parry Sound District Health Unit by:

- Determining the best facility for an evacuation centre to address resident's requirements
- Ensuring the wellbeing of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- Ensuring the supervision of the opening and operating of temporary and /or long term evacuee centers and ensuring they are adequately staffed.
- Acting as contact from the municipal control group to the Red Cross
- Acting as contact from the municipal control group to the Salvation Army
- Acting as contact from the municipal control group to the Parry Sound District Social Services administration Board (DSSAB)
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers
- Ensuring that a representative of the Near North District School Board and/or Parry Sound Roman Catholic separate School Board is/are notified when a facility is/are required as evacuee reception center(s) and that staff and volunteers utilizing the school facility(s) provide support from the Red Cross or salvation Army representatives(s) with respect to its'/their maintenance, use and operation
- Ensuring kennel and other facilities for the car of personal pets.

6.3.7 LIAISON OFFICER OR ALTERNATE

The Liaison Officer will provide factual information, updates and authorized direction to the municipal control group in a timely fashion and to any municipal control group member who is absent from the emergency operation centre.

The Liaison Officer will clearly identify the role and the agencies that are represented. All communications must be clear and concise verbal and further provided by fax or email transmissions as required. It is of the utmost importance that the municipal control group receives information that keeps them informed and in a position to make decisions.

- The Liaison Officer is a municipal representative who has responsibility to provide ongoing information flow between the municipal operation center and any municipal control member who is not in attendance at the municipal operation center or any other ministry or agency as required.

- Liaising with the Medical Officer of Health on areas of public health concern.
- Acting as contact from the municipal control group to the Parry Sound Health Centre.

6.3.8 ADMINISTRATIVE RESOURCE OFFICER OR ALTERNATE

- Assisting the Clerk Administrator as required.
- Ensuring that all important decisions made and actions taken by the Municipal Control Group are recorded on the even board
- Upon direction from the Clerk Administrator, notifying the required support and advisory staff of the emergency situation and the location of the Emergency Operations Centre.
- Arranging for the printing of materials, as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Making arrangements for meals for the staff/volunteers at the Emergency Operations Centre and the Site in conjunction with the Salvation Army

6.3.9 ONTARIO PROVINCIAL POLICE OR ALTERNATE

- Providing accurate and factual information to the Municipal Control Group
- Notifying necessary emergency and community services as required
- Establishing a site command post with communications to the Emergency Operations Centre
- Depending on the nature of the emergency, assisting in assigning the Site Manager and informing the Municipal Control group
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter within the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordination evacuation procedures.
- Ensuring liaison with the Emergency Evacuation Coordinator regarding the establishment and operation of evacuation and/or reception centers
- Ensuring the protection of life and property and the provision of law and order
- Providing police service in the Emergency Operations Centre, evacuee centers, morgues and other facilities as required.
- Notifying the coroner of fatalities

- Ensuring liaison with other communities, provincial and federal police agencies
- Providing an Emergency Site Manager if required

6.4 EXTERNAL AGENCY RESOURCES

6.4.1 DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

The CAO of the Parry Sound District Social Services Administration Board is responsible for:

- Providing accurate factual information and advice to the Evacuation Centre Coordinator of the activated municipal control group
- Contacting the Provincial Community and Social Services Ministry as required
- Providing welfare (financial) assistance to any person in financial need of food, accommodation and clothing due to the emergency situation
- Arranging the opening, operation, direction and supervision of sufficient Emergency Welfare Centres as may be required to provide the immediate financial welfare services required.
- Informing the municipal Control Group of the telephone numbers and locations of the Emergency Welfare Centers. Ensuring that all person using the Emergency Welfare Centres are registered.
- Liaising with the Public Information Officer regarding locations and procedures to obtain financial support at the Emergency Welfare Centre.

6.4.2 NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT

The North Bay Parry Sound Health Unit is responsible for:

- Providing accurate, factual information and advice to the Liaison Officer in the matter of public health and the Evacuation Centre Coordinator with regards to evacuation center issues.
- Ensuring contact with the Ontario Ministry of Health and Long Term Care, Public Health Branch
- Depending on the nature of the emergency, providing lead agency direction.
- Establishing an ongoing communications link with the senior health official at the scene of the emergency or at the evacuation centres
- Providing advice on any matters which may adversely affect public health
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator

- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies.
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- Ensuring coordination of all efforts to prevent and control the spread of disease during the emergency
- Notify the Public Works Representative providing accurate, factual information and advice to the Fire Chief of the activated municipal control group
- Ensuring emergency medical services at the emergency site
- Depending on the nature of the emergency, assigning the site Manager and informing the Municipal Control Group
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency
- Obtaining EMS from other municipalities for support, if required
- Advising the Municipal Control Group if other means of transportation is required for large scale response
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with the West Parry Sound Health Centre

6.4.3 THE WEST PARRY SOUND HEALTH CENTRE

The West Parry Sound Health Centre is responsible for:

- Providing accurate factual information and advice to the Liaison Officer of the activated municipal control group
- Implementing the hospitals emergency plan
- Ensuring liaison with the Medical Officer of Health and local Emergency Medical Services representatives with respect to hospital and medical matters as required.
- Evaluation requests for the provision of medical site teams/medical triage teams,
- Ensuring liaison with the Ministry of Health and Long Term Care as appropriate regarding the need for potable water supplies and sanitation facilities

6.4.4 EMERGENCY MEDICAL SERVICES

The Emergency Medical Services is responsible for:

- Providing accurate factual information and advice to the Fire Chief of the activated municipal control group
- Ensuring emergency medical services at the emergency site.
- Depending on the nature of the emergency, assigning the Site Manager and informing the Municipal Control Group with the Medical Officer of Health

6.4.5 NEAR NORTH DISTRICT SCHOOL BOARD AND/OR SEPARATE SCHOOL BOARD

The School Boards are responsible for:

- Providing accurate factual information and advice to the Liaison Officer of the activated municipal control group
- Implementing the Emergency Plan of the affected school board/facility
- Upon being contacted by the Municipal Evacuation Centre Coordinator, provide school board representatives to co-ordinate and provide direction with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres
- In the even of an Emergency during normal hours, the principal of the effected school is responsible for (a) implementing the school's evacuation Plan or (b) implementing the School's Evacuation Plan, as advised by the Municipal Control Group, depending on the nature and scope of the emergency
-

6.4.6 CANADIAN RED CROSS

The Red Cross will be directed from the municipal control group by the Evacuation Centre. Coordinator to conduct the following activities as per agreement:

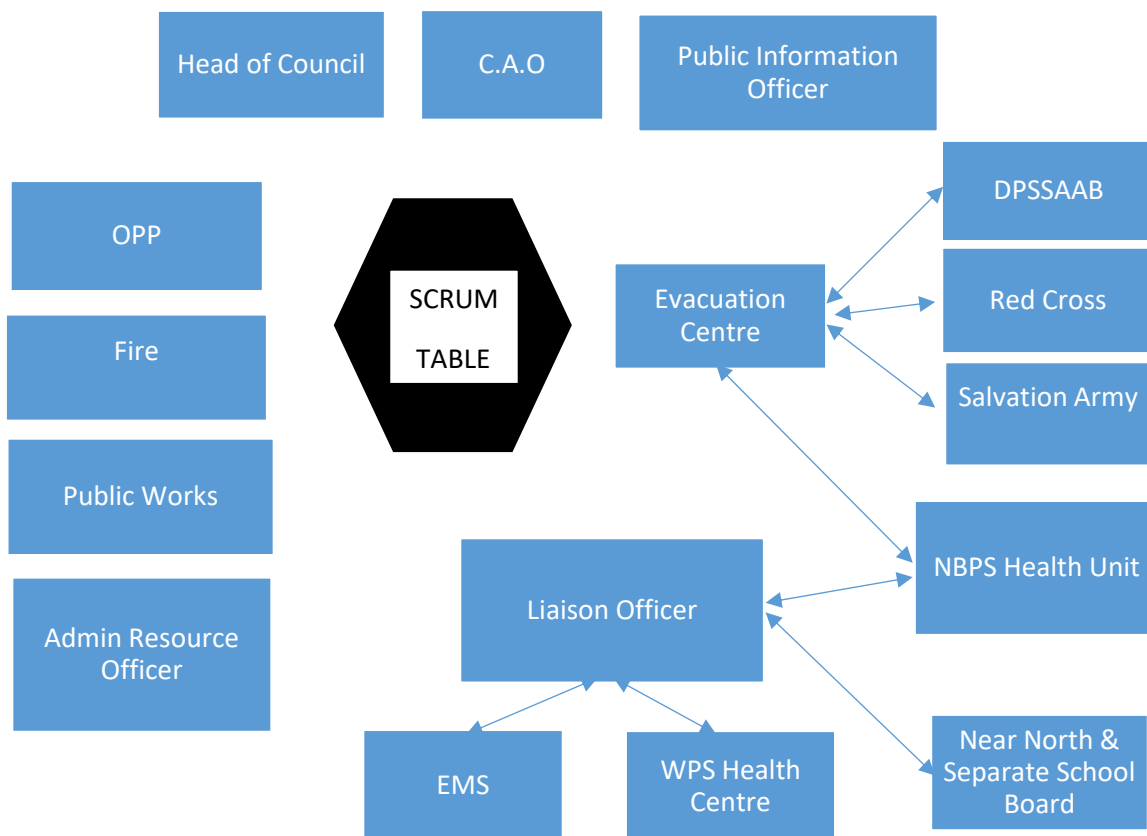
- Be activated and operated under the direction and authority of the Municipal Evacuation Centre Coordinator
- Activate the Red Cross emergency alert system
- In cooperation with the Salvation Army, jointly operate the evacuation center in an effective and efficient manner
- As requested, provide a registration and inquiry service
- As requested, provide lodging requirements
- Assist in reunited separated family members as soon as conditions permit
- Provide other human and material resources as required
- Maintain a record of all action taken.

6.4.7 SALVATION ARMY

The Salvation Army will be directed from the municipal control group by the Evacuation Centre Coordinator to conduct the following activated as per agreement:

- Be activated and operate under the direction and authority of the Municipal Evacuation Centre Coordinator
- In cooperation with the Red Cross, jointly operate the evacuation centre in an effective and efficient manner
- Provide evacuation centre food, clothing and mobile feeding units
- Provide food for emergency operations center and site locations
- Provide and coordinate clergy assistance
- Provide other human and material resources as required
- Maintain a record of all action taken

6.4.8 Figure 1 COMMUNICATIONS LINKS BETWEEN MUNICIPAL CONTROL GROUP AND EXTERNAL AGENCIES.



PART VII EMERGENCY INFORMATION (EI)

7.1 GENERAL REQUIREMENTS

During an emergency, it is imperative that the general public and those directly involved in the emergency be given correct and timely information. It is essential that it begin as soon as the Emergency Operations Centre becomes operational and ends when the emergency has been officially terminated. Emergency information (EI) updates must be provided as well during the Recovery phase if it is extended for any period of time. The emergency Information Officer and their staff will ensure that the Emergency information is provided as long as necessary and as long as recovery operations are in progress.

7.2 EMERGENCY INFORMATION OFFICER

The “Emergency Management and Civil Protection Act” requires that each municipality designate and Emergency Information Officer (EIO) to assist with the dissemination of emergency information to the affected general public.

7.3 MEDIA CENTRE/EI CENTRE

In the event of an Emergency, it is advisable to have an area in each municipality that can be used for media purposes and away from the Municipal Emergency Operations Centre. Media should be kept at arms’ length from the Municipal Emergency Operations Centre to avoid disruption.

This area should allow space/staff/equipment for:

- Public interviews with TV/Radio staff
- Municipal news conferences
- Distribution of media packages etc.
- Media monitoring
- Writing media releases

The designated area in the municipality as the Emergency Information Centre/Media centre is:

McKellar Library at 701 Highway 124, McKellar, ON, P0G 1C0

In this Township the designated spokespersons are the Head of Council and Clerk/Administrator

PART VIII COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

8.1 DURING ACTIVATION

During a Municipal Control Group activation, the Community Emergency Management Coordinator (CEMC) is responsible for:

- Assisting in activating and arranging the Emergency Operations Centre
- Ensuring that security is in place for the Emergency Operations Centre and registration of Municipal Control Group members ensuring that all members have the necessary plans, resources, supplies, maps and equipment
- Providing advice and clarifying the implementation details of the Emergency Response Plan.
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

8.2 DURING NORMAL OPERATIONS

During normal municipal operations, the responsibilities of the Community Emergency Management Coordinator (CEMC) shall include:

- Successfully completing all training as required by Emergency Management Ontario and maintaining familiarity at all times with current standards and legislated community accountabilities
- Identifying the emergency management program financial and resource requirements and preparing or assisting in the preparation of an annual emergency program budget submission.
- Forming a Community Emergency Management Program Committee to address the following:
 - Conduct the community's Hazard Identification and Risk Assessment process
 - Prepare and obtain Emergency Management Ontario approval of a community emergency response plan
 - Ensure the designation and development of an appropriate community Emergency Operations centre
 - Conduct the critical infrastructure identification process.
 - Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre support staff.
 - Conduct an annual exercise to evaluate the community emergency response plan.
 - Identify individuals to act as emergency information staff
 - Develop and implement a community emergency management public awareness program

- Conduct an annual review of the community emergency management program
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the sector Emergency Management Ontario Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.

PART IX GENERAL ADMINISTRATION

9.1 VOLUNTEER REGISTRATION

During any emergency, volunteers are going to come forward and want to provide assistance to the affected community. *Registered* volunteers or those under contract are considered “employees” under the Workplace Safety and Insurance Act and are eligible for injury benefits. Emergency workers (volunteers) may be pre-registered by the municipality or registered as needed. Registration should be handled by those persons managing the Human Resources functions.

9.2 MUTUAL AID FIRE AGREEMENTS

Each municipality should enter into Mutual Aid Fire Agreements with neighboring municipalities in or outside its own jurisdiction to obtain the required fire resources when needed during emergencies to assist its community.

The Fire Chief/designate is the responsible party for initiation the Mutual Aid process for the community.

9.3 MUTUAL ASSISTANCE AGREEMENTS (MAA’S)

Mutual Assistance Agreements (MAA’s) are legal documents made in advance to lay the ground rules for obtaining needed non-fire resources in the event of an emergency and are used for those situations that are beyond the capabilities of local resources.

West Parry Sound Municipalities are advised to enter into Mutual Assistance Agreements with neighboring municipalities for obtaining needed non-fire resources and or offering assistance/resources to neighboring municipalities when resource capabilities are low.