



Township of/Canton de **Tiny**

EMERGENCY RESPONSE PLAN



November 2022

This Emergency Plan is issued under the
Authority of the Council
of the Township of Tiny as Schedule "A" to
By-Law **22-081** dated **09/11/2022**

www.tiny.ca

Township of Tiny Emergency Planning
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1. Introduction

An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property

In order to provide the best level of protection to the residents, businesses and visitors of the Township of Tiny, the municipality requires a coordinated emergency response by several key departments, agencies and organizations all under the direction of the **Municipal Emergency Control Group (MECG)**. These are distinct arrangements and procedures from the routine operations carried out by municipal agencies, e.g. Fire, Police, or Public Works Departments, etc.

The Township of Tiny **Emergency Management Program Committee (EMPC)** has combined its efforts to develop this Emergency Response Plan. This response plan has been developed to provide officials, agencies and departments of the Township of Tiny with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

It is important that the residents, businesses and visitors who are interested have the opportunity to view and become aware of the provisions of this Emergency Response Plan. Copies of the Township of Tiny Emergency Response Plan may be viewed at the Township of Tiny municipal office located at 130 Balm Beach Road West in Perkinsfield, online at www.tiny.ca or for viewing at the public libraries located in the Town of Midland, the Town of Penetanguishene and the Springwater Library in Elmvale.

For more information contact:

Community Emergency Management Coordinator
Corporation of the Township of Tiny
130 Balm Beach Road West
Tiny, Ontario L0L 2J0
(705) 322-1161

*For definitions of terms and
acronyms, see the glossary
at the end of this document*

1.1 Purpose

The purpose of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare, environment, property and the economic health of the inhabitants of the Township of Tiny when faced with an emergency.

1.2 Legislative Authority and Powers

The **Emergency Management and Civil Protection Act (EMCPA)** is the legal authority for this response plan in the Province of Ontario.

The EMCPA states that:

“Every municipality shall formulate an emergency plan governing the provisions 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) EMCPA]

“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.” [Section 4 (1) EMCPA]

As enabled by the Emergency Management and Civil Protection Act, this emergency response plan and its' elements have been:

- Issued under the authority of the Corporation of the Township of Tiny By-law # 22-081 as Schedule “A”
- Filed with Emergency Management Ontario, Ministry of the Solicitor General

This plan also prescribes procedures and the manner in which municipal employees and other persons respond to an emergency. Important measures enabled under the legislation and which form parts of the plan are:

- Authorization for municipal employees to take appropriate action before formal declaration of an emergency [Section 9 (a) EMCPA];
- Specific procedures to be taken for safety and/or evacuation of persons in an emergency area [Section 9 (b) EMCPA];
- Designation of other members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act [Section 9 (c) EMCPA];
- Committees and designated employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan in an actual emergency [Section 9 (d) EMCPA];
- Methods for obtaining and distributing materials, equipment and supplies during an emergency [Section 9 (e) EMCPA];
- Provide for any other matter required by the standards for emergency plans set under Section 14 EMCPA [Section 9 (e.1)];
- Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13. [Section 9 (f)].

2. Emergency Notification Procedures

2.1 Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency 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.”

The **Emergency Operations Centre (EOC)** can be activated for any emergency for the purpose of managing an emergency, by maintaining services to the community and supporting the emergency site.

Emergencies could arise with or without warning; this plan takes into account and is intended to deal with the worst case, a situation that develops without warning.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the **Chief Administrative Officer (CAO)** or alternate or the Community Emergency Management Coordinator (CEMC) or alternate, who will contact the Communications Coordinator or alternate to initiate the fan-out procedure for the Municipal Emergency Control Group (MECG), using Tiny Connect (Everbridge Mass Notification Software. In the event of an application failure of the Tiny Connect system, Huronia Alarms can be contacted to initiate the fan-out procedures.

Upon being notified, it is the responsibility of all MECG officials to notify their staff and volunteer organizations.

Where the threat of an impending emergency exists, the MECG will be notified and placed on standby and the EOC may be set up in advance.

2.2 Declaration of an Emergency

A Declared Community Emergency

The Mayor of the Township of Tiny 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 health, safety and welfare of the inhabitants of the emergency area [Section 4.(1) EMCPA]

The decision is usually made in consultation with other members of the MCEG.

In the absence of the Mayor, Council may appoint a Member of Council to act in the place of the Head of Council for the declaration of an emergency. [By-Law # 04-151]

Upon declaring an emergency, the Mayor will notify the following as required:

- Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of the Solicitor General;
- Municipal Council;
- Neighbouring Heads of Council, County Warden, County Community Emergency Management Coordinator, as appropriate;
- General Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Government (MPP);
- Local Member of Parliament (MP).

2.3 Request for Assistance

During emergency operations the Municipal Emergency Control Group members will prioritize the allocation of resources in support of the emergency site(s) and may make arrangements for external assistance, if necessary, from neighbouring municipalities, County of Simcoe, Province of Ontario or other external non-government sources. The emergency assistance

could include personnel with special expertise, special equipment with trained operators and/or any other type of service/expertise required to support the local emergency operations.

All requests for assistance will be reviewed and approved by the Municipal Emergency Control Group prior to the request being made.

Requests for assistance shall not be deemed to be a request that the assisting municipality, county or province assume authority and control of the emergency.

2.3.1 Mutual Aid

Whenever a situation cannot be adequately dealt with solely by the responding fire services department or with mutual co-operation from other municipal departments, further actions may be required under the provisions of mutual aid agreements with surrounding municipalities. In such circumstances, the Fire Chief will contact the Simcoe County Fire Coordinator to activate the Simcoe County Mutual Aid Fire Plan.

2.3.2 Mutual Assistance

The Act authorizes municipalities to enter into agreements wherein each municipality may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting municipality in times of emergency.

Mutual Assistance Agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions and may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

The CEMC will facilitate Mutual Assistance Agreement(s) with neighboring municipalities as appropriate.

2.3.4 Request for County of Simcoe Assistance

The County of Simcoe Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. A municipality may request assistance from the County of Simcoe at any time by contacting the County of Simcoe CEMC, who in turn shall contact the County Warden and County Chief Administrative Officer.

The emergency contact list, including contact numbers for requesting assistance for activating the County of Simcoe Emergency Response Plan is in Annex A.

The County of Simcoe and the Township have entered into an agreement for the provision of emergency social services, including the establishment of reception and evacuation centres. In order to activate the Simcoe County Emergency Social Services Response Plan, the Liaison Officer will contact the Simcoe County CEMC. The County of Simcoe and the Township have also entered into an agreement for the provision of a multi-jurisdictional, multi-disciplinary hazardous materials (HAZMAT) incident response team.

2.3.5 Request for Assistance from the Province of Ontario

The Mayor, EOC Director or Liaison Officer upon consultation with the Municipal Emergency Control Group may request assistance from the Province of Ontario at any time without any loss of control or authority. Such a request may be made by contacting OFMEM.

EMO Provincial Operations Centre

EMO staffs the Provincial Operations Centre (PEOC) on a 24/7 basis. The Township should report declared emergencies to the PEOC Duty Officer.

Provincial On-Call Requirement

EMO requires that a designated contact for the Township be available at all times. If PEOC staff cannot reach the primary contact, then an alternate must be available to respond. The PEOC primary point of contact will be the CEMC. If the CEMC is not available the Alternate CEMC will be the secondary point of contact.

Disaster Recovery Assistance Programs

The province is replacing the Ontario Disaster Relief Assistance Program with two new programs that will be more responsive to the needs of individuals and communities following a natural disaster.

The new Municipal Disaster Recovery Assistance program will help municipalities address extraordinary emergency response costs and damage to essential property or infrastructure like bridges, roads and public buildings, as a result of a natural disaster. Going forward, municipalities will be given four months rather than 14 days to assess costs and request

provincial assistance, so that they have time to focus on emergency response after a disaster occurs.

The new Disaster Recovery Assistance for Ontarians program will provide faster assistance to individuals, small businesses, farmers and not-for-profit organizations who have experienced damage to, or loss of, essential property as a result of a natural disaster. The program will also do away with the current requirement for municipal volunteers to fundraise for matching provincial assistance.

2.3.6 Request of Assistance from the Government of Canada

Requests for assistance from the Government of Canada must be submitted through the Province of Ontario through OFMEM.

2.4 Termination of an Emergency

The Municipal Emergency Control Group will make a recommendation to the Mayor, or alternate, to officially declare the termination of an emergency. A municipal emergency may be terminated at any time by the Mayor/Acting Mayor, or the Council of the Township of Tiny, or the Premier of Ontario.

When terminating a municipal emergency, the Mayor, or alternate, will ensure the Ministry of the Solicitor General, Office of the Fire Marshal and Emergency Management, Municipal Council, the public, the local Member of Parliament, the local Member of Provincial Parliament, and all concerned agencies, personnel, and neighbouring community officials are notified, as required.

3. Notification and Activation

3.1 Notification of an Emergency

Notification Source

The Township of Tiny Public Works and/or the Fire and Emergency Services Departments typically are the first to initiate notification but notice may be received from external sources. All external information should, where possible, be verified by either the Barrie Fire and Emergency Services (Barrie Fire Control) or designated members of the Municipal Emergency Control Group (MECG). If the information cannot be immediately confirmed, members of the MECG should use due diligence and convene the MECG.

MECG Emergency Alert and Notification Procedures

An incident which is occurring or has the potential to occur which is caused by nature, an accident or intentional act that constitutes a danger of significant proportions to life and property shall be immediately reported to the **Community Emergency Management Coordinator (CEMC)** or alternate and the Chief Administrative Officer (CAO) or alternate.

It is recommended that incident responders err on the side of caution and notify the CEMC and CAO of any incident or event that appears to be outside the scope of a routine emergency.

Responding agencies and/or departments can notify the municipality by contacting any of the following MECG members:	EOC Director
	Alternate EOC Director
	CEMC
	Alternate CEMC

ALERT STAGE

An “Alert Stage” exists when there is the potential activation of the emergency plan due to an impending event such as a storm etc. Typically, in these situations, the entire MECG will not be convened. In the emergency alert situation, the MECG will be notified and placed on standby. A member(s) of the MECG will be assigned to set-up the EOC.

The CAO will promptly discuss the potential emergency situation with the Mayor, or Mayor's Designate, and the CEMC. Based on the nature and scope of the potential emergency, the CAO and Mayor will determine what other MEEG members and support staff are required to convene at the primary Emergency Operations Centre, or other designated location.

Upon declaration by the Province or the County of an emergency which may impact the Township, the MEEG shall convene to discuss a possible course of action in order to mitigate any of the effects.

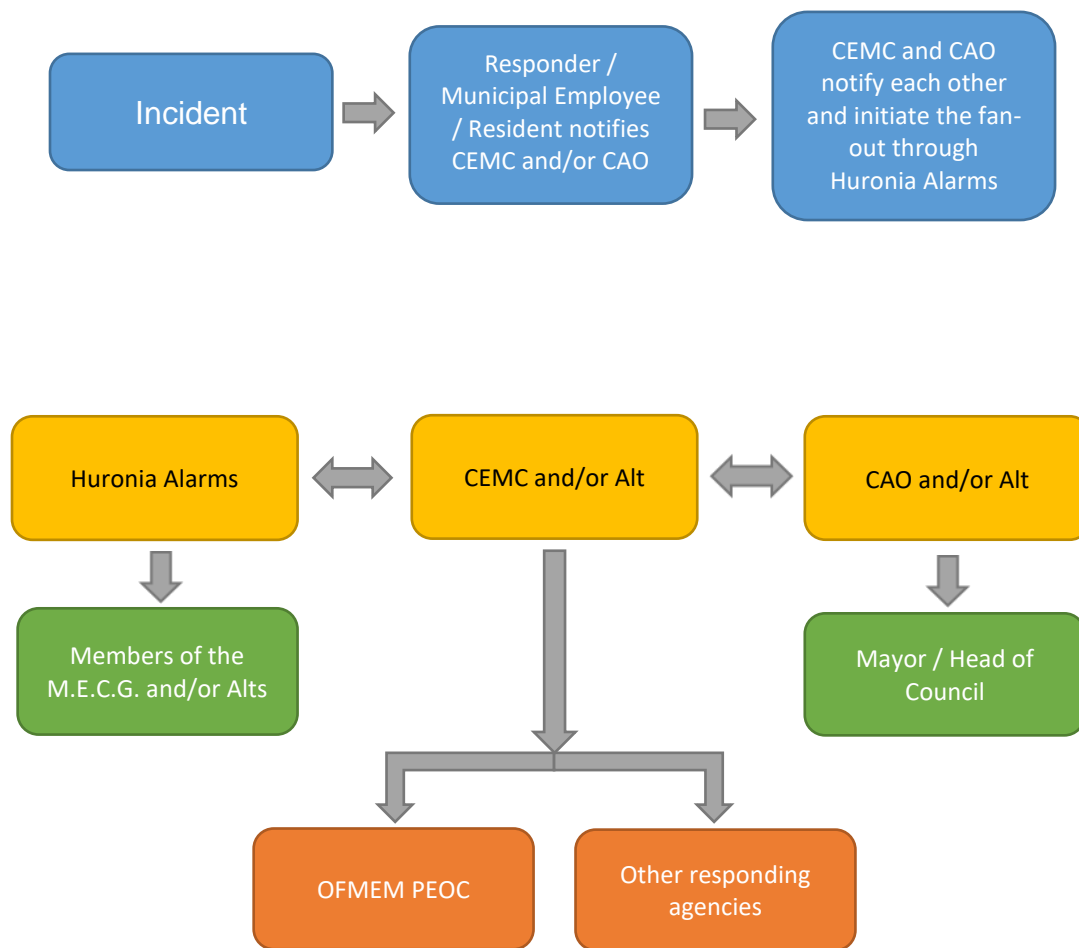
ACTIVATION STAGE

In a real or impending emergency situation, the entire MEEG will be notified immediately. To activate the MEEG, the CEMC/CAO will contact the Communications Coordinator or alternate to initiate the fan-out procedure for the Municipal Emergency Control Group (MEEG), using Tiny Connect (Everbridge Mass Notification Software). In the event of an application failure of the Tiny Connect system, Huronia Alarms can be contacted to initiate the fan-out procedures.

Implementation of Fan-Out

In order to facilitate MEEG fan-out notification, Huronia Answering Service (Huronia Alarms) has been contracted to provide fan-out notification of the MEEG.

The following diagram is a general model of the emergency fan-out.



Departmental Staff Notification

Once notified of an emergency, all MECG members will proceed immediately to the designated EOC (Section 4.0).

Each member of the MECG is responsible for notifying his/her departmental employees. Alternates and staff with designated emergency response duties may be instructed to:

- Remain at his/her location;
- Be placed on emergency standby; or

- Report to a designated official, EOC, or specific location.

Staff Family Member Notification

MECG: Each member of the MECG will designate a staff member (usually his/her administrative assistant or secretary) to be their emergency contact with his/her family in an emergency situation. The staff designate will provide the family member with updates and, if necessary, forward messages to the MECG member.

It is the responsibility of each MECG member to provide his or her family contact phone number.

If the family member(s) of a member of the MECG is living within an area of the municipality that has to be evacuated, family member(s) must advise the reception centre staff to notify the MECG accordingly.

The MECG may wish to setup a reception centre for the families of municipal staff at one of the Townships five (5) fire stations or three recreation centres.

Provincial Notification

Provincial notification is done via the Office of the Fire Marshal and Emergency Management. The confidential contact and fax numbers are contained within the Confidential Emergency Contact Directory.

3.2 Activation of the Plan

The Township of Tiny Emergency Plan can be activated in whole or in part without declaring a State of Local Emergency.

Activation of the plan may be done by any member of the Municipal Emergency Control Group (MECG), or designated alternate. Activation of the plan may be based on the following criteria:

- In anticipation of an event
- A state of emergency is/will be declared (may be declared by the province and/or County)
- Resource needs are beyond local capabilities

- Situation affects the ability to manage the municipality
- The emergency is of a long duration
- Multiple agencies or jurisdictions are involved
- Neighbouring municipalities have an event and/or mutual aid may be required
- Unique or emerging problem(s) may require policy decisions

3.3 Implementation of the Plan

When an emergency exists, but has not been declared to exist, municipal employees are authorized to take such action(s) under this emergency plan as may be required to protect lives, property and infrastructure in the Township of Tiny. An emergency may be declared before, during or after activation of the Emergency Plan. [Section 9 (a) EMCPA]

4. Emergency Operations

An Emergency Operations Centre (EOC) is the central facility or headquarters, from which the Municipal Emergency Control Group (MECG) directs, coordinates, communicates and supports emergency operations within the municipality's jurisdiction. It is equipped with a back-up power generator, telephones, maps, directories, radio communications equipment and various supplies.

Upon notification, members of the MECG will assemble as instructed at the designated Emergency Operation Centre location.

4.1 Primary and Secondary EOC Locations

Members of the MECG will report to the Emergency Operations Centre. In the event that this EOC cannot be used, then the alternate EOC location would be utilized.

4.2 EOC Activation

The primary EOC is equipped and organized in a kit form. The kits are located in the storage room at the municipal office, which in the event of an emergency, would be designated as the municipal EOC. The MECG members are responsible, on arrival, for setting up the EOC and making it operational.

4.3 Operations Cycle

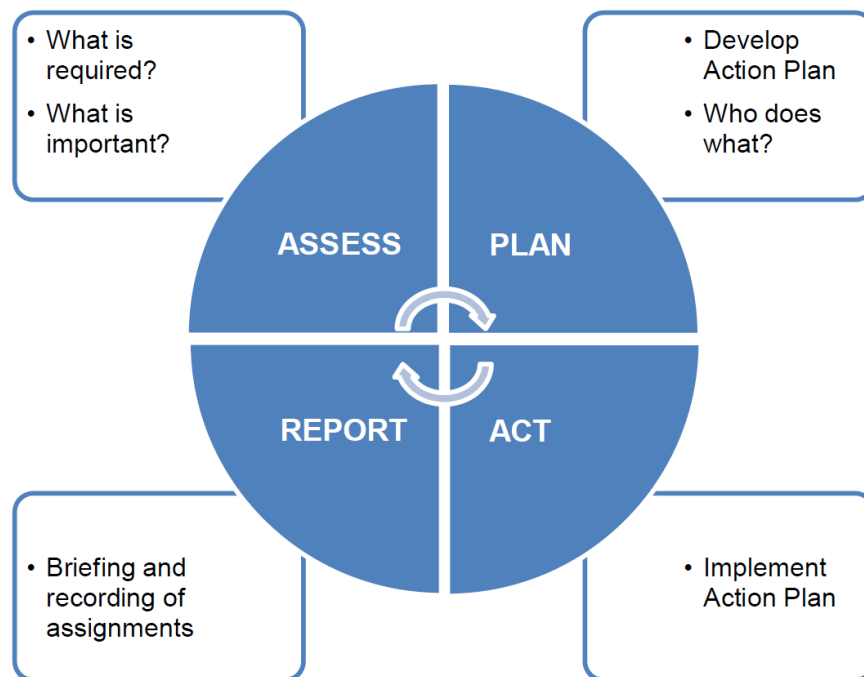
Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Director (CAO) or his/her alternate will chair and establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Planning Section will maintain the internal status boards and site maps.

To ensure the Health & Safety of Municipal Emergency Control Group members, operational periods should be kept to a maximum of eight (8) hours whenever possible.

The operations cycle can be described as the period of time required for the Municipal Emergency Control Group to develop, implement and evaluate the Incident Action Plan (IAP) which has been established to address the emergency situation. The time period will vary for each emergency and is generally established based on the severity and the need to accelerate the decision making process.

The operations cycle has four main segments:

- Assess - The time required to assess the situation.
- Plan - The time required to develop the IAP.
- Act - The time necessary to implement the plan, evaluate the results and support the emergency response.
- Report – The operations cycle meeting where the Municipal Emergency Control Group reports on the status of the emergency, the validity of the current IAP and any issues requiring resolution and the communications strategy. As a result of the reporting segment, a new Incident Action Plan is developed for the next operations cycle.



When the Municipal Emergency Control Group meets according to the operations cycle, there will be no interruptions (unless urgent) until the meeting is concluded. When a meeting commences each Municipal Emergency Control Group member will briefly update the group on the actions of their respective area, identifying issues needing resolution and seeking input from the group as a whole with the EOC Director chairing each meeting. All Municipal Emergency Control Group members must be present at each meeting to hear reports from and give reports to the group as a whole. The Planning Section is responsible to record in the EOC master event log the decisions of the Municipal Emergency Control Group, any specific actions to be taken and who will be responsible for those action items. The EOC master event log will be maintained and reviewed at each operations cycle meeting.

The EOC is a secure site. Only those members of the Municipal Emergency Control Group or their designate shall be allowed access to the EOC. All members of the Municipal Emergency Control Group shall wear name badges and shall sign in and out of the EOC.

4.4 Emergency Site Operations

Emergency Site Command

During any incident, emergency responders (Fire, Police, EMS) will establish an incident command at the site where the emergency exists and work together to accomplish the following:

- Protect the life, health, safety and property of the public
- Protect the life, health and safety of emergency response personnel
- Mitigate/remove the danger/hazard presented by the emergency

These emergency site operations are organized under the Incident Management System (IMS) as a recognized command structure for the incident to make the most efficient use of personnel and equipment. Upon activation of the Plan, the emergency site operations will be supported by the Municipal Emergency Control Group.

Emergency Site Location

The Emergency Site is the location containing and immediately surrounding where the danger/hazards exists. An Emergency Site is usually enclosed by two perimeters, (inner and outer), established to contain and secure all emergency site operations. The size of the perimeters can be expanded or contracted as necessary. Perimeters are used to control traffic flow into and away from the emergency site, contain and reduce cross-contamination and to allow for essential emergency support services and functions to be established close to (but a safe distance from) where the emergency site exists.

Emergency Site Manager

Emergency site operations may be coordinated by an Emergency Site Manager (ESM) during a significant emergency. The ESM will be appointed by the Municipal Emergency Control Group from the lead agency involved in the specific type of emergency such as:

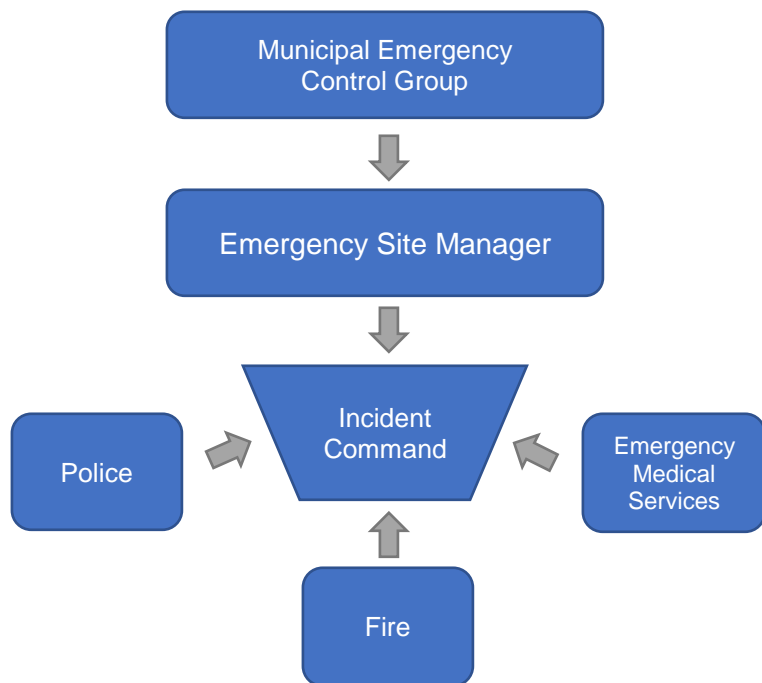
- Fire Emergency – Fire Incident Commander
- Evacuation Emergency – Police Incident Commander
- Flood Emergency – Public Works Operations Incident Commander
- Mass Casualty Emergency – EMS Incident Commander

The ESM will be the primary point of contact between the Municipal Emergency Control Group and the Emergency Site. Selection of the Emergency Site Manager will take into consideration the following:

- the ability to approve decisions on behalf of the agency being represented;
- availability and approval of their agency;
- training and field experience;
- knowledge of responding agencies responsibilities and resources.

Incident Command Structure

The ESM assumes overall lead of all emergency site operations and will operate at a strategic level. Therefore, once appointed, this individual will no longer be responsible for the operations or command of his/her agency and will not direct tactical or task-related duties.



4.5 Emergency Recovery Operations

Emergency recovery operations commence when an emergency has been successfully mitigated (danger/hazard is removed). At this time emergency control operations shift from dealing with the emergency site. Once the progression is apparent, the Municipal Emergency Control Group will determine if it is necessary to switch operations to recovery phase. Recovery considerations should be instituted as early into the emergency as possible. In some cases, the Municipal Emergency Control Group should begin planning for the recovery and business resumption for areas affected by the emergency while the emergency is still ongoing.

5. Municipal Emergency Control Group Structure

5.1 Incident Management System

The direction and control structure for the Municipal Emergency Control Group is based upon the Incident Management System (IMS). IMS is an internationally recognized, standardized emergency response system, which defines the basic command structure and the roles and responsibilities required for the effective management of an emergency.

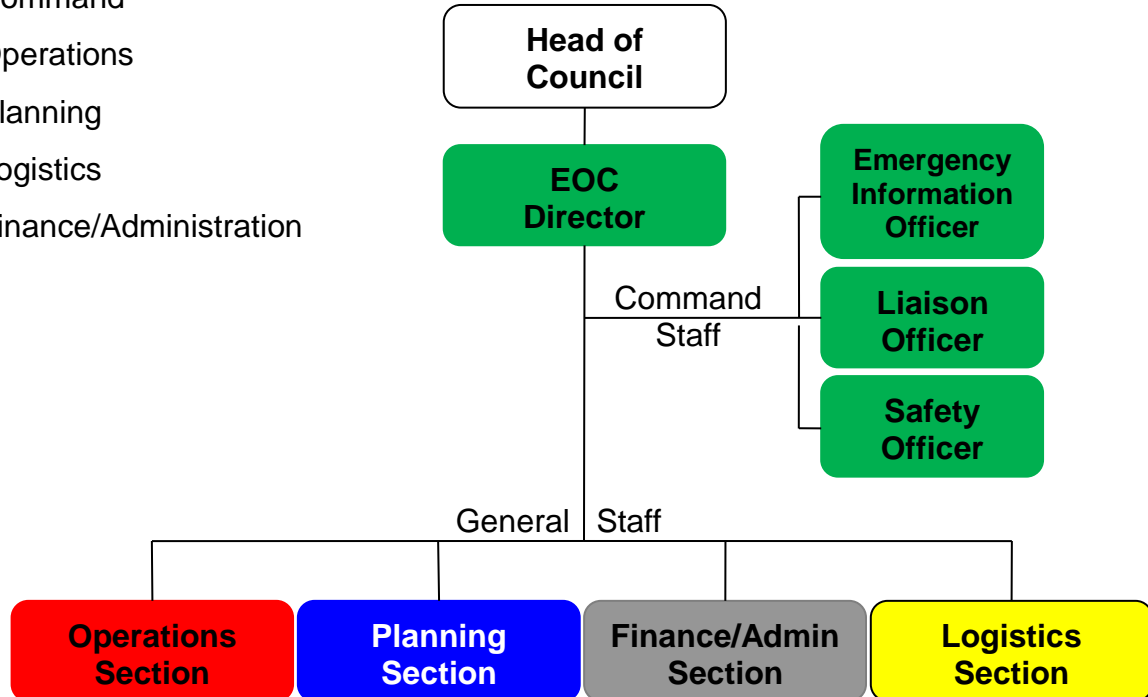
IMS is endorsed by OFMEM and used by the County of Simcoe Emergency Management.

Benefits of using the IMS include enhanced technical and functional interoperability; integrated communications and standard terminology. The IMS has been designed as a generic system that is applicable to all types of incidents managed by the EOC.

In order to implement IMS, some staff may be required to work within the functional groups and may assume a role different from their day-to-day work. This may require temporary changes in their reporting structure.

IMS consists of five key functions:

- Command
- Operations
- Planning
- Logistics
- Finance/Administration



5.2 IMS Function Descriptions

For greater certainty, wherever a position is identified in this Plan it shall also be understood to include the position's designate or alternate.

Command

The Command has overall authority for the control and direction of the emergency response. EOC Command has three supporting functions:

Liaison Officer's (CEMC) role is to serve as the point of contact for assisting and coordinating activities between the EOC Director and various agencies and groups. This may include the Provincial Emergency Operation Centre, Federal, Provincial, County and local government officials, OPP/RCMP and investigating organizations arriving on the scene.

Emergency Information Officer's role is to develop and release information about the incident to the news media, incident personnel, evacuation centres and other appropriate agencies and organizations.

Safety Officer's role is to develop and recommend measures to the EOC Director for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer in conjunction with the on-scene Incident Safety Officer (ISO), reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

Operations

The Operations Section coordinates the operational requirements of the response, directs resources and equipment as required to fulfill the emergency response requirements. The Operations Section is responsible for reducing the immediate hazard; saving lives and property; establishing situational control; and restoring normal operations. The Operations Section is comprised of the following branches: Police, Fire, EMS, Emergency Social Services, Medical Officer of Health (Health Unit) and Critical Infrastructure, as necessary.

Planning

The Planning Section gathers information critical to the incident in order to evaluate, validate and disseminate incident situation information and intelligence. The Planning Section develops and documents the Incident Action Plan and is responsible for all incident documentation.

Logistics

The Logistics Section arranges for and coordinates all material, services, equipment and resources required to manage and resolve the emergency. Logistics tracks usage and current locations of these same items.

Finance and Administration

Finance and Administration Section performs duties related to administrative, financial and compensation and claims specific to the emergency. This includes keeping track of incident-related costs, staff compensation, claims and donation management.

5.3 Municipal Emergency Control Group

Emergency operations are supported by the Municipal Emergency Control Group (MECG) who will assemble for this purpose at an EOC. The MECG is responsible for providing the services required to minimize the effects of the emergency on the municipality. The MECG is composed of:

- Mayor,
- C.A.O.,
- Director of Emergency Services/Fire Chief,
- Director of Administrative Services/Treasurer,
- Director of Public Works,
- Director of Planning and Development,
- Director of Legislative Services/Clerk,
- Community Emergency Management Coordinator
- Director of Recreation,
- Human Resources Specialist.

General

Upon assembling, the Head of Council with the advice of the MCEG, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

The decision making process is best accomplished by round table assessment of events as they occur and by agreeing to a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary to adopt and implement a joint plan of action, which could involve two or more departments. In this situation, it is necessary for the EOC Director to assign a “lead agency” who will assign an Emergency Site Manager. Until emergency operations conclude, or lead agency is transferred, other departments act in support of the lead agency.

Communications and Coordination

An important function of every department is to provide timely information for the benefit of the decision making process. This necessitates reliable systems of communication between the emergency site and the MCEG operations centre, for every department involved. The MCEG will assemble at the Municipal Office Council Chambers - Perkinsfield, which shall be deemed the “Emergency Operations Centre”. The MCEG may, if circumstances dictate, assemble at an alternate site close to the scene depending on the nature of the emergency. Radio communications are the most reliable in times of emergency. However, if telephones are to provide this vital medium of communication, the EOC must have a multiplicity of lines and instruments. Additionally, the EOC must be large enough to accommodate both information gathering and display activities and to provide room for the MCEG to function.

5.4 Designated Essential Personnel/Employee

For purposes of the plan, essential personnel are any employees who, in the opinion of their department manager, are vital to the operation of critical services and whose presence is required even if the municipal office is closed.

An essential employee is one who performs essential functions that cannot be interrupted, even when buildings are closed for hazardous weather or other emergencies.

Essential employees must report to work even when other employees are excused for all or part of the workday.

Each year, senior management should review operations and determine which employees should be designated as essential employees in conjunction with the Township's business continuity Plan. When making these designations, management should determine the minimum number of positions and employees necessary to perform essential office functions. The Emergency Management Program Committee recommends that essential employees be notified of their status every year.

5.5 Support and Advisory Groups

If required, a "support group" may be formed from members of public and private agencies having specialized knowledge and advice to give. This group, drawn from organizations listed hereunder, and any others as required by the MECG may be called upon individually or collectively to make recommendations.

- County of Simcoe Emergency Management Coordinator
- County of Simcoe Emergency Social Services
- OFMEM Representative
- Ontario Provincial Police Representative
- Simcoe Muskoka District Health Unit
- Georgian Bay General Hospital Representative
- Enbridge Gas Representative
- Hydro-One Representative
- Legal Services Representative
- Volunteers
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Emergency Control Group.

6. Municipal Emergency Control Group Responsibilities

6.1 Command Section

6.1.1 Head of Council

The Head of Council will act as liaison between the MCEG and members of Council.

Activation Actions

- Obtain briefing from current EOC Director or Incident Commander.
- Assess the incident situation. Review the current situation status and initial incident objectives.

Operational Actions

- Liaise with the EOC Director.
- Brief members of Council and Simcoe County Warden regarding ongoing status of the emergency and share emergency public information.
- Make declaration of emergency within the municipality based on recommendation of the MCEG considering declaration checklist.
- Authorize release of emergency information to the public and media in cooperation with the CAO and other levels of response.
- Give media interviews, attend press conferences and act as Community Spokesperson.
- Approve expenditures to meet the requirements of emergency response activities within the approved guidelines and policy.
- Liaise with local mayors, provincial and federal elected officials if required.
- Declare termination of emergency based on recommendation of the MCEG.
- Arrange a special meeting of Council if required.
- Ensure OFMEM is notified when declaration or termination of emergency has been made.

6.1.2 EOC Director

The EOC Director is faced with many responsibilities when he/she arrives at the Emergency Operation Centre (EOC). Unless specifically assigned to another member of the Command (See Section 6.3 for Command Staff) or General Staff, these responsibilities remain with the EOC Director.

Activation Actions

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine operational objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral **Incident Action Plan (IAP)**.
- Ensure adequate health and safety measures are in place.

Operational Actions

As EOC Director, the C.A.O. (or alternate) shall provide leadership and direction within the EOC. The following are the duties and responsibilities of the EOC Director (CAO):

- Activating the MCEG emergency notification process;
- As the EOC Director, coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings and assignment of duties in accordance with the plan;
- Advising the Mayor on policies and procedures, as appropriate;
- Provide regular updates and act as principal advisor to the Mayor and Council on all emergency related matters;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the **Emergency Information Officer (EIO)**, in consultation with the MCEG;
- Upon recommendation of the MCEG, appoint Section Chiefs and a lead agency;
- Where feasible, provide assistance in the care of family members, for those employees (in the CAO's Office) who are involved in responding to the emergency;
- Calling out additional municipal staff to provide assistance, as required;
- Maintain a log of all major decisions, instructions issued and actions taken;
- Upon shift change at the EOC, provide situation briefing to alternate;

- Ensure a debriefing session with the MCEG is held within a reasonable time after the emergency declaration has been determined.
- Prepare a formal debriefing for the individuals, agencies and organizations involved.
- Coordinate the recovery process and restoration of normal municipal services as soon as deemed appropriate.
- Ensure the preparation of a final report containing operational evaluation of all areas, including recommendations on changes to the Emergency Plan and submit it to the Deputy Clerk for long term public record.
- Oversee the development of an Incident Action Plan in conjunction with the Emergency Site Manager.

6.1.3 Liaison Officer - CEMC

The Liaison Officer serves as the primary contact for assisting and supporting organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs. The Liaison Officer may be assigned assistants from other organizations also involved in the incident response. Tasks may be delegated to the appropriate assistant, if applicable.

In **emergency** situations, the CEMC is responsible to advise and assist the EOC Director and MCEG with the coordination of the emergency response and is responsible to:

- Establish workspace for Liaison function and notify organization representatives of location.
- Contact and brief assisting/supporting organization representatives and mutual assistance co-operators.
- Interview organization representatives concerning resources, capabilities, and restrictions on use. Provide this information at Planning Meetings, as needed.
- Work with Emergency Information Officer and Command to coordinate media releases associated with inter-organizational cooperation issues.
- Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues.

- Bring complaints pertaining to logistical problems, communications, and strategic and tactical direction to the attention of the Command.
- Attend Planning Meetings and brief on areas of responsibility, as required.
- Maintain a personal log of all communications and actions.

In **non-emergency** situations, in consultation with the Chief Administrative Officer, the CEMC is responsible to:

- 6.8.1. Prepare and present changes to the Emergency Plan to the MCEG for approval. Issue updated versions of the Emergency Plan to the MCEG;
- 6.8.2. Ensure the information contained in all Annexes is reviewed and updated on an annual basis;
- 6.8.3. Ensure that all municipal departments and divisions are apprised of major emergency management developments;
- 6.8.4. Prepare emergency management budget submissions. Research external funding opportunities and prepare funding proposals;
- 6.8.5. Maintain liaison with municipal, provincial and federal emergency management agencies;
- 6.8.6. Ensuring liaison with the community support agencies (e.g. Salvation Army, Canadian Red Cross);
- 6.8.7. Activating and arranging the Emergency Operations Centre;
- 6.8.8. Ensuring that security is in place for the EOC and registration of the MCEG members;
- 6.8.9. Ensuring that all members of the MCEG have necessary plans, resources, supplies, maps, and equipment;
- 6.8.10. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- 6.8.11. Ensuring that the operating cycle is met by the MCEG and related documentation is maintained and kept for future reference;
- 6.8.12. Addressing any action items that may result from the activation of Emergency Response Plan and keeping the MCEG informed of implementation needs;

6.8.13. Maintaining the records and logs for the purpose of debriefings and post-emergency reporting.

6.1.4 Emergency Information Officer

The Emergency Information Officer (EIO) is responsible for the development and release of approved emergency information to the public in addition to the Community Spokesperson / Head of Council. Command must approve all emergency information that the EIO releases. During a complex incident, assistants may be assigned to the EIO, as required. Tasks may be delegated to the appropriate assistant, if applicable.

Activation Actions

- Follow the common responsibilities activation checklist.
- Obtain briefing from Command:
- Determine current status of Incident.
- Determine facility/location for media contact (Emergency Information Centre, Incident Command Post, EOC, or other).
- Determine current media presence.

Operational Actions

- Obtain policy guidance from Command with regard to media releases.
- Establish workspace for Emergency Information function and notify organization representatives.
- Determine staffing requirements and make required personnel assignments for the Emergency Information Centre (EIC) or Joint Emergency Information Centre (JEIC), as necessary.
- Contact and correspond with local jurisdictions to coordinate emergency information activities.
- Participate in briefings to senior and elected official(s):
 - Determine constraints on information process.
- Assess the need for special alert and warning efforts, including for persons with special needs, and industries.

- Coordinate the development of protective action statements with the Operations Section.
- Prepare initial information summary as soon as possible after activation.
- Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Emergency Information Officers for EIC, JEIC, Field Information, Internal Information
- Establish contact with local, provincial and/or national media representatives, as appropriate.
- Establish a schedule for news briefings (this should be linked to the operational period).
- Coordinate with Logistics Section, the activation and staffing of message centre "rumour control" lines to receive requests and answer questions from the public. Provide statements to operators.
- Obtain current incident status reports from Planning Section. Coordinate a schedule for updates.
- Observe constraints on the release of information imposed by Command and according to organization guidance.
- Obtain approval for information releases from Command:
 - Confirm details to ensure no conflicting information is released.
 - Identify site and time for press briefings, and confirm participation by other members of the Incident Management Team.
- Release approved emergency information to media, and post information at the Incident Command Post, EOC and other appropriate locations.
- Record all interviews and copy all news releases:
 - Contact media to correct erroneous or misleading information circulated by the media.
- Coordinate information releases with information staff from other impacted organizations and jurisdictions.
- Attend Planning Meetings and brief on areas of responsibility, as required.
- Respond to special requests for information.
- Provide all news releases, bulletins, and summaries to the Documentation Unit to be included in the final incident package.
- Confirm with all concerned, the process for the release of information concerning incident-related injuries or deaths.

- Maintain a personal log of all communications and actions.

6.1.5 Safety Officer

The Safety Officer - (SO) works as a support officer for the EOC Director (CAO). The SO may have assistants, as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Activation Actions

- Review Common Responsibilities
- Discuss/review a site-specific Safety Plan in conjunction with the on-scene Incident Safety Officer.

Operational Actions

- Identify and cause correction of occupational safety and health hazards when appropriate.
- Discuss with the Incident Safety Officer (ISO) the need to alter, suspend, evacuate or terminate activities that may pose imminent safety or health danger to the workers.
- Provide training and safety and health information.
- Comply with OHSA regulation.
- Document information provided by the ISO relative to both safe and unsafe acts, corrective actions taken on the scene, accidents or injuries, and ways to improve safety on future incidents.
- Participate in planning meetings.
- Identify potentially hazardous situations associated with the incident.
- Review the Incident Action Plan (IAP) for safety implications.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Monitor EOC staff for stress and arrange for and coordinate Critical Incident Stress Debriefing (CISD) activities for both EOC and incident site personnel.
- Liaise with the Incident Safety Officer as required.

- Maintain Activity Log

6.2 Operations Section Chief

The Operations Section may be comprised of the following branches: Police, Fire, EMS, Public Works, Emergency Social Services and Medical Officer of Health, as necessary and thus there may be multiple Operations Section Chiefs. Each Operations Section Chief is responsible for providing overall supervision and leadership to their Operations Section, including assisting in the development of the Incident Action Plan, implementing the Incident Action Plan and organizing, assigning and supervising all resources assigned operational tasks to them within an incident. The Operations Section Chief must work closely with other members of the Municipal Emergency Control Group, including other Operations Section Chiefs, to coordinate operational activities.

6.2.1 Operations Section Chief – Fire & Emergency Services

The Operations Section is comprised of the following branches: Police, Fire, EMS, Emergency Social Services, Medical Officer of Health and Critical Infrastructure, as necessary and thus there may be multiple Operations Section Chiefs. Each Operations Section Chief is responsible for providing overall supervision and leadership to their Operations Section, including assisting in the development of the Incident Action Plan, implementing the Incident Action Plan and organizing, assigning and supervising all resources assigned operational tasks to them within an incident. The Operations Section Chief must work closely with other members of the Municipal Emergency Control Group, including other Operations Section Chiefs, to coordinate operational activities.

The duties of the Township of Tiny Fire Department include:

- Protection of life and property
- Suppression and Prevention of fires
- Water/Ice Rescue
- Coordinate Hazardous Material Response (County CBRN program)
- Vehicle and Farm Extrications
- Investigations of Fires
- Administration of Emergency Fire Service Plans

Upon learning of a potential emergency, the Fire Chief or alternate considers the need for possible activation of the emergency plan, and, if warranted, he triggers the emergency alert procedures described in Section 3.0. Reports to the EOC as a member of the MCEG and performs the following additional functions and responsibilities:

- Provide the MCEG with information and advice on firefighting matters, hazardous materials incidents and rescue operations;
- As appropriate, appoints either an Incident Commander or an Emergency Site Manager to control fire/rescue operations at the scene of an emergency;
- Ensure that Fire vehicles, equipment and personnel are available to provide assistance;
- In conjunction with the Emergency Site Manager and Police, arrange for a command post with communication to the EOC, and inform the EOC Director;
- Informs the Mutual Aid Fire Coordinator and triggers Mutual Aid arrangements for the provision of additional firefighting staff and equipment, if needed;
- In conjunction with the Ontario Provincial Police (OPP), ensure that appropriate Ministries and support agencies are contacted.
- Investigate and seek to determine the cause of any explosions, spills or fire incidents, as required by provincial legislation;
- Notify the Georgian Central Ambulance Communications Centre (CACC) of the emergency and provide an initial estimate on person(s) affected by the event, i.e. injuries, and casualties.
- Determines if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.; and
- Provide on request, media relations assistance to staff the media centre. All media communications must be cleared through the Emergency Information Officer (unless of an immediate and urgent nature which requires immediate warnings or directions to be provided to the citizens);
- Provides assistance to other municipal departments and agencies and be prepared to contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, etc.
- Maintain accurate records of all emergency equipment assigned to his/her unit and ensure that periodic physical inventories are performed;

- Where feasible, provide assistance in the care of family members, for those employees who are involved in responding to the emergency;
- Maintain a log of all major decisions, instructions issued and actions taken;
- Upon shift change at the EOC, provide situation briefing to alternate;
- Assist with the recovery process and restoration of normal municipal services as soon as deemed appropriate.
- Prepare and submit a final report containing operational evaluations of his/her area of responsibility, including recommendations on changes to the Emergency Plan.

6.2.2 Operations Section Chief – Public Works

Upon learning of a potential emergency, the Manager of Public Works or alternate considers the need for the possible activation of the emergency plan and, if warranted, he triggers the emergency alert system as described in Section 3.0. He reports to the EOC as a member of the MCEG and performs the following additional functions and responsibilities;

- Provides the MCEG with information and advice on engineering and works matters;
- If appropriate, appoints an “on site coordinator” or an Emergency Site Manager if the nature of the emergency is of a public works nature, to control public works operations at the scene of an emergency;
- Maintains liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- Provides engineering materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- Assists traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- Maintains liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- Makes recommendations and demolishes unsafe structures if ordered by Council;
- Re-establishes essential services at the conclusion of an emergency, and

- Coordinate clearing of trees/branches affecting roads or threat to power lines;
- Provide on request, media relations assistance to the media centre. All media communications must be cleared through the Emergency Information Officer (unless of an immediate and urgent nature which requires immediate warnings or directions to be provided to the citizens), or as directed by the MECG;
- Participate on a procurement team to organize logistics for obtaining necessary equipment and supplies;
- Ensure an inventory of equipment is available to assist in an emergency. Maintain accurate records of all emergency equipment and facilities assigned to his/her division.
- Make arrangements or enters into agreements for items such as heavy equipment that may be required but not available in the public works fleet.
- Provides transportation requirements for public evacuation to places of safety;
- Where feasible, provide assistance in the care of family members, for those employees who are involved in responding to the emergency;
- Maintain a log of all major decisions, instructions issued and actions taken;
- Upon shift change at the EOC, provide situation briefing to alternate;
- Assist with the recovery process and restoration of normal municipal services as soon as deemed appropriate.
- Prepare and submit a final report containing operational evaluations of his/her area of responsibility, including recommendations on changes to the Emergency Plan.

6.3 Planning Section Chief

The **Planning Section Chief** - (PSC), a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources.

The major responsibilities of the Planning Section Chief are:

- Review Common Responsibilities.
- Distribute and track EOC activity log books.

- Maintain EOC master log.
- Collect and process situation information about the incident.
- Assist the EOC Director with the creation of meeting agendas
- Supervise preparation of the Incident Action Plan (IAP).
- Provide input to the EOC Director and the Operations Section Chief (OPS) in preparing the IAP.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxins, etc.).
- Assemble information on alternative strategies obtained from the Operations Section.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Maintain Activity Log.

6.4 Logistics Section

- The Logistics Section Chief is responsible for providing facilities, services and materials in support of the incident.
- Logistics Section is accountable to the EOC Director (CAO);
- Responsible for all support requirements needed to facilitate effective and efficient incident management;
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications, and emergency responder medical services pursuant to the Incident Action Plan (IAP);
- Review IAP and estimate needs for next operational period;
- Research availability of additional resources that may be required for incident response and develop agreements with local contractors and suppliers;

- Ensure coordination between Logistics and other Command and General Staff;
- Maintain an activity log of all major decisions, instructions issued and actions taken.

6.5 Finance and Administration Section Chief

Liaising with the EOC Director, the Manager of Administrative Services/Treasurer is responsible to:

- Ensure that personnel and equipment are available to provide assistance;
- Coordinate purchase and supply requirements for emergency responses and operations. Ensure purchasing guidelines are met;
- Provide a list of current standing order suppliers;
- Ensure that a centralized recording system is established to allow departments/divisions to log all expenditures and donations relating to the emergency. Provide staff assistance to these groups where required. Maintain a record of such, for possible future cost recovery;
- Ensure a log of donations and donations-in-kind is kept, for potential issuance of tax receipts;
- Participate on a procurement team to organize logistics for obtaining necessary equipment and supplies;
- Ensure that each department/division maintains an accurate record of its emergency equipment (Township owned and borrowed) and that periodic physical inventories are performed;
- Assist with the establishment of Disaster Relief Committees to be responsible for the provision of adequate funding for required services and supplies (ODRAP);
- Establish a process to administer and communicate risk management practices, including insurance claim administration;
- Where feasible, provide assistance in the care of family members, for those employees who are involved in responding to the emergency;
- Maintain an activity log of all major decisions, instructions issued and actions taken;

7. Acronyms, Glossary and List of Annexes

A number of key terms and acronyms are used throughout the Plan.

7.1 Acronyms

CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
CI	Critical Infrastructure
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
IAP	Incident Action Plan
IC	Incident Command
IMS	Incident Management System
ISO	Incident Safety Officer
JEIC	Joint Emergency Information Centre
MECG	Municipal Emergency Control Group
MP	Member of Parliament
MPP	Member of Provincial Parliament
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre
SO	Safety Officer

7.2 Glossary of Terms

Act: Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended. The legal authority for emergency response plans in Ontario.

Agency On-Scene Commander (AOSC): The ranking on-scene official for each agency reporting to the emergency that is responsible for managing the agency's response operations in consultation and coordination with the Emergency Site Manager and Municipal Emergency Control Group.

Community Emergency Management Coordinator (CEMC): The person designated to co-ordinate the development and implementation of the municipality's emergency management program within the municipality, and who co-ordinates the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

Command Post: A mobile communications / central control centre from which the Emergency Site Manager and Agency On-Scene Commanders will manage on-site activities and communicate with the Emergency Operations Centre and other operational communication centres.

Disaster: A term which is used by the provincial and federal government to describe a major emergency which is governed by those levels of government.

Disaster Recovery Assistance for Ontarians (DRAO): A provincial financial assistance program intended to alleviate the hardship suffered by municipalities, private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural emergency, such as a severe windstorm, tornado, flood, forest fire or ice storm.

Emergency (as defined in the Act): 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.

Emergency Information Officer (EIO): The person designated to interface between the Municipal Emergency Control Group and the public, media and other agencies in addition to the Community Spokesperson / Head of Council. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided for inaccuracies.

Emergency Management Ontario (EMO): A branch of the Ministry of Community Safety and Correctional Services. Emergency Management Ontario is responsible for leading the coordination, development and implementation of emergency management programs in Ontario and assisting municipalities in their emergency management programs.

Emergency Management Program Committee (EMPC): A group of Township staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incidents.

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

EOC Director: The individual in charge of the management of the incident and authorized to delegate responsibility to other individuals.

Emergency Recovery Committee: This committee, comprised of senior Township staff and key members representing various departments, agencies and stakeholders, is responsible to provide direction and coordinate activities addressing the recovery needs of all residents in the Township.

Emergency Response Plan (the “Plan”): A plan, which is formulated to meet the requirements of the Emergency Management and Civil Protection Act and which governs the provision of necessary services during an emergency. The Plan contains the procedures and manner in which the Township will respond to an emergency and coordinate with other agencies.

Emergency Site: The area where an emergency exists; also referred to as the incident site or scene.

Emergency Site Manager (ESM): The person who is appointed by the Municipal Emergency Control Group to ensure the agencies responding to the Emergency Site are coordinated in their response. The ESM communicates directly with the Emergency Operations Centre Director at the Emergency Operations Centre.

Emergency Site Management Team (ESMT): The Emergency Site Management Team consists of Agency On-Scene Commanders involved in the emergency, the Emergency Site Manager(s), when appointed, and the On-Scene Media Spokesperson.

Evacuation Centre / Reception Centre: The centre is a facility set up to provide temporary shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of the emergency. An evacuation centre is normally co-located with a reception centre where evacuees are registered.

Finance and Administration Section: A group of individuals responsible for managing the financial costs and human resources concerns of the Emergency. In small scale emergencies, responsibilities of this section may be completed by one person.

Hazard Identification 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. The vulnerability of the community to each activity should also be evaluated.

Head of Council: The Head of Council is the Mayor. In the event that the Mayor is unavailable, the powers and duties of the Head of Council granted under the Act or the Emergency Plan shall be exercised by the Deputy Mayor or in his/her absence the next available Councillor, contacted in order by Ward number.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the strategy for managing a specific emergency.

Incident Management System (IMS): A set of doctrines, concepts, principals, terminology and organizational processes to enable effective emergency management.

Liaison Officer: The individual responsible for communications between the Municipal Emergency Control Group and other agencies. Normally delegated to the Community Emergency Management Coordinator.

Logistics Section: A group of individuals 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.

Municipal Emergency Control Group (MECG): This is the group responsible for providing coordination of the necessary support to the Emergency Site in order to minimize the effects of the Emergency. The Municipal Emergency Control Group shall direct the response of the Town to an emergency including the implementation of the Plan and continuity of municipal operations within the Town during an emergency.

Mutual Aid Agreements: 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.

On-Site Media Information Centre: The location at or near the Emergency Site where the media may gather for updated media releases and press conferences, as determined by the Emergency Information Officer, in consultation with the Emergency Site Manager.

Operations Section: A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control and restoration of normal operations.

Planning Section: A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence, maintaining the status of resources, preparing status reports, displaying situational information and developing and documenting the Incident Action Plan.

Simcoe County Fire Coordinator: The Fire Coordinator for the County of Simcoe as designated by the Office of the Fire Marshal and Emergency Management.

Town: The Corporation of the Township of Tiny, including the geographic area under its jurisdiction.

7.3 List of Annexes

The annexes do not form part of the Plan but are listed here for reference only. The Plan annexes may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature or is sensitive or personal information the release of which could pose a security threat or violate privacy legislation. A copy of all annexes are available with the CEMC and at the EOC for use by the Municipal Emergency Control Group.

Annex A	Emergency Contact & Resources Lists
Annex B	Emergency Notification & Fan Out Procedure
Annex C	Hazard Identification and Risk Assessment
Annex D	Critical Infrastructure
Annex E	Emergency Information and Communications Plan
Annex F	Continuity of Operations and Recovery Plans (individual department plans)
Annex G	Emergency Agreements