Township of Scugog
Emergency Response Plan

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Township of Scugog Emergency Response Plan

1. Introduction:

The Township of Scugog is one of eight municipalities of Durham Region and is located approximately 75 km from Toronto. It is 474 square kilometres. The municipality encompasses a mix of urban (9 small hamlets and the historic Town of Port Perry) and rural areas and includes Lake Scugog. It has a population of approximately 21,500 residents. Key industries include agriculture, tourism and light manufacturing. The Mississaugas of Scugog Island First Nation is a First Nation reserve that is an enclave within the Township of Scugog. Both Lake Scugog and the shopping district of Port Perry, with its proximity to Toronto, make the Township of Scugog a popular tourist destination both for day trips and for longer stays.

The primary hazards affecting the municipality are weather-related events including high winds, extreme temperatures and winter weather hazards. Additionally, the road networks through the municipality make road and highway incidents regular occurrences. Provincial, national and international trends and patterns are monitored. Cyber security threats are regarded as an emerging threat for all municipalities.

2. Aim:

The Township of Scugog Emergency Plan has been prepared as an all-hazards plan. It is recognized that emergencies can happen at any time, often with little advance notice. This Plan provides a framework document for responding to any type of emergency, which will assist municipal departments and other agencies to be able to respond to an emergency in a timely, efficient and coordinated manner.

A municipal Hazard Identification and Risk Assessment (HIRA) has been conducted using the Provincial HIRA Scoring methodology and is reviewed annually and updated as needed.

Critical Infrastructure is the 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. Critical Infrastructure within the Township of Scugog has been identified. A confidential list of the critical infrastructure along with contact information for the owner/operator if not municipally owned is reviewed annually and updated as needed.

This Plan has been developed with consideration to the hazards and risks identified for the Township of Scugog. It is part of the Emergency Management Program. The Emergency Management Program Committee is responsible for the development and implementation of the emergency management program consisting of emergency plans, training programs, exercises for municipal employees and partner agencies, public education on risks to public safety and public preparedness for emergencies, and any other elements as prescribed in the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9.

The Emergency Management Program Committee is appointed by municipal by-law and is comprised of the Mayor, the CAO, the CEMC and/or Alternate CEMC.

3. Legislative Authority:

The Emergency Plan was developed under the authority of Scugog Municipal By-Law 41-25 and the *Emergency Management and Civil Protection Act,* R.S.O. 1990, c.E.9 and O. Reg. 380/04. This Plan conforms to the Durham Region Master Emergency Plan.

The Emergency Management Act, R.S.O. 1990, Chapter E. 9 provides that no action or other proceeding lies or shall be instituted against a member of Council, an employe of a municipality, or a Crown employee for doing any act, or neglecting to do any act, in good faith in the implementation or intended implementation of this Plan, or in connection with an emergency.

4. Plan Maintenance and Distribution:

The Emergency Plan was prepared by the Office of the Community Emergency Management Coordinator (CEMC). This Office in coordination with the Emergency Management Program Committee shall be responsible for maintaining, reviewing, revising and distributing the Plan. This Plan may be altered from time to time by the Office of the CEMC to reflect changes in municipal names or titles, or to make other administrative adjustments, without the need for a replacement by-law. Major amendments to the Plan will be presented to Council for approval. A distribution list is maintained in the confidential annexes to this Plan. The Office of the CEMC will maintain a master record of amendments made and distributed. Individual copyholders of the Plan will be responsible for updating their copy of the Plan using amendments circulated by the Office of the CEMC. A current copy of the Emergency Plan shall be posted online on the Township of Scugog website.

5. Notification Procedure:

Generally, the CEMC will be notified by an Incident Commander, Fire Communications, Durham Regional Police Communication, Durham Emergency Management, or Emergency Management Ontario of a major incident.

Upon receipt of the notification, the CEMC will record the date, time, source and details of the event.

The CEMC will consult with the CAO (or designate) prior to initiating notification of the MECG. Upon advice of the CAO, the CEMC (or designate) will notify the MECG of the incident and advise that the Emergency Plan is being activated.

The primary method of notification will be the Who's Responding Emergency Control Group app. In the event that the app fails, and/or members are not reached using this method, alternate notification methods shall be attempted including text messaging, e-mailing, Teams messaging and phone call.

The CEMC (or designate) will advise the MECG of the incident and provide the following direction:

-Report to Primary Municipal Emergency Operations Centre (MEOC);
-Report to Alternate MEOC;
-Join a virtual meeting;
-Remain on standby; or
-[Other message as deemed appropriate].

The CEMC will attempt to contact all primary members of the MECG. In the absence of a member, the CEMC will attempt to contact the designated alternate.

If directed, the MECG members will activate their own internal departmental notification and/or alert their alternate(s) as necessary.

The Office of the CEMC will maintain up to date contact information for each primary and alternate member of the MECG. This information will be reviewed and updated annually. It is the responsibility of the individual MECG member (and alternates) to advise the Office of the CEMC if their contact information changes.

Each municipal department is expected to maintain its own list of employees and contact information to be able to perform internal departmental notification as needed. It is the responsibility of the Director of each department to ensure that the departmental contact information is kept up to date.

6. Municipal Emergency Control Group (MECG):

The MECG is appointed by Council under By-Law 41-25, Emergency Management Program and Emergency Response Plan By-Law of the Township of Scugog, and consists of:

- The Mayor
- The CAO
- The Fire Chief/CEMC
- The Director of Public Works and Recreation
- The Director of Corporate Services/Clerk
- The Director of Communications and Strategic Projects (acting as Emergency Information Officer)

Additional municipal staff may provide advisory roles and may be called upon as necessary but are not appointed to the MECG. Depending on the nature of the emergency, additional representatives from various agencies, such as Police, Paramedic Services, Utilities, and volunteer organizations may be requested by the CAO or CEMC to provide advice and expertise in specialized areas as needed but are not appointed as members of the MECG.

The MECG shall participate in annual training and exercise as required by the Emergency Management and Civil Protection Act. This training shall be coordinated by the CEMC. Supplementary training may be provided in addition to the minimum requirement. Further, municipal staff who are not designated as MECG primary members may also be included in this training at the discretion of the CEMC in consultation with the CAO and Senior Management.

The CAO will be responsible for coordinating, planning, administering and managing operations related to the MECG and will act as the Chair. The CAO is ultimately responsible for ensuring that the Emergency Plan is implemented and for any decisions that are made to deviate from the Emergency Plan.

The MECG is responsible for the emergency coordination and the implementation of any protective actions required within the Township.

The MECG is authorized to make decisions on behalf of the Municipality and to take action under the Emergency Plan where an emergency exists but has not yet been officially declared. Overall responsibilities include:

- Coordinating emergency actions
- Setting priorities
- Providing resources to the emergency site(s)

- Ensuring that essential services continue to be provided to the areas of the municipality not affected by the emergency
- Coordinating recovery

Specific responsibilities include:

- Assessing the short, medium and long-term emergency operating requirements for Scugog
- Recommending declaring, extending, and/or terminating a declaration of an emergency
- Making policy decisions:
- Setting operational priorities, assigning resources, and issuing instructions to municipal departments
- Resolving inter-departmental or inter-organizational disputes
- Coordinating communications (via Emergency Information Officer) with all other levels of government, external agencies, media, and the public

Upon arrival at the MEOC, or virtually if applicable, the MECG shall hold an initial debriefing meeting to obtain situational awareness of the incident and response required. Following this initial debriefing planning meeting, IMS form 201 Incident Briefing shall be prepared by Planning Section staff, if available, or by another member of the MECG as available. IMS 201 shall be approved by Command and circulated to all appropriate staff. The CEMC will also forward to DEM and PEOC as required.

Mayor (Executive Authority)

The Mayor will exercise executive authority through regular updates provided by the Chief Administrative Officer.

The Mayor's responsibilities include, but are not limited to the following:

- Declaration or termination of a state of emergency within Scugog upon consultation with the Municipal Emergency Control Group (MECG) and this Emergency Response Plan;
- Policy decisions beyond the authority of the Chief Administrative Officer as the Head of the Control Group;
- Coordination with the Durham Region Chair;
- Keeping Council informed and instructing Council as required;
- Communications with other levels of government;
- Municipal spokesperson.

Chief Administrative Officer

During an emergency, the Chief Administrative Officer is the Head of the Municipal Control Group, "Command". He/she is responsible for:

- MECG coordination;
- MEOC security, as required;
- Information flow within the Municipal Emergency Operations Centre;
- Determining, in consultation with the site Incident Commander, the appropriate length of an Operational Period/Business Cycle;
- Scheduling and chairing all Business Cycle meetings of the MECG to obtain a regular status from each member and establish priorities;
- Coordination of emergency response priorities and objectives for Scugog;
- Coordination of operational planning and major decisions regarding Scugog;
- Recommending policy decisions;
- Coordination of Scugog's recovery plan;
- Liaising with and advising the Mayor;
- In conjunction with the Mayor, approving all media releases prepared by the EIO

Community Emergency Management Coordinator

During an emergency, the Community Emergency Management Coordinator will provide expertise and advice to the Municipal Control Group and will act as the liaison with Durham Emergency Management and the Provincial Emergency Operations Centre (PEOC). The CEMC serves as the primary contact for Emergency Management Ontario.

Fire Chief

- Establish and maintain communications with Fire Department personnel, with other municipal and non-municipal response agencies and between the emergency site and the Municipal Emergency Operations Centre:
- Arrange for conducting operations connected with search for and rescue of trapped and/or injured persons as required and as safety permits;
- Ensure that all chemical spills are reported to the Spills Action Centre;
- Consult with appropriate agencies as required for advice regarding handling and decontamination of dangerous goods;
- Contact the Office of the Fire Marshal if there is a need for a fire-related investigation;
- Liaise with Durham Region Works Department concerning emergency water supplies for firefighting purposes;

- In a power outage, arrange with the Public Works and Recreation Department for the delivery of fuel for vehicles and equipment as required.

Director of Public Works and Recreation:

The Director of Public Works and Recreation is responsible for the following during an emergency:

- Provision of essential services as defined by the Director and/or Municipal Control Group;
- Maintenance of traffic routes;
- Provision of resources to other departments as required;
- Recommendations, instructions, and legislative compliance for those operations;
- Development and coordination of the physical and environmental components of Scugog's recovery plan

Director of Corporate Services/Clerk

The Director of Corporate Services is responsible for the following during an emergency:

- Minute taking of Business Cycle meetings
- Preparation of IMS 1001 Incident Action Plans
- Ensuring appropriate IT
- Providing insight into municipal by-laws and provincial legislation
- At the direction of the Mayor, arranging emergency Council meetings, and advising Councillors of the time, date and location of the meetings

Director of Communications and Strategic Projects (Emergency Information Officer (EIO))

The Emergency Information Officer:

- acts as the primary media and public contact for the municipality in an emergency
- is responsible for the development and release of approved emergency information to the public

Operations during an Emergency

The MECG will meet at regular intervals during an emergency. These meetings are known as "Business Cycle meetings" and shall be chaired by the CAO, acting as Command. The purpose of the Business Cycle meeting is to:

- Evaluate the status of the emergency and any change in status
- Obtain status updates from all MECG members
- Discuss strategy and required actions

- Ensure that items requiring actions are in the process of being completed
- Inform of actions taken
- Identify problems
- Establish the priorities, strategies and tactics for emergency response within the next Business Cycle.
- Coordinate expertise, personnel, equipment and supplies and authorize the procurement of such as may be deemed necessary
- Request assistance from Durham Region or other agencies as required.

Each member of the MECG, and any other staff at the MEOC, is responsible for their own record keeping using IMS 214 Activity Log. Event Boards and Visual mapping will be available and maintained by IT. Each Business Cycle meeting will result in the preparation of IMS 1001 Incident Action Plan. It will be reviewed and approved by Command and circulated to all IMS Divisions within the MEOC. All records from an emergency will be maintained by the Office of the CEMC for a period of seven years.

In order to ensure that emergency site operations are conducted in an organized and coordinated manner, a site Incident Commander will be appointed for the emergency site by the MECG. The Incident Commander will be designated based on the particular emergency and could be chosen from any operating department or from the first responder groups. The Incident Commander will be responsible for the coordination of all emergency site team activities and reporting through the appropriate command at the MEOC.

The Incident Commander will:

- Provide regular information updates to the MEOC
- Evaluate the need for and provide requests for resources
- Maintain contact with the MEOC

The Township of Scugog has adopted the Incident Management System (IMS). IMS is a standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The core principles of IMS are communication, co-ordination, collaboration and flexibility. The Core Functions of IMS are Command, Operations, Planning, Logistics, Finance & Admin and Public Information. During an emergency response (and recovery), these positions will be staffed as appropriate and available. Command is responsible for these functions until the positions are filled.

Command may be supported by a Safety Officer and Liaison Officer.

The Safety Officer will monitor all incident operations and advise on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer has the authority to stop and/or prevent unsafe acts during operations.

The Liaison Officer is the point of contact for representatives of other government agencies, non-government organizations, and other private organizations.

The Operations Section Chief is responsible for managing all tactical operations at an incident.

The Planning Section Chief is responsible for collecting situation and resources status information and disseminating of information through the preparation of the IMS 1001 Incident Action Plan.

The Logistics Section Chief provides logistical support needed for the emergency response operation.

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident.

The Emergency Information Officer is responsible for providing accurate information to the public and media as it relates to the emergency response.

These positions and functions will be filled only as necessary and as municipal staff are available. These positions and functions will be filled by municipal employees as directed by the MECG. It is not a requirement that the positions be filled by MECG members.

The positions that are filled will provide IMS 209 Incident Status Summary updates as appropriate.

In the event that an evacuation is deemed necessary by the Incident Commander at the site of the emergency, or by the MECG, Durham Region Police will be utilized to conduct the evacuation. The Township of Scugog will open an Evacuation Centre if necessary. Arrangements have been made with local community centres to be used as Evacuation Centres. An evacuation centre is a facility where registration and inquiry, emergency feeding and/or temporary accommodations are provided for persons forced from their homes during an emergency. Evacuation centres will be run by Durham Region Emergency Social Services staff. If an Evacuation Centre is opened, notice shall be provided to the public of the location.

In the event of a prolonged heat or cold weather event, a Warming or Cooling Centre may be opened.

7. Procedure for Declaring/Terminating an Emergency:

The Chief Administrative Officer (CAO) of the Township of Scugog, and/or his/her designated alternate, or the Community Emergency Management Coordinator may activate the response structure set out under this Plan where such action is considered necessary before the official declaration of an emergency by the Mayor.

The Mayor, under the Emergency Management Act, R.S.O. 1990, Chapter E.9, Section 4, may declare than an emergency exists in the Township of Scugog or 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. Prior to making this declaration, the Mayor will consult this Emergency Response Plan.

In accordance with the Township of Scugog Delegation of Authority by-law, in the event that the Mayor is absent, unavailable, or refuses to act, or the office of the Mayor is vacant, the Councillor designated as the Deputy Mayor in accordance with the By-law shall act in place of the Mayor and the Deputy Mayor shall have all the powers and duties of the Mayor for the purposes of this By-law. If the Mayor and Deputy Mayor are unavailable, then the Acting Mayor shall have all the powers and duties of the Mayor.

Consultation will usually take place with the Municipal Emergency Control Group (MECG) before this declaration. The municipality may choose to declare an emergency to:

- Ensure the MECG meets to deal with the situation in a coordinated approach;
- Reassure citizens that community leadership is managing the situation;
- Facilitate requests for provincial and federal resources;
- Allow relaxation of certain standard municipal procedures, such as procurement;
- Publicise the situation and facilitate requests for funding.

The Ministry of Emergency Preparedness and Response has provided checklists that outline factors that may be considered in determining whether to declare an emergency.

If the Mayor decides to declare an emergency, “Declaration of a Municipal Emergency” form shall be completed and signed. The Mayor shall inform Council of the Declaration. The Office of the CEMC shall forward a copy to the Provincial Emergency Operations Centre (PEOC), Emergency Management Ontario Duty Officer, Regional Emergency Operations Centre (REOC) and Durham Emergency Management (DEM). The Emergency Information Officer (EIO), in consultation with the Mayor, CAO and Office of the CEMC, shall prepare a media release regarding the Declaration.

In the event of a Regional or Provincial emergency, declaration of an emergency may be made in coordination with Durham Region and/or other lower tier municipalities. A Provincial Emergency may also be declared by the Premier of Ontario.

In accordance with the Emergency Management Act, the Mayor or the Council of the Township of Scugog may terminate an emergency. The emergency will be terminated once the MECG determines that the event is no longer causing a threat to the municipality and a state of normalcy has been established. The “Termination of a Municipal Emergency” form shall be signed, and the Mayor shall inform Council, if not already involved in this decision. The Office of the CEMC shall forward a copy to the Provincial Emergency Operations Centre (PEOC), Emergency Management Ontario Duty Officer, Regional Emergency Operations Centre (REOC) and Durham Emergency Management (DEM). The Emergency Information Officer (EIO), in consultation with the Mayor, CAO and Office of the CEMC, shall prepare a media release regarding the Termination.

8. Municipal Emergency Operations Centre (MEOC):

The Municipal Emergency Operations Centre (MEOC) is the location from which the MECG coordinates and directs the municipal response to an emergency.

The Township of Scugog has designated a primary MEOC, an alternate MEOC and a virtual option. The alternate MEOC will be activated in the event that the primary MEOC is not practical due to location of the emergency. Both the primary and alternate MEOC locations are properly equipped to support MECG activity during an emergency response. Details regarding the MEOC are located within confidential annexes.

The virtual MEOC is a pre-established team channel within Microsoft Teams.

The MEOC will be opened upon direction of the Office of the CEMC or the CAO. The MEOC may have a partial or full opening depending on the situation. Durham Emergency Management (DEM) shall be notified if the MEOC is opened for an emergency event and advised of what level of activation.

Alternative to utilizing a physical MEOC, the CEMC, in consultation with the CAO, may decided to activate a virtual MEOC using the Microsoft Teams platform. This may be done initially to determine the need to open the physical MEOC; during a partial, monitoring MEOC, because conditions do not deem it practicable to open a physical MEOC or for other reasons as decided by the CEMC and CAO.

Following the notification procedures outlined in Chapter 5 of this Emergency Plan, MECG members will be advised whether to report to the physical or virtual MEOC.

Details on set-up and operations and decommissioning of MEOC are located in the Annexes.

9. Responsibilities of Supporting Agencies:

Depending on the nature of the emergency and the response required, supporting agencies may be called upon to provide expert subject matter information to assist the MECG in planning and decision making. At times, this may include requesting a representative from the agency attend an MECG meeting in person at the MEOC or join by video conferencing. Including a representative from the agency will allow the agency to keep the MECG informed of the role their agency is playing in the emergency response and to ensure a seamless response and support of the response is maintained.

Such agencies may include, but are not limited to, first responder agencies, such as Police and Paramedics Services, utilities, such as hydro and gas, business partners, and representatives of other key infrastructure, such as hospital, medical community, vulnerable occupancies. A list of such agencies and contact information is maintained in the confidential annexes to this Plan and is reviewed annually and updated as needed.

10. Telecommunications:

Telecommunications/technology is key to the seamless functioning of the emergency response, both within the MEOC for the MECG, and for first responders on site.

Within the MEOC the following redundancies are in place to ensure communication can be maintained:

- Hardwired non-published telephone lines
- Corporate cell phones
- Dual internet providers
- Region-wide Fire radio system
- Video conferencing media cart

Additionally, a designated Microsoft Teams channel has been created to allow all members of the MECG to maintain communication and share documents, whether physically present or not.

Depending on the nature of the incident, and the designated Incident Commander, communication may be maintained by the use of:

- Corporate cell phones
- Region-wide Fire radio system

In order to ensure that telecommunications is maintained, back up generators are provided for both the MEOC and the municipal IT network. Municipal IT staff will be available to care for specific network and other IT needs that may present themselves throughout the emergency.

11. Emergency Information:

In compliance with the Emergency Management and Civil Protection Act, the Municipality has designated an Emergency Information Officer (EIO) who will work with the MECG to ensure that key messages and updates are published for the community and media. The primary means of communication with the public will be by means of the Township of Scugog's website scugog.ca and corresponding social media channels. Additional and alternative methods of communication shall be utilized as needed, including radio communications, physical signage, distribution flyers.

The EIO will also ensure that media releases are sent to the media and will coordinate all requests for media conferences. A list of media agencies is maintained and is annually reviewed and updated by the EIO as necessary.

If the emergency warrants it, a Public Inquiry Centre (PIC) shall be established and staffed by members of Corporate Services. Communication shall be maintained between the EIO and PIC to ensure consistent messaging is being provided and to relay public and/or media inquiries to the MECG for resolution.

The Emergency Information Officer will:

- Set up and coordinate a media centre and ensure that there is adequate administrative support, office or area space, and telephone facilities to support live interviews from local media;
- Inform appropriate agencies of the location/phone number of the media centre;
- Establish communication links and regular liaison with the Municipal Control Group and Emergency Site Manager to determine what information to release to the media and public and will attend Business Cycle meetings when possible;
- Gather, verify, coordinate, and approve all information released to the media and public in consultation with the Mayor and CAO;
- Produce information products for dissemination to the media;
- Disseminate information to the media and public on a regular basis as important new information becomes available;
- Process information requests;
- Arrange for Municipal Control Group members or experts to meet with the media to respond to inquiries on a specific topic as required;

- Establish communication links and liaise on a regular basis with the other media coordinators within the Region or Province to coordinate the release of authorized information;
- Prepare for press conferences and briefings with the media;
- Prepare, distribute, and file hard copies of media releases; and
- Set up and manage media monitoring.

A detailed Emergency Information Plan is maintained in the confidential annexes to this Plan.

In the event that an intrusive urgent broadcast message is warranted, the CEMC may contact the PEOC to initiate an Alert Ready message.

Additional Considerations for Future Consideration/Development:

Resources Directory

Mutual Assistance and Special Arrangements

Specific Hazard-based plans