

Emergency Response Plan



Approved by Council:
Prepared By:
By-law No.:

October 20, 2022
Municipal Emergency Program Committee
22-68

www.leedsgrenville.com

TERM	DEFINITION
Alternate(s)	A person authorized to fill a specific position within the MECG as identified in the Counties Emergency Plan Contact List. Alternates are to exercise the same responsibilities as the primary member of the MECG.
BCP	Business Continuity Plan
CAO	Chief Administrative Officer who, in an emergency, becomes the Emergency Operations Manager.
CBRN	Chemical, Biological, Radiological and Nuclear
CEMC	Emergency Management Program Co-ordinator, also known as the Community Emergency Management Coordinator. The person responsible and accountable for the development & implementation of the municipality's emergency management program.
Critical Infrastructure (CI)	Interdependent, interactive, interconnected networks of institutions, services, systems & processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.
CISM	Critical Incident Stress Management
COOP	Continuity of Operations Plan
Disaster	A widespread or severe emergency that seriously incapacitates a community.
DRAO	Disaster Recovery Assistance for Ontarians
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
Emergency	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 & that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Emergency Management	Organized & comprehensive program of activities taken to deal with actual or potential emergencies or disasters. These include mitigation, prevention against, preparedness for, response to and recovery from emergencies or disasters.
EMO	Emergency Management Ontario. Authorized to assist, monitor and, to the extent possible, co-ordinate the development of emergency management plans by the responsible parties.
Emergency Management Program (EMP)	A comprehensive program that is based on a Hazard Identification & Risk Assessment process (HIRA) & includes the five core components of mitigation, prevention, preparedness, response & recovery.
EMPC	Emergency Management Program Committee. The critical management team that oversees the development, implementation & maintenance of a community emergency management program.
EOC	Emergency Operations Centre. The structure/facility wherein the MECG conducts its Emergency Management functions. There is a primary and secondary EOC identified to ensure operational viability.

Epidemic	A widespread occurrence of a disease in a community at a particular time.
ERP	Emergency Response Plan
ESM / IC	Emergency Site Manager / Incident Commander Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources & developing actions to resolve the emergency situation.
Evacuation Centre	The centre is a facility set up to provide emergency shelter, food, recreation & basic requirements to a group of people who have been evacuated from an area as a result of an emergency.
Exercise	A simulated drill or sequence of events to evaluate plans & procedures.
HIRA	Hazard Identification and Risk Assessment - 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.
HOC	Head of Council, the Warden of the Counties
IMS	Incident Management System - The combination of facilities, equipment, staff, operating procedures, & communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.
Information Centre	A facility setup to brief & inform the media.
LGLMOH	Leeds, Grenville and Lanark Medical Officer of Health
LGPS	Leeds Grenville Paramedic Service
MCCSS	Ministry of Children, Community and Social Services
MDRA	Municipal Disaster Recovery Assistance
MECG	Municipal Emergency Control Group - Responsible for managing the emergency situation on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers & officials who have the authority to direct or coordinate human & material resources within the community.
Ministry of the Solicitor General	Formerly the Ministry of Community Safety and Correctional Services, responsible for public security, law enforcement and policing, the Ontario Provincial Police, Emergency Management Ontario and the Office of the Fire Marshal
Mitigation, Prevention	Actions taken to reduce or eliminate the effects of an emergency or disaster.
MOH	Ministry of Health
MMAH	Ministry of Municipal Affairs and Housing

Mutual Aid Agreements	An agreement developed between two or more emergency services to render aid to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring municipalities, regions, provinces or nations and can include the private sector emergency services when appropriate.
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PERT	Provincial Emergency Response Team. Dispatched to a community to coordinate provincial emergency response.
Preparedness	Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, & public awareness & education.
Public Awareness Program	Provides generic information to the broader public to raise awareness about emergency management & suggests ways to reduce the risk of loss of life & property damage in the event of an emergency.
Public Education Program	Provides focused information to a target audience to educate about protective actions to reduce the risk of life & property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood
Reception Centre	A facility set up for the purpose of receiving evacuees, providing refreshments & temporary shelter. Its primary purpose is to register evacuees & if necessary direct them to an evacuation centre as required.
Recovery	Actions taken to recover from an emergency or disaster.
Terrorism	It is the unlawful & intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

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1. Overview

1.1 Introduction

For the United Counties of Leeds and Grenville, emergency management is an important function. Emergency management strives to protect the health and safety of people, and protect the property of Counties' residents and businesses. The Counties has adopted an Emergency Management Program (EMP) and an Emergency Response Plan (ERP) in order to achieve these objectives and to effectively manage any significant emergency, regardless of type. The ERP is designed to provide staff and the MCEG with guidelines to effectively manage the three distinct phases of the program: pre-emergency, emergency and post-emergency. This ERP has been created to inform the community and key emergency responders and stakeholders of their roles and the Counties' role during an emergency situation.

The ERP is generic and is intended to be applicable to most types and forms of an emergency situation. There are supporting plans within the Counties and outside the Counties that enable a holistic approach during an emergency event.

1.2 Purpose of this Emergency Response Plan

The purpose of the ERP is to make provisions for the actions the Counties may take to deploy resources, equipment and services, and identify responsibilities to guide the Counties and its partners through a co-ordinated municipal emergency response, declared or not, in order to:

- protect the health, safety and welfare of people;
- safeguard critical infrastructure;
- protect the environment and property;
- ensure future economic vitality and resiliency; and
- reduce and mitigate vulnerabilities.

1.3 Authority and Implementation

This ERP has been developed and will be implemented under the legal authority of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended. The Act states, in Subsection 3(1), "*Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan*".

In general, the implementation of the ERP would only occur if the resources and the capability to respond had been weakened or exhausted at the level of the member municipalities. The

declaration of an emergency at the Counties level may occur in certain instances which may include, but not be limited to, the following:

- A general health issue that may affect the entire Counties;
- A general situation, such as severe weather, affecting a major portion of the Counties;
- At the request of one or more member municipalities which have already declared an emergency;
- If multiple municipalities within the Counties declare emergencies;
- At the request of the Province of Ontario; and/or
- If the Counties' Reciprocal Community Partnership Agreement partner (Perth County) declares an emergency and requests the Counties' support.

It is expected there will be situations in which member municipalities may declare an emergency and call upon specific facets of the Counties to assist (i.e. Public Works, Social Services). While the Counties may assist member municipalities at the discretion of the Emergency Operations Manager, this may not necessitate the assembly of the Counties' MECG or require the Counties to declare a state of emergency.

When an emergency exists but has not been declared, Counties' employees may take such action(s) under this ERP as may be required to protect property and the health, safety and welfare of the Counties, its residents and visitors.

As enabled by the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2009, this ERP has been issued under the authority of United Counties of Leeds and Grenville By-Law No. 22-68, a copy of which is available for inspection at the Counties' administrative office during business hours and filed with EMO and the Ministry of the Solicitor General.

1.4 Plan Accessibility and Availability

This Plan has been prepared in a public version. Portions of the appendices contain confidential resource information and, as such, are not available to the public.

The full version will be distributed and available to members of the MECG as identified in this plan. Copies will be kept at both EOC sites to ensure availability to MECG members in case of an emergency.

The public version of the Plan is posted on the Counties website at www.leedsgrenville.com and is available upon request.

For more information, please contact:

Community Emergency Management Co-ordinator
25 Central Avenue West, Suite 100
Brockville, Ontario K6V 4N6
613-342-3840
cemc@uclg.on.ca

1.5 Emergency Plan Amendments

Amendment #	Date of Amendment	Date Entered	Entered by

2. Municipal Emergency Control Group (MECG)

2.1 Purpose of the MECG

Every municipality shall have a Municipal Emergency Control Group (MECG). The MECG shall be composed of municipal officials, employees and Members of Council as may be appointed by Council. The MECG shall direct the municipality’s response in an emergency, including the implementation of the ERP, and shall develop procedures to govern its responsibilities in an emergency.

2.2 Composition of the MECG

The individuals holding the following positions at the Counties, or their alternates, make up the MECG:

- Warden;
- Emergency Operations Manager/Chief Administrative Officer;
- Emergency Management Program Co-ordinator (also known as the Community Emergency Management Co-ordinator);
- Chief of the Paramedic Service;
- Director of Community and Social Services;
- Director of Corporate Services;
- Director of Public Works;
- Maple View Lodge Administrator;
- Treasurer;
- Clerk; and
- Emergency Information Officer.

Depending on the nature of the emergency, the MECG may function with a limited number of members. While the MECG may not require the presence of all members, all members must be notified whenever the ERP is activated. Each member of the MECG shall be responsible to

identify and ensure an alternate for their position in the MECG at all times (including pre-emergency).

The Emergency Operations Manager will determine if additional members other than those listed above need to attend to respond to a potential or real emergency. The Emergency Operations Manager will be briefed on emergency issues and determine appropriate action to be taken within the emergency planning process with the assistance of MECG members.

2.3 MECG Support Staff

The MECG support staff are responsible to provide information to the MECG regarding, but not limited to, finance, human resources, information technology, geographic information systems and property to support an effective emergency response.

The Director of Corporate Services is responsible for the following departments that will provide support to the MECG, as required:

- Human Resources;
- Information Technology (IT);
- Geographic Information System (GIS);
- Accounting Services; and
- Facilities.

The Scribe for the EOC will be the Deputy Clerk/Accessibility Co-ordinator, or alternate, and will be responsible for keeping notes on all activities, actions and decisions of the MECG. When the MECG is called together, the Scribe shall also be in attendance for this purpose.

All support staff, without exception, will be required to maintain a personal log of all actions taken.

2.4 Allied Agencies

The MECG may also require the assistance of external organizational and/or professionals to provide an effective response.

The CEMC will liaise with and co-ordinate participation in an advisory capacity with the following allied agencies, where necessary:

- Ontario Provincial Police (OPP);
- County Fire Co-ordinator;
- Medical Officer of Health;
- Emergency Management Ontario; and
- Other allied agencies.

2.5 Community and Social Services Supporting Agencies

The Director of Community and Social Services is responsible for co-ordinating with the following social services support agencies, if necessary:

- Red Cross;
- School Boards;
- Public Health; and
- Other social services agencies.

2.6 Critical Infrastructure Support Services

The Director of Public Works is responsible for co-ordinating with the following critical infrastructure sectors, if necessary:

- Electricity;
- Gas;
- Sewer;
- Water;
- Environmental Services;
- Telephone;
- Rail; and
- Construction/Demolition.

3. Emergencies

3.1 Definition of Emergency

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended, defines "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."

3.2 Action Prior to Declaration

When an emergency exists but has not yet been declared, Counties' employees, under the direction of the Emergency Operations Manager, may take such action(s) under this ERP as may be required to protect property and the health, safety and welfare of Leeds and Grenville residents, visitors, and infrastructure.

The EOC and the MECG may be activated and assembled for potential emergency scenarios. Such actions may be required in emergency situations that provide lead time and preliminary discussions amongst MECG members is considered "due diligence".

3.3 Declaration of Emergency

The Warden can officially declare an emergency in all or a portion of the Counties and exercise the special powers the legislation confers on the Head of Council as per Section 4 (1) of the Emergency Management and Civil Protection Act, which states: *"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."*

Included in Appendix A is the *"Checklist for the Declaration of an Emergency"*, provided by EMO, which is a reference tool for MECG members and the Warden for review in an emergency situation.

If the Head of Council from a lower-tier municipality requests the Counties to declare an emergency, the Counties may consider the request, but not until the lower-tier municipality has declared an emergency.

Should an emergency situation arise and the Warden is unavailable, the most recent past Warden will be the Warden's alternate and shall be authorized to declare the emergency. If no past Wardens are available to declare an emergency then the authority shall be given to the most senior Counties Councillor available. Should there be more than one Counties Councillor available with the same seniority, then the Councillor with the surname occurring first alphabetically shall have the authority to do so.

If the Warden declares an emergency, they shall notify the PEOC with assistance from the CEMC. The Declaration of Emergency form contained in Appendix A shall be completed and sent to the duty officer of the PEOC.

Following the declaration of an emergency, the following shall be notified:

- Emergency Management Ontario;
- Ministry of the Solicitor General (PEOC);
- Counties' Council Members;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

The Premier of Ontario can also declare an emergency and take over community resources, or order one community to assist another during the emergency as per section 7.0.3 of the *Emergency Management and Civil Protection Act*. The Prime Minister of Canada may declare an emergency if it clearly affects areas of federal jurisdiction (i.e. war emergency).

3.4 Termination of Emergency

An emergency may be terminated by the Warden, Counties Council or the Premier of Ontario.

Following the termination of an emergency, the following shall be notified:

- Emergency Management Ontario;
- Ministry of the Solicitor General (PEOC);
- Counties Council Members;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

4. Emergency Response Plan (ERP)

4.1 Activation of the Emergency Response Plan

If the size, potential hazard or seriousness of the emergency or disaster appears to be beyond the capability of the responding agency or its available resources, then the responding agency (i.e. Fire, Police, Paramedics, Health Unit) may recommend activation (or alert) of the ERP to the Emergency Operations Manager. The Emergency Operations Manager will be the primary contact for activating the ERP.

In the case of full ERP activation, the Emergency Operations Manager may request the participation of the Province (EMO representative). The decision to declare an emergency should include a review of the "Checklist for the Declaration of an Emergency" and consultation with EMO.

It is the responsibility of all members and agencies to activate their emergency call-out procedure, as directed by the Emergency Operations Manager.

A member municipality's MECG may alert the Counties' Emergency Operations Manager of an emergency situation and the Emergency Operations Manager may order the notification of the MECG at the alert stage.

If municipal resources are insufficient to handle the emergency, assistance may be requested from the Province. Where an emergency has been declared, all requests for assistance from the Province should be made through the PEOC to permit effective co-ordination. When requesting assistance from the Province, the MECG shall consider the request, with final approval required by the Warden.

According to the Reciprocal Communities Partnership Agreement, as approved by By-law 11-06, the Emergency Operations Manager may request support from Perth County to support operations during a declared emergency.

4.2 Emergency Notification Procedure

Should the Emergency Operations Manager (EOM) decide to assemble the MECG or activate the ERP, the EOM will contact the Clerk who will immediately notify members of the MECG to assemble at either the primary or secondary EOC at a specific time. The CEMC is tasked with setting up the EOC. The EOM may alternatively request the Clerk contact MECG members to be on alert only.

Only the EOM has the authority to direct the assembly of the MECG.

Upon receipt of a warning by a responding agency of a potential emergency/disaster, the Emergency Operations Manager will be notified.

4.3 De-activation of the Emergency Response Plan

Once the emergency area has returned to a state of acceptable and safe conditions for both the citizens and infrastructure, the process of recovery and deactivation of the ERP can begin.

The minimum procedures required of the MECG to ensure the transition from emergency to a state of acceptable and safe conditions are as follows:

- Develop a basic plan to return the community to an acceptable state or condition that minimizes any or all impacts the disaster may have had on the community and the Counties;
- Co-ordinate with respective organizations/agencies to ensure provisions are made for rehabilitation of the environment/community to a new normal state;
- Continue to meet at regularly scheduled intervals, even after the termination of an emergency to co-ordinate the necessary activities for community recovery from the emergency; and
- Contact the MMAH, depending on the nature of the emergency, to begin the disaster relief process.

5. Emergency Operations Centre (EOC) and Operations Cycle

The EOC may be activated for any situation for the purposes of managing an emergency, maintaining services to the community and supporting emergency site(s). Only members/alternates of the MECG will be permitted entry to the EOC, except for support staff and/or representatives of allied agencies or support services, upon invitation.

5.1 Locations of Primary and Secondary EOC

The primary location of the EOC is the Council Chambers at 25 Central Avenue West, Brockville, Ontario.

The secondary location of the EOC is the training room at Maple View Lodge, located at 746 County Road 42 East, Athens, Ontario. The secondary location will be used only under the direction of the Emergency Operations Manager.

5.2 EOC Operations Cycle

It is imperative the MECG members have an opportunity to discuss situation analysis and strategic planning through clear communication, which is best organized through an Operations Cycle. This Cycle assists in keeping the MECG on schedule and ensuring all relevant business is discussed within the desired timelines.

5.3 Timing of the Operations Cycle

The timing of the Operations Cycle is the responsibility of the Emergency Operations Manager. Depending on the intensity of the operations and the situation, the Cycle may be lengthened or shortened. For example, during the initial stages of an emergency when information is unclear or changing, it may be necessary to conduct the Cycle more frequently. In the latter stages of the emergency, the Cycle may be less frequent. It is important to set an appropriate time for the Operations Cycle to run to ensure there is sufficient time for the response groups to meet and discuss the situation, and to allow time for the emergency support functions to address their priorities and objectives.

5.4 Meeting Portion of the EOC Operations Cycle

During the meeting portion of the Operations Cycle, it is expected that:

- A primary or alternate from each of the MECG functions attend;
- Response priorities and objectives are to be discussed;
- The EOM delegates action items to the appropriate agency/staff members;
- Each sector agency provides updates on their previous action items, if required;
- Round-table updates be conducted;
- Discussions are to be brief and to the point;
- The time for next meeting will be set;
- Each agency returns to respective teams to discuss action items following adjournment; and
- Each member of the MECG will communicate the action items to their respective group or department.

The meeting portion should last no longer than one third of the MCEG Operation Cycle.

5.5 Research and Networking Portion of the MCEG Operations Cycle

During the research and networking portion of the Operations Cycle, it is expected MCEG members will:

- Communicate with resources in their prescribed field;
- Strategize next steps to ensure all parties have all resources necessary;
- Conduct one-on-one communication/discussion with members of the MCEG;
- Research incident particulars to better understand the situation;
- Develop plans to mitigate incident with minimal injuries and loss of property; and
- Receive information back from on-site contacts.

6. Hazard Identification and Risk Analysis (HIRA)

Based upon the completion of the HIRA by the EMPC for the Counties, the emergencies most likely to occur include:

Hazardous Materials Incident/Spills;
Transportation Emergencies (rail or highway);
Wind Storms;
Human Health (epidemics/pandemics, water); and
Cyber attacks.

A summary of the HIRA, as completed by the EMPC, is included as Appendix R of this Plan.

7. Roles and Responsibilities by Position

7.1 Warden

The responsibilities of the Warden/alternate for the Counties during an emergency are to:

- Provide overall leadership in responding to an emergency;
- Define the designated emergency area with assistance from the MCEG;
- Declare an emergency within the designated area;
- Declare that the emergency has terminated;
- Notify EMO and the PEOC of the declaration and termination of the emergency, with the assistance of the CEMC;
- Ensure members of Counties' Council are advised of all stages of the emergency, and are kept informed throughout the emergency situation; and

- Maintain a personal log of all actions taken.

7.2 Emergency Operations Manager (EOM)

The responsibilities of the Emergency Operations Manager/alternate during an emergency are to:

- Activate the emergency notification system through the Clerk;
- Chair the MECG meetings;
- Manage and co-ordinate all operations within the EOC, including the scheduling of regular MECG meetings through initiating the Operations Cycle;
- Advise the Warden/alternate of any necessary actions that should be taken, (i.e. declaration of emergency);
- Advise the Warden, Counties Council and staff on policies and procedures as appropriate;
- Authorize the expenditure of municipal funds (in consultation with the Treasurer) which are required for the preservation of life, health and property;
- Approve, in conjunction with the Warden, major announcements and media releases prepared by the EIO, in consultation with the MECG;
- Establish and maintain meeting schedules, and public information releases, as required;
- Determine if municipal resources are adequate or if additional resources are required;
- Call upon additional Counties' staff/resources, as required;
- Affirm, modify or revoke action plans necessary to minimize the effects of an emergency on the Counties and its residents;
- If required, appoint individuals to manage site-specific activities;
- Regularly advise the Warden and/or Council of the situations, activities and the necessary actions being taken;
- Co-ordinate shift rotations for MECG members and support staff;
- Ensure effective communications between the MECG and the EOC Support Staff;
- Liaise with the Counties' Solicitor and insurance companies, as required; and
- Maintain a personal log of all actions taken.

7.3 Community Emergency Management Co-ordinator (CEMC)

The responsibilities of the CEMC/alternate during an emergency are to:

- Prepare the EOC following direction from the EOM;
- Provide advice and clarifications to the MECG about the implementation details of the ERP;

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- Assist the Warden with the notification process in the event of the declaration or termination of an emergency;
- Liaise with the EIO to establish a public inquiry service upon request of the MECG;
- Contact allied agencies for assistance, upon request of the MECG or EOM, and ensure ongoing communication;
- Initiate contact and maintain communication with the CEMC's of the affected local municipality(s);
- Co-ordinate the activation of Provincial Emergency Response Teams, if requested by the MECG;
- Assist the EOM to ensure Operating Cycle timelines are met by the MECG and related documentation is maintained and kept for future reference;
- Address any action items that may result from the activation of the ERP and keep MECG informed of implementation needs;
- Maintain records/logs for the purpose of debriefs and post-emergency reporting;
- Liaise with the EMO Field Officer and the PEOC, as required;
- Co-ordinate post-emergency debriefings and develop a final report to Council; and
- Maintain a personal log of all actions taken.

7.4 Chief, Paramedic Service

The responsibilities of the Paramedic Services Chief/alternate during an emergency are to:

- If required, assign a site manager and inform the MECG;
- Establish an ongoing communications link with the senior Paramedic Service official at the scene of the emergency;
- Ensure triage is set up at the site, if required;
- Respond to the EOC, if required;
- Obtain paramedic services from other municipalities if required;
- Assign staff to EOC as required by the Emergency Operations Manager;
- Act as a liaison with all allied agencies in alignment with the CEMC;
- Act as a liaison with Ministry of Health - Emergency Health Services Division, where required;
- Co-ordinate the activities of ambulance volunteer organizations that may be used during the emergency; and
- Maintain a personal log of all actions taken.

7.5 Director, Community and Social Services

The responsibilities of the Director of Community and Social Services/alternate during an emergency are to:

- Activate the Division's emergency call out process, if required;
- Respond to the EOC, if required (Counties EOC or upon request of member/partner municipality);
- Ensure the well-being of residents who have been displaced from their homes by arranging emergency food, water, clothing and lodging;
- Co-ordinate emergency registration and inquiry centres;
- Co-ordinate emergency psychosocial/personal services;
- Co-ordinate the response of volunteer organizations directly involved with Community and Social Services;
- Supervise the opening and operation of temporary and/or long-term evacuation centres or reception centres, and ensure adequate staff for same;
- Liaise with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation or reception centres;
- Co-ordinate efforts at federal or provincial government level, when required;
- Maintain a log of all actions taken by Community and Social Services during the emergency or disaster; and
- Maintain a personal log of all actions taken.

7.6 Director, Corporate Services

The responsibilities of the Director of Corporate Services/alternate during an emergency are to:

- Activate the Division's emergency call out process, if required;
- Respond to the EOC, if required;
- Provide information to the MECG regarding matters of finance, human resources, information technology, geographic information systems, property, and legal and insurance matters and arrange the provision of support from these areas;
- Provide advice and guidance to members of the MECG on corporate procedures and operations;
- Ensure records of Corporate Services and administrative detail that may involve financial liability are complete;
- Liaise with Counties' Solicitor and insurance companies, as required; and
- Maintain a personal log of all actions taken.

7.7 Director, Public Works

The responsibilities of the Director of Public Works/alternate during an emergency are to:

- Activate the Division's emergency call out process, if required;
- Activate the Division's mobilization procedure when an emergency is declared;
- Respond to the EOC, if required;
- Provide the MECG with information and advice on engineering and public works matters;
- Establish an ongoing communications link with the senior Public Works official at the scene of the emergency;
- Liaise with public works representatives of member municipalities to ensure a co-ordinated response;
- Ensure construction, maintenance and repair of Counties' roads;
- Provide equipment and resources for any emergency requirements (i.e. emergency pumping operations, potable water, etc.);
- Discontinue Public Works' services as required and restore when appropriate;
- Liaise with public utilities to disconnect any services representing a hazard and/or arrange for the provision of alternate services or functions;
- Provide assistance in search and rescue operations where necessary;
- Provide a list of equipment, supplies, construction companies, private contractors and engineers;
- Repair and/or maintain any or all municipal equipment during the emergency, if necessary;
- Maintain a log of all the Public Works' activities during the emergency; and
- Maintain a personal log of all actions taken.

7.8 Maple View Lodge Administrator

The Maple View Lodge Administrator/alternate would attend the EOC at the request of the Emergency Operations Manager and the role of the administrator during an emergency would be to:

- Provide expertise and information as it pertains to long-term care facilities;
- Participate in the MECG if the emergency directly impacts Maple View Lodge and its residents;
- Ensure the safety and well-being of the residents and staff at Maple View Lodge;
- Activate the Maple View Lodge Emergency Plan, if required;
- Liaise with the Ministry of Long-Term Care and other long-term care facilities, as required; and
- Maintain a personal log of all actions taken.

7.9 Treasurer

The responsibilities of the Treasurer/alternate during an emergency are to:

- Prepare documentation of expenditures, accounts payable and receivable;
- Establish and advise on necessary procurement procedures and guidelines for staff to adhere to;
- Respond to the EOC, if required;
- Provide advice regarding all financial aspects of an emergency;
- Perform other duties assigned by the EOM;
- Administer possible funding for emergencies, if required;
- Co-ordinate with treasurers/directors of finance of neighbouring communities.
- Ensure records of expenses are maintained for future claim purposes;
- Ensure the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;
- Contact Ministry of Municipal Affairs and Housing (MMAH) regarding the possibility of funding for emergencies; and
- Maintain a personal log of all actions taken.

7.10 Clerk

The responsibilities of the Clerk/alternate are to:

- Assist the Emergency Operations Manager, as required;
- Respond to the EOC, if required;
- Activate the MCEG call out process at the direction of the Emergency Operations Manager;
- Assist the CEMC with setup of the EOC, if required;
- Maintain a current MCEG member contact list;
- Notify the required MCEG administrative support staff of the emergency, as directed by EOM;
- Ensure members of the MCEG sign-in to the EOC;
- Co-ordinate the provision of clerical staff to assist in the EOC, as required;
- Establish and supervise messengers designated to the EOC and on-site manager;
- Upon the direction by the Warden or Emergency Operations Manager, ensure all members of Council are advised of the declaration and termination of the emergency;
- Upon the direction by the Warden or Emergency Operations Manager, arrange special meetings of Council, as required, and advise Members of Council of the time, date and location of the meetings;

- Ensure all MECG members' logs are organized and delivered to the CEMC post emergency; and
- Maintain a personal log of all actions taken.

7.11 Emergency Information Officer (EIO)

The responsibilities of the Emergency Information Officer/alternate during an emergency are to:

- Provide information as authorized by the Emergency Operations Manager; and
- Prepare draft communication releases or templates so media releases can occur quickly and concisely;
- Respond to the EOC, if required;
- Prepare self-help information for rapid distribution to the public in consultation with members of the MECG;
- Keep the public informed of significant developments during the emergency or disaster;
- Establish communication channels and arrange for media facilities;
- Provide public relations support on-site, if necessary;
- Liaise with EIOs of member and separated municipalities to ensure consistency and accuracy of messaging;
- Monitor news coverage; and
- Maintain a personal log of all actions taken.

7.12 Scribe

The responsibilities of the Scribe/alternate during an emergency are to:

- Keep notes on all activities, actions and decisions of the MECG;
- Respond to the EOC, if required; and
- Maintain a personal log of all actions taken.

7.13 Police Services

The duties and responsibilities of police services in a major emergency situation and the method by which the service functions must be developed and produced by the police service for the geographical area designated by legislation.

Responsibilities during an emergency may include to:

- Participate as a member of the activated MECG, as required;
- Provide advice on police-related matters to the EOM, Warden and the MECG;
- Notify necessary emergency and community services, as required;

- If required, assign a site manager and inform the MECG;
- Maintain a communication link with the police on-site commander;
- Establish the inner and outer perimeter of the emergency area;
- Facilitate the movement of emergency vehicles and restrict access to the scene to all but essential emergency personnel;
- Co-ordinate with Community and Social Services with respect to security of potential reception/evacuation centres;
- Ensure the protection of life and property and the provision of law and order;
- Notify coroner of fatalities;
- Liaise with other police agencies, as required;
- Control and, if necessary, disperse crowds within the major emergency/disaster area in consultation with the lead agency and site manager;
- Conduct the required evacuation of buildings in the emergency/disaster area;
- Establish evacuation routes to provide control;
- Co-ordinate media liaison "on site" and ensure that the contents of all media releases are cleared through the on-site commander, EOM and the MECG (unless of an immediate and urgent nature which requires warnings or directions be provided to residents);
- Establish an on-site police command post, if necessary;
- Provide investigative services required within applicable federal, provincial and local legislation; and
- Maintain a personal log of all actions taken.

7.14 County Fire Co-ordinator

The responsibilities of the County Fire Co-ordinator/alternate during an emergency are to:

- Participate as a member of the activated MECG, as required;
- Provide advice on fire-related matters to the Emergency Operations Manager, Warden and the MECG;
- Liaise with firefighting representatives of member and partner municipalities to ensure a co-ordinated response;
- Depending on the nature of the emergency, assign/provide an on-site manager and inform the MECG;
- Establish ongoing communications link with senior fire official at the scene of the emergency;
- Provide resources in rescue operations;
- Inform mutual aid fire co-ordinators and/or initiate mutual aid arrangements for the provision of additional resources, if needed;

- Determine if additional or special equipment is needed and recommend possible sources of supply;
- Provide assistance to other community departments and agencies and be prepared to take charge of, or contribute to non-firefighting operations if necessary (i.e. rescue, first aid, casualty collection, evacuation);
- Co-operate with all agencies from outside the municipality which may be mobilized to control emergency;
- Ensure appropriate Ministries and any support agencies are contacted;
- Mobilize all mutual aid units required to deal with the emergency;
- Maintain a log of all the fire department's activities during the emergency; and
- Maintain a personal log of all actions taken.

7.15 Leeds, Grenville and Lanark Medical Officer of Health (LGLMOH)

The responsibilities of the Medical Officer of Health/alternate during an emergency are to:

- Participate as a member of the activated MCEG, as required;
- Provide advice on public health matters to the MCEG including recommendations for limiting health problems and death of citizens and responders affected by the emergency;
- Ensure essential public health services relevant to the emergency are provided including, but not limited to:
 - Accurate information to officials, media and concerned citizens;
 - Food safety;
 - Water quality;
 - Immunization clinics;
 - Prevention and control of disease outbreaks;
 - Health information;
 - Inspecting evacuation/reception centres and feeding operations; and
 - Health hazard identification, communication, and mitigation/remediation;
- Liaise with Home and Community Care Support Services, Hospitals, Community Health Centres, relevant community agencies, Ministry of Health, and volunteer groups, as required;
- Identify vulnerable populations and ensure appropriate actions are taken to mitigate the effects of the emergency on them;
- In the event of mass casualties, liaise with the coroner and monitor the situation to ensure the spread of disease is minimized;
- Ensure that records are kept of orders given, actions taken and results of special investigations undertaken;

- Provide services to address post emergency issues resulting from the emergency and assist with the recovery phase;
- Assist in the restoration of normal services in the community;
- Participate in debriefing and compile a report on all decisions made and actions taken during the emergency to be submitted to the CEMC upon termination of the emergency; and
- Maintain a personal log of all actions taken

7.16 Utilities (Eastern Ontario Power, Union Gas, HydroOne, etc.)

The responsibilities of utilities representatives during an emergency are to:

- Participate as a member of the activated MECG, as required;
- Provide the MECG with information and advice on matters related to utilities;
- Liaise with the utilities from the neighbouring community(ies) to ensure a co-ordinated response;
- Provide technical assistance;
- Construction, maintenance and repair of utility resources;
- Discontinuation of any service to any consumer, as required, and restoration of the service, when appropriate; and
- Maintain personal logs of all actions taken.

7.17 Clergy

The responsibilities of the Clergy during an emergency are to:

- Participate as a member of the activated MECG, as required;
- Provide for multi-denominational religious observances;
- Establish visitations to evacuees in evacuation centres on a scheduled basis;
- Provide guidance to the MECG regarding matters of a religious nature;
- Provide advice regarding care of the deceased in areas which relate to religious observances;
- Liaise with Director of Community and Social Services regarding the use of churches and related facilities for reception and evacuation centres; and
- Maintain a personal log of all actions taken.

7.18 Board of Education

The responsibilities of representatives of the Board of Education during an emergency are to:

- Participate as a member of the activated MECG, as required;
- Provide access to school facilities in accordance with the agreement regarding access/use of schools by the municipality in the event of an emergency for reception and

- evacuation facilities;
- Liaise with the Director of Community and Social Services and the MECG; and
- Maintain a personal log of all actions taken.

7.19 Legal Advisor

The responsibilities of the Legal Advisor during an emergency are to:

- Participate as a member of the activated MECG, as required;
- Provide legal opinion and advice to the MECG, as required;
- Provide legal representation as required; and
- Maintain a personal log of all actions taken.