MUNICIPALITY OF
STRATHROY-CARADOC

EMERGENCY RESPONSE PLAN

LAST REVISED OCTOBER 2025

ACCESSIBILITY

THE MUNICIPALITY OF STRATHROY-CARADOC WILL PROVIDE DOCUMENTS IN ALTERNATE FORMAT TO INDIVIDUALS WITH DISABILITIES AT THEIR REQUEST. THE MUNICIPALITY WILL CONSULT THE INDIVIDUAL MAKING THEIR REQUEST TO DETERMINE THE TYPE OF ACCESSIBLE FORMAT AND/OR COMMUNICATION SUPPORTS NEEDED TO ACCESS THE EMERGENCY RESPONSE PLAN. COMMUNICATION SUPPORTS WILL BE AVAILABLE FOR YOU AT EVACUATION SHELTERS, UPON REQUEST.

[1] *In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. EMCPA R.S.). 1990, c.3, s.5.1(2)*

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PREVIOUS EMERGENCY RESPONSE PLAN FOREWORD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in the first critical hours after the onset of an emergency in The Municipality of Strathroy Caradoc.

This plan has been adopted through By-Law No. 92-07 passed on December 17, 2007 under the legal authority of The Emergency Management and Civil Protection Act R.S.O. 1990, CHAPTER E.9

It is essential that all concerned are aware of its provisions and that every official and service be prepared to carry out their assigned functions and responsibilities in an emergency. Municipal services are to review this plan on an annual basis and amend as needed to keep up to date their own procedures for handling emergencies.

Dated at Strathroy-Caradoc, Ontario, this 17 day of December, 2007

Mel Veale - Mayor

Angela Toth - Clerk

is 17 day of December, 2007

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1.0 - INTRODUCTION

1.1 DEFINITION OF AN EMERGENCY

To guide municipalities in the development on an Emergency Response Plan, the *Emergency Management and Civil Protection Act (EMCPA)*, defines an emergency as: *"A situation or impeding 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."*

Developed with key officials, agencies and departments the Municipality of Strathroy-Caradoc's Emergency Plan establishes a strategic path for emergency support and assistance. It is a framework for responding to such emergencies defined in the *EMCPA*, and determined through a comprehensive hazard identification and risk assessment[1]. Working with an all hazards approach. The following situations have been deemed to pose the greatest risk to Strathroy-Caradoc Municipal residents:

- Agriculture and Food (E.g. Food Contamination)
- Environmental (E.g. Extreme Cold)
- Hazardous Materials (E.g. Chemical spill)
- Health (infectious disease)
- Public Safety
- Transportation
- Supply and Distribution
- Structural

The Emergency Plan describes the steps to guide the response effort, identify persons, equipment and resources for activation in an emergency and outline how they will be coordinated. It describes the legal authorities, plan concept of operations, functional responsibilities of the Municipal Control Group while working in the Emergency Operations Centre and notification procedures.

1.2 THE AIM

The aim of the Emergency Plan is to make provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the Municipality to protect the health, safety, and welfare of the residents of Strathroy-Caradoc Municipality during any emergency. The response plan enables a centralized controlled and coordinated response to emergencies in Strathroy-Caradoc Municipality and meets the legislative requirements of the Emergency Management and Civil Protection Act and was adopted by By-Law 128-25 of the Municipality of Strathroy-Caradoc by:

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- Identifying the governance structure for emergency response within the Municipality of Strathroy-Caradoc;
- Identifying the roles and responsibilities required to respond and recover from emergencies and disasters;
- Identifying standard response goals for emergency response operations and decision making; and
- Providing for a coordinated response by the municipality, County and partner agencies in managing emergencies.

1.3 THE AUTHORITY

The legislation under which the Municipality and its employees are authorized to respond to an emergency are:

- The Emergency Management and Civil Protection Act, RSO 1990, c.E.9, as amended (the "Act"); and 8
- The Municipality of Strathroy-Caradoc Emergency Program By-Law 128-25

The Act requires municipalities to develop, implement, and maintain an emergency management program, and adopt it with a by-law. An emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education on risks to public safety and on public preparedness for emergencies; and
- Any other element required for municipalities in standards of emergency management programs that may be developed by the Solicitor General of Ontario.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are a number of required elements including:

- Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency;
- Implementation of an Emergency Operations Centre with appropriate communications systems;
- Designation of an Emergency Information Officer; and
- Designation of an Emergency Management Program Coordinator.

1.4 ROLE OF THE MUNICIPALITY

The Municipality of Strathroy-Caradoc Emergency Response Plan is a corporate plan for emergency response and support.

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- Response - the earliest possible recognition of and response to the emergency by all services that may be required;

- Control - the earliest possible establishment of overall control of emergency operations by local government authority;

- Crowd Convergence - the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and additional casualties are prevented;

- Evacuation - assessment of potential danger to the residents and the evacuation of personnel if necessary. Such evacuation will likely require the establishment of a reception centre and the provision of registration and inquiry services;

- Rescue - the rescue of trapped or incapacitated persons and the provision of First Aid at the site;

- Casualties - the provision of controlled evacuation and appropriate distribution of casualties to hospitals;

- Emergency Social Services - the provision where necessary of such essential social services as may be required for persons affected by the incident as well as the emergency services personnel involved;

- Public Information – must contact the Provincial Operations Centre to make available as early as possible accurate official information to:

    - ♦ EMO upon the declaration and termination of an emergency at 1-866-314-0472 and Fax (416) 314-0474

    - ♦ The County Warden and adjacent Municipalities;

    - ♦ Other officials involved in emergency operations including appropriate senior government agencies;
    - ♦ The news media to allay public anxiety and to reduce the number of curious bystanders at the scene; and
    - ♦ Concerned individuals seeking personal information;

- Recording of Emergency/Disaster Costs - to ensure that a cost record of emergency/disaster consequences is compiled to:

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- Aid in the preparation of municipal claims which might arise from Provincially directed assistance to another municipality pursuant to the provisions of Section 7(4) of The Emergency Management and Civil Protection Act, R.S.O. 1990,c,E.9 and

- Aid in the preparation of requests for compensation from Provincial or Federal Governments in the event of a major local disaster which might be eligible for such assistance. (Reference should be made to the "Ontario Disaster Relief Assistance Program" where required - ODRAP).

1.5 MUNICIPAL EMERGENCY RESPONSE

Upon receipt of notification of a real or potential emergency at the local level, the initial responding agency will contact the appropriate Municipal Official to request that the Municipal Emergency Notification System be activated. The Municipality will notify members of the Municipal Control Group. Upon notification, it is the responsibility of control group members to assemble and manage the situation using the procedures as outlined in the Strathroy-Caradoc Municipal Emergency Plan.

As part of the Municipal Emergency Notification System, the Head of the Municipal Control Group, or the EOC Director, or the Emergency Management Coordinator of the Municipal of Strathroy-Caradoc, shall be notified. All members of the Municipal Control Group will be notified and placed on stand-by or asked to assemble. Notification will take place in accordance with procedures detailed in the Municipal Emergency Notification section.

The emergency situation will dictate the Municipal's response. When an emergency requires only limited Municipal support, a representative of the Municipal Control Group may join a few members of the Municipal Control Group or several members of the Municipal Control Group may meet to monitor the situation. When an emergency requires greater Municipal support or when it involves more resources then available within the Municipality, the Municipal Emergency Plan will be activated, and the Municipal Control Group will assemble at the Municipal Emergency Operations Centre.

Site Response: The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

Departmental Response: Departments that require local support to their operations may establish a Department Operations Centre (DOC). A DOC is primarily concerned with coordinating the department's activities in support of the department responsibilities and commitment to the emergency response. DOCs requiring further support to their response will activate the Municipal's EOC. DOCs will then interact with the Municipal's EOC, and their agency representatives or senior

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personnel at the scene. A DOC will focus on issues such as obtaining, coordinating and directing the department resources to respond to the emergency.

Municipal Response: The Emergency Operations Centre (EOC) is a physical location where the leadership of the Municipality of Strathroy-Caradoc can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The EOC is utilized, where necessary, to centralize and coordinate efforts occurring at the site and any activated DOC's.

The EOC Team provides for the overall management and coordination of site support activities and consequence management. The EOC Team acts as the Municipal's emergency control group under the Act. During an emergency, the EOC Team are notified and asked to respond to the EOC.

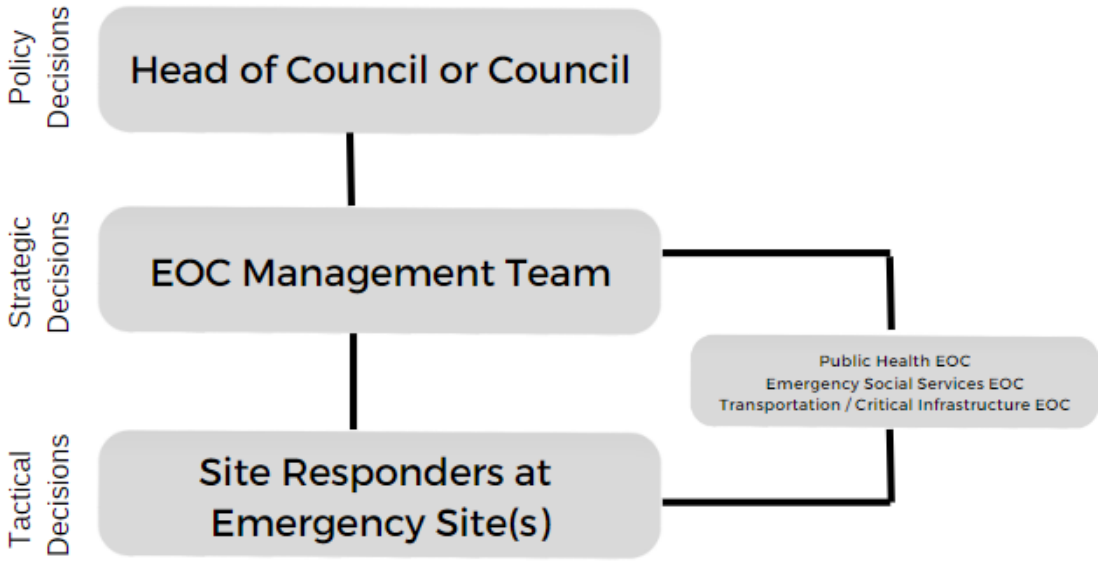
The EOC Team has responsibility for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the response; and
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public.

The Mayor is considered the Head of Council during an undeclared or declared emergency. There may be the need for an Acting Head of Council during any period of the Mayor's absence, inability or refusal of the Mayor to act as Head of Council or where the Office of the Mayor is vacant. The Deputy Mayor is the alternate Head of Council under these circumstances. The Head of Council has all the powers set out in the *Act* and Emergency Plan for purposes of an emergency and declared emergency.

Figure 1-1: Emergency Response Structure

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1.6 ACTIVATION RESPONSE LEVELS

When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan.

The following Municipality of Strathroy-Caradoc staff or designated alternatives have the authority to activate the Emergency Notification Procedure and EOC by contacting the Municipal's Emergency Management Coordinator(s) and requesting Level 1, 2 or 3 activation:

- Mayor (Head of the Municipal Control Group)
- Chief Administrative Officer (EOC Director)
- Community Emergency Management Coordinator (CEMC)
- Director of Community and Development Services
- Director of Human Resources
- Director of Economic Development and Community Engagement
- Director of Engineering and Public Works

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- Director of IT & Financial Services / Treasurer
- Director of Fire Services / Fire Chief
- Director of Legal and Legislative Services
- Chief of Police Services
- Emergency Information Officer – Communication Coordinator

Once notified, the Emergency Management Coordinator(s) will activate the notification system to contact the EOC responders on the Level 1 or Level 2 Notification List and instruct them to respond to the EOC. The notification system will also be used to advise of a Level 3 activation which involves notification of key EOC members and asking them to participate via virtual conference.

Level 1 activation involves the EOC Director, CEMC, Director of Engineering, Director of Human Resources, Emergency Information Officer, Director of Legal and Legislative Services, Director of Fire Services / Fire Chief, all Operations Coordinators as needed (Information Technology Services, Finance).

Level 2 activation involves all EOC personnel and is generally used for a largescale emergency.

Level 3 activation is a virtual activation of EOC personnel. Its membership is similar to a Level 1 activation however it is conducted virtually. Physical response to the EOC is not necessary. Adding additional members to this activation will depend on the nature of the emergency event.

2.0 – DECLARATION / TERMINATION OF A MUNICIPAL EMERGENCY

2.1 LEVELS OF EMERGENCIES

Emergency levels are defined on the impact in the following areas:

- Evacuation;
- Impact on infrastructure;
- Threat to/loss of life;
- Impact on essential services;
- Emergency service response; and
- Declared emergency.

It should be noted that, while this plan sets out procedures for major emergencies, responsiblities outlined in Section 5 and 6 are applicable for all levels of emeregencies, and whether the EOC Team is convened or not.

LEVEL 1

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Criteria

- Evacuation – large scale evcuation;
- Impact on Infrastructure – all or most roads closed/losss of major Municipal facilities, reducing or eliminating essential services
- Threat to/ Loss of Life – major loss of life or threat to a large munber of people;
- Emergency Service Response – all or most emergency services involved, impact on coverage;
- Emergency Operations Centre – activated and/or EOC team convened; and
- EOC – Full Activation.

LEVEL 2

Criteria

- Localized Evacuation – of an area requiring a reception centre or other extra-ordinary measuresl
- Impact on Infrastructure – major roadway or facility impacted;
- Disruption to business or industry;
- Threat to/Loss of Life – loss of life is minimal or non-existent. Threat to public may be substantial;
- Emergency Service Response – may or may not affect all essential services;
- EOC team members will be advised of the incident, may be convened;
- EOC – Monitoring.

LEVEL 3

Criteria

- Limited Evacuation – small number of people and for a short duration;
- Impact on Infrastructure – secondary roadway closed for short duration;
- Threat to/Loss of Lide – threat or loss of life is minimal;
- Emergency Service Response – limited to one or two agencies with short duration response;
- EOC team members will be advised of the incident but not convened; and
- EOC – Monitoring.

2.2 REPORTING AN EMERGENCY

A responding agency or municipal department is likely to be the first on-site authority to an emergency. First responders will assume control at the site and assign a lead agency. If, in the judgement of the lead agency, the situation requires more support resources, or there are consequences to the community at large, the lead agency will contact their senior departmental staff or Chief Administrative Officer to activate the EOC Team.

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2.3 DECLARATION OF A MUNICIPAL EMERGENCY

The Mayor or Deputy Mayor of the Municipality of Strathroy-Caradoc, as Head of the Municipal Council, is responsible for declaring that an emergency exists within the boundaries of the Municipal and under the provisions of Section 4 of the Emergency management and Civil Protection Act, R.S.O. 19990 and may designate an area within the Municipal as an “Emergency Area". This decision is made in consultation with other members of the EOC Team.

Upon such declaration, the Mayor notifies:

1. Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services), if the declaration is faxed 1-647-329-1143; a call should be made to confirm receipt of fax to 1-866-314-0472;
2. Members of Council;
3. The Public;
4. Neighbouring Community Emergency Management Coordinators, as appropriate;
5. Neighbouring community officials, as appropriate.

The Mayor (or Designate) will authorize notification to the Solicitor General as mandated under the Emergency Management and Civil Protection Act.

All decisions by the Municipal Control Group (as appropriate) affecting the lives and property of the inhabitants within the Municipality of Strathroy-Caradoc shall be made in consultation with the Mayor or Deputy Mayor of the Municipal.

2.4 TERMINATION OF A MUNICIPAL EMERGENCY

A Municipal Emergency may be declared terminated at any time by:

1. The Mayor or Deputy Mayor; or
2. Municipal Council; or
3. The Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor or Acting Mayor may notify:

1. Emergency Management Ontario
2. Municipal Council; and
3. Municipal Officials, as appropriate;
4. Members of the Media;
5. The Public;
6. Neighboring Municipal Officials.

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3.0 – NOTIFICATION AND ACTIVATION

3.1 ALERTING OR ACTIVATING THE EMERGENCY PLAN

The members of the County Control Group will be alerted and placed on standby, or this plan may be activated under the following conditions:

- When the Head of the Municipal Control Group requests assistance to be provided;
- When the Head of the Municipal Control Group requests the Municipal to assume control of the emergency;
- When an emergency cannot be defined as a local emergency, or impacts more than one municipality;
- When Municipal facilities are threatened or an extraordinary demand is placed on Municipal resources;
- When a widespread, far-reaching accident is encountered such as a pandemic, or an environmental disaster.

3.2 MUNICIPAL EMERGENCY NOTIFICATION

The Municipal Control Group (CCG) may be alerted to an emergency situation by the Head of a Municipal Control Group, member of the CCG, or emergency response agency. To notify the Municipal Control Group the following procedure will be used to alert or activate its members:

- A request for assistance shall be made to the Mayor, CAO, or Emergency Management Coordinator.
- Whomever is notified first, Mayor, CAO, or Emergency Management Coordinator, shall contact the other two.
- The Mayor, CAO, and Emergency Management Coordinator shall monitor the situation.
- After monitoring the situation, if it is deemed that the CCG should be alerted and placed on stand-by, or the Municipal Emergency Plan should be activated, the members of the CCG shall be notified as follows:

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Who to Call Once Notified of an Emergency

Head of a Municipal Emergency Control Group Member of the Municipal Emergency Control Group Emergency Response Agency	**Contacts**	↗ ➔ ↘	Mayor, **or** EOC Director, **or** CEMC

Head of the MECG	**Contacts**	↗ ➔ ↘ ↘	EOC Director CEMC Head of Local Council Adjacent Municipalities (as required)

EOC Director/CAO	**Contacts**	↗ ↗ ➔ ↘ ↘	Head of the MECG CEMC Municipal Public Works Rep. Ontario Works Rep. Other Dept. Heads (as required)

Community Emergency Management Coordinator (CEMC)	**Contacts**	↗ ↗ ↗ ↗ ➔ ↘ ↘ ↘ ↘ ↘	Head of the CCG/Warden CAO Emergency Management Ontario Emergency Medical Services Police Services Representative Municipal Fire Coordinator Board of Education (as required) Radio Amateurs of Canada (as required) Bell / Eastlink / Rogers (as required) Utilities (as required)

Municipal Public Works Rep.	**Contacts**	➔ ↘	Road Superintendents (as required) MTO Patrol (as required)

County CEMC	**Contacts**	↗ ➔ ↘ ↘ ↘	Medical Officer of Health (as required) Victim Services (as required) Hospital (as required) Salvation Army (as required) St. John's Ambulance (as required)

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4.0 – EMERGENCY OPERATIONS CENTRE AND CONTROL GROUP

4.1 THE MUNICIPAL EMERGENCY OPERATION CENTRE

Once requested for activation the Municipal Emergency Control Group will assemble in the Emergency Operations Centre at the Strathroy-Caradoc Fire Department, 220 East Centre Street, Strathroy.

In the event an alternate location is required, the location of the Emergency Operations Centre will be determined by the Head of the Municipal Emergency Control Group, the Operations Manager/CAO, and the Emergency Management Coordinator after consultation with the emergency response agencies involved. Refer to Annex B for EOC alternate locations.

Members of the CCG will be directed to the alternate EOC site once confirmed.

4.2 OPERATION CYCLE

Members of the EOC Team will meet at regular intervals to receive situational reports from the EOC Director. The Head of the EOC Team will establish the frequency of meetings based on discussions with the EOC Director and the Emergency Site – Incident Commander. Meetings will be kept as brief as possible allowing members to carry out their individual responsibilities. A display board identifying the status of actions will be maintained and prominently displayed in the Operations Centre.

The Chief Administrative Officer will chair operating sessions of the EOC Team. The EOC Team will consider strategic decisions and will break to permit members to consult with applicable staff and partnering agencies, help develop action plans, continuity of government, and business continuity.

The intent of these sessions is to provide an uninterrupted forum for the EOC Team Members to update on another and to recommend necessary actions to be taken.

The EOC Team will require support staff to assist and to record key decisions. The Chief Administrative Officer will provide a Scribe to the EOC Team. Members will require staff at the EOC to handle communications to and from their department or agency to the emergency site. It is the responsibility of all members to notify their staff.

4.3 COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP (MECG)

The Municipal emergency response will be directed and controlled by the Municipal Control Group consisting of the following senior Municipal officials/personnel:

- Mayor (Head of the Municipal Control Group)
- Chief Administrative Officer (EOC Director)
- Community Emergency Management Coordinator (CEMC)

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- Manager of Building Services, Chief Building Official
- Director of Community and Development Services
- Director of Human Resources
- Director of Economic Development and Community Engagement
- Director of Engineering and Public Works
- Director of IT & Financial Services / Treasurer
- Director of Fire Services / Fire Chief
- Director of Legal and Legislative Services
- Chief of Police Services
- Emergency Information Officer – Communication Coordinator

In addition, the EOC Director will consider what support & advisor staff should be notified and which organizations should be asked to attend the Emergency Operations Centre. The CEMC will act as a liaison for any involved agency not represented in the EOC.

An alternate person shall be designated for each member of the MECG. Names and telephone numbers of MECG members and alternates appear in Appendix A.

The MECG may function with only a limited number of persons depending upon the emergency, as determined by the Head of the Municipal Control Group. While the MECG may not require the presence of all persons listed as members of the control group, all members of the MECG must be notified.

4.4 SUPPORT AND ADVISORY STAFF

Emergency Medical Services
Fire Coordinator
Police Services Representative(s)
Strathroy Middlesex General Hospital
Head(s) of County Council
Middlesex-London Health Unit
Emergency Management Ontario
Conservation Authority(s)
Thames Valley District School Board
London District Catholic School Board
Provincial Ministry Representative
Other Officials, Experts, or Representatives

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4.5 – EMERGENCY MUNICIPAL CONTROL GROUP RESPONSIBILITIES

Some or all of the following actions/decisions will have to be considered and dealt with by the MECG:

- **Determining the status of the emergency** situation by acquiring and assessing information;
- Mobilizing Municipal emergency services, personnel and equipment;
- **Declaration of an Emergency** by the Head of the Municipal Emergency Control Group in consultation with members of the MECG;
- **Termination of an Emergency Declaration** by the Head of the Municipal Emergency Control Group in consultation with members of the MECG;
- Coordinating and directing services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Coordinating and/or overseeing the evacuation of inhabitants considered to be in danger, and working with partnering agencies that would assist with this action;
- Connecting with partnering agencies to assist with coordination of emergency accommodation and/or welfare services for residents temporarily evacuated from their homes when so requested by the municipality;
- Arranging for services and equipment from local agencies not under Municipal or municipal control, i.e. private contractors, volunteer agencies, services clubs;
- Notifying and requesting assistance from various levels of government and any public or private agencies not under Municipal or County control, as considered necessary (refer to Request for Provincial/Federal Assistance);
- Determining if additional volunteers are required and if appeals and solicitation for volunteers are warranted;
- Determining if additional transportation is required to be coordinated for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of funds required to deal with the emergency for the preservation of life and health;
- Maintaining a log outlining decisions made and actions taken (with consideration of assistance from department aids), and submitting a summary of the log to the Emergency Management Coordinator within one week of the termination of the emergency, as required;

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- Working with Ontario 211 in establishing a reporting and inquiry centre to handle individual requests concerning any aspect of the emergency;
- Ensuring that all Municipal emergency personnel are advised of the declaration and termination of an emergency in the constituent local municipality(s);
- Ensuring that the Critical Incident Stress Management is available to responders and that the emotional needs of the Municipal are addressed
- Ensuring that the emergency is reviewed and a recovery plan, if required, is in place before the emergency is terminated;
- Participation in a follow up debrief no more than four (4) weeks after emergency is terminated, which is led by the CEMC.

5.0 – *EMERGENCY MUNICIPAL CONTROL GROUP INDIVIDUAL RESPONSIBILITIES*

5.1 MAYOR OR DESIGNATE

The Mayor, or designate, will be responsible for the following duties:

- Declaring an Emergency; and the Termination of the Declaration of an Emergency;
- Provide strategic support and direction to the EOC Director and MECG members;
- Provides guidance on policies to the EOC Director;
- Supports formal requests for outside support/resources (e.g. Neighbouring Municipalities, Provincial and Federal support);
- Acts as a spokesperson for the Municipality
- Liaison to other elected officials; and
- Maintaining a personal log of all actions taken.

5.2 EOC DIRECTOR OR ALTERNATE

The EOC Director, or alternate, will be responsible for the following duties:

- Implementing the Plan as appropriate to the nature of the emergency;
- Ensuring that all required members are present when the MECG is assembled;
- Determining necessary advisors to aid in decision making;
- Making decisions, determining priorities, and issuing direction to the EOC members;

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- Scheduling and chairing EOC meetings ;
- Organizing and supervising the Municipal Emergency Operations Centre (EOC) during the emergency, including arrangements for feeding and relief of Centre personnel;
- Approving media releases and public announcements;
- Organizing any required debriefing sessions;
- Coordinating assistance from senior levels of government and from neighbouring municipalities, when required;
- Authorizing expenditures and the acquisition of equipment and personnel when necessary;
- Ensuring that the heads of local Councils are notified that the Municipal has implemented its Plan and is available to assist or that the Municipal has declared an emergency;
- Ensure documentation of key decisions are maintained, shared and easily accessible within the EOC;
- Appoint a scribe to track key decisions; and
- Maintaining a personal log of all actions taken.

5.3 DIRECTOR OF IT & FINANCE SERVICES / TREASURER OR ALTERNATE

- Assisting the EOC Director in their duties;
- Establishing a chart of accounts to record the costs incurred as a result of emergency action;
- Liaising, if necessary, with the Treasurers of the County;
- Working with appropriate provincial ministries to assist and secure possible funding with Disaster Recovery Assistance for Ontarians (DRAO), and Municipal Disaster Recovery Assistance (MDRA) if a natural disaster has occurred;
- Advise EOC Director on purchasing and finance policy and procedures;
- Ensuring that records of expenses are maintained for future claim purposes;
- Compiling reports for council; and
- Maintaining a personal log of all actions taken.

5.4 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC) OR ALTERNATE

The Emergency Management Coordinator, or alternate, will be responsible for the following duties:

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- Providing advice and expertise to members of the MECG on emergency measures operations;
- Setting up the Emergency Operations Centre;
- Gathering information for the EOC Director;
- Act as Liaison to those organizations not represented in the EOC;
- Assist with debriefing following the emergency;
- Writing a final report to council after the emergency has been terminated;
- Regularly reviewing the contents of the Emergency Response Plan to ensure that they are up to date and in conformity with Provincial procedures;
- Organizing and coordinating training and participation in drills and exercises; and
- Maintaining a personal log of all actions taken.

5.5 DIRECTOR OF ENGINEERING AND PUBLIC WORKS OR ALTERNATE

The Director of Engineering and Public Works, or alternate, will be responsible for the following duties:

- Providing the MECG with advice on engineering matters;
- Supplying access to GIS mapping or physical maps for tracking for situational awareness if available;
- Liaising with municipal partners for;
- Arranging for the dispatch of staff and equipment to assist in containing the emergency situation if required;
- Clearing of emergency routes and the marking of obstacles;
- Materials and equipment resources when necessary;
- Making recommendations for discontinuation of any utilities, public or private, when necessary, in the interest of public safety;
- Maintaining liaison with flood control, conservation and environmental authorities and preparing for relief or preventative measures;
- Arranging for materials and equipment from Provincial resources and/or private contractors when necessary;
- Maintaining liaison with Ontario Clean Water Agency;
- Maintaining building maintenance duties as required by personnel assigned;

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- Maintaining a personal log of all actions taken.

5.6 DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources or representative will be responsible for:

- Advising EOC Director on labour relation policies and procedures;
  - Health and Safety
  - Staff Scheduling
  - Payroll
  - Union considerations
  - Overtime provisions
  - Hiring of outside personnel (i.e. security)
- Coordinating and processing requests for human resources;
- Under the direction of the MECG, coordinating offers of and appeals for volunteers;
- Ensuring records of human resources and administrative details are completed;
- When volunteers are involved, ensuring that a Volunteers Registration Form is completed and a copy of the form is retained for Municipal records.;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from sites; if necessary; and
- Maintaining a personal log of all actions taken.

5.7 DIRECTOR OF ECONOMIC DEVELOPMENT AND COMMUNITY ENGAGEMENT OR ALTERNATE

The Director of Economic Development and Community Engagement or alternate will be responsible for:

- Act as a liaison between the EOC and community service providers (e.g. housing, food banks, NGO's);
- Facilitate coordination with external agencies for community support services;
- Support EIO as needed;
- Advise EOC Director on impacts of sector and required actions; and

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- Maintaining a personal log of all actions taken.

5.8 DIRECTOR OF COMMUNITY AND DEVELOPMENT SERVICES OR ALTERNATE

The Director of Community and Development Services or alternate will be responsible for:

- Identify vulnerable infrastructure and development areas;
- Ensure municipal facilities (community centres, shelters) are ready for community use;
- Oversee the activation and operation of community centres as emergency shelters or reception centres;
- Coordinate with Public Works and other departments to ensure accessibility and safety of public spaces;
- Provide situational updates on community infrastructure and development impacts; and
- Maintaining a personal log of all actions taken;

5.9 DIRECTOR OF FIRE SERVICES / FIRE CHIEF OR ALTERNATE

The Director of Fire Services / Fire Chief or alternate will be responsible for:

- Provide advice on fire and rescue matters to the MECG;
- Confirm local fire, rescue and live saving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to Township departments to bring into play other equipment and skills needed to cope with the emergency;
- Liaising with purchasing agents from other municipalities;
- Compiling records of costs incurred as a result of emergency action;
- Ensuring records of expenses are maintained for future claim purposes;
- Reviewing the Ontario Disaster Relief Assistance Program directives on a regular basis;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency; and
- Maintaining a personal log of all actions taken;

5.10 DIRECTOR OF LEGAL AND LEGISLATIVE SERVICES OR ALTERNATE

The Director of Legal and Legislative Services or alternate will be responsible for:

- Coordinate Council Meetings (virtual or emergency sessions) to pass urgent measures;

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- Ensure proper documentation and legal record-keeping of emergency decisions;
- Advise on privacy and information-sharing protocols under MFIPPA during;
- Advise staff and council on possible legal implications of emergency measures;
- Maintaining a personal log of all actions taken.

5.11 CHIEF OF POLICE SERVICES OR ALTERNATE

The Chief of Police Services or alternate will be responsible for:

- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;
- Coordinating police operations and responses with Municipal Departments and with neighboring police authorities;
- Establishing security around the emergency area to control access and protect property;
- Sealing off the area of concern, controlling and, if necessary, dispersing crowds within the emergency area;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the Ontario Works Representative regarding the establishment and operation of evacuation and reception centres;
- Providing for police services in reception centres, morgues, and other facilities, as required;
- Liaising with other Municipal, Provincial or Federal police agencies as required;
- Informing the MECG on the actions take by the police;
- Providing an On-Site Incident Commander if required; and
- Maintaining a personal log of all actions taken.

5.12 EMERGENCY INFORMAITON OFFICER

The Emergency Information Officer or alternate will be responsible for:

- Establishing a communications link with the community spokesperson, the Citizen Inquiry Representative, and any other EIO(s) (i.e. Provincial, Federal, private industry, etc.) involved in the incident;
- Implementing the Emergency Communications Plan;
- The dissemination of information, and planning for news releases at appointed times;

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- Ensuring that all information released to the media and public is consistent and accurate;
- Appointing an assistant to attend the Joint Information Centre, and appointing any other personnel required;
- Designating and coordinating a Joint Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- Briefing the MCEG on how the Joint Information Centre will be set up;
- Liaising regularly with the MECG to obtain the appropriate information for medial releases, coordinate individual interviews, and organize press conferences;
- Establishing telephone numbers for media inquiries and ensuring that the following are advised accordingly:
    - Media
    - MECG
    - Switchboard for Emergency Services
    - On-Site Media Spokesperson
    - 211
    - Any other appropriate person, agencies, or businesses;
- Providing direction and regular updates to 211 Representative to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that all information released to the media and public is first approved by the EOC Director;
- Monitoring news coverage and correcting any erroneous information;
- Monitoring and disseminating accurate and consistent information to social media platforms;
- Maintain copies of media releases pertaining to the emergency;
- Maintaining a personal log of all actions taken.

6.0 – SUPPORT AND ADVISORY STAFF RESPONSIBILITIES

6.1 EMERGENCY MEDICAL SERVICES REPRESENTATIVE:

The Representative from Paramedic Services will be responsible for the following duties:

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- Providing information on the movement of casualties from the disaster site;
- Advising the Municipal Control Group on requirements for additional casualty transportation means, beyond ambulance resources, that the Municipal Control Group may be able to obtain;
- Determining if additional medical resources are needed for casualty management at the emergency site, in consultation with the Medical On-Site Coordinators, and initiating requests for such with medical authorities;
- Identify or request additional Ministry of Health resources required by any facility which operates under the direction of the Ministry of Health in accordance with Ministry procedures.

6.2 COUNTY FIRE COORDINATOR:

The County Fire Coordinator, or alternate, will be responsible for the following duties:

- Coordinating assistance from the Mutual Aid Fire System and the Ontario Fire Marshal as required;
- Determining if special equipment or supplies, not available in the Municipal, can be located elsewhere and advising the CCG;
- Coordinating assistance of fire equipment and personnel with other Municipal departments and agencies in large scale non-firefighting operations (rescue, first aid, casualty collection);
- Liaising with the Ministry of the Environment on fires involving potentially dangerous materials;
- Liaising with the Ministry of Natural Resources on forest fires;
- Providing an Emergency Site Manager if required.

6.3 ONTARIO PROVINCIAL POLICE REPRESENTATIVE:

The Police Representative, or alternate, will be responsible for the following duties:

- Providing advice on police (law enforcement) matters to the CCG;
- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;
- Liaison with Public Works Representative and or MTO;

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- Coordinating police operations and responses with Municipal Service Departments and with neighboring police authorities;
- Establishing security around the emergency area to control access and protect property;
- Notify and liaising with the Ontario Coroner's Office where there are deceased persons;
- Securing the area of concern, controlling and, if necessary, dispersing crowds within the emergency area;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the Social Services Director regarding the establishment and operation of evacuation and reception centres;
- Providing for police services in evacuation centres, morgues, and other facilities, as required;
- Liaising with other municipal, provincial or federal police agencies as required;
- Informing CCG on the actions taken by the OPP.

6.4 STRATHROY MIDDLESEX GENERAL HOSPITAL REPRESENTATIVE:

The Hospital Representative will be responsible for:

- Implementing their respective Hospital Disaster Plan;
- Liaising with the Health and Emergency Medical Services Representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Liaising with the Ministry of Health, as appropriate;
- Maintaining a log of all actions taken.

6.5 MIDDLESEX LONDON PUBLIC HEALTH UNIT REPRESENTATIVE

The Medical Officer of Health and Chief Executive Officer of Middlesex London Public Health Unit is a shared leadership role. The Middlesex London Public Health Unit Representative, or alternate, will be responsible for the following duties:

- Coordinating all health services on the Community Control Group;
- Liaising with Ontario Health, local hospitals, and primary care providers, including notification of the emergency and coordination of health care services during an emergency;
- Liaising with provincial and federal offices for health and environment matters, as appropriate;
- Providing advice on matters that may adversely affect public health and safety;

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- Acting as the Lead Agency to coordinate the community response to public health-related emergencies or anticipated emergencies, such as epidemics, according to Ministry of Health policies and the *Health Protection and Promotion Act*
- Liaising with land ambulance service representatives, volunteer and private agencies for augmenting and coordinating public health resources;
- Supporting the work of Emergency Management Ontario's Emergency Medical Assistance Teams, Ontario Health, and other health care agencies in caring for people in reception or evacuation centres, or populations requiring additional health care services/support at home or in the community during an emergency;
- In consultation with appropriate municipal departments, advising on the need for potable water supplies and sanitation facilities, and participating in post emergency assessment of the environment in conjunction with the Ministry of Environment and the appropriate Public Works Departments.

6.6 MIDDLESEX COUNTY SOCIAL SERVICES REPRESENTATIVE

The Strathroy-Caradoc Social Services Representative, or alternate, will be responsible for the following duties:

- Providing advice to the MECG on Social Service matters;
- Emergency clothing to provide adequate protection from the elements;
- Providing qualified staff at Evacuation Centre(s) housing evacuees as required and as resources permit;
- Emergency lodging to provide adequate temporary accommodation for the homeless,
- Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
- Emergency feeding to sustain those without food or adequate food preparation facilities,
- Liaising with the Middlesex London Public Health Representative on areas of mutual concern required during operations in Evacuation Centres,
- Provide assistance and counseling to individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- In consultation with the Middlesex London Public Health Representative, establishing an 'outreach program' for victims of the emergency;
- Liaising with public and private nursing care homes as, required;
- Notifying the Police of the number and locations of the Emergency Reception/ Evacuation Centres;
- Contacting and providing direction to volunteer agencies able to assist in welfare functions, such as Red Cross, Women's Institutes, etc.;

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- Notifying senior levels of government on Social Service matters in the emergency.

6.7 CONSERVATION AUTHORITY REPRESENTATIVE

The Conservation Authority Representative will be responsible for:

- Maintain a watershed monitoring network
- Issuance of flood messages to the Municipalities and other selected agencies.
- Technical advice on flood related matters
- Designated emergency measures to alleviate flooding beyond the means of a single Municipality.
- Liaise between the Municipalities and the Province on matters relating to the procurement of provincial assistance during a flood emergency.

6.8 THE MUNICIPAL SOLICITOR

The Solicitor for the Municipality will be responsible for:

- The provision of advice to any member of the MECG on matters of a legal nature as they may apply to the actions of the Municipality of Strathroy-Caradoc in its response to the emergency, as required.

6.9 THAMES VALLEY AND CATHOLIC DISTRICT SCHOOL BOARD REPRESENTATIVES

The School Board Representative will be responsible for:

- Providing any school as designated in the Municipality of Strathroy-Caradoc's Social and Family Services Community Welfare Plan for use as an evacuation or reception centre;
- Upon being contacted by the Ontario Works Representative, providing school board representatives to coordinate activities with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres.

6.10 PROVINCIAL MINISTRY REPRESENTATIVES

Provincial Ministry Representatives will be responsible for:

- Providing advice on matters of Provincial concern to members of the MECG;
- Enforcement of provincial legislation, authorities and investigation;

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- Assisting in the coordination of provincial resources;
- Coordination of Provincial response agencies;
- Liaison with Emergency Management Ontario and Provincial Ministry of Emergency Operations Control Group (PEOC);
- Liaison with Ministry representatives based on emergency incident

6.11 OTHER OFFICIALS, EXPERTS, OR REPRESENTATIVES

Other Officials, Experts, or Representatives will be responsible for any special advice or expertise necessary to abate the emergency situation as required by the CCG.

CANADIAN RED CROSS SOCIETY

The Canadian Red Cross Society will receive requests for support from the Ontario Works Representative. The responsibilities of the Red Cross Representative during an emergency are to:

- Activate the Society's emergency alert system;
- Co-ordinate the Society's response in co-operation with the Ontario Works Representative, if an evacuation is required;
- Assist OW and Municipal Staff with registration and inquiry to meet the following objectives:
- Collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in co-operation with local hospitals and reception centres; and
- Assist in reuniting separated family members as quickly as conditions permit;
- Operate an inquiry bureau to deal with national and international requests as directed by the Society's National office;
- Set up and operate an evacuation centre, upon the request of the Ontario Works Representative;
- Assist with first aid established at reception centres if required;
- Ensure that volunteers are properly registered so that Workplace Safety Insurance Board (WSIB) coverage is provided during an emergency.

ST. JOHN AMBULANCE

The St. John Ambulance will receive requests for support from the Ontario Works or Ambulance Representative during an emergency to:

- Activate the Division's emergency alert system;
- Co-ordinate the Division's response in co-operation with the Health Representative;

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- Provide First Aid;
- Establish first aid posts at reception centres, as required;
- Ensure that volunteers are properly registered so that WSIB Insurance coverage is place in the event of an Emergency.

SALVATION ARMY REPRESENTATIVE

The Salvation Army will receive requests from the Ontario Works Representative. The responsibilities of the Divisional Commander or alternate of the Salvation Army during an emergency are to:

- Activate the Division's emergency alert system;
- Coordinate the Division's response in cooperation with the Ontario Works Representative, if an evacuation is required;
- Coordinate the provision of meals to personnel at the disaster site and reception centre;
- Provide bedding and clothing, in cooperation with Ontario Works;
- Provide and coordinate clergy assistance;
- Ensure that volunteers are properly registered so that Workplace Safety Insurance coverage is provided during an emergency.

RADIO AMATEURS OF CANADA COORDINATOR

Radio Amateurs of Canada Representative will be responsible for:

- Providing additional communication requirements to supplement the Municipal and emergency communications systems, as needed;
- Contacting other communications experts, as required

BELL, ROGERS, EASTLINK REPRESENTATIVES

Bell, Rogers, Eastlink Representatives will be responsible for:

- When possible, establishing and ensuring that telephone communication services are provided to the EOC, emergency site, and anywhere else as required.

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7.0 – COMMUNICATIONS

7.1 GENERAL COMMUNICATIONS

All communications will be received and sent from a communications room set up adjacent to the Emergency Operations Centre (EOC). A representative from each emergency response agency will work from this room. Telephones, radios, or other communications equipment shall not be permitted in the EOC.

At the emergency site, each response agency will appoint a communications officer to regularly update their respective representative in the EOC communications room. From the EOC communications room, radio and phone messages will be relayed (verbally or on paper) to the relevant member of the MECG.

An important function of every agency is to provide timely information to the MECG for the benefit of the decision-making process. This will necessitate reliable systems of communications between the emergency site and the EOC and for every department involved.

The telephone system will be used, if it is operational. In addition, police and fire representatives will have links with their respective radio communications. The Amateur Radio Emergency Service is also available to assist. This service shall be activated by the MECG only.

8.0 – EVACUATION PLANNING

EVACUATION PLANNING

In an emergency, it may be necessary for residents to be temporarily evacuated. When such an evacuation is deemed necessary, one or more emergency reception centres may need to be opened in a safe area.

9.0 – RECOVERY PLANNING

RECOVERY PLANNING

This plan assigns responsibilities and outlines activities that may be required to bring the municipality back to its pre-emergency state. The plan will be activated (in whole or part) at the direction of the Municipal Control Group. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

10.0 – MEDIA AND PUBLIC RELATIONS

10.1 Media and Public Relations

It is important to coordinate the release of accurate information or instructions to the news media, the public, and individual requests for information concerning any aspect of the emergency.

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In order to fulfill these functions during an emergency, the following positions may be established:

- Municipal Media Coordinator
- On-Site Media Spokesperson (service spokespersons)
- Municipal Media Coordinators (s)
- Ontario 211 Representative

A Municipal Emergency Control Group may have initially appointed these positions. Once appointed, they will remain in control unless the Municipal Control Group deems it necessary to appoint a replacement.

Depending on the scope of the emergency, there may be a need for a Joint Information Centre near the emergency site, and a Municipal Media Information Centre near, but not in, the EOC. In some cases, a joint media information centre may be more desirable.

10.2 ON-SITE MEDIA SPOKESPERSON

If necessary an On-Site Media Spokesperson shall be appointed by the Emergency Site Command and is responsible for:

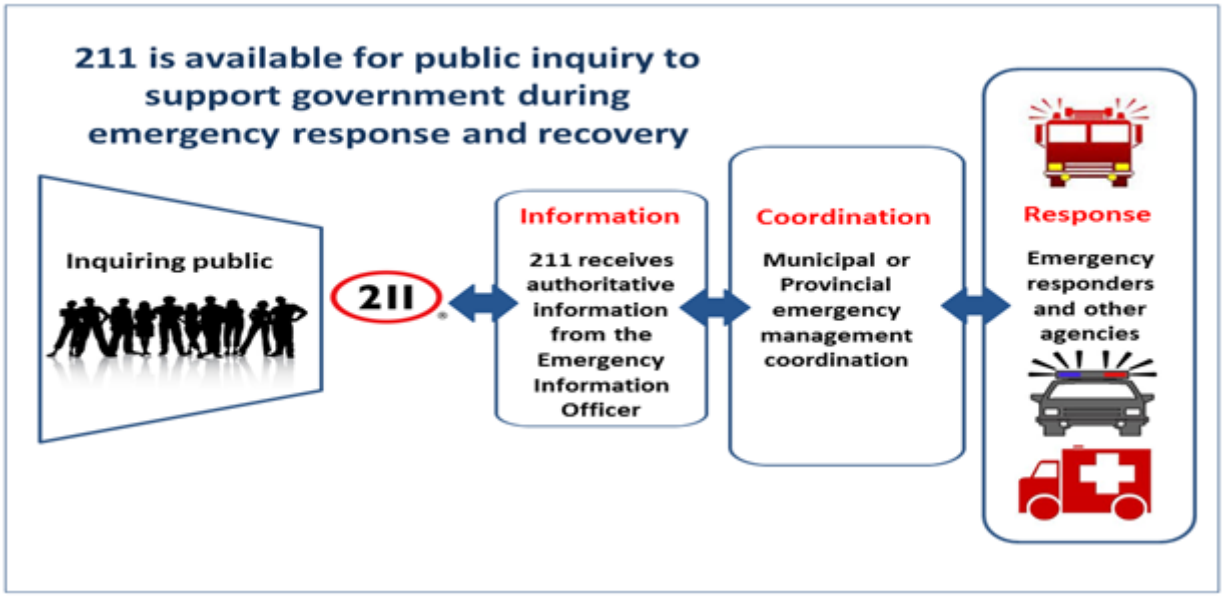
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Responding to inquiries from the media pertaining to the scene only, and only after clearance by the Emergency Information Officer;
- Redirecting all inquiries regarding decisions made by the CCG and the emergency as a whole to the Ontario 211;
- Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Advising the following persons and agencies of the location and telephone number(s), as available, of the Site Media Information Center:
    - Media
    - CCG
    - Switchboard for Municipal Emergency Services
    - Municipal Emergency Information Officer
    - Ontario 211 Representative
    - Any other appropriate persons, agencies, or businesses;
- Ensuring that media arriving at the site are directed to the site information centre;
- Where necessary and appropriate, coordinating media photograph sessions at the scene;
- Coordinating on-scene interviews between emergency services personnel and the media.

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10.3 ONTARIO 211

The Ontario 211 Representative will be provided for by the Ontario Works Representative and shall be responsible for:

- Establishing a Public Inquiry Line/Email, including the appointment of personnel and designation of telephone lines;
- Informing the Municipal Media Coordinator of the establishment of the Public Inquiry Service;
- Liaising with the Municipal Media Coordinator to obtain current information on the emergency;
- Responding to, and redirecting inquiries and reports from the public based upon information from the Municipal Media Coordinator;
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries, or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation or reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist as required.



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10.4 PUBLIC INFORMATION & INQUIRY

Depending on availability, information concerning an emergency situation will be communicated to the public through a number of means. These include: social media, web sites, newspaper, radio, television, public addressing system, telephone, newsletter, and individual visitation.

Where appropriate, public meetings will be held to provide information to members of the public concerning an emergency situation. Such meetings will be coordinated and conducted by the CCG.

11.0 – PROVINCIAL AND FEDERAL ASSISTANCE

If locally available resources, including those which might be available from bordering municipalities and/or Municipal sources, are insufficient to meet emergency requirements, then assistance may be requested from the Province by the Municipal on behalf of the affected local municipality.

The Emergency Management Ontario's Provincial Emergency Operations Centre is the focal point for provincial assistance during an emergency. It **should** be notified if the threat of an emergency exists, and **must** be notified when an emergency has been declared. While it will not take over and manage the emergency, it can provide liaison and coordination, and a central point for contact with other provincial ministries, and the federal government if required.

All requests for provincial and federal assistance shall be directed through Emergency Management Ontario.

12.0 – PLAN REVIEW, TESTING, AND MAINTENANCE

Plan Review, Testing, and Maintenance

This plan shall be reviewed annually, and where necessary, shall be revised by the Municipal Emergency Management Coordinator through the Emergency Management Program Committee.

Each time the plan is revised, it must be forwarded to Municipal Council for approval; however, revisions to an appendix or minor administrative changes can be made without Council approval.

An annual exercise will be conducted to test the overall effectiveness of the plan and to provide training to the members of the Municipal Control Group.

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14.0 – DEFINITIONS

Debrief
An activity conducted after an emergency event to capture experiences and lessons learned. It involves reviewing the overall response, identifying challenges, and discussing strengths and weaknesses to inform future emergency planning and response efforts.

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

Emergency Area
A geographic area within which an emergency has occurred or is about to occur, and which has been identified, defined and designated to receive emergency response actions.

Emergency Management Ontario (EMO)
EMO is a branch within the Ministry of the Solicitor General with overall provincial emergency management responsibility. EMO is responsible for the coordination, promotion, development, implementation and maintenance of effective emergency management programs throughout Ontario and for the coordination of these programs with the federal government.

Emergency Management Program Committee (EMPC)
A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

Emergency Operations Centre (EOC)
A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.

Emergency Response Plan
A group (public, private or volunteer), trained in emergency response that may be called upon to respond to an emergency situation.

Evacuation Centre
An evacuation centre is a facility that provides temporary care and shelter to persons displaced by the emergency. Impacted individuals may be sent to an evacuation centre after registering at a reception centre, and/or they may register at the evacuation centre directly.

Incident Management System (IMS)
A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure.

[1] *In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. EMCPA R.S.). 1990, c.3, s.5.1(2)*

The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

Inner Perimeter
A restricted area in the immediate vicinity of the emergency scene as established by the Site Manager. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

Joint Information Centre
The location from which information is coordinated and disseminated accurately, consistently and timely to the public and this location will be determined by the Emergency Information Officer.

Municipal Emergency Control Group
The group of individuals directing the services necessary for mitigating, responding and recovering the effects of the emergency. The Emergency Operations Centre (EOC) Director is responsible for coordinating the operations within the Municipal EOC.

Outer Perimeter
The geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Site Manager.

Provincial Emergency Operations Centre (PEOC)
A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

Reception Centre
Usually located outside the impact zone of the emergency, the reception centre is a place where evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Triage
The preliminary assessment of patients or causalities in order to determine the urgency of their need for treatment and the nature of treatment required.

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