

TOWNSHIP OF STONE MILLS

EMERGENCY RESPONSE PLAN

Adopted 8 December 2025

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EXECUTIVE SUMMARY

An emergency is 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
- Is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise

Which, by its nature or magnitude, is beyond the municipality's response capabilities or resources. These are distinct from the normal day-to-day operations carried out by emergency response agencies.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed to ensure the co-ordination of municipal services in an emergency to bring the situation under control as quickly as possible.

The purpose of this emergency plan is to establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area, and to prepare for and establish a procedure for the declaration of an emergency.

Response to a large-scale emergency requires an assessment of the situation, and the efficient deployment and management of resources. The primary function of this Emergency Plan is to provide the organizational framework within which the co-ordinated response will take place and present key officials, agencies and departments within the Township of Stone Mills with a general guideline for the initial response to an emergency and an overview of their responsibilities during an emergency.

The emergency plan itself cannot guarantee an efficient and effective response to an emergency. It must be:

- Utilized as a tool to assist emergency and municipal services and officials in their emergency response activities
- Flexible enough to adapt to a broad spectrum of disasters
- Supported with adequate personnel, equipment and expertise from the responding agencies
- Aware of resources that may be available from neighbouring municipalities and the private sector
- Tested on a regular basis
- Reviewed on a regular basis

PREAMBLE

The Township of Stone Mills is located centrally within the County of Lennox and Addington in Southeastern Ontario. Residents of Stone Mills are served by the hamlets of Camden East, Centreville, Colebrook, Croydon, Enterprise, Erinsville, Moscow, Newburgh, Strathcona, Tamworth, and Yarker. An abundance of recreational land, lakes and rivers makes Stone Mills an ideal place for hiking, cycling, fishing, canoeing, kayaking and boating. Take a leisurely drive through and take note of the historical buildings and structures located within its borders.

County Rd 41 passes through Stone Mills which connects the 401 Corridor with Highway 7. County Roads 4 and 6 are main north south arterial roads that connect the township to the 401 in Loyalist Township. The Canadian Pacific rail line crosses Stone Mills in an East/West direction which sees a variety of goods and commodities pass through the municipality on a daily basis.

This Emergency Response Plan (the "Plan") for the Township of Stone Mills has been prepared as part of a comprehensive Emergency Management Program, to provide a prompt and coordinated response to all types of emergencies affecting the residents, businesses and visitors in the community.

In order to protect residents, businesses and visitors, the Township of Stone Mills has prepared a coordinated emergency response through several agencies under the direction of the Emergency Control Group. These are distinct arrangements and procedures from the normal day- to-day operations carried out by emergency services.

The Plan has been prepared to provide officials, agencies and departments of the Township of Stone Mills important emergency response information related to:

- Arrangements, services and equipment
- Resources management
- Roles and responsibilities during an emergency
- Hazard-specific response plans

The Plan is also structured to allow individual sections to be used, reviewed or re-written independently and has been developed to reflect the public safety requirements of the community.

The effective use and implementation of this Plan is reliant upon all Municipal and Community Officials being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are legislated to participate in emergency training and exercises that will assist them in the fulfillment of their roles. Municipal department heads and agencies are expected

to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of the Plan. Copies of the Township of Stone Mills' Emergency Response Plan may be viewed at the Municipal Office, and at www.stonemills.com

For more information, please contact:

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ACRONYMS

Abbreviation	Word
AAR	After Action Report
CAO	Chief Administrative Officer
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CEMC	Community Emergency Management Coordinator
CISM	Critical Incident Stress Management
ECG	Emergency Control Group
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ERP	Emergency Response Plan
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
KFLAPH	Kingston Frontenac Lennox & Addington Public Health
LAC	Lennox & Addington County
LACGH	Lennox & Addington County General Hospital
LACPS	Lennox & Addington County Paramedic Services
MNRF	Ministry of Natural Resources and Forestry
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
SMFD	Stone Mills Fire Department
SMPW	Stone Mills Public Works Department

DEFINITIONS

After-Action Report (AAR)
Documents the performance of tasks and, where necessary, makes recommendations for improvements. The AAR is completed as part of demobilization and may include the recording and reporting of lessons learned.

Assisting Organization
An organization providing personnel, services or other resources to the organization with direct responsibility for incident management.

Available Resources:
Resources assigned to an incident, checked in and available for an assignment, normally located in a Staging Area.

Business Continuity Plan
Business continuity plans ensure the continued availability of essential services, operations and programs, including all applicable resources. These plans are activated during or immediately after an emergency or disruption and are aimed at permitting the rapid and cost-effective resumption of critical functions.

CANUTEC
Transport Canada dangerous goods information and emergency centre in Ottawa.

Chief Administrative Officer
The individual who is responsible for the administrative management of the Township of Stone Mills.

Command Group
A group of individuals that administrate an incident. They include the EOC Director, the Liaison Officer, the Safety Officer and the Emergency Information Officer.

Community Emergency Management Coordinator
An individual officially designated by a Council who is responsible and accountable for the development and implementation of the community's emergency management program.

Emergency Management Program Committee
The committee that oversees the development, implementation and maintenance of the community emergency management program.

Community
The Township of Stone Mills including residents, businesses and visitors.

Critical Infrastructure
Interdependent, 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 the government.

Disaster Recovery Assistance for Ontarians:
A provincial financial assistance program intended to help individuals, small owner operated businesses, farms and not-for-profit organizations cover emergency expenses and repairs, or to replace essential property following a natural disaster.

Emergency
Emergency is 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 and that is caused by the forces of nature, a disease or other health risks, an accident or an act whether intentional or otherwise.

Emergency Control Group
The group responsible for managing the emergency on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community. The group provides support to the on-scene incident commander.

Emergency Exercises
The testing of the emergency response plan and review of the results in order to improve its effectiveness. There are different types of exercises and they are classified as follows:

a) *Full scale exercise*: The assembling and utilization of all the resources that would be available and used in a real emergency. The type of emergency may be an aircraft crash, natural disaster or an incident that requires multi-agency response.

b) *Speciality exercise*: Exercises involving the response of one or more agencies to test specific response components (fuel spill, medical emergency etc.).

c) *Table-top exercise*: An exercise requiring the participation of only key representatives of the involved agencies in the emergency response plan. It is usually a paper exercise or an exercise with only the key participants at the scene and is designed to familiarize them with the procedures or measures to deal with a disaster or emergency.

d) *Communication exercise*: The actual testing of communication equipment by using it in a simulated situation. Such a test will verify the list of participants and their telephone numbers and will ensure that all communication equipment is serviceable.

Emergency Information Centre
A facility set up to brief and inform the media during an emergency. May also be referred to as the Media Centre.

Emergency Information Officer
The interface between the ECG and the public, media and other agencies. This individual is responsible for providing accurate and complete information about the emergency and monitoring the information provides to the public for accuracy.

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

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9
The legislation requiring all Municipalities to have an Emergency Management Program.

Emergency Notification
A procedure to notify the Township of Stone Mills Control Group of an emergency or impending emergency.

Emergency Operations Centre Director
The overall manager of the EOC facility, Command and General staff and provides support to the Emergency Site Manager.

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

Emergency Management Program
A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

Emergency Operations Centre
The EOC is the structure/facility where the Emergency Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

Emergency Site

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

Emergency Site Manager

The individual who is designated as the overall person responsible for the emergency site. Multiple Emergency Site Managers might be designated if multiple emergency sites exist.

Evacuation Centre

The evacuation centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

Finance and Administration Section

Individual(s) responsible for managing the financial costs and human resource concerns of the incident. The section is led by a Finance and Administration Section Chief.

Hazard

1) A risk that is a threat.
2) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA)

Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community.

Incident Action Plan (IAP)

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

Incident Commander

The person designated by their emergency response organization (Fire, Police or EMS) to have responsibility for the control of the emergency within that organization's incident command system. This individual would represent the organization within a unified command system.

Incident Management System (IMS)

The Incident Management System (IMS) is an operational framework for emergency response. The system facilitates communication, response activities and cooperation within and between organizations; as well as allows for incidents to be managed in a cohesive manner.

Liaison Officer
The individual responsible for communications between the ECG and other agencies.

Logistics Section
Individual(s) responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders. This Section is led by a Logistics Section Chief.

Media Centre
The location from which information, approved by the Emergency Control Group, is provided to the media. The media centre will also monitor the emergency's media coverage to provide the Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

Municipal Disaster Recovery Assistance
A provincial financial assistance program intended to reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

Mutual Aid Agreement:
An agreement developed between two or more emergency services (usually fire services) to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

Mutual Assistance Agreement:
An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Office of the Fire Marshal and Emergency Management Ontario (OFMEM):
OFMEM is an organization within the Ministry of the Solicitor General. The OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Operations Section
Individual(s) responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations. This section is led by an Operations Section Chief.

Planning Meeting
A meeting held, as needed, prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for services and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP). A planning meeting can also be referred to as an operating business cycle.

Planning Section
Individuals(s) responsible for the collection, evaluation and dissemination of incident situation information and intelligence, maintaining the status of resources, preparing status reports, displaying situation information, and developing and documenting the Incident Action Plan. This Section is led by a Planning Section Chief.

Reception Centre
The reception centre is a facility that is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre.

Reeve
Individual responsible for declaring or terminating an emergency. In the absence of the Reeve, this role can be filled by the Acting Head of Council.

Safety Officer
Monitors safety conditions and develops safety measures for the overall health and safety of everyone involved with the incident.

Site
Site refers to the geographic area in which an incident is occurring. It should be noted that an incident may be geographically dispersed, and changing, in which case it may be inaccurate to describe the incident itself with specific geographic boundaries. However, it would be feasible to describe the response to the incident in terms of the geographic boundaries that fall under the jurisdiction of the team managing the response. An incident site can be the geographic area in which the management team with the most direct hands-on response roles operates.

Unified Command
Bringing the Incident Commanders for each organization together at the incident site so that decisions are made as a team and the impact on each agency is considered and discussed.

SECTION 1 – INTRODUCTION

1.1 INTRODUCTION

The Township of Stone Mills Plan has been prepared to provide key officials, agencies and departments within the Township of Stone Mills with a general guideline to the 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, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

1.1 PURPOSE

The purpose of the Township of Stone Mills Emergency Plan is to establish a plan of action to provide the efficient and effective deployment of services and resources in the event of a major emergency; to protect and preserve health, safety and welfare of the residents and visitors of Stone Mills and to limit or prevent damage and destruction of property, infrastructure and the environment.

The Emergency Plan enables a centralized and coordinated response to major emergencies in the Township of Stone Mills and meets the legislated requirements of the Emergency Management and Civil Protection Act (2006).

1.2 AUTHORITY

The Emergency Management and Civil Protection Act is the legal authority for this Emergency Plan. 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 the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]*

Under the provisions of the Emergency Management and Civil Protection Act (2006), the head of Council:

> *"may declare that an emergency exists in the municipality, or in any part thereof, and may take such actions and make 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." [Section 4 (1)]

As enabled by the Emergency Management and Civil Protection Act, the Township of Stone Mills' Emergency Plan has been issued under the authority of the Township of Stone Mills through by-law. A copy is filed with the Office of the Fire Marshal and Emergency Management Ontario and the Provincial Emergency Operations Centre.

Protection from liability for implementation of the plan

Section 11 of the Emergency Management and Civil Protection Act states:

(1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, an employee of a local services board, an employee of a district Human Services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for an act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or neglect or default in the good faith exercise or performance of such a power or duty. 2006, c. 13, s.1 (6)

(2) Despite subsections 5 (2) and (4) of the Proceedings Against the Crown Act, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a Crown employee referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. 2006, c. 13, s. 1 (6)

(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of Council as if the member were an employee of the municipality. 2006, c. 13, s.1 (6)

Public Accessibility to the Plan

Section 10 of the Emergency Management and Civil Protection Act provides that the Emergency Plan must be available to the public during regular business hours at the municipal office.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Emergency Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as

defined within the Plan and the release of any information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.

1.3 OBJECTIVES

The Emergency Plan may be implemented in whole, or in part, as the situation warrants and provides guidance and direction in responding to an emergency or disaster that may involve multiple sites and jurisdictions.

The main objectives of the Emergency Plan are:

1.3.1 To ensure the earliest possible response and overall control of the emergency;

1.3.2 To undertake immediate actions to eliminate all sources of potential danger within the affected area(s);

1.3.3 To ensure coordinated acquisition and distribution of emergency resources, supplies and equipment;

1.3.4 To establish an Emergency Operations Centre and any other necessary emergency operation control facilities (reception/evacuation centres, command posts, information centres etc.);

1.3.5 To rescue all persons affected by the emergency and provide appropriate medical aid;

1.3.6 To secure the emergency site to establish crowd control, facilitate emergency operations access/egress and prevent injuries/casualties;

1.3.7 To provide timely, factual and official information to the emergency operations officials, media, public and individuals seeking personal information;

1.3.8 To evacuate any building or area that poses a threat to public safety;

1.3.9 To provide emergency food, lodging, clothing and essential social services and assistance to persons affected by the incident and emergency services personnel involved;

1.3.10 To authorize expenses, restore critical services and commence coordinated recovery activities.

SECTION 2 – EMERGENCY MANAGEMENT PROGRAM

2.0 THE EMERGENCY MANAGEMENT PROGRAM

This section will describe the operations of the Township of Stone Mills Emergency Management Program. It will define the work of the Emergency Management Program Committee and the Community Emergency Management Co-ordinators.

Under the *Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 2.1,* as amended, every municipality is required to have an emergency management program. Pursuant to that Act, Township of Stone Mills By-law 2022-1170 adopted the Township of Stone Mills Emergency Management Program that includes:

1) An emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the Township of Stone Mills and others will respond to the emergencies

2) Training programs and exercises for employees of the Township of Stone Mills and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities

3) Public education on risks to public safety and on public preparedness for emergencies

4) Identification and assessment of the various hazards and risks to public safety that could give rise to emergencies

5) Identification of the facilities and other elements of the infrastructure that are at risk of being affected by emergencies

Emergency management consists of organized programs and activities that utilize a risk management approach to dealing with actual or potential emergencies or disasters.
Emergency management encompasses the following four activities:

1) Prevention and mitigation are the measures taken to eliminate or reduce the degree of long-term risk to human life and property from natural and technological hazards. These measures may include legislation, building codes, hazard analysis, and land use management.

2) Emergency Preparedness are the measures taken prior to an emergency to develop operational capabilities and facilitate an effective response in the

event an emergency occurs. Emergency preparedness normally includes emergency plans, training, exercises, public education, mutual aid agreements and warning systems.

3) Emergency Response are the actions taken immediately before, during and directly after an emergency occurs, to save lives, minimize damage to property, and enhance effectiveness of recovery. Response measures include emergency plan activation, emergency instructions to the public, staffing an emergency operations centre, and the acquisition of additional resources.

4) Emergency Recovery are the measures taken to assist individuals, businesses and the community to return to a state of normalcy following an emergency. Such measures include damage assessment, debris clearance, environmental clean-up, crisis counselling and financial assistance.

2.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The Emergency Management Program Committee is the critical management team that oversees the development, implementation and maintenance of the emergency management program. Every community must have an Emergency Management Program Committee.

The formation of an Emergency Management Program Committee is a key organizational step toward making the emergency management process work at the local level. To reach its full potential, the committee needs to represent the various departments that have a voice in implementing and maintaining the emergency management program.

Stone Mills' Emergency Management Program Committee is comprised of the following positions:

- Chief Administrative Officer (CAO)/ACEMC
- Manager of Public Works & Emergency Services/Fire Chief
- Deputy Fire Chief/Compliance Coordinator/CEMC
- Treasurer
- Clerk
- Chief Building Official /Property Manager
- Executive Assistant
- Council representative(s)

The Township of Stone Mills Emergency Management Program Committee shall be scheduled for annual meetings at a minimum. Additional meetings or meetings of sub-committees shall occur as required.

Some of the responsibilities of the Emergency Management Program Committee shall include:

1) Conducting the community's Hazard Identification and Risk Assessment (HIRA)

2) Reviewing and revising the Emergency Plan

3) Conducting the critical infrastructure identification process

4) Conducting annual training for the members (and alternates) of the Emergency Control Group (ECG) and other Emergency Operations Centre (EOC) staff

5) Ensuring the designation and development of an appropriate Emergency Operations Centre

6) Conducting exercises to evaluate the community's emergency response capabilities

7) Developing and implementing an emergency management public awareness and education program

8) Conducting an annual review of the Township of Stone Mills emergency management program

9) Reporting to council annually on the Committee's review of the Emergency Management Program and making recommendations for amendments thereto.

2.2 COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATORS

The Township of Stone Mills will at all times have a Community Emergency Management Co-ordinator (CEMC) who is appointed by Council. The Community Emergency Management Co-ordinator shall have successfully completed all training that is required by the Office of the Fire Marshal and Emergency Management Ontario (OFMEM) and shall maintain their certification at all times.

Additionally, the Township of Stone Mills will maintain a minimum of one, and preferably two, alternate Community Emergency Management Co-ordinators, one of whom is the Fire Chief or Deputy Fire Chief who is provincially certified or working towards provincial certification.

Responsibilities of the Community Emergency Management Co-ordinators shall include:

1) Maintain familiarity at all times with current standards and legislation

2) Ensure that senior management and elected officials are kept apprised of all emergency management program activities

3) Identify emergency management program financial and resource requirements and prepare an annual emergency management program budget

4) Facilitate the work of the Emergency Management Program Committee
5) Provide emergency management expertise to the Emergency Control Group during an emergency

6) Liaise with Emergency Management Ontario (EMO) and ensure that at all times the Township of Stone Mills emergency management program meets all legislated standards and requirements

7) Monitor the level of mandated emergency management program requirements and process the required verification documents for the Emergency Management Ontario (EMO)

2.3 COMMUNITY HAZARD IDENTIFICATION & RISK ASSESSMENT

The Township of Stone Mills has identified and analyzed realistic hazards which may occur and assessed them in terms of frequency (likelihood of occurrence) and consequence (potential impact).

This assessment is known as the Hazard Identification & Risk Assessment (HIRA). The Hazard Identification & Risk Assessment shall be reviewed at least annually by the Emergency Management Program Committee and revised as necessary.

The current Hazard Identification & Risk Assessment is Appendix P of this Plan and shall remain confidential.

2.4 CRITICAL INFRASTRUCTURE IDENTIFICATION

The Township of Stone Mills has identified critical infrastructure within its municipality that may be at risk during an emergency. Identifying critical infrastructure before an emergency occurs will ensure that the emergency response calculates the risk to this infrastructure and attempts to mitigate (where possible) any damage that may occur.

The critical infrastructure identification is Appendix 2 of this Plan and shall remain confidential.

2.5 ANNUAL EMERGENCY MANAGEMENT TRAINING

The Township of Stone Mills shall conduct, at minimum, one annual training session for all members (and alternate members) of the Emergency Control Group.

This training will be comprised of various topics related to Emergency Management and to the role of the Emergency Control Group member.

The training may include other responding agencies that would respond in conjunction with and/or assist the Township of Stone Mills with managing an emergency.

In addition to the annual training, the Township of Stone Mills will strive to offer other training opportunities to other potential Emergency Operations Centre staff.

2.6 ANNUAL EMERGENCY MANAGEMENT EXERCISE

The Township of Stone Mills shall conduct, at minimum, one annual emergency exercise with the objective of testing its Emergency Plan and emergency response capabilities. This exercise will involve all Emergency Control Group members (and alternates) and other Emergency Operations Centre staff.

2.7 ANNUAL EMERGENCY MANAGEMENT ONTARIO COMPLIANCE

By the end of each calendar year, the Township of Stone Mills is required to complete and submit to Emergency Management Ontario (EMO) a compliance checklist that verifies that the municipality has met all Provincial requirements.

This compliance checklist will be completed annually by the Community Emergency Management Coordinator and submitted to the Emergency Management Ontario (EMO).

2.8 DEBRIEFING

The EOC Director or designate will conduct a debrief of all responders (if possible) following every major incident prior to terminating the incident. An After-Action Report (AAR) will be completed following any major incident and followed by a critique where all participants will be invited to attend. Lessons learned from the debrief will be reviewed and changes to the ERP and policies or guidelines will be completed and tested. This same process shall be utilized at the conclusion of any exercise.

SECTION 3 – EMERGENCY PLAN

3.0 THE EMERGENCY PLAN

The emergency plan is the key resource that will be utilized during an emergency. This section describes the structure of the plan, designates a custodian and outlines the process to revise and distribute the plan. This section also outlines the process to review and test the plan regularly.

3.1 THE CUSTODIAN OF THE EMERGENCY PLAN

The Township of Stone Mills Community Emergency Management Coordinator shall act as the custodian of the Township of Stone Mills Emergency Plan.

The custodian of the plan shall maintain the original electronic (master) version of the Plan and shall be responsible for making any revisions or administrative changes that are required in accordance with the below process.

All copies of the emergency plan shall carry the revision date on the footer in order to easily identify the most current version of the plan.

All distributed copies of the Plan shall be paper copies or PDF electronic versions in order to ensure the security of the plan.

3.2 APPENDICIES TO THE EMERGENCY PLAN

The appendices do not form part of this Plan. Any reference to an appendix within the Emergency Plan is solely for the assistance of the Plan users. There are a number of appendices to this plan, some of which shall remain confidential.

Emergency Plans distributed to members of the Emergency Control Group (and alternates), and those housed in the Emergency Operations Centre shall contain all confidential appendices.

The appendices to this Plan shall be reviewed annually and revisions made as necessary by the Emergency Management Program Committee. As the appendices do not form part of this Plan they are not required to be adopted by Council.

The table of contents for the Plan appendices can be located at the beginning of this Plan.

3.3 DISTRIBUTION OF THE EMERGENCY PLAN

Once the Plan is ready for distribution, the CEMC will forward the updated version of the Plan by e-mail to the organizations found in the distribution list in Section 13 of this Plan. Upon receipt, the Plan holders on the distribution list will ensure proper storage of the Plan. Plan holders are responsible to provide confirmation to the CEMC that the most up-to-date Plan has been received. This can be accomplished by the return of an acknowledgement by e-mail that the amendment has been received.

The Plan may be re-circulated in its entirety or simply a part of the Plan re-circulated to replace specific areas of the Plan which have been revised.
Upon receipt of the revised Emergency Plan (or Plan update) the person receiving the Plan (or Plan update) shall be responsible for placing updates into the Plan and appropriately discarding the previous material. Previous confidential components must be disposed of in a manner which maintains the confidentiality of the information (i.e., destroyed, shredded etc.).

3.4 AMENDMENTS TO THE EMERGENCY PLAN

The Emergency Plan, as approved by By-law, may only be amended by the Township of Stone Mills Council.

Regulatory changes will be automatically adopted as part of the plan as enacted.

However, minor administrative and housekeeping changes that do not change the intent or function of the Emergency Plan can be approved by the Emergency Management Program Committee without re-submitting the Plan to Council.

3.5 ANNUAL REVIEW OF THE EMERGENCY PLAN

The Township of Stone Mills Emergency Plan shall be reviewed at least annually by the Emergency Management Program Committee and, where necessary, revisions will be identified.

The annual review will include, at minimum:

- Confirming contact information;
- Testing the notification system;
- Updating vital services and/or local services directories;
- Reviewing each component of the Emergency Management Program, including the HIRA, CI List, Emergency Response Plan, MECG membership, annual MECG training and exercise, and public education.

Each department and agency involved with the Plan will be responsible for preparing emergency procedures or guidelines outlining how they will fulfill their responsibilities under the Plan during an emergency. Each agency will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

It is the responsibility of each person, agency, service or department named within this plan to review the plan regularly (and at minimum annually) and to notify the Community Emergency Management Co-ordinator of any required revisions or administrative changes.

3.6 ANNUAL EMERGENCY PLAN EXERCISE

An annual exercise will be conducted in order to test the overall effectiveness of this Plan, the Emergency Control Group, the Emergency Operations Centre and all other components to the Township of Stone Mills Emergency Management Program.

At the conclusion of every exercise, all participating staff and outside agencies shall participate in a debrief to review the lessons learned. An after-action report will then be completed following the exercise and any corrective actions to the plan, policies, guidelines or training shall be identified.

3.7 PUBLIC ACCESS TO THE EMERGENCY PLAN

The Township of Stone Mills Emergency Plan shall be made available to the public at the main municipal administration building and on the Township of Stone Mills website. Confidential appendices will not be made available along with the public portion of the Plan.

Copies of the Emergency Plan circulated to the public are not subject to document control procedures, recipient names are not recorded, and recipients are not informed when the Plan is revised or updated. Public copies of this Plan are only current as of their print date.

3.8 SUPPLEMENTARY PLANS

The purpose of a supplementary plan is for each agency or department to determine how it will fulfil its roles and responsibilities as assigned within the Township of Stone Mills Emergency Plan.

Supplementary plans should detail the functional guidelines, operational details and available resources available to each agency or department to support this Plan and to ensure continuity of operations within their own service area.

Each agency and department referenced within this Plan is encouraged to complete an assessment of their own area and to complete their own supplementary plan in order to ensure an effective response to an emergency at all levels within all organizations.

SECTION 4 - NOTIFICATION & MOBILIZATION OF THE EMERGENCY CONTROL GROUP

4.0 NOTIFICATION & MOBILIZATION OF THE EMERGENCY CONTROL GROUP

An essential component of the emergency management program is the ability to quickly notify members (and alternates) of the Emergency Control Group (ECG) and other Emergency Operations Centre staff. This section of the Emergency Plan outlines the process to notify and mobilize these groups in order to activate the Emergency Operations Centre (EOC).

This section of the Plan also outlines the procedures for requesting further assistance from the, the private sector, other municipalities, the County of Lennox & Addington, the Provincial Government and the Federal Government.

Some general guidelines on when the Emergency Notification System shall be activated, and the Emergency Control Group mobilized include:

- The situation poses an imminent threat to the health or safety of the residents and visitors of Stone Mills and/or
- The situation poses an imminent threat to the environment or critical infrastructure within Stone Mills and/or
- The situation is causing, or has the potential to cause wide-spread disruptions to the conduct of normal service delivery and/or
- The situation requires a response that exceeds or threatens to exceed the normal capabilities (financial, resources, constraints etc.) of the Township of Stone Mills response agencies and/or
- The situation (actual or anticipated) is leading to large-scale public anxiety

4.1 THE EMERGENCY NOTIFICATION SYSTEM

Upon receipt of a warning of a real or potential emergency, the Emergency Control Group will be notified of their activation through the Emergency Notification System.

The Township of Stone Mills Emergency Notification System can be activated by any of the following positions:

- Reeve (or designate)
- Chief Administrative Officer (or designate)
- Community Emergency Management Coordinator (or designate)
- Fire Chief (or designate)
- Manager of Public Works (or designate)

Appendix 3 (confidential) contains the contact information for all members (and alternates) of the Emergency Control Group and the Emergency Operations Centre staff.

The Emergency Notification System will commence in the following manner:

1) The Emergency Notification System may be activated by any one of the identified positions

2) Each of the primary members of the Emergency Control Group will be contacted.

3) Where no contact is made with the primary members, the alternate members will be contacted.

It is the responsibility of the Emergency Control Group and Emergency Support Group to notify any further staff or other agencies that are required to attend the Emergency Operations Centre.

Records must be kept of the date and time ECG members were contacted. Notification can be made by either phone call or text message. All Emergency Control Group members must acknowledge the request within ten minutes with their estimated time of arrival at the EOC or the name of the alternate who will be attending.

The ECG member initiating the Emergency Notification System will provide the following details:

- Date and time of activation
- Nature of the emergency
- Location of the EOC (primary, secondary or alternate)
- Time for the ECG to meet
- Whether the request is to standby or a call to assemble

- Any items to bring with them
- Special precautions (routes to take or health hazards)

Upon learning of the emergency, members of the ECG shall report to the Emergency Operations Centre or as directed.

It is the responsibility of all members of the Emergency Control Group and other Emergency Operations Centre staff to communicate any changes to their contact information to the Community Emergency Management Coordinator so that the information can be updated.

It is the responsibility of the Community Emergency Management Coordinator (CEMC) to ensure that the Emergency Notification System is tested regularly.

4.2 PROVINCIAL AND FEDERAL ASSISTANCE

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. These requests are made by the Community Emergency Management Coordinator directly to Emergency Management Ontario (EMO) through the Provincial Emergency Operations Centre (PEOC) which is staffed 24 hours a day, 365 days a year. Specific contact information for the Provincial Emergency Operations Centre can be found in Appendix 4 which shall remain confidential.

Requests for assistance from the Federal Government are also to be made via Emergency Management Ontario.

4.3 REQUESTING PRIVATE SECTOR ASSISTANCE

Assistance may be requested from the private sector as required. The decision to request private sector assistance will be made by the Emergency Control Group in accordance with the emergency procurement guidelines.

4.4 REQUESTING ASSISTANCE FROM OTHER MUNICIPALITIES

Assistance may be requested from other municipalities by contacting the respective Community Emergency Management Coordinator and/or Head of Council or Senior Staff. This contact information will be available in Appendix 4 which shall remain confidential.

SECTION 5 – EMERGENCY OPERATIONS CENTRES

5.0 EMERGENCY OPERATIONS CENTRES

An Emergency Operations Centre (EOC) is the central facility from which the Emergency Control Group directs, coordinates and supports emergency operations within the municipality's jurisdiction.

In the event of an emergency, the Emergency Operations Centre will be activated. The Emergency Operations Centre will be the central site of municipal emergency operations and will house the Emergency Control Group (ECG) and other EOC staff. At the Emergency Operations Centre the Emergency Control Group will share information, make decisions and provide strategic management as required to mitigate the effects of the emergency.

The Township of Stone Mills has established a primary and alternate Emergency Operations Centre. The locations are described in Appendix 16, which include diagrams of the physical layout of each facility.

The alternate Emergency Operations Centre may be activated if the primary site cannot be used because:

- The primary Emergency Operations Centre is in or is expected to be in a hazard zone of the emergency
- The primary Emergency Operations Centre is unavailable for use
- The circumstances of the situation indicate that the alternate Emergency Operations Centre is more appropriate

In the event that neither the primary nor alternate Emergency Operations Centre can be used, the Emergency Control Group shall designate an appropriate location as the Emergency Operations Centre.

5.1 ACTIVATION OF THE EMERGENCY OPERATIONS CENTRE

In the Township of Stone Mills both the primary and alternate Emergency Operations Centres house regular services and as such, if required as an Emergency Operations Centre, will have to be commandeered and then set up to function as an Emergency Operations Centre.

Once the Emergency Operations Centre has been activated through the Emergency Notification System it will depend upon first arriving members of the Emergency Control Group to set up the equipment and supplies stored on site.

It will be the responsibility of the first-arriving members of the Emergency Control Group to begin establishing a functioning Emergency Operations Centre in accordance with the Emergency Operations Centre set-up and operating guidelines which are located in each EOC and found in Appendix 8.

It is not essential for the ECG to have all members present to function; however, each member or alternate must be notified. Upon the arrival of any three (3) members, the MECG may initiate its function. As members continue to arrive, they will join the operation in progress. In the event of severe weather or their inability to attend the EOC location, a MECG member is able to connect via video conferencing.

5.2 REGISTRATION AND SECURITY

Once the Emergency Operations Centre has been activated, the facility must be made secure and all personnel attending the Emergency Operations Centre must sign in and out of the facility.

Where required, the security of the Emergency Operations Centre may be maintained by the Ontario Provincial Police. This will be especially important where the nature of the emergency requires heightened security or threatens the security and/or safety of the Emergency Operations Centre and/or its staff.

The following persons are *normally* allowed into the Emergency Operations Centre:

- Emergency Control Group members and their alternates
- Other designated EOC staff
- Police personnel for facility security
- Members directly invited by the Emergency Control Group

The following persons are *not normally* allowed into the Emergency Operations Centre:

- Members of any media group
- Members of Council not on the Emergency Control Group
- Members of the public
- Any persons without direct business with EOC operations

5.3 SET-UP OF THE EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre shall consist of:

- The Emergency Control Group meeting room
- A meeting room or working area for other EOC staff
- Adequate working space (break-out rooms) for all Emergency Operations Centre staff to operate between meeting sessions
- Adequate parking for all Emergency Operations Centre staff
- An adequate back-up power supply
- Appropriate comfort facilities including washrooms, kitchen and rest area facilities
- Adequate communication infrastructure including (but not limited to) phones, fax machines, computers, printers, photocopiers and radios

The Emergency Control Group Meeting Room is a secure room where the Emergency Control Group can conduct business cycle meetings to address the current situation and mitigate the emergency. This room is to be kept free of distractions and limited to the Township of Stone Mills' Emergency Control Group, their support personnel and other invited members.

The ***Emergency Control Group Meeting Room*** shall contain or have readily available the following:

- Sufficient tables and chairs for all present
- An accurate clock which is synchronized with all other clocks
- Maps (of suitable scale) for depicting and updating emergency operations
- A television for media updates
- Devices for recording Emergency Control Group meetings
- Visual boards for logging emergency operations status, key decisions and other information
- Laptop (with internet access) for all section chiefs
- Projection capabilities
- GIS capabilities (including laptop and projection capabilities)
- Telephones
- Whiteboard(s)
- Maps
- Printer
- All necessary stationery requirements and office supplies

5.4 EMERGENCY OPERATIONS CENTRE OPERATIONS

During an emergency, the Emergency Control Group will assemble at the Emergency Operations Centre. From the Emergency Operations Centre, the Emergency Control Group will coordinate the response effort.

Some of the primary Emergency Operations Centre operations that must be established by the Emergency Control Group include:

- Appointing an Emergency Site Manager (ESM) who will manage the emergency site, communicate back to the Emergency Operations Centre and implement Emergency Control Group decisions at the site

- Establishing an Emergency Information Centre (EIC) (if required) to manage media and public requests for information

- Establishing the Incident Management System (IMS) within the Emergency Operations Centre and appointing people to the appropriate Incident Management System positions

- Activating supplementary plans within each Department which will include alerting and mobilizing each Department's own staff resources

- Establishing a meeting cycle which will determine the intervals at which the Emergency Control Group will meet

MEETING CYCLE

Members of the Emergency Control Group will meet at regular intervals to discuss the progress of the emergency and required actions.

The frequency of the meetings shall be determined by the EOC Director and shall be kept as brief as possible, thus allowing members to carry out their individual responsibilities.

At each Emergency Control Group meeting a status board shall be updated to reflect current information gathered at the meeting.

A meeting cycle shall be established based upon the expected frequency and duration of Emergency Control Group meetings.

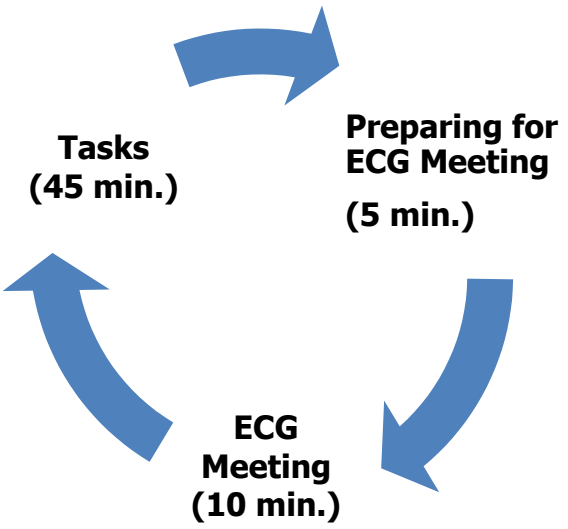
As part of each meeting, each member shall report the length of time that they have been present at the emergency. This will allow the Emergency Control Group to

consider facilitating staff relief to avoid employee fatigue due to a long duration response.

When the Emergency Control Group meets according to the meeting cycle there will be no interruptions (unless urgent) until the meeting is concluded. When a meeting commences all Emergency Control Group members will come to the table and each member will briefly update the group on the actions of their respective area, identify issues needing resolution and seek input from the group as a whole.

The EOC Director will be the chairperson of the Emergency Control Group meetings.

Typical One Hour Operational Cycle



5.5 LOGS OF MAJOR EVENTS, DECISIONS AND ACTIVITIES

All events, decisions and activities of the Emergency Control Group and Emergency Operations Centre staff shall be properly logged. There shall be two types of logs maintained: the Main Event Log and the Personal Activity Log.

The **Main Event Log** shall be a master log that records all Emergency Control Group meetings. The log will include all decisions, updates and communications with an accurate timeline.

The main event log shall be maintained by Emergency Operations Centre staff assigned to the Scribe position.

The **Personal Activity Log** is a personal log of all decisions, actions and communications of all Emergency Control Group members. Emergency Control Group members may request the assistance of scribes to maintain personal activity logs on their behalf.

In addition to these two logs, EOC forms will be used to document a written Incident Action Plan (IAP) and to provide Incident Briefings. These forms are located in Appendix 9.

5.6 ROTATION OF EMERGENCY OPERATIONS CENTRE STAFF

A rotation of Emergency Operations Centre staff should be established if an emergency event is expected to be of an extended duration. If an event extends beyond regular work hours, consideration should be given to time that staff has already worked during the day. Generally, staff should not work longer than 12 consecutive hours, and preferably no longer than 8 consecutive hours during intense emergency operations.

5.7 PROVINCIAL EMERGENCY OPERATIONS CENTRE

The Provincial Emergency Operations Centre (PEOC) is located in Toronto and maintained by Emergency Management Ontario (EMO). The PEOC coordinates Provincial response and support to any localized emergency and facilitates Federal government support. The PEOC is available to support municipalities 24/7 and can be contacted for advice or assistance.

At the request of the municipality, the PEOC may deploy one or more Field Officers to attend at the Emergency Operations Centre, in-person or virtually, to provide assistance and advice and to act as a direct Liaison with the PEOC.

SECTION 6 - DECLARING AND TERMINATING A STATE OF EMERGENCY

6.0 DECLARING AND TERMINATING AN EMERGENCY

When an emergency exists, but has not yet been officially declared, the Emergency Control Group, community officials and employees may take such action(s) under this Emergency Plan, as may be required to protect property, infrastructure and the health, safety and welfare of the residents of Stone Mills.

This section of the Emergency Plan will outline the process to formally declare and terminate a state of emergency.

Addressed in this section will be:

- The authority to declare an emergency
- A checklist to determine if a declaration of emergency is appropriate
- The process to formally declare an emergency
- A Declaration of Emergency form (Appendix 5)
- The notifications required when an emergency is declared
- The authority to terminate a declaration of emergency
- A checklist to determine if a termination of a declared emergency is appropriate
- The process to formally terminate an emergency declaration
- A Termination of a Declaration of Emergency form (Appendix 6)
- The notifications required when an emergency is terminated

6.1 DECLARING AN EMERGENCY

<u>The authority to declare an emergency</u>

The Emergency Management and Civil Protection Act states that "The head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.
R.S.O.1990, c. E.9, s. 4 (1)".

Deciding whether an emergency declaration is appropriate

Declaring an emergency within the Township of Stone Mills is not required prior to activation of this Emergency Plan. An emergency declaration is not required prior to any personnel taking any actions under this plan to protect the lives, health and property of the inhabitants of the Township of Stone Mills.

An emergency declaration, however, may create a greater understanding and promote a sense of urgency to the public regarding the severity of an emergency situation. On the other hand, declaring an emergency may also result in a sense of panic and could have potential negative effects.

An emergency declaration may be beneficial if the Emergency Control Group will be requesting public and/or private sector assistance.

Once an emergency is declared, every registered volunteer participating in the emergency will be considered a municipal employee and protected under the provisions of the Workplace Safety and Insurance Board (WSIB).

The decision to declare a state of emergency is an important one that shall be made by the Head of Council, in consultation with the Emergency Control Group, after a thorough assessment of the situation has been made. The Provincial Emergency Operations Centre (PEOC) Duty Officer or the Emergency Management Ontario Field Officer may also be consulted regarding the decision to formally declare an emergency to exist.

Below is a provincially developed checklist that will assist the Head of Council and the Emergency Control Group with determining whether a declaration of emergency is appropriate:

> *** * An emergency is defined under the Emergency Management and Civil Protection Act 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 and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise".*

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality or throughout Ontario, or any part thereof. Occasionally, emergencies arise that are of such significance that they exceed the capacity of local authorities to carry out the extensive emergency operations necessary

to save lives and protect property and the environment. In a few rare cases, provincial response capability may also be challenged.

There is no definitive point at which a community or wide area emergency becomes a declared emergency. Emergencies vary in intensity and complexity, depending on factors such as time of occurrence, severity of impact, nature of building construction, existing weather conditions and demographics.

Some communities may be more resilient to certain types of emergencies (e.g., severe weather). There is an underlying assumption that extraordinary events may require extraordinary measures to support the response and recovery. Also, the capability to manage emergencies varies from community to community.
The following criteria will provide guidance for decision-making, when authorities are required to make an assessment and decision concerning the need for an emergency declaration:

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?

- Are large numbers of communities and/or other municipalities affected? Is the emergency widespread and severe?

- Is there a need to promote public confidence by providing reassurance that appropriate measures are being put in place through the declaration of an emergency?

- Does the situation pose a large-scale disruption to routine patterns of residents or transportation, or re-routing of large numbers of people and vehicles?

- Is there major social and economic impact?

- Is there a requirement to access provincial/federal disaster relief assistance?

- Has there been a declaration of emergency by another level of government?

- Does the situation pose a threat to critical infrastructure and the provision of essential services (i.e. energy, potable water, sewage treatment/containment, supply of goods or medical care)?

- Is it a nuclear emergency?

- Does, or might, the situation require assistance from the federal government (i.e. military equipment)?

- Is the situation a large-scale or complex chemical, biological, radiological, nuclear or explosive (CBRNE) incident?

- Is there a requirement to issue provincial emergency advisories and/or public action directives?

- Are there extraordinary resource requirements from multiple sources (i.e. private and public sectors)?

- Is the event likely to have a long term negative impact on the municipality's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?

The process to declare an emergency

Once the decision has been made to declare an emergency, an Emergency Declaration Form (Appendix 5) must be completed and sent to the Provincial Emergency Operations Centre (PEOC) Duty Officer. A follow-up phone call to the Provincial Emergency Operations Centre (PEOC) Duty Officer shall also be made to ensure that the declaration was received.

Notification required when an emergency is declared

In addition to notifying the Provincial Emergency Operations Centre (PEOC) Duty Officer of the declaration of an emergency, the following notifications shall be made:

- Township of Stone Mills Council members
- County of Lennox & Addington
- Neighbouring municipalities (If Required)
- The local media

Emergency Declaration Form

An Emergency Declaration Form can be found as Appendix 5.

6.2 TERMINATING AN EMERGENCY

The authority to terminate a declaration of an emergency

The Emergency Management and Civil Protection Act states that "The head of Council or the Council of a municipality may at any time declare that an emergency has terminated". R.S.O. 1990, c. E.9,

The Emergency Management and Civil Protection Act further states that "The Premier of Ontario may at any time declare that an emergency has terminated". R.S.O. 1990, c. E.9, s. 4 (4).

The following criteria will provide guidance for decision-making, when authorities are required to make an assessment and decision concerning the need to terminate an emergency declaration.

In considering the appropriate time to terminate an emergency, the following questions should be deliberated in order to determine that the situation has or has not been sufficiently resolved to allow the affected public to function without the need for additional emergency support.

- Is there a requirement to pass legislation to provide for future similar events and continued public safety and protection?
- What extraordinary measures, which required the declaration of the emergency, remain in place?
- Is the situation under control and are safeguards and mechanisms in place to deal with future, similar situations?
- Are the affected systems able to return to a sustainable mode of operation?
- Are the affected communities able to cope with the situation?
- What is the public sentiment towards the situation?
- What further measures such as public information programs need to be in place prior to the decision to terminate?

<u>The process to terminate a declared emergency</u>

Once the decision has been made to terminate a declaration of an emergency, a Termination of a Declared Emergency Form (Appendix 6) must be completed and sent to the Provincial Emergency Operations Centre (PEOC) Duty Officer. A follow-up phone call to the Provincial Emergency Operations Centre (PEOC) Duty Officer shall also be made to ensure that the termination of the declaration was received.

<u>Notification required when a declared emergency is terminated</u>

In addition to notifying the Provincial Emergency Operations Centre (PEOC) Duty Officer of the termination of the declaration of an emergency, the following notifications shall be made:

- Township of Stone Mills Council members
- County of Lennox & Addington
- Neighbouring municipalities (If Required)
- The local media

Termination of a Declared Emergency Form

A Termination of a Declared Emergency Form can be found as Appendix 6.

6.3 PROVINCIAL EMERGENCY DECLARATION

The Premier of the Province of Ontario (or designated alternate) has the power under the Emergency Management and Civil Protection Act to declare a Provincial emergency to exist within the boundaries of the Province of Ontario.

In addition to a provincial declaration, the Premier has the power to declare an emergency on behalf of any community within provincial boundaries and may at any time declare that an emergency has terminated on behalf of any Ontario municipality.

SECTION 7 - EMERGENCY CONTROL GROUP

7.0 EMERGENCY CONTROL GROUP

The response to an emergency will be directed and controlled by the Emergency Control Group (ECG), a group of officials who are responsible for coordinating the municipal response to the emergency. In addition to coordinating the response to the emergency, the Emergency Control Group shall be responsible for coordinating the provision of essential municipal services to the community during an emergency.

The Emergency Control Group consists of the following officials:

1. Reeve
2. Chief Administrative Officer (CAO)/ACEMC
3. Manager of Public Works & Emergency Services/Fire Chief
4. Deputy Fire Chief/Compliance Coordinator/CEMC
5. Treasurer
6. Clerk
7. Chief Building Official/Property Manager
8. Executive Assistant

Each Emergency Control Group member shall have at least one identified alternate. The alternate is appointed by the Emergency Control Group member and must be aware of their responsibilities on an on-going basis. The appointment of an alternate can be made by either position or person.
The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed as members, all members of the Emergency Control Group shall be notified of an emergency requiring activation of the Emergency Operations Centre.

This section of the Emergency Plan will detail the collective responsibilities of all Emergency Control Group members. As the members convene in the Emergency Operations Centre (EOC) they will shift into the Incident Management System (IMS) and utilize those roles and responsibilities to manage the emergency. Those will be detailed in Section 8 – Incident Management System.

7.1 COLLECTIVE RESPONSIBILITIES OF THE EMERGENCY CONTROL GROUP

The primary role of the Emergency Control Group is to co-ordinate a multidisciplinary response and ensure the provision of personnel and resources needed by responders to effectively mitigate and respond to an emergency within the Township of Stone Mills.

The Emergency Control Group advises and assists the Head of Council in carrying out their duties under the Emergency Plan to protect the safety, security and well-being of residents, property and the environment.

The collective responsibilities of the Emergency Control Group are as follows:

- Activate the Emergency Plan, as required.
- Report to and assist with the set-up of the Emergency Operations Centre.
- Determine if the location of the Emergency Operations Centre is appropriate.
- Determine if the composition of the Emergency Control Group is appropriate.
- Determine which support staff are required to assist with the Emergency Operations Centre (EOC) operations and request their assistance.
- Determine the nature and impact of the incident and, based on information received, call out and/or mobilize emergency services, municipal departments, municipal staff and equipment as required.

- Maintain a detailed record/log of decisions made and actions taken by the Emergency

- Control Group during all emergency operations.

- Provide advice and assistance to the Head of Council in making an emergency declaration, if warranted, and ensuring that all required are informed of a declaration or other decision made by the Head of Council.

- Exercise overall management responsibility for the coordination of all emergency response and recovery operations during and after an incident.

- Coordinate and direct all agencies, departments and service providers ensuring that all necessary actions to mitigate the emergency are conducted and are not contrary to law.

- Determine whether to evacuate any area within the Municipality and coordinate and or oversee the evacuation of inhabitants considered to be in danger.

- Ensure the Emergency Responders disperse and/or remove any people not involved in emergency operations, who are in danger, or whose presence hinders emergency operations being carried out by the Emergency Responders.

- Direct the discontinuation of any service or utility, where continuation of such service constitutes a hazard to emergency operations or public safety.

- Arrange for the provision of services and equipment from local agencies not under Municipal control, i.e., private contractors, volunteer agencies, service clubs.

- Authorize expenditures of municipal funds required immediately for emergency operations, emergency humanitarian aid and the preservation of the life, health and safety of anyone involved in or adversely affected by the emergency.

- Determine if volunteers are required and if appeals for volunteers are warranted.

- Exercise overall management responsibility for the municipalities business continuity, including ensuring that adequate emergency service provisions are maintained outside and separate from those responding at the Emergency Site.

- Determine if transportation is required for the movement of persons or supplies. If it is required, ensure it is arranged.

- Implement the Emergency Information Plan. Collect and disseminate information on the emergency and provide factual information to officials involved in emergency operations, the news media and the general public through the establishment of an Emergency Information Center (EIC) and the appointment of an Emergency Information Officer (EIO).

- Arrange for assistance from and/or liaise with other governmental departments or agencies, volunteer organizations, the private sector and the general public for the provision of information, resources and/or advice, as necessary.

- Determine the need for experts and/or establishment of advisory groups and/or sub- committees.

- Determine if a Recovery Committee needs to be established, and if so, nominate the chair and composition of that committee, along with its reporting structure, before the response to an emergency has been completed. This committee will coordinate the agencies required to return the community to its pre-emergency state.

- Provide advice and assistance to the Head of Council in terminating an emergency declaration, and ensuring that all services, agencies, groups or persons under the direction of the Emergency Control Group are informed of the termination of any emergency declaration.

- Ensure that Critical Incident Stress debriefings are provided for emergency response personnel and/or victims as required.

- Contribute to and participate in a post-emergency debriefing and preparation of an After-Action Report on the emergency.

SECTION 8 - INCIDENT MANAGEMENT SYSTEM

8.0 THE INCIDENT MANAGEMENT SYSTEM

The Emergency Control Group for the Township of Stone Mills has adopted the Province of Ontario's Incident Management System (IMS) as the process to assist them in managing an emergency incident.

The IMS provides standardized organizational structures, functions, processes and terminology for use at all levels of emergency management in Ontario and is consistent with internationally recommended practices. IMS is a scalable approach based on a series of principles and concepts that include the following:

a) All incident responses can be organized using five functional areas of activity: Command, Operations, Planning, Logistics and Finance & Administration.

b) IMS is applicable at all incidents and by all levels of response (i.e. on-site response and Emergency Operations Centre support/responses).

c) The system is scalable and modular. Ontario's IMS system can be considered a toolbox for incident response. Only the tools needed for each incident are used.

d) The use of common terminology and criteria ensures mutual understanding amongst responders and facilitates the exchange of resources.

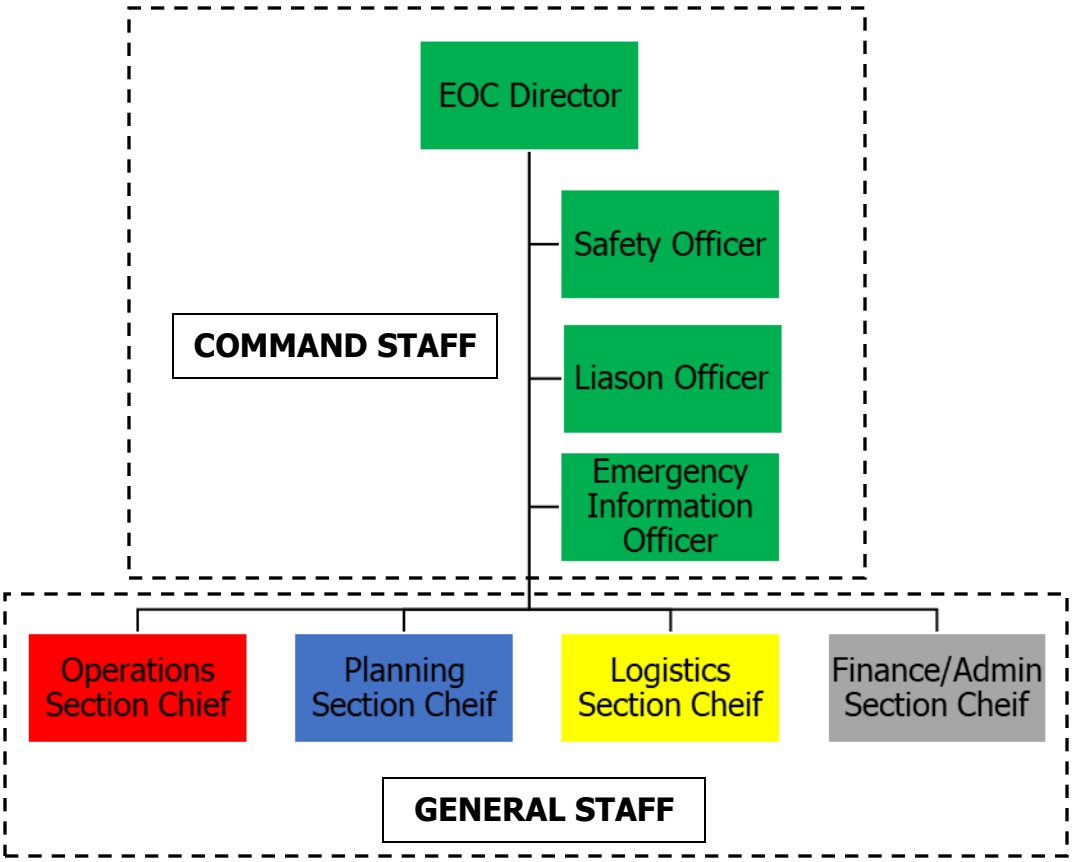
The IMS applies a functional approach to emergency management. In doing so, it allows for the utilization of available personnel to fulfil the required functional roles regardless of their normal daily positions and assignments for the Municipality. It is important to note that some functional requirements in the EOC are best suited to individuals who possess the required training, competency and professional skills to fulfil the functional responsibilities.

The five functions of the IMS are the responsibility of the EOC Director. The first arriving ECG member will assume the function of EOC Director. The EOC Command function may be transferred as other members of the ECG arrive. The EOC Director has the authority to delegate functions as required, and in doing so may establish each functional area as the need arises. The general practice is that the more complex the incident, the larger the command structure will be in order to effectively and efficiently manage the incident.

The EOC Director is responsible for ensuring all functions of the IMS are completed regardless if they choose to delegate the function or not, taking into account span of control.

The IMS also establishes clear responsibilities between the Emergency Site and the EOC. The site command group is responsible for managing the emergency site and all resources assigned to the site. The EOC is responsible for supporting the site command group and managing the rest of the Municipality or anything that does not pertain to the emergency site.

The five functions of the Incident Management System are Command, Operations, Planning, Logistics and Finance/Administration.



The general responsibilities for each of the IMS functions are:

Function	General Responsibilities
EOC Director	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to the Emergency Site Manager. The EOC Director is responsible for the Safety, Emergency Information and Liaison Officers. These roles may be kept with the EOC Director or delegated to command staff based on the scale of the emergency.

Safety Officer **Command Staff**	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Safety Officer also provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable (this function is not usually delegated but remains as the command responsibility.)
Emergency Information Officer **Command Staff**	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the EIO releases.
Liaison Officer **Command Staff**	Serves as the primary contact for assisting or supporting organizations and advises command of issues related to outside assistance and support, including current or potential inter- organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan, as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the EOC Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics- related section of the EOC Incident Action Plan and activates and supervises the branches and units as well as the organization and assignment of resources within the Logistics Section.

Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

IMS Principles

The following seventeen (17) standard principles provide guidance for implementation of the key functions:

1. Standard Terminology
2. Applicability
3. Management by Objectives
4. Simplicity & Flexibility
5. Standardization
6. Interoperability
7. Unity of Command
8. Span of Control
9. Consolidated Incident Action Plan
10. Integrated Communications
11. Sustainability
12. Modular & Scalable Organization
13. Information Management
14. Inter-Organizational Collaboration
15. Comprehensive Resource Management
16. Designated Incident Facilities
17. Accountability

IMS Standard Colours and Identification

The Township of Stone Mills adopts the colour identification system set out in the Province of Ontario IMS Doctrine.

Function I.D.	Colour
EOC Director Emergency Site Manager Command Staff	Green
Operations Chief	Red
Planning Chief	Blue
Logistics Chief	Yellow
Finance/Administration Chief	Grey

8.1 INCIDENT MANAGEMENT SYSTEM FUNCTIONS

A key principle of the Incident Management System is that five key management functions - Command, Operations, Planning, Logistics and Finance/Administration - must be addressed at any incident. In a simple incident or in the very early stages of a complex incident, one person may carry out all five functions. In a complex incident, five separate sections (Command, Operations, Planning, Logistics, and Finance/Administration) may be set up. These 5 sections would operate from the Emergency Operations Centre.

COMMAND SECTION

The command section is the first and primary organizational component of the Incident Management System structure. The command section consists of the person or team with responsibility for managing the response to an incident.
The Command Section responsibilities include:

- Ensure the safety of all responders.
- Assess and reassess the situation.
- Determine goals, strategies, objectives and priorities appropriate to the level of response.
- Establish an appropriate command structure using IMS.
- Coordinate all incident management activities.
- Establish and maintain liaison with supporting and/or assisting organizations.
- Provide information to senior and elected officials (as required).
- Establish an operational planning cycle (as required).
- Approve an Incident Action Plan (IAP).
- Manage incident resources (including approval of volunteers etc.).
- Manage sensitive issues arising from the incident.
- Authorize the release of emergency information to the public in cooperation with other levels of response.

<u>Command Section Staff</u>

Command section staff consist of the Emergency Operation Centre Director, Emergency Information Officer, Safety Officer, Liaison Officer, and other subject matter experts or specialists as required (e.g. Legal) to support the command section. Command section staff may have an assistant or assistants, as needed.

EOC DIRECTOR

- Be the point of contact for the Emergency Site Manager (ESM).
- Arrange for required personnel and physical resources.
- Arrange for appropriate security for the EOC, Media Inquiry Centre, Public Inquiry Centre, Reception Centres, Evacuation Centres and other facilities in use during the emergency, as required.
- Ensure that alternates of Emergency Control Group members are alerted and on standby to perform duties in the Emergency Operations Centre should the emergency last long enough to warrant relief for primary members.
- Assess the situation and determine the appropriate level of EOC activation based on the information as known.
- Establish the goals, strategies, objectives and priorities appropriate to the level of response.
- Lead and direct all operations in the Emergency Operations Centre, including:
    - Establishing a cycle of Emergency Control Group meetings and ensuring that the members adhere to it
    - Providing administrative direction, including the maintenance of an agenda of issues/problems, actions and solutions so at each meeting the issues/problems are identified and recorded
    - Responding to and facilitating requests from the emergency site
    - Adjusting staff and resource levels
    - Ensuring that all responsibilities of the Emergency Control Group are fulfilled
- Direct the activation of the Emergency Information Plan (EIP).
- Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Chair meetings of the Emergency Control Group.
- Determine the status of the emergency declaration.
- Advise the Reeve of the need to declare or terminate an emergency and provide any required information including policies and procedures as appropriate.
- Provide information and briefings to senior and elected officials as required.
- Determine which IMS Sections are needed, assign Section chiefs as appropriate and ensure they are staffed as required.
- Approve, in conjunction with the Reeve and the Emergency Control Group, major announcements and media releases prepared by the Emergency Information Officer.
- Ensure, through the Emergency Information Officer, that the Emergency Information Centre is operational and that the telephone numbers are broadcast and published for use by the public and the media.

- Ensure, in consultation with the Reeve and Emergency Information Officer, that a schedule of media conferences, news releases and public service announcements is established.
- Approve and authorize the implementation of the Incident Action Plan. Review the IAP for completeness and accuracy, verify the objectives are prioritized and sign the IAP.
- Ensure the EOC check-in procedures are established.
- Establish the operational period and briefing schedule.
- Ensure that an Incident Organization Chart is posted and completed.
- Monitor command and general staff activities to ensure that appropriate actions are taken.
- Liaise, as required, with senior officials in provincial ministries and agencies, neighbouring municipalities, non-government agencies and other stakeholders in the community to coordinate response activities and/or request assistance when existing resources are inadequate to meet the demands of the emergency.
- Act as principal advisor to the Reeve and Council.
- Provide guidance on short-term and long-term operational planning and establishment of the priorities for the restoration of services and facilities that have been damaged, temporarily suspended or reduced as a result of the emergency.
- Ensure compliance with applicable legislation, regulations, by-laws and policies.
- Ensure the appropriate legal and statutory requirements are followed.
- Review requests for critical resources, confirm who has ordering authority within the organization and confirm those orders that require Command authorization.
- Authorize the demobilization of sections, branches and units when they are no longer required.
- Ensure all required forms and reports are completed prior to demobilization.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.
- Chair a special meeting of the Emergency Control Group as soon as practicable after the termination of the emergency to ensure the post-emergency debriefing takes place and to consider a report on the emergency response.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

EMERGENCY INFORMATION OFFICER

The Emergency Information Officer (EIO) is responsible for the development and release of emergency information regarding the incident to the public and media. This includes managing both the media inquiry and public inquiry components of the Emergency Information Plan.

- Establish a communication link to the emergency site to receive accurate information for dissemination.
- Implement the Emergency Information Plan.
- Appoint an emergency site spokesperson, if required.
- Liaise with other media coordinators (Police, Provincial and Federal) as required.
- Coordinate all media releases.
- Coordinate media briefings and press conferences.
- Monitor the media for incorrect information and amend inaccuracies.
- Coordinate the opening and management of a media inquiry centre and coordinate the response to media inquiries.
- Coordinate the opening and management of a public inquiry centre and coordinate the response to public inquiries.
- Arrange to have calls/inquiries from the public routed through the public inquiry centre to the appropriate person or agency.
- Maintain copies of media releases and news articles pertaining to the emergency.
- Arrange to have information distributed door-to-door in affected areas in the event conventional communication is not possible.
- Where necessary and appropriate, coordinate media and photo sessions at the emergency site.
- Arrange to have media representatives seeking information directly from the emergency site or seeking emergency site visits to be arranged by the police.
- Coordinate on-site interviews between media and emergency services personnel.
- Provide the Emergency Control Group with information and advice on any matters that may be raised by public inquiry or the media.
- Develop and distribute all media releases in consultation with the Emergency Control Group and with the approval of the EOC Director.
- Prepare an initial information summary as soon as possible after activation of the EOC.
- Ensure the set up and staffing of public inquiry lines, including but not limited to 211.
- Assess the need for special alert and warning efforts, including for persons with special needs.
- Provide direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.

- Establish an Emergency Information Centre or media area away from the emergency site and EOC.
- Coordinate interviews and media conferences for members of the Emergency Control Group.
- Ensure that all information released to the media and public is consistent, accurate and approved by the EOC Director.
- Establish a schedule for news briefings linked to operational periods. Maintain a copy of all media releases.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operation evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plan.

SAFETY OFFICER

The Safety Officer monitors risk and safety conditions and develops measures to mitigate risk management and safety issues. While each person who is assigned a leadership role is responsible for the safety of personnel working under their leadership, the Safety Officer is tasked with creating systems and procedures related to the overall health and safety of all incident responders.

- Work closely with the operations section to ensure that responders are as safe as possible under the circumstances, including wearing appropriate protective equipment and implementing the safest operational options.
- Advise the Emergency Operations Centre Director on issues regarding incident safety.
- Minimize employee risk by promoting safety procedures (e.g. ensure an adequate personnel accountability system is in place to track the status/movement of all personnel).
- Alter, suspend or terminate any or all activities that are deemed hazardous regardless of jurisdiction.
- Assess potential municipal risk/liability and advise the Emergency Operations Centre Director on appropriate risk management options.
- Assist in the review of the Incident Action Plan to identify safety concerns and issues.
- Ensure that adequate levels of protective equipment are available, staff are properly trained on the use of relevant protective equipment and it is being used.
- Identify and coordinate corrective actions with Command and Operations and ensure implementation.

- Liaise with the Ministry of Labor and Joint Health and Safety Committees as required.
- Investigate any injuries during the incident, ensure the accident scene is preserved and investigation is properly documented.
- Prepare an Incident Safety Analysis.
- Participate in planning meetings, listening to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions or alternate tactics. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
- Coordinate critical incident stress and other debriefings as necessary.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

LIAISION OFFICER

The Liaison Officer serves as the primary contact for assisting or supporting agencies or organizations. The Liaison Officer advises the Emergency Operations Centre Director of issues related to outside assistance and support, including current or potential inter-organization needs. The Liaison Officer may be assigned assistants who may come from other organizations also involved in the incident response.

- Gather information from and about organizations that are involved with the incident. This includes obtaining from their representatives, information about standard and specialized resources they might have, or special support that they might need, and whether there are considerations or restrictions that may impact how such resources may be used.
- Serve as a coordinator for organizations not represented in the Emergency Operations Centre.
- Provide briefings to organization representatives about the emergency.
- Maintain a list of supporting and assisting organizations, and keeping it updated as the incident evolves.
- Determine the status of the incident using the Incident Status Summary.
- Determine the organizations involved in the incident (governmental, non-governmental, private sector).
- Determine whether the organizations involved are assisting (providing personnel, services, or other direct assistance/resources to the organization with direct responsibility for incident management) or supporting (providing support services

to the organization with direct responsibility for incident management, but not providing any direct support or input to the incident itself).

- Obtain information from assisting/supporting organizations including contact persons, email/phone numbers, radio frequencies, cooperative agreements, resource type and availability, number of personnel, condition of personnel and equipment and organizational constraints/limitations.
- Liaise with the following agencies as required: electrical and gas companies, Ministry of Natural Resources and Forestry and Ministry of Environment and Climate Change.
- Contact and brief assisting/supporting organization representatives.
- Interview organization representatives concerning resources, capabilities and restrictions on use. Provide information at planning meetings as needed.
- Monitor incident operations to identify potential inter-organizational problems and keep command apprised of such issues.
- Provide administrative support to the Emergency Operations Centre Director as required.
- Provide the Emergency Control Group with information and advice on matters related to emergency social services related functions, including the management of evacuation centres.
- Upon receipt of notification, contact and place on standby or activate social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services.
- Ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.
- Supervise the opening and operation of temporary and/or long-term reception and/or evacuation centres and ensuring that they are adequately staffed.
- Maintain a list of supporting and assisting organizations and keeping it updated.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

OPERATIONS SECTION

The Operations Section implements the Incident Action Plan (IAP) and is responsible for all physical operations involved in mitigating the emergency. An Operations Section Chief heads the Operations Section. The responsibilities of the Operations Section Chief include:

- Develop and manage the Operations Section to accomplish the incident objectives set by Emergency Operations Centre Director.
- Organize, assign, and supervise all resources assigned to the incident.
- Work closely with other members of the Emergency Operations Centre Staff to coordinate operational activities.
- Assist the EOC Director in determining objectives and recommended strategies.
- Determine the status of current tactical assignments.
- Determine the location of the current staging area and resources assigned there.
- Ensure that the Operations Section is set up properly with appropriate personnel, equipment and supplies. Ensure operational efficiency, personnel safety and adequate span of control.
- Establish operational periods in conjunction with the EOC Director.
- Coordinate and conduct Operations Briefings and assigning operations personnel in accordance with the Incident Action Plan.
- Initiate mutual aid agreements as required.
- Coordinate emergency vehicles and resources as required.
- Determine if additional/specialized resources or equipment is required (HUSAR or CBRNE teams) and make a request through the Provincial Emergency Operation Centre.
- Establish and maintain ongoing communications with the Emergency Site Manager at the emergency site.
- Develop and manage tactical operations to meet incident objectives. Complete Operational Planning Worksheets or EOC Tactical Worksheets.
- Evaluate the situation and provide updates to Command and Planning sections regarding the location, status and assignment of resources, effectiveness of tactics, desired contingency plans and need for any additional resources.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion.
- Provide information to the Planning Sections Chief regarding the Operation portion of the written IAP, identifying specific tactical assignments and resources needed to accomplish assignments.
- Notify the Liaison Officer of issues concerning cooperation and assisting organizations.
- Keep the Safety Officer involved in tactical decision-making. Keep the EOC Director apprised of status of operational efforts. Coordinate field visits with the Emergency Information Officer.
- Attend Tactics Meeting with the Planning Section Chief, Safety Officer and EOC Director prior to planning meeting to review strategy and discuss tactics.

- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

PLANNING SECTION

The Planning Section's primary responsibility is the development of the Incident Action Plan. A Planning Section Chief heads the Planning Section. The responsibilities of the Planning Section include:

- Collect, evaluate, analyze, and disseminate incident information.
- Manage the planning process including preparing and documenting the Incident Action Plan for each operational period.
- Conduct long-range and/or contingency planning.
- Maintain incident documentation.
- Track resources assigned to the incident.
- Work closely with Emergency Operations Centre Staff to be sure that information is shared effectively and results in an efficient planning process to meet the needs of the incident.
- Develop plans for demobilization in preparation for when the incident winds down.
- Assist in the development of the Incident Action Plan and determine whether a written or oral IAP is required.
- Determine the time and location of planning cycle meetings.
- Ensure the EOC facility is properly set up and ready for operations.
- Minute taking for Emergency Control Group meetings.
- Ensure that all members of the Emergency Control Group have necessary plans, resources, supplies, maps and equipment.
- Record all proceedings and decisions of the Emergency Control Group on Master Events Log.
- Conduct long-range and/or contingency planning by reviewing current and projecting incident and resource status, developing alternative strategies and identifying resources required to implement contingency plans.
- Ensure municipal facilities are available for evacuation or reception center purposes if required.
- Display incident status summary information.
- Prepare and distribute the written Incident Action Plan as well as the minutes of planning meetings.

- Ensure the Emergency Information Officer has immediate access to status reports and displays.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operation evaluation of their area of responsibility, including recommendation on changes to the plan or supplementary plans.

LOGISTICS SECTION

The Logistics Section provides all supporting resources to the incident. A Logistics Section Chief heads the Logistics Section. The responsibilities of the Logistics Section include:

- Obtain, maintain, and account for essential personnel, equipment, and supplies beyond those immediately accessible by the Operations Section.
- Set up and maintain facilities.
- Set up personal needs and food services.
- Provide support transportation.
- Review the situation and resource status for the number of personnel assigned to the incident, the current organization and determining which incident facilities have been or should be activated.
- Ensure the Logistics Section is set up with appropriate equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.
- Identify the immediate need for resources.
- Coordinate with the Operations Section to prioritize and validate resource requests.
- Arrange for additional fleet as required, fuel and parts. Arrange for additional fleet from other municipalities or rental companies if required.
- Provide the Emergency Control Group with information regarding the geography of the area including but limited to, number of homes in the affected area.
- Provide input on resource availability, support needs, identified shortages and estimated time of arrival for key resources.
- Identify future operational needs (both current and contingency) to anticipate logistical requirements.
- Assist in the preparation of a transportation plan if required.
- Provide the Emergency Control Group with information and advice on Public Works, Utilities, Facilities, Water and Wastewater, Environmental concerns and Building Services.

- Depending on the nature of the emergency, provide the Emergency Site Manager as required.
- Provide engineering assistance. The construction, maintenance and repair of public roads. Assist with road closures and/or roadblocks.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section provides the financial and administrative support to an incident. A Finance/Administration Section Chief heads the Finance/Administration Section. The responsibilities of the Finance and Administration Section include:

- Track and report on financial usage.
- Track timesheets for incident personnel and equipment.
- Make reimbursements (individual and organization/department).
- Prepare costs analysis, including the identification of incremental and extraordinary costs associated directly with the incident.
- Make cost estimates for alternative response strategies.
- Compensation for injury or damage to property.
- Track disaster relief assistance including local fund raising, if relevant.
- Provide financial and cost analysis support for the incident.
- Identify and track sources of funding.
- If required, arrange for advance funds to those in need and arranging recovery of these funds.
- Issue payment as required for all emergency related expenditures.
- Maintain accurate and detailed records of all emergency related expenditures.
- Analyze the impact of the emergency on the municipal budget.
- Prepare insurance claims on behalf of the municipality. Prepare claims for provincial and/or federal funding as applicable.
- Ensure records of human resources and administrative detail that may involve financial liability are completed.
- Analyze the potential for legal claims arising out of incident activities.
- Meet with assisting and supporting organizations as required, to determine any potential cost sharing agreements or financial obligations.
- Initiate, maintain and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labour, equipment (rented or purchased), materials, services and expendable supplies.

- Assist the Logistics Section with resource procurement, identifying vendors for which open purchase orders or contracts must be established and negotiating ad hoc contracts.
- Maintain a log of all personal decisions and actions taken.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

HEAD OF COUNCIL

- Upon recommendation of the Emergency Control Group, declare an emergency to exist within the municipality.
- Ensure that the Stone Mills Council, the County of Lennox & Addington representatives, the Townships Member of Parliament and Member of Provincial Parliament, neighbouring municipalities and the public are advised of any emergency declaration or termination made by the Township of Stone Mills, and that they are kept apprised of the emergency situation, as necessary.
- In consultation with the Emergency Control Group, issue orders considered necessary to implement this Emergency Plan to protect the safety, health, welfare and property of the citizens of the Township of Stone Mills.
- Act as a liaison between the Emergency Control Group and Council; keep members of Council informed about the emergency situation and chair emergency Council meetings as required.
- Support all decisions made by the Emergency Control Group pertaining to "extra-ordinary measures" affecting the lives and property of citizens within the Township of Stone Mills.
- Provide advice to the Emergency Control Group on political issues.
- Liaise with neighbouring municipalities on issues of mutual concern.
- Obtain any necessary assistance from senior levels of government, other municipalities, and the private sector regarding taking any action necessary to minimize the effects of an emergency on the Township of Stone Mills.
- Act as the primary spokesperson for the Township, in coordination with the Emergency Information Plan.
- Authorize the release of information on behalf of the Township, in conjunction with the CAO and/or the Emergency Information Officer.
- Terminate the emergency at the appropriate time and ensure all concerned have been notified.

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

8.2 EMERGENCY SITE POSITIONS

In addition to the 5 management functions at the Emergency Operations Centre, there are identified positions operating at the Emergency Site under the direction of the Operations branch.

Emergency Site Positions include:

- Emergency Site Manager (ESM)
- Incident Commanders (one per emergency response agency)
- On-site media spokesperson

During an emergency, emergency service personnel will meet at the scene and work together to mitigate the situation. Emergency operations of each agency represented at the emergency scene will be performed within their respective chain of command structure with the senior ranking officials from each agency establishing an Incident Commander (IC) at each emergency site. This Incident Commander will direct their agencies operations from their identified command post.

As soon as possible, the Incident Commanders from each agency will come together to operate from a unified command post. While each Incident Commander will retain oversight of their agency, the unified command structure will enable all agencies to coordinate operations at the emergency site in a well organized and efficient manner.

EMERGENCY SITE MANAGER

The Emergency Control Group will appoint an Emergency Site Manager (ESM) who will assume overall responsibility for co-ordinating efforts at the emergency site. The Emergency Site Manager will designate one Command Post, from which they will operate to coordinate the response, in co-operation with each agency's Incident Commander.

All inter-agency communication will be channelled through this Command Post and a direct link (radio and/or telephone) will be established with the Emergency Control Group at the Emergency Operations Centre.

Once appointed, the Emergency Site Manager assumes responsibility for overall co-ordination of all operations at the emergency site and will no longer be responsible for the operations or command of his/her own agency. The Emergency Site Manager shall report directly to the Emergency Control Group.

Responsibilities of the Emergency Site Manager include:

- Set up a unified command post and establish communications with the other agencies on the site and with the EOC.
- Determine the inner and outer perimeters and ensure they are set up.
- Organize the layout of the site.
- Direct and coordinate the activities of the response agencies at the site.
- Request additional resources for the Emergency Site through the Emergency Control Group.
- Ensure that strategies, priorities, tactics and task assignments are established to contain and mitigate the emergency situation.
- Ensure the Emergency Control Group is informed of the locations of the emergency site perimeters.
- Ensure the health, safety and well-being of responders, including volunteers who contribute to the emergency response at the scene.
- Ensure the Emergency Control Group is aware of, and agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief.
- Maintain a communications link with the Emergency Operations Centre for the flow of accurate information and assistance in managing the emergency.
- Upon consultation with the Emergency Information Officer appoint an On-Site Media Spokesperson.
- Ensure that all responsible agency Incident Commanders meet on a regular basis to update each other on individual agency actions and progress made, to share information, to set common priorities, to set common objectives and to determine what additional resources may be required.
- Monitor the operation of the site management and make suggestions where appropriate.
- Exercise foresight as to future events in the management of the emergency such as resource requirements, weather, lightning, etc.
- Understand which laws and policies that must be taken into consideration during the management or recovery of the emergency.
- Maintain a log of all personal decisions and actions taken.

- Demobilize resources at the termination of the emergency, ensuring an orderly, safe and cost-effective movement of personnel and equipment.
- Participate in post-incident debriefing sessions.
- Prepare a post-emergency report and submit to the CEMC following termination of the emergency.
- Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

INCIDENT COMMANDERS (FIRE, PARAMEDICS, POLICE OR OTHER APPLICABLE AGENCIES)

- Direct, control and coordinate the on-site emergency response effort of the agency for which the Incident Commander represents.
- Report to the Emergency Site Manager who will ensure a communication link with the Emergency Operations Centre and Emergency Control Group.
- Establish a unified command post and unified command structure with other response agencies, as required.
- Establish and maintain emergency site communications.
- Continuously assess the situation and establish an Incident Action Plan for the agency for which the incident commander represents.
- Take such action as necessary to minimize the effects of the emergency.
- Maintain a log of all actions taken at the emergency site.

ON-SITE MEDIA SPOKESPERSON

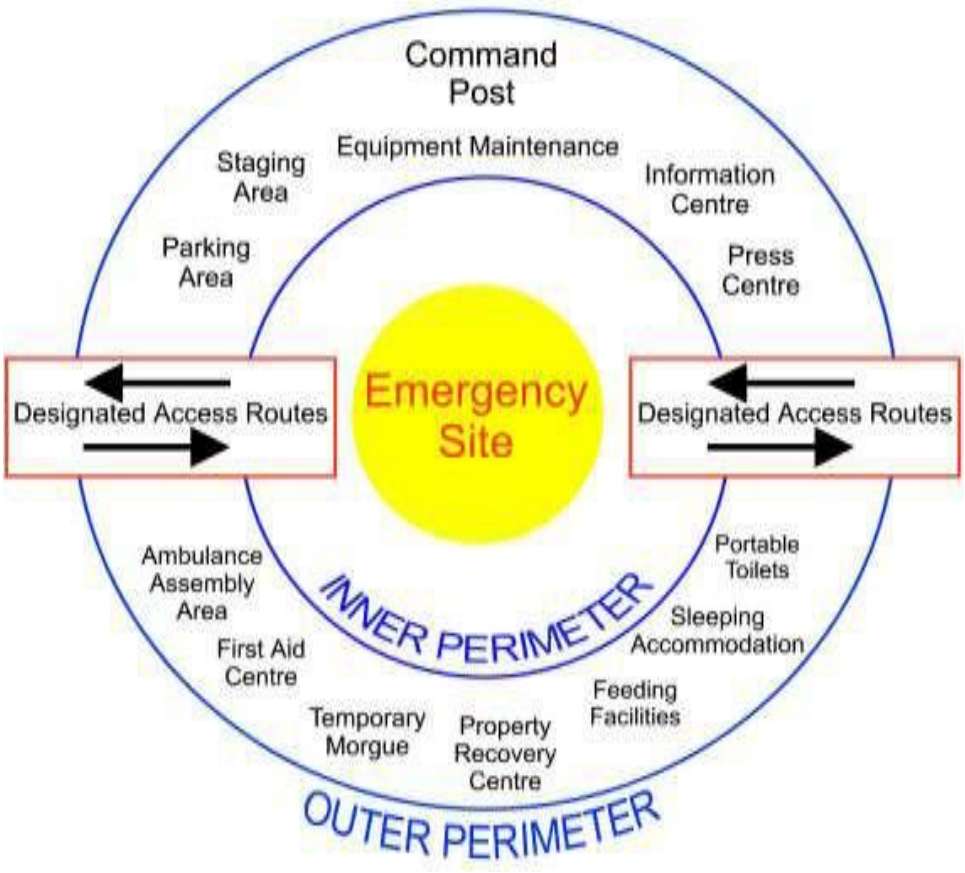
The On-Site Media Spokesperson will be confirmed by the Emergency Site Manager in consultation with the Emergency Control Group. The On-Site Media Spokesperson will collaborate closely with the Emergency Information Officer at the Emergency Operations Centre and is responsible to:

- Establish an on-site media information centre in a safe and appropriate location.
- Present the media with and facilitate their access to accurate, factual and approved information.

- Provide timely progress reports, on-site technical information and on-site operational
- details regarding site operations as required by on-site media.
- Redirect all inquiries that do not pertain to emergency site operations to the Emergency Information Officer at the Emergency Operations Centre.
- Ensure that media arriving at the emergency site are directed to the on-site media information centre.
- Control the areas where the media are and are not allowed to be at the emergency site.
- Coordinate with the police, media access to the emergency site.
- Coordinate media photo sessions and interviews.

Emergency Site

Each site will be different, but a diagram of an emergency site is attached as a guide.



SECTION 9 - EOC SUPPORT STAFF

9.0 EOC SUPPORT STAFF

The EOC Support Staff is comprised of key municipal officials who will be required to advise and assist the Emergency Control Group during an emergency. The primary role of the EOC Support Staff is to assist and support the response effort and ensure the provision of personnel and resources to the Emergency Control Group. The EOC Support Staff provide support in the form of technical expertise, staff resource management and physical resource management.

The EOC Support Staff consists of the following officials:

1. Information Technology
2. Public Works Supervisor/Staff
3. Fire Services/Emergency Management Staff
4. Chief Building Official/Building Inspector
5. Finance / Administration Staff

While the nature and scope of the emergency may require the Emergency Control Group to request the assistance of other municipal staff, the EOC Support Staff listed above will be the most likely to be impacted should the Emergency Operations Centre be activated.

This section of the Emergency Plan will detail the responsibilities of these EOC Support Staff.

9.1 RESPONSIBILITIES OF EOC SUPPORT STAFF

INFORMATION TECHNOLOGY

- Manage the regular activities of the Information Technology Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.

- Provide the Emergency Control Group with technical advice regarding information technology and telecommunications.

- Report to the designated Emergency Operations Centre and assist with the set-up of communication/technology equipment. Coordinate the provision and installation of telephone(s), computer(s), fax machine(s), printer(s), internet connectivity and other required equipment in the Emergency Operations Centre.

- Initiate the necessary action to ensure the telephone system functions as effectively as possible. As required, establish a telephone system that can function as a public inquiry method.

- Initiate the opening, operation and staffing of switchboards at municipal buildings as part of the public information process, if required.

- Provide and support all information and telecommunications requirements including:

    - Computer servers

    - Local area network infrastructure

    - Wide area network infrastructure

    - Desktop/laptop computers and office automation software

    - Telephones/telephone system

    - Corporate software applications

- Coordinate the provision of all GIS and mapping work required to mitigate the emergency.

- Assist the Emergency Operations Centre staff with Geographic Information System (GIS) access and advice.

- Ensure that the automated voice recordings through the Municipal phone system contain current information.

- Maintain an appropriate inventory of phones, computers and other necessary equipment for deployment to the Emergency Operations Centre.

- Arrange to acquire additional communications equipment, if required.

- Perform other duties as assigned.

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

PUBLIC WORKS MANAGERS/STAFF

- Provide input on the strategic direction and management of the Township's response to the emergency and advice to the Emergency Control Group on matters pertaining to Public Works.

- Oversee the Public Works Department in planning and participating in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.

- Provide general direction of department activities including physical resource management, roads operations and infrastructure management to meet corporate response and continuity of operations objectives.

- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to roads operations, environmental concerns, infrastructure rehabilitation and other issues as may arise.

- Provide the Emergency Control Group with advice on technical, engineering, environmental and public works matters.

- Provide engineering materials, supplies and equipment as required.

- Coordinate the acquisition, distribution and scheduling of various modes of transport (i.e., public transit, school buses and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group.

- Liaise with public utilities to disconnect any service representing a hazard and/or arrange for the provision of alternate services.

- Discontinue any roads and waste management service, as required.

- Restore discontinued roads and waste management services as determined by the Emergency Control Group.

- Ensure the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.

- Ensure the provision and maintenance of infrastructure and service such as storm sewers, garbage disposal and roads operations.

- Provide municipal vehicles, equipment and operators as required.

- Provide road barriers and traffic markers, as requested.

- Coordinate the fuel supply for Township vehicles during the emergency.

- In cooperation with the fire department, manage spills of hazardous materials.

- Coordinate all environmental protection initiatives (water, wastewater, irrigation and drainage).

- Provide guidance and technical advice related to fleet matters during emergency operations.
- Arrange for additional heavy construction equipment as required.
- Coordinate emergency flood mitigation as required (pumping, sandbagging etc.).
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

FIRE SERVICES/EMERGENCY MANAGEMENT STAFF

- Provide input on the strategic direction and management of the Township's response to an emergency and advice to the Emergency Control Group on matters pertaining to fire suppression, fire prevention, hazardous materials response and rescue.
- Manage and direct the fire suppression, fire prevention and hazardous materials response activities of the Stone Mills Fire Department in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.
- Appoint a Fire Department Incident Commander and establish a command post with communications to the Emergency Operations Centre.
- Provide an Emergency Site Manager when required by the Emergency Control Group.
- Ensure the Emergency Site Manager provides regular status reports to the Emergency Control Group.
- Act as a facilitator and resource to the Emergency Control Group providing information and guidance related to emergency management matters, procedures and emergency plan implementation.
- Act as the primary point of contact with the Office of the Fire Marshal and Emergency Management and the Provincial Emergency Operations Centre (PEOC).

- Arrange for the response of provincial resources such as the HUSAR (Heavy Urban Search and Rescue) team, Provincial CBRNE (Chemical, Biological, Radioactive,

- Nuclear & Explosives) response team and EMAT (Emergency Medical Assistance Team).

- Ensure on site response agencies establish emergency routes, inner and outer perimeters, staging areas, and make recommendations to the Emergency Control Group about evacuation requirements/zones, as required.

- Activate the Fire Service Mutual Aid System (if required).

- Determine if additional or special information, vehicles, equipment, supplies and/or expertise to assist the fire response will be required, and make arrangements for procurement through the Office of the Fire Marshal and Emergency Management (OFMEM).

- Advise the Emergency Control Group on issues that fall under the jurisdiction of the Fire Service, regarding the need to evacuate buildings/areas, or demolish structures, which present an immediate danger.

- In collaboration with the Ministry of Environment, Operations Department and the Provincial Emergency Operations Centre, contain spills and ensure compliance with legislation with respect to testing and disposal.

- Coordinate the internal functioning of the Emergency Operations Centre for effective operational capability.

- Liaise with other agencies as required by the Emergency Control Group.

- Perform other duties as assigned, in accordance with corporate objectives.

- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.

- Coordinate a post-emergency debriefing.

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

CHIEF BUILDING OFFICIAL/BUILDING INSPECTORS

- Provide input on the strategic direction and management of the Township's response to the emergency and advice to the Emergency Control Group on

matters pertaining to Building Services, Facilities, By-law Enforcement and Planning.

- Manage the regular activities of the Building Services, Facilities, By-law Enforcement and Planning Department, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Provide general direction of department activities to meet corporate response and continuity of operations objectives.
- Ensure that Township-owned facilities are structurally sound and buildings unaffected by the emergency are prepared to be used to manage the emergency.
- Undertake field review to determine overall safety of buildings or structures directly or indirectly affected by the emergency.
- Liaise with other governments/agencies, residents, elected officials, and special interest groups, on matters pertaining to damage assessments, property and building rehabilitation and other issues as may arise.
- Arrange, as required, for the Chief Building Official (CBO) to inspect and take appropriate action (demolition or remediation) for unsafe buildings.
- Administer the Building Code Act and the Ontario Building Code.
- Ensure that essential by-law enforcement is maintained.
- Issue any orders for required remedial actions to be undertaken.
- Proceed with any actions required to "render safe" any buildings or structures.
- Provide guidance and advice relating to Building Services, Facilities Management and By-law Enforcement.
- Other duties as assigned.

FINANCE STAFF

- Provide input on the strategic direction and management of the Township's response to the emergency and advice to the Emergency Control Group on matters pertaining to Finance.

- Provide general direction of department activities including resource and financial management and facilitating extraordinary expenditures, within authorized limits, to meet corporate response and continuity of operations objectives.

- Advise regarding expenditures approved by the Emergency Control Group that may contravene the procurement policy.

- Liaise with the Ministry of Municipal Affairs and Housing regarding the Ontario Disaster Relief Assistance Program (ODRAP).

- Ensure that records of expenses are maintained for future claim purposes and that appropriate accounting processes are being followed. Maintain the petty cash and keep the accounting of all cash/cheques going in and out.

- Manage the regular activities of the Finance Division, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.

- Act as a liaison between the Township of Stone Mills and purchasing cooperatives across Ontario to aid in sourcing goods, services and construction related to emergencies.

- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.

- Perform other duties as assigned, in accordance with corporate objectives

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

PARKS AND RECREATION STAFF

- Provide input on the strategic direction and management of the Township's response to the emergency and advice to the Emergency Control Group on matters pertaining to Parks and Recreation Department.

- Oversee the Parks and Recreation Department in planning and participating in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.

- Manage the regular activities of Parks and Recreation Department, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.

- Provide guidance and technical advice related to facility matters.

- Provide staff, as required.
- Assist with the opening, set-up, maintenance and operations of Township buildings for use during the emergency.
- Coordinate the operation of the Recreation Centre (or any other designated building) as a reception/evacuation centre.
- Ensure power for community and corporate facilities.
- Provide a facility with ice-making capabilities for use by the coroner as a temporary morgue.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

DEVELOPMENT SERVICES STAFF

- Manage the regular Human Resources activities, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.
- Assist with the implementation of any staff re-deployment that may be required to maintain essential municipal operations.
- Coordinate requests for Human Resources required to assist with the emergency.
- Provide guidance and advice relating to Human Resources.
- Assist the with the logistical requirements to utilize volunteers. This will include responsibility for ensuring that volunteers are properly screened, registered and identified.
- Assist with soliciting and managing volunteers.
- Assist with the coordination of Critical Incident Stress Debriefings and the Employee and Family Assistance Program (EFAP).
- Provide guidance and advice as it relates to workplace safety during the emergency operations.

- Coordinate the care of family members for those employees involved in a long duration response to the emergency. Providing childcare for family members of employees will ensure that staff essential to the management of the emergency can remain at work.

- Coordinate a process that allows employees engaged in emergency operations to be contacted by their families.

- Ensure a process is in place to track all employees for time worked during the emergency, to enable proper compensation.

- Other duties as assigned.

ADMINISTRATION STAFF

- Manage the regular activities of the Administration Department, both as they relate to the current emergency and to maintaining essential services and functions to regular municipal service.

- Provide advice, in consultation with legal counsel, to the Emergency Control Group on matters of a legal nature as they may apply to the actions of the Township of Stone Mills in its response to the emergency.

- Upon direction of the Reeve, ensure Council is advised of the emergency and arrange special meetings of Council, as required.

- Provide administrative/clerical staff to the Emergency Operations Centre, as required.

- Coordinate and oversee the record-keeping of the Emergency Control Group and Emergency Operations Centre.

- Log all decisions made by the Emergency Control Group.

- Record the minutes of the Emergency Control Group business cycle meetings.

- Oversee that accurate corporate records are maintained of all requests, recommendations and decisions made, directions received and/or given, issues resolved or not resolved and actions taken.

- Coordinate the provision of administrative assistance and scribe staff.

- Ensure the provision of support staff to assist the Emergency Control Group in the coordination, collection and dissemination of information relative to the emergency.

- Arrange for the printing of required materials.
- Coordinate the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required.
- Perform other duties as assigned.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

SECTION 10 - ALLIED AGENCIES

10.0 ALLIED AGENCIES

There exist agencies external to the municipal response structure that may be required to provide assistance during an emergency. This assistance may be provided through attendance at the Emergency Operations Centre at the request of the Emergency Control Group or through communication with the Emergency Operations Centre without the need to attend.

This section of the Emergency Plan will outline the responsibilities of allied agencies during an emergency.

10.1 RESPONSIBILITIES OF ALLIED AGENCIES

ONTARIO PROVINCIAL POLICE (OPP)

- Provide input on the strategic direction and management of the Township's response to an emergency and advice to the Emergency Control Group on matters pertaining to protection of life and property, prevention of crime, law enforcement, control of vehicular and pedestrian traffic, and issues of evacuation and repopulation as they relate to the police service.
- Organize and direct the activities of the Police in resolving the emergency and continuing to deliver necessary services to clients and parts of the community not affected by the emergency.
- Appoint a Police Incident Commander and establish an on-scene command post with communications to the Emergency Operations Centre.

- Ensure that on-site response agencies establish emergency routes, inner and outer perimeters, staging areas and make recommendations to the Emergency Control Group about evacuation requirements/zones, as required.
- Investigate the incident where legally required to do so.
- Ensure scene security at and within the perimeters of the emergency site.
- Ensure security at the Emergency Operations Centre, if necessary.
- Guard against vandalism and looting and patrol areas with evacuated buildings.
- Ensure that a traffic control plan is activated in order to facilitate the movement of emergency vehicles to and from the outer perimeters.
- Ensure that a system of crowd control and, if necessary, crowd dispersal is initiated in order to maintain the integrity of the outer perimeters.
- Assume a leading role and liaise with the Emergency Control Group, as appropriate, in planning and conducting an evacuation.
- Ensure that persons endangered by the emergency are alerted (via media, loud hailers, door-to-door, etc.) and advised about evacuation procedures.
- Provide police services at evacuation centres, reception centres and other areas and sites, as required to maintain law and order.
- Notify the Coroner of fatalities and assist the Coroner with respect to the identification and processing of deceased persons including proper management of their property.
- Liaise with other community, provincial and federal police agencies, and activate mutual aid and mutual assistance agreements, as required.
- Provide the services of a media relations officer where required.
- Provide resources to assist in mobile communications, should they become necessary.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.
- Perform other duties as assigned, in accordance with corporate objectives.

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

KINGSTON FRONTENAC LENNOX & ADDINGTON PUBLIC HEALTH

- Act as a coordinating link for all Health and Social Services matters at the Emergency Control Group.
- Continue to deliver the essential and mandated public health programs and services to ensure public health protection, as resources permit.
- Continue to deliver the essential and mandated social services programs and services to ensure public health protection, as resources permit.
- Liaise with the Provincial Ministry of Health and Long-Term Care, Ministry of Community and Social Services and other relevant Provincial contacts as required.
- Work with the Emergency Information Officer and the Community Care Access Centre to determine which persons in the community may not have access to conventional methods of communication (television, radio, internet, and phone) and make all efforts to communicate emergency information to these persons.
- Coordinate with Community Services staff the opening and operation of available facilities as reception and/or evacuation centres.
- Work with the Medical Officer of Health to:
    - Provide advice on any matters that may adversely affect public health.
    - Provide instructions on health matters to the public through the Emergency Information Officer.
    - Coordinate the response to disease-related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long- Term Care policies.
    - Ensure public health inspections of emergency sites and evacuation centres as necessary to ensure safe water, safe food and the prevention of health hazards and communicable diseases.
    - Liaise with local health service providers (paramedics, hospitals, physicians etc.) regarding mutual areas of concern

- Coordinate the provision of basic medical care for evacuees on site at emergency evacuation centres.

- Working with the Canadian Red Cross, coordinate the request for and registration and management of volunteers related to the operation of reception and evacuation centres.

- Working with Human Resources, ensure that volunteers are properly screened, registered and identified.

- Working with applicable agencies (Canadian Red Cross, Salvation Army, Victim Services etc.) arrange for the clothing, feeding, housing and personal services for those people who have been evacuated as a result of the emergency.

- Liaise with voluntary and private agencies, as required, for augmenting and coordinating Health and Social Services resources.

- Where applicable, ensure provision of emergency income assistance for those persons affected by an evacuation within Stone Mills.

- Liaise with other agencies as required by the Emergency Control Group.

- Participate on the Post-Emergency Recovery Committee and other sub-committees, as required.

- Perform other duties as assigned, in accordance with corporate objectives.

- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

MEDICAL OFFICER OF HEALTH

- Provide advice and expertise to the Emergency Control Group on matters relating to public health.

- Assess the impact of the emergency on the health of the public.

- Provide advice to the public on any matters that may adversely affect public health.

- Provide advice on the health and safety of emergency water supply, sanitation, shelters and food supply.

- Coordinate all efforts to prevent and control the spread of disease.

- Coordinate immunization clinics, as required.

- Coordinate vaccine storage, handling and distribution.
- Prescribe the disease control requirements for temporary morgues and the management of deceased persons, in consultation with the Office of the Coroner.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

LENNOX & ADDINGTON COUNTY PARAMEDIC SERVICES

- Ensure a Paramedic Incident Commander is appointed and establish communications at the Command Post.
- Liaise with the Emergency Site Manager to ensure that Paramedic staging, triage, treatment and transport sectors have been established and are effectively operating.
- Liaise with the Health and Social Services and the Community Care Access Centre (CCAC) for information regarding citizens who may require stretcher transportation in order to effectively evacuate.
- Assess the need for (and request if required) on-site medical teams to manage extra- ordinary circumstances such as prolonged and extensive entrapment.
- Assess the need for (and request if required) special Emergency Medical Services resources at the emergency site (e.g., -multi-patient units, emergency support units, air ambulances, remote access vehicles etc.).
- Notify the Emergency Health Services Branch (EHSB) of the emergency.
- Communicate with paramedic dispatch to notify hospitals and coordinate the transportation of casualties to the hospitals.
- Assist (where possible) in co-ordinating the transportation of people to and/or from health care facilities, long-term care facilities and retirement homes that are to be evacuated.
- Ensure accurate and timely documentation of casualty care and movement and conduct of ambulance operations, as per Ministry of Health Multi- Casualty Incident (MCI) Emergency Response Guidelines.
- Contribute to and participate in a post-emergency debriefing and preparation of a report on the emergency.

HYDRO UTILITIES (HYDRO ONE)

- Provide advice and expertise regarding hydro-electricity service and potential hydro- electricity emergencies to the Emergency Control Group.
- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Advise the Emergency Control Group as to when the discontinuation of electricity (public or private) is necessary in the interest of public safety.
- Disconnect/discontinue hydro-electricity service where continuation of such service constitutes a hazard to emergency operations or public safety.
- Ensure immediate action is taken to eliminate sources of potential danger related to hydroelectricity.
- Respond to requests for assistance at emergency sites.
- Provide personnel and equipment required to mitigate hydro-electricity emergencies.
- Liaise with the Electrical Safety Authority (ESA) and other utilities regarding areas of mutual concern or interest during the emergency.
- Liaise with other agencies as required by the Emergency Control Group.
- Re-establish hydro service at the end of the emergency.
- Participate in the debriefing following the emergency.

NATURAL GAS UTILITIES (ENBRIDGE GAS)

- Provide advice and expertise regarding natural gas service and potential natural gas emergencies to the Emergency Control Group.
- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Advise the Emergency Control Group as to when the discontinuation of natural gas is necessary in the interest of public safety.
- Disconnect/discontinue natural gas service where continuation of such service constitutes a hazard to emergency operations or public safety.

- Ensure immediate action is taken to eliminate sources of potential danger related to natural gas.
- Respond to requests for assistance at emergency sites.
- Provide personnel and equipment required to mitigate natural gas emergencies.
- Liaise with other utilities regarding areas of mutual concern or interest during the emergency.
- Liaise with other agencies as required by the Emergency Control Group.
- Re-establish natural gas service at the end of the emergency.
- Participate in the debriefing following the emergency.

SCHOOL BOARDS (LIMESTONE DISTRICT SCHOOL BOARD AND ALGONQUIN & LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD)

- Act as a resource should schools be potentially required for use during an emergency.
- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Liaise with the Emergency Control Group regarding emergencies that may affect schools or school properties directly.
- Liaise with the Emergency Control Group regarding emergencies that may affect the release of school children.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

CANADIAN RED CROSS

- Assist with the establishment, staffing and management of reception and/or evacuation centres.
- Provide emergency lodging and emergency personal services to persons in need, as required.
- Maintain a record of all actions taken.

- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

LOCAL HEALTH INTEGRATION NETWORK/COMMUNITY CARE ACCESS CENTRE

- Assist with identifying clients who may have been affected by the emergency.
- Authorize new admissions to long-term care facilities, as required.
- Provide information to the Emergency Control Group regarding the number, location and needs of ill and disabled residents within the community.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

VICTIM SERVICES

- Provide crisis intervention to persons affected by the emergency, as required.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

HUMANE SOCIETY

- Provide care for animals displaced as a result of the emergency.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

AMATEUR RADIO CLUB

- Provide assistance related to telecommunications, especially during the loss of traditional communications (phone, radio etc.).
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

MINISTRY OF ENVIRONMENT

- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Provide guidance related to the management of spills and potential environmental damage.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

MINISTRY OF TRANSPORTATION

- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Provide guidance related to transportation and provincial roadways.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

CANADIAN PACIFIC RAIL

- Should the situation develop to require Emergency Operations Centre activation, provide a representative to the Emergency Operations Centre if requested.
- Provide guidance related to rail traffic and rail emergencies.
- Liaise with other agencies as required by the Emergency Control Group.
- Participate in the debriefing following the emergency.

SECTION 11 - COMMUNICATIONS

Once a Command Post (Unified Command) is established it will be the responsibility of the Emergency Site Manager to establish communications with responding agencies.

Communications between the Emergency Site and the Emergency Operations Centre (EOC) can be completed by either utilizing radios, cell phones or other technology. Once the EOC is established, it will be the responsibility of the EOC Director to establish communications with the Emergency Site Manager.

Standard Radio Terminology
Emergency responders and outside agencies will use plain language to ensure everyone involved in the emergency understands what is being requested or explained while using a radio. All first responder agencies will utilize standard terminology that is detailed in their applicable guidelines or procedures.

Phonetic Alphabet
The words of the phonetic alphabet should be learned and used whenever isolated, or groups of letters are pronounced separately, or when communications are difficult.

A-Alpha	B-Bravo	C-Charlie	D-Delta	E-Echo	F-Foxtrot	G-Golf
H-Hotel	I-India	J-Juliet	K-Kilo	L-Lima	M-Mike	
N-November	O-Oscar	P-Papa	Q-Quebec	R-Romeo	S-Sierra	
T-Tango	U-Uniform	V-Victor	W-Whiskey	X-X-ray	Y-Yankee	
Z-Zulu						

Transmission of Numbers
All numbers except whole thousands should be transmitted by pronouncing each digit separately. Whole thousands should be transmitted by pronouncing each digit in the number of thousands, followed by the word 'thousand". Numbers containing a decimal point with the decimal point in the appropriate sequence being indicated by the word "decimal". Below are examples of how to pronounce numbers.

10 One Zero
583 Five Eight Three
5800 Five Eight Zero Zero
11000 One One Thousand
25000 Two Five Thousand
38143 Three Eight One Four Three
118.1 One One Eight Decimal One

SECTION 12 - EMERGENCY PLAN DISTRIBUTION LIST

Position / Location	Number of Copies
Reeve/Head of Council	1
Chief Administrative Officer/ACEMC	1
Community Emergency Management Coordinators (CEMC's)	1
Clerk	1
Manager of Public Works and Emergency Services / Fire Chief	1
Chief Building Official/Property Manager	1
Treasurer	1
Executive Assistant	1
Primary Emergency Operations Centre	2
Secondary Emergency Operations Centre	2
Stone Mills Fire Department (One per Station)	4
Lennox & Addington County Emergency Services	1
Ontario Provincial Police	1
Emergency Management Ontario	1
Emergency Information Officer	1

SECTION 13 -APPENDICES

Appendix 1 - Hazard Identification & Risk Assessment (Confidential)

Appendix 2 - Critical Infrastructure Identification (Confidential)

Appendix 3 - Contact Information for the Emergency Control Group and EOC Support staff (Confidential)

Appendix 4 - Contact Information for the County of Lennox and Addington, other area municipalities, allied agencies referenced within this plan, local MP, local MPP and the Provincial Emergency Operations Centre (Confidential)

Appendix 5 - Emergency Declaration Form

Appendix 6 - Termination of Declared Emergency Form

Appendix 7 - Continuity of Operations Plan-UNDER DEVELOPMENT (Confidential)

Appendix 8 - Emergency Operations Centre Set-up & Operating Guidelines and Checklists

Appendix 9 - Emergency Operations Centre Forms

Appendix 10 – Township of Stone Mills Evacuation Plan-UNDER DEVELOPMENT

Appendix 11 – Township of Stone Mills Emergency Information Plan-UNDER DEVELOPMENT

Appendix 12 - List of Available Municipal, Provincial and Federal Resources-UNDER DEVELOPMENT (Confidential)

Appendix 13 – Township of Stone Mills Hazard Specific Plans (Confidential)

Appendix 14 - List of Potential Reception/Evacuation Centres (Confidential)

Appendix 15 - Vital Services Directory (Confidential)

Appendix 16 - Emergency Operations Centre locations and layouts (Confidential)

Appendix 17 - Agreements

Appendix 18 - Care for Animals in an Emergency Plan-UNDER DEVELOPMENT

Appendix 19 – Volunteer Management Plan