



The Corporation of the Town of Arnprior
105 Elgin Street West
Arnprior, Ontario
K7S 0A8

Emergency Response Plan

PUBLIC VIEWING VERSION

Adopted: January 17th, 2005
Revised: September 23rd, 2019

Table of Contents

Part I ADMINISTRATION	3
Plan Amendments.....	3
Annex Document.....	5
Introduction	11
Part II NOTIFICATION PROCEDURES.....	17
Actions Prior To Declaration	17
Notification System.....	17
Emergency Operations Centre (EOC).....	18
Part III EMERGENCY CONTROL GROUP	19
Emergency Control Group.....	19
EOC Support	20
Part IV EOC/SITE MANAGEMENT	21
Operations Cycle.....	21
Management of the Emergency Site	22
Responsibilities of ECG Members	24
Head of Council/Acting Head of Council	24
EOC Commander	25
Liaison Officer (LO).....	27
Safety Officer (SO)	29
Emergency Information Officer (EIO)	31
Operations Section	32
Planning Section	34
Logistics Section	35
Finance/Administration Section.....	37
Ontario Provincial Police.....	38
County of Renfrew Paramedic Services	39
County of Renfrew Emergency Social Services	40
Medical Officer of Health (MOH).....	41
Emergency Site Manager.....	43
Community Emergency Management Coordinator.....	44

Part I ADMINISTRATION

Plan Amendments

Amendment No.	Date of Amendment	Sections Changed	Approved by:
1	January, 2005	By-Law 5297-05, enacted and passed "EM Program."	CEMC John Okum
2	December, 2005	Complete review/changes based on annual review.	CEMC – John R. Okum
3	October 2006	Complete review/updates and additions	CEMC – John R. Okum
4	January 2007	Updates, new council	CEMC – John R. Okum
5	November 2007	Updates, staff changes, legislation updates, appendices updates, ECG changes	CEMC – John R. Okum
6	May 2008	Review/annex updates, new format into parts	CEMC – John R. Okum
7	November 2009	Update contacts, Annex separation	CEMC – John R. Okum
8	September 2010	Updates, contacts, acronyms & definitions, annexes	CEMC – John R. Okum
9	August 2011	Revisions, updates to contacts	CEMC – John R. Okum
10	October 2012	Revised staff, contacts, titles	CEMC – John R. Okum
11	August 2013	Updated risk assessment, critical infrastructure, annex EOC contacts, and administrative	Alt. CEMC – Cory Nicholas
12	May 2014	Removed old town logos from document	Alt. CEMC – Cory Nicholas
13	January 2015	Review risk assessment, critical infrastructure, annex EOC contacts, and administrative	Alt. CEMC – Cory Nicholas
14	March 2016	Review risk assessment, critical infrastructure, annex EOC contacts, and administrative	Alt. CEMC – Cory Nicholas
15	June 2017	Updated risk assessment, critical infrastructure, annex EOC contacts, and administrative	CEMC – Cory Nicholas
16	December 2018	Review risk assessment, critical infrastructure, annex EOC contacts, and administrative	CEMC – Cory Nicholas
17	May 2019	Re-write of ERP to IMS Model	CEMC – Cory Nicholas/Loomex
18	January 2021	Update contact detail / HIRA	CEMC – Cory Nicholas

Plan Distribution List

Position/Location	Number of Copies
Municipal Emergency Control Group	Filehold Server
Community Emergency Management Coordinator	1 Hard Copy / 1 Memory Stick
Emergency Operations Centre	2 Hard Copies / 6 Memory Sticks
Alternate Emergency Operations Centre	2 Hard Copies / 6 Memory Sticks
County of Renfrew Paramedic Service Representative	1 Hard Copy
OPP Representative	1 Hard Copy
County Health Unit	1 Hard Copy
County CEMC	1 Hard Copy
Ontario Fire Marshal and Emergency Management	1 Hard Copy / 1 Digital

Annex Document

The Annex Document is a supplementary document to the Emergency Response Plan that contains information, forms and checklists to be used by the Emergency Control Group. Much of this document contains personal or proprietary information.

- Annex A** Emergency Control Group Activation Checklists and Forms
- Annex B** Contact Numbers
- Annex C** Emergency Operations Centre Logistics
- Annex D** Emergency Declaration and Termination Checklists and Forms
- Annex E** Hazard Identification & Risk Analysis and Hazard Checklists
- Annex F** Critical Infrastructure Identification
- Annex G** Alert and Notification Procedures
- Annex H** Mutual Assistance Agreements
- Annex I** Business Continuity Plan
- Annex J** Supplementary Documents

Acronyms

CAO	Chief Administrative Officer
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CEMC	Community Emergency Management Coordinator
CISM	Critical Incident Stress Management
DRAP	Disaster Recovery Assistance for Ontarians Program
EIC	Emergency Information Centre
EIO	Emergency Information Officer
ECG	Emergency Control Group
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
MECG	Municipal Control Group
MDRA	Municipal Disaster Recovery Program

Definitions

Business Continuity Plan

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

Chief Administrative Officer

The individual who is responsible for the administrative management of the Town of Arnprior.

Command Group

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

Community Emergency Management Coordinator

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

Community

The Town of Arnprior including residents, businesses and visitors.

Critical Infrastructure

Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in the government.

Disaster Recovery Assistance for Ontarians

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

Emergency

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

Emergency Control Group

This is the group responsible for managing the emergency on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community.

Emergency Information Centre

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

Emergency Information Officer

The interface between the ECG and the public, media and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

Emergency Management:

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

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9

The legislation requiring all Municipalities to have an Emergency Management Program.

Emergency Management Ontario

EMO is an organization within the Ministry of Community Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Notification

A fan-out procedure to notify the Town of Arnprior Control Group(s) of an emergency or impending emergency.

Emergency Operations Centre Commander

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

Emergency Response Plan

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

Emergency Management Program

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

Emergency Operations Centre

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

Emergency Site

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

Emergency Site Manager / Incident Commander

Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

Evacuation Centre

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

Finance and Administration Section

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

Hazard

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

Hazard Identification and Risk Assessment (HIRA)

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

Head of Council

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

Incident Action Plan (IAP)

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

Incident Management System (IMS)

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

Liaison Officer

The individual responsible for communications between the ECG and other agencies. Normally delegated to the Command group.

Logistics Section

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

Municipal Disaster Recovery Assistance

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

Mutual Aid 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.

Operations Advisory Committee

This is a committee in conjunction with the CEMC oversees the development, implementation and maintenance of the Community Emergency Management Program.

Operations Section

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

Planning Section

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

Reception Centre

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

Safety Officer (Command Staff)

Monitors safety conditions and develops safety measures to the overall health and safety of everyone involved with the incident.

Site Manager

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

Introduction

The Town of Arnprior is a lower tier municipality within the South Eastern boundaries of Renfrew County. Arnprior is bordered to the North by the Ottawa River, to the East the City of Ottawa and to the South-West by the Township of McNab Braeside. The southern portion of the Town is bisected by the Trans-Canada Highway (HWY 417) while the Madawaska River runs through the eastern portion of the Town to the Ottawa River. The Town of Arnprior is a non-amalgamated municipality consisting of both urban and rural living. Within the municipal borders, Arnprior comprises of 13.04 km² of land area. Within that land area, the 2016 census population was published as 8,795 with a projected annual growth rate of 2.4%. The area is historic, with infrastructure dating back to the late 1800's. Continued sporadic growth in Arnprior has resulted in various new residential subdivisions, increased population and additional commercial establishments.

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

In order to protect residents, businesses and visitors, the Town of Arnprior has prepared a coordinated emergency response by a number of agencies under the direction of the Control Group. These are distinct arrangements and procedures from the regular day-to-day operations carried out by emergency services.

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

- arrangements, services and equipment;
- resource management;
- roles and responsibilities during an emergency; and
- hazard-specific response plans.

The Plan is also structured to allow individual parts or Annexes to be used, reviewed or re-written independently and has been developed to reflect the public safety requirements of the community. The effective use and implementation of this Plan is reliant upon all Municipal and Community Officials being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are legislated to participate in emergency training and exercises that will assist them in the fulfillment of their roles.

The Control Group members and agencies are expected to develop their own internal notification lists, as well as procedures and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions in the Plan. Copies of the Town of Arnprior's Emergency Response Plan may be viewed at the Municipal Office and at www.arnprior.ca

For more information, please contact either:

Community Emergency Management Coordinator (CEMC)

Cory Nicholas, CMM I, CFEI

Captain - Fire Suppression & Prevention Services

Town of Arnprior

67 A Meehan Street

Arnprior ON K7S 2B7

(613) 623-4231 ext. 1837

cnicholas@arnprior.ca

www.arnprior.ca

or

John Steckly,

General Manager, Operations

Town of Arnprior

105 Elgin Street West

Arnprior, ON K7S 0A8

(613) 623-1831

jsteckly@arnprior.ca

www.arnprior.ca

Aim

The aim of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the residents, businesses and visitors of the Town of Arnprior from the effects of an emergency. The Plan enables a centralized, controlled and coordinated response to emergencies in the Town of Arnprior.

The Plan incorporates supplementary plans as Annexes, which provide detailed response procedures for the most likely hazards which confront the Town of Arnprior. These hazards have been determined through the process of conducting an in-depth Hazard Identification and Risk Assessment (HIRA).

Authority

The Plan has been developed and implemented under the authority of, and in accordance with, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") and is adopted by Council by by-law.

Any personal information collected for the Plan is collected under the authority of the Act and shall be used solely for the purpose of planning, preparing and conducting responses to emergencies and/or training exercises.

Confidentiality of the Plan

The Town of Arnprior Municipal Emergency Plan is a public document, excluding the Annexes, which are deemed confidential.

Hazard Identification Risk Assessment

As part of the Act, the Town of Arnprior annually reviews the Hazard Identification Risk Assessment (HIRA), which assists in determining the probability and consequence of a hazard in the community. Based on the HIRA for the Township, the potential hazards are identified in Annex E.

Plan Maintenance & Revision

The Plan will be reviewed annually by the Operations Advisory Committee acting in their capacity as the Emergency Management Program Committee. The CEMC is authorized to make administrative revisions to the Plan or changes to the Annexes as required. Substantial changes to the plan must be approved by Council by by-law. The Plan will be reviewed in accordance with a maintenance schedule as determined by the CEMC.

The annual review will include:

- confirming emergency telephone numbers
- testing the notification system
- updating vital services and/or local services directories
- Review of the Municipality's HIRA and Critical Infrastructure
- a table-top or large-scale exercise for the Emergency Control Group
- training for the Emergency Control Group and support staff as needed on any component of the Plan

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

Operations Advisory Committee

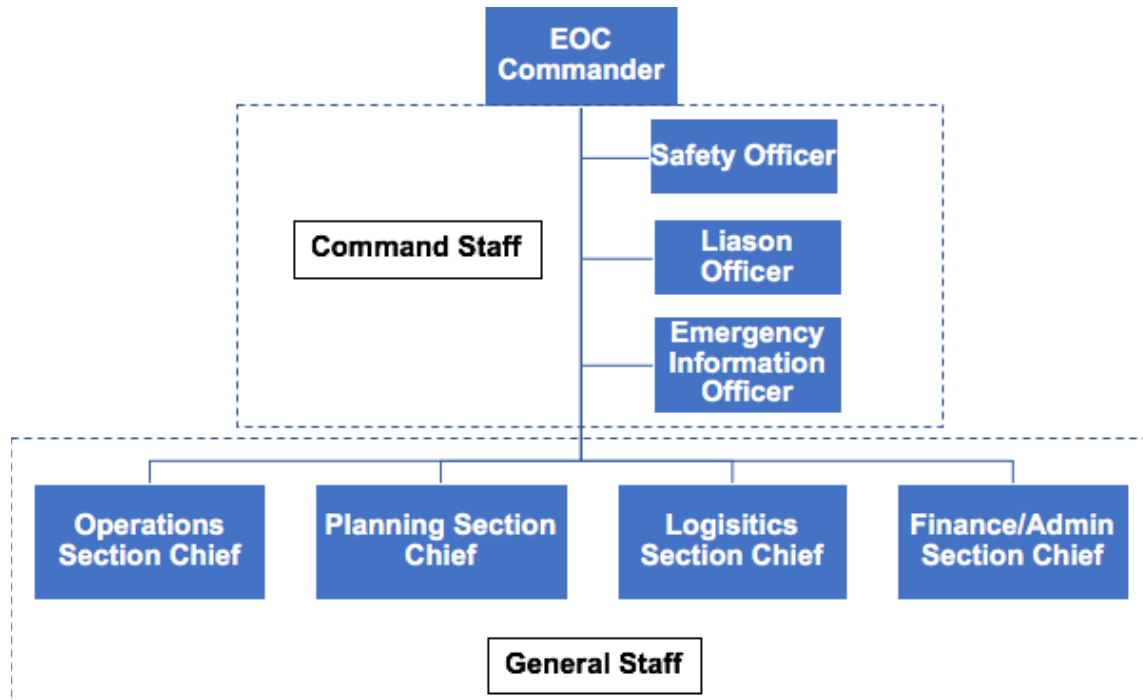
The Town of Arnprior's Operations Advisory Committee in conjunction with the CEMC shall oversee the development, implementation and maintenance of the community's emergency management and business continuity program. The Committee shall recommend to Council for approval an Emergency Plan to provide the community with a strategy to protect the health, safety, welfare, environment and economic strength of residents, businesses and visitors to the community to ensure that municipal services are provided in the event of a disruption.

Incident Management System

The designated ECG for the Corporation of the Town of Arnprior has adopted the Province of Ontario's Incident Management System (IMS) as the process to assist them in managing an emergency incident.

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

The IMS structure consists of the following positions:



The following are the general responsibilities for each of the IMS functions.

Function	General Responsibilities
E.O.C. Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Safety Officer (SO) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. The Safety Officer also provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable.
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for assisting or supporting organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

Part II NOTIFICATION PROCEDURES

Actions Prior To Declaration

The Town of Arnprior has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the ECG will undertake during each phase.

ROUTINE	Notification of routine conditions means that the Corporation is operating under normal conditions. Under these conditions, the Town maintains ongoing surveillance for abnormal events.
ENHANCED	Notification of enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Town enhances its surveillance and monitoring activities and takes appropriate related actions. Under these conditions the Town could implement its Emergency Response Plan and Emergency Operations Centre.
EMERGENCY	Notification of emergency conditions means that the Town is in an emergency response mode. Under these conditions the Town implements its Emergency Response Plan and activates its Emergency Operations Centre in order to coordinate the appropriate response activities.
RECOVERY	Notification of recovery conditions means that the Town is working to ensure a smooth transition from enhanced or emergency conditions to routine conditions.

Notification System

When any member of the ECG receives a warning of a real or potential emergency, that member of the ECG may initiate the notification procedure.

Notification procedure:

- For routine or enhanced conditions, notifications shall be completed utilizing the Town's email system.
- For emergency conditions or to activate the EOC, the ECG member must contact the CEMC or alternate CEMC who will begin the notifications process of the appropriate activation Level.
- All members of the ECG are responsible for notifying their own staff of the emergency if required.

- The CEMC will initiate notification process and provide the following details to the Control Group:
 - date and time of activation
 - nature of the emergency
 - location of the EOC (primary, secondary or alternate)
 - time for the ECG to meet
 - whether standby or call to assemble
 - any items to bring with them
 - special precautions (routes to take or health hazards)
- A sample notification script is contained in Annex A-1 and the contact phone numbers and addresses of the ECG members and their alternates are contained in Annex B.
- Records must be kept of the date and time ECG members were contacted and their estimated time of arrival at the EOC.

Emergency Operations Centre (EOC)

The Town of Arnprior has established a primary and secondary EOC location. These locations are described in Annex C. Direction as to which location which members of the ECG they must report to will be given during the notification process.

The EOC can be set up by any member of the ECG as soon as practical. The layout and equipment of the EOC will be determined by the EOC Commander in conjunction with the CEMC.

Upon arrival at the EOC, each ECG member will:

- Sign in
- Check telephone/communications devices. Check for messages delivered prior to your arrival.
- Obtain a personal log.
- Contact his or her agency and obtain a status report and activate departmental plan if necessary.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Pass ECG decisions on to their own department or organization.
- Continue participation in the EOC operations cycle.

Upon leaving the EOC, each ECG member will;

- Conduct a hand over with the person relieving them, if applicable.
- Sign out and inform the CEMC where they can be reached.

It is not essential for the ECG to have all its members present to function, however each member or alternate must be notified. Upon the arrival of any three (3) members, the ECG may initiate its function. As members continue to arrive, they will join the operation in progress.

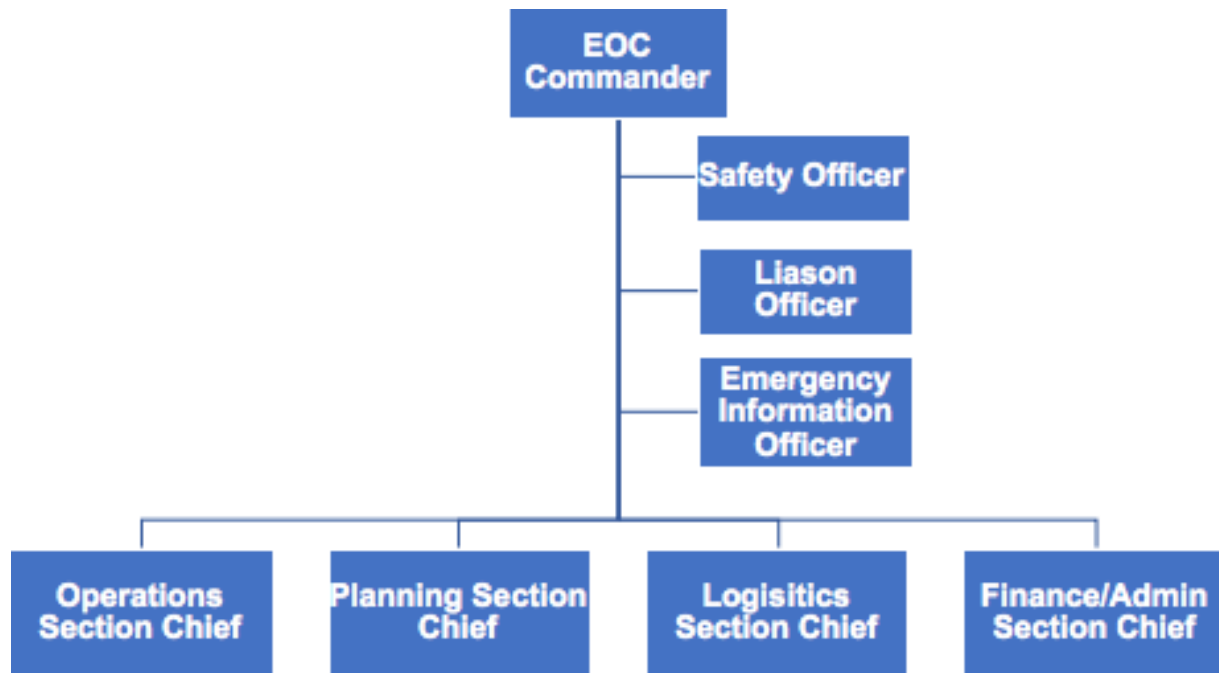
Part III EMERGENCY CONTROL GROUP

Level of activation of the Emergency Control Group is based on the scale of the emergency. A tiered response with select staff resources is acceptable under certain circumstances as dictated by the impact or potential impact to the community caused by the incident or emergency.

Emergency Control Group

The Emergency Control Group is responsible for the monitoring and control of the emergency response. The ECG is made up of the following functions and are filled by utilizing the contact list in ANNEX B.

1. EOC Commander
2. Liaison Officer
3. Emergency Information Officer
4. Safety Officer
5. Operations Section Chief
6. Planning Section Chief
7. Logistics Section Chief
8. Finance/Administration Section Chief



EOC Support

Depending on the type of incident the EOC will require expertise or support to mitigate the incident. The following list are members who could possibly be requested to attend the EOC. This list is not all inclusive and other knowledge-based experts could be requested to attend the EOC at the request of the EOC Commander.

- Head of Council
- Paramedic Representative
- Police Representative
- County of Renfrew CEMC
- County of Renfrew Health Representative
- Chief Building Official
- Waterworks Supervisor
- Environmental Engineering Officer
- IT Support Coordinator

Part IV EOC/SITE MANAGEMENT

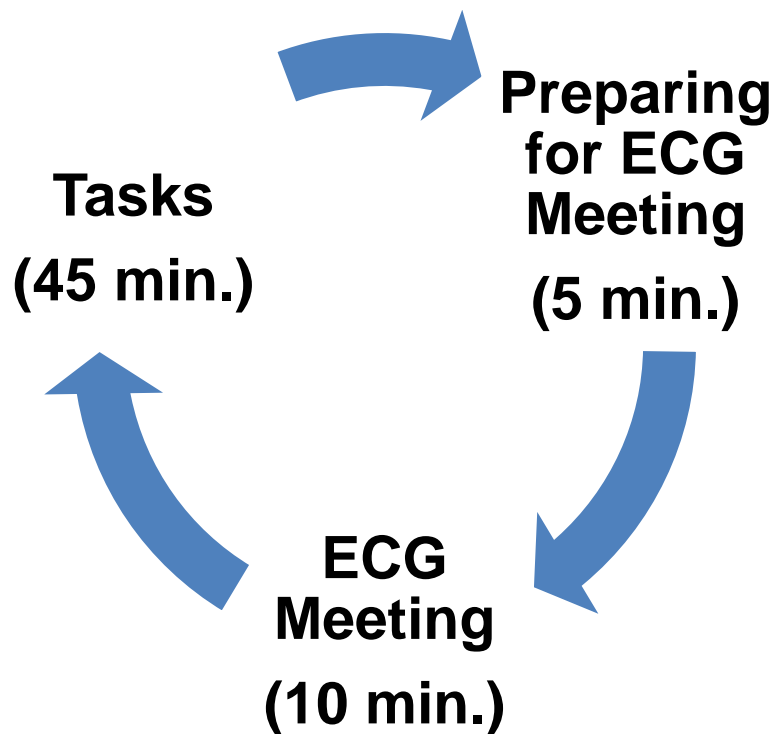
Operations Cycle

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Commander will establish the frequency of meetings and agenda items. Meeting will be as brief as possible to allow members to carry out their individual responsibilities.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only ECG members and support staff will have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the ECG.

The EOC Commander shall assign a Scribe that will maintain status boards, maps, and the event log, and will display them in a prominent place, and keep them up to date.

One Hour Operation Cycle



Management of the Emergency Site

The Emergency Site is the location of the emergency, together with “buffer space” around it in which response activities are conducted. If there is more than one site, each site will have an Emergency Site Manager (the “ESM”).

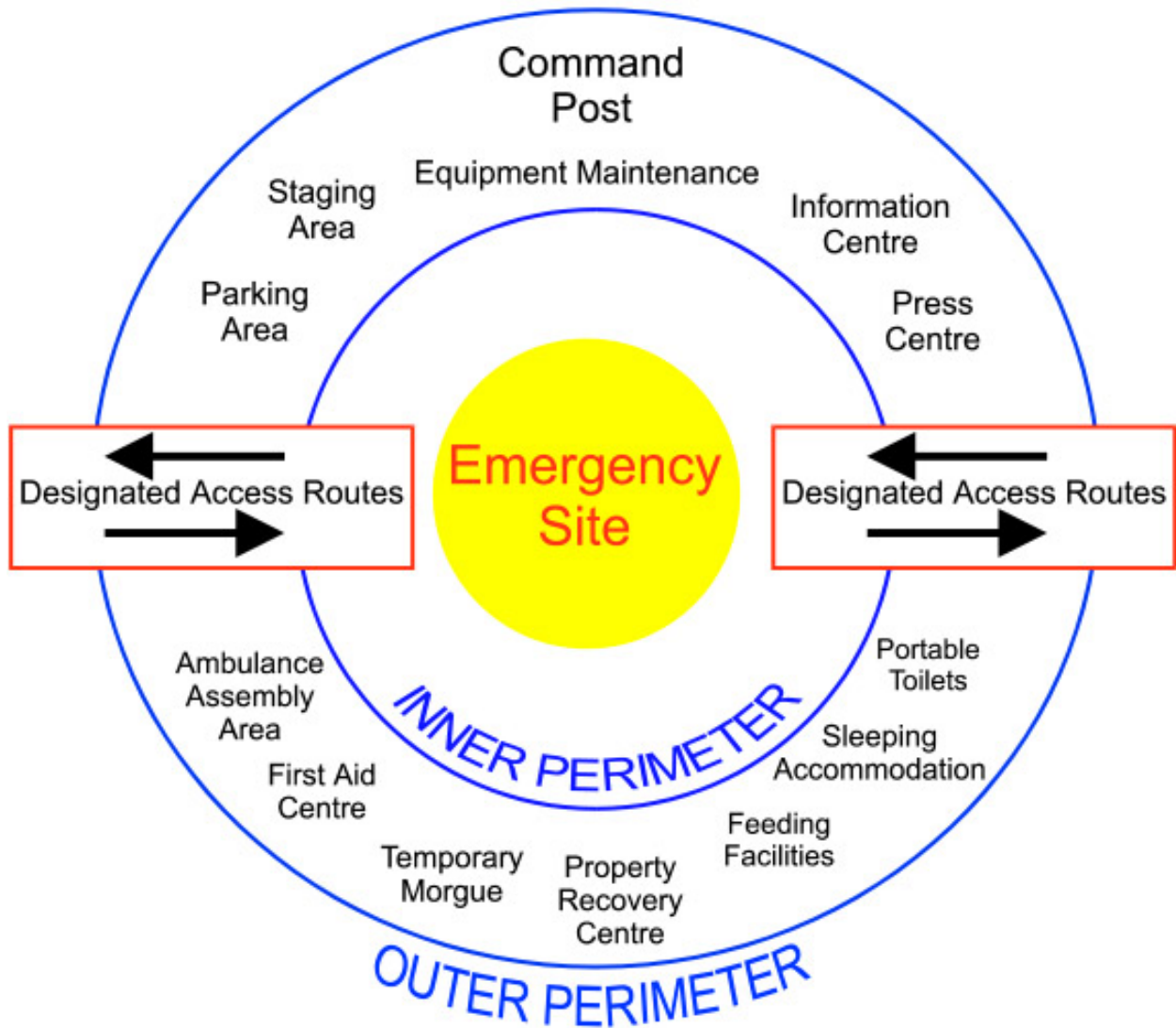
The ESM is the individual appointed to control the operations at the site of an emergency. The selection will depend on the type of emergency and will be decided by the agencies at the scene, subject to approval of the ECG.

The ESM will assume control of the overall site, become responsible for all aspects of the site and limit their responsibilities to activities within the site perimeters; anything outside those boundaries must be handled by the appropriate off-site response personnel.

The ESM’s task is to take control of the scene and co-ordinate the response. Some of the detailed functions include:

1. Setting up a command post and establishing communications with the other agencies on the site and with the Operations Section Chief.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters and ensuring they are set up.
4. Organizing the layout of the site.
5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Directing and co-ordinating the activities of the response agencies at the site.
8. Determining what resources are necessary and asking the EOC to provide them.
9. Arranging a system of relief for site workers.
10. Facilitate media visits to the site as requested the Emergency Information Officer.

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



Responsibilities of ECG Members

Head of Council/Acting Head of Council

The Head of Council, is responsible for the following:

1. The declaration of an emergency and designating an area.
2. The termination of an emergency.
3. Ensuring that all members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
4. Ensuring that the Ministry of the Solicitor General and Ontario Fire Marshal and Emergency Management is notified of the declaration of emergency and termination of the emergency.
5. Request assistance from neighbouring municipalities, the County of Renfrew, and the Provincial and Federal Government.
6. Participate in press conferences or media interviews as required.
7. Call and convene any emergency Council meetings.
8. Maintaining a log of all personal decisions and actions taken.
9. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

EOC Commander

The EOC Commander is responsible for the following:

1. Assess the incident situation and determine appropriate level of EOC activation based on the information as known.
2. Establish the goals, strategies, objectives and priorities appropriate to the level of response.
3. Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
4. Chairing meetings of the Emergency Control Group.
5. Determine status of emergency declaration and delegation of authority.
6. Advising the Head of Council of the need to declare or terminate an emergency, provide any required information including policies and procedures as appropriate.
7. Provide information and briefings to senior and elected officials as required.
8. Determine which IMS Sections are needed, assign Section Chiefs as appropriate and ensure they are staffed as required.
9. Approving, in conjunction with the Head of Council and the Emergency Control Group, major announcements and media releases prepared by the Emergency Information Officer.
10. Approve and authorize the implementation of the Incident Action Plan. Review IAP for completeness and accuracy, verify the objectives are prioritized and sign the IAP.
11. Ensure the EOC check-in procedure is established.
12. Establish the Operational Period and briefing schedule.
13. Ensure that an Incident Organization Chart is posted and completed.
14. Monitor command and general staff activities to ensure that appropriate actions are taken.
15. Ensure the appropriate legal and statutory requirements are followed.

16. Review requests for critical resources, confirm who has ordering authority within the organization and confirm those orders that require Command authorization.
17. Authorize demobilization of sections, branches and units when they are no longer required.
18. Ensure all required forms and reports are completed prior to demobilization.
19. Maintain a log of all personal decisions and actions taken.
20. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Liaison Officer (LO)

The Liaison Officer is responsible for the following:

1. Identify current organization, using the Incident Organization Chart, an Organization Assignment List and a Resource Assignment List.
2. Determine organization involved in the incident (governmental, non-governmental, private sector)
3. Determine whether organizations involved are assisting (providing personnel, services, or other direct assistance/resources to the organization with direct responsibility for incident management) or supporting (providing support services to the organization with direct responsibility for incident management, but not providing any direct support or input to the incident itself).
4. Obtain information from assisting/supporting organizations including contact persons, email/phone numbers, radio frequencies, cooperative agreements, resource type and availability, number of personnel, condition of personnel and equipment and organizational constraints/limitations.
5. Liaising with the following agencies as required: electrical and gas companies, Ministry of Natural Resources and Forestry and Ministry of Environment and Climate Change.
6. Contact and brief assisting/supporting organization representatives.
7. Interview organization representatives concerning resources, capabilities and restrictions on use. Provide information at planning meetings as needed.
8. Monitor incident operations to identify potential inter-organizational problems and keep Command apprised of such issues.
9. Providing the Emergency Control Group with information and advice on matters related to emergency social services related functions, including the management of evacuation centres.
10. Upon receipt of notification contact and place on standby or activate emergency social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, Victim Services and local volunteer supports.
11. Maintaining a list of supporting and assisting organizations and keeping it updated.
12. Maintaining a log of all personal decisions and actions taken.

13. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Safety Officer (SO)

The Safety Officer is responsible for the following:

1. Work closely with Operations to ensure that responders are as safe as possible under the circumstances of the incident.
2. Advising the EOC Commander of any issues regarding safety.
3. Ensure that adequate levels of protective equipment are available, staff are properly trained on the use of relevant protective equipment and it is being used.
4. Staff and organize as appropriate, multiple high-risk operations that may require Assistant Safety Officers at each site.
5. Identify, correct or terminate potentially unsafe acts.
6. Identify and coordinate corrective actions with Command and Operations and ensure implementation.
7. Assist in the review of the Incident Action Plan to identify safety concerns and issues.
8. Liaise with the Ministry of Labor and Joint Health and Safety Committee as required.
9. Investigate any injuries during the incident, ensure the accident scene is preserved and investigation is properly documented.
10. Obtain updates from any Assistant Safety Officers on site prior to the planning meetings.
11. Prepare Incident Safety Analysis.
12. Participate in planning meetings, listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions or alternate tactics. Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
13. Complete the following as necessary: Incident Medical Plan, Incident Objectives and a Safety Message/Plan.
14. Coordinate critical incident stress and hazardous materials debriefings as necessary.

15. Coordinate the supervision of the opening and operation of temporary and/or long-term evacuation centres and provide for adequate staffing to ensure the well-being of residents who have been displaced from their homes by arranging for immediate needs to be met including: emergency lodging, clothing, feeding, registration, inquiries and personal services, as required.
16. Maintain a log of all personal decisions and actions taken.
17. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the following:

1. Provide the Emergency Control Group with information and advice on any matters that may be raised by public inquiry or the media.
2. Develop and distribute all media releases in consultation with the Emergency Control Group and with the approval of Command.
3. Prepare initial information summary as soon as possible after activation of the EOC.
4. Ensure set up and staffing of public inquiry lines, including but not limited to 211.
5. Assess the need for special alert and warning efforts, including for persons with special needs.
6. Develop a telecommunication plan.
7. Provide direction and regular updates to the public inquiry personnel to ensure that the most accurate and up-to-date information is disseminated to the public.
8. Establish an Emergency Information Centre or media area away from the emergency site and EOC.
9. Coordinate interviews and media conferences for members of the Emergency Control Group.
10. Ensure that all information released to the media and public is consistent, accurate and approved by the EOC Commander.
11. Monitor news coverage and social media to correct misinformation.
12. Establish a schedule for news briefings linked to operational period. Maintain a copy of all media releases.
13. Maintain a log of all personal decisions and actions taken.
14. Prepare and submit a final report containing operation evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plan.

Operations Section

The Operations Section is responsible for the following:

1. Obtain and/or assist Command in determining objectives and recommended strategies.
2. Establish a communications link with the Site Manager and determine status of current tactical assignments.
3. Identify current organization, location of resources, and assignments.
4. Determine location of current staging area and resources assigned there.
5. Ensure that the Operations Section is set up properly with appropriate personnel, equipment and supplies. Ensure operational efficiency, personnel safety and adequate span of control.
6. Establish operational period in conjunction with Command.
7. Coordinate and conduct Operations Briefing and assign operations personnel in accordance with Incident Action Plan.
8. Work closely with members of the EOC to coordinate operational activities.
9. Initiate mutual aid agreements as required. Liaising with external fire agencies.
10. Coordinate emergency vehicles and resources as required.
11. Determine if additional/specialized resources or equipment is required (HUSAR or CBRNE teams) make a request through the Provincial Emergency Operation Centre.
12. Establishing and maintaining ongoing communications with the Emergency Site Manager at the Emergency Site.
13. Develop and manage tactical operations to meet incident objectives. Complete Operational Planning Worksheet or EOC Tactics Worksheet.
14. Evaluate situation and provide update to Command and Planning section regarding the location, status and assignment of resources, effectiveness of tactics, desired contingency plans and need for any additional resources.
15. Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion.

16. Provide information to Planning Sections Chief regarding the Operation portion of the written IAP if directed by Command, identify specific tactical assignments and resources needed to accomplish assignments.
17. Notify Liaison Officer of issues concerning cooperation and assisting organizations. Keep Safety Officer involved in tactical decision-making. Keep Incident Commander apprised of status of operational efforts. Coordinate field visits with the Emergency Information Officer.
18. Attend Tactics Meeting with Planning Section Chief, Safety Officer and Incident Commander prior to planning meeting to review strategy and discuss tactics.
19. Maintain a log of all personal decisions and actions taken.
20. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Planning Section

The Planning Section is responsible for the following:

1. Determine current resource status.
2. The development of the Incident Action Plan and determine whether a written or oral IAP is required.
3. In conjunction with the EOC Commander determine time and location of planning cycle meetings.
4. Ensure the EOC facility is properly set up and ready for operations.
5. Minute taking for Emergency Control Group meetings.
6. Ensuring that all members of the Emergency Control Group have necessary plans, resources, supplies, maps and equipment.
7. Record all proceedings and decisions of the Emergency Control Group on Master Events Log.
8. Conduct long-range and/or contingency planning by reviewing current and projected incident and resource status, develop alternative strategies, identify resources required to implement contingency plans.
9. Ensuring municipal facilities are available for evacuation or reception center purposes if required.
10. Developing plans for demobilization.
11. Display incident status summary information.
12. Preparation and distribution of the written Incident Action Plan as well as the minutes of planning meetings.
13. Ensure the Information Officer has immediate access to status reports and displays.
14. Maintain a log of all personal decisions and actions taken.
15. Prepare and submit a final report containing operation evaluation of their area of responsibility, including recommendation on changes to the Plan or supplementary plans.

Logistics Section

The Logistics Section is responsible for the following:

1. Review situation and resource status for number of personnel assigned to the incident, the current organization and determine which incident facilities have been or should be activated.
2. Ensure the Logistics Section is set up with appropriate equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.
3. Identify with Command and General staff the immediate need for resources.
4. Coordinate with the Operations Section to prioritize and validate resource requests.
5. Arrange for additional fleet as required, fuel and parts. Arrange for additional fleet from other municipalities or rental companies if required.
6. Obtain, maintain and account for essential personnel, equipment and supplies beyond those immediately accessible to Operations.
7. Provide the Emergency Control Group with information regarding the geography of the area including but limited to, number of homes in the affected area.
8. Provide input on resource availability, support needs, identified shortages and estimated time of arrival for key resources.
9. Identify future operational needs (both current and contingency) to anticipate logistical requirements.
10. Assist in the preparation of a transportation plan if required.
11. Providing the Emergency Control Group with information and advice on Public Works, Utilities, Facilities, Water and Wastewater, Environmental concerns and Building Services.
12. Depending on the nature of the emergency, providing the Emergency Site Manager as required.
13. Provide for the provision of engineering assistance. The construction, maintenance and repair of public roads. Assist with road closures and/or roadblocks.
14. Maintain a log of all personal decisions and actions taken.

15. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Finance/Administration Section

The Finance/Administration Section is responsible for the following:

1. Provide financial and cost analysis support for the incident.
2. Identify and track sources of funding.
3. If required, arrange for advance funds to those in need and arrange recovery of these funds.
4. Issue payment as required for all emergency related expenditures.
5. Track timesheets for incident personnel and equipment.
6. Maintain accurate and detailed records of all emergency related expenditures.
7. Analyze the impact of the emergency on the municipal budget.
8. Prepare insurance claims on behalf of the municipality. Prepare claims for provincial and/or federal funding as applicable.
9. Ensure records of human resources and administrative detail that may involve financial liability are completed.
10. Analyze potential for legal claims arising out of incident activities.
11. Meet with assisting and supporting organizations as required, to determine any potential cost sharing agreements or financial obligations.
11. Initiate, maintain and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment (rented or purchased), materials, services and expendable supplies.
12. Assist the Logistics Section in resource procurement, identify vendors for which open purchase orders or contracts must be established and negotiate ad hoc contracts.
13. Providing incident telecommunication/IT services and resources.
14. Maintain a log of all personal decisions and actions taken.
15. Prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the plan or supplementary plans.

Ontario Provincial Police

The Police (OPP) Representative is responsible for the following:

1. Providing the Emergency Control Group with information and advice on policing and security matters.
2. Depending on the nature of the emergency, providing the Emergency Site Manager.
3. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
4. Ensuring there is perimeter (inner and outer) security and crowd control at emergency site.
5. Providing traffic control to facilitate the movement of emergency vehicles.
6. Alerting persons endangered by the emergency and coordinating evacuation procedures, including evacuation routes.
7. In the event of an evacuation, contacting residents in affected areas to advise of the need to evacuate and enforcing the evacuation of occupants, if appropriate.
8. The protection of life and property and the provision of law and order.
9. The provision of police services in evacuation centres, morgues, and other facilities as required.
10. Notifying the coroner of fatalities.
11. Liaising with external police agencies, as required.
12. Maintaining a log of all personal decisions and actions taken.
13. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

County of Renfrew Paramedic Services

The Paramedic (County of Renfrew Paramedic Services) representative is responsible for the following:

1. Ensuring emergency medical services at the emergency site, including triage, treatment and transportation of patients to the appropriate receiving facilities.
2. Depending on the nature of the emergency, providing the Emergency Site Manager.
3. Establishing and maintaining ongoing communications with the senior Paramedic official at emergency site.
4. Obtaining additional Paramedic and medical support from other Municipalities and/or senior levels of government.
5. Advising the Emergency Control Group if other means of transportation are required for large scale responses.
6. Liaising with the Ministry of Health and Long-term Care and the Central Ambulance Communications Centre to ensure balanced emergency coverage is always available throughout the community.
7. Liaising with receiving hospitals and the Local Health Integration Network as required to coordinate support for affected hospitals and health services.
8. Liaising with the Medical Officer of Health as required.
9. Liaising with the Ministry of Health and Long-term Care Emergency Management Branch as required.
10. Maintaining a log of all personal decisions and actions taken.
11. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

County of Renfrew Emergency Social Services

The County of Renfrew Emergency Social Services is responsible for:

1. Providing the Emergency Control Group with information and advice on matters related to emergency social services related functions, including the management of evacuation centres within the scope of approved services at the County level.
2. Upon receipt of notification, contact and place on standby or activate the emergency social services staff and voluntary support agencies such as Canadian Red Cross, Salvation Army, St. John Ambulance, and Victim Services at the County level.
3. Assisting in ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services, as required.
4. Supervising the opening and operation of temporary and/or long-term evacuation centres and ensuring that they are adequately staffed at the County level.
5. Maintaining a log of all personal decisions and actions taken.
6. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Medical Officer of Health (MOH)

The County of Renfrew District Health Unit Medical Officer of Health is responsible for:

1. Activating and terminating the Health Unit Emergency Response Plan and Emergency Notification System.
2. Being the chair or delegating chair responsibilities of the Emergency Control Group at the health unit EOC.
3. Assign an Acting Medical Officer of Health or a covering Medical Officer of Health who would assume the role of Medical Officer of Health at the health unit Emergency Operations Centre in the absence of the Medical Officer of Health.
4. Coordinating public health services with Municipal Emergency Operations Center, emergency and support services and other responding agencies.
5. Providing an on-site manager if required and attending the site command post as necessary.
6. Liaising with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
7. Liaising with appropriate public health agencies as required to augment and coordinate a public health response.
8. Providing advice on matters which may adversely affect public health within the County of Renfrew.
9. Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care policies.
10. Coordinating agency resources to prevent and control the spread of disease during an emergency within the County of Renfrew.
11. Coordinating vaccine storage, handling and distribution across County of Renfrew.
12. Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in County of Renfrew.
13. Liaising with Logistics Section Chief or alternate within the Emergency Operations Center to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
14. Providing for the inspection of evacuation centres, making recommendations and initiating remedial action in areas of:
 - a. accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - b. food handling, storage, preparation and service
 - c. general health and safety involving injury prevention

15. Liaising with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - a. victim assessment, support and referral
 - b. public health information and community networks
16. Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
17. Liaising with the Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
18. Providing instruction and health information through public service announcements and information networks.
19. Providing resource support and consultation to emergency service workers.
20. Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.
21. Maintaining a log of all personal decisions and actions taken.
22. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Site Manager

The Emergency Site Manager is responsible for the following:

1. Setting up a Unified Command Post and establishing communications with the other agencies on the site and with the Operations Section Chief.
2. Organizing a management team and arranging a management cycle.
3. Determining the inner and outer perimeters and ensuring they are set up.
4. Organizing the layout of the site.
5. Conferring with the heads of the other agencies at the site to ascertain what is happening and what is needed.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Directing and coordinating the activities of the response agencies at the site.
8. Determining what resources are necessary and asking the EOC to provide them.
9. Arranging a system of relief for site workers.
10. Facilitate media visits to the site as required by the Emergency Information Officer.
11. Maintaining a log of all personal decisions and actions taken.
12. Preparing and submitting a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Community Emergency Management Coordinator

The CEMC is responsible for the following:

1. Complete all training required by the Ontario Fire Marshal and Emergency Management.
2. Coordinate the development and implementation of the Municipality's Emergency Management Program.
3. Maintain the Emergency Management Program to the Provincial Standards.
4. Report to the Municipality's Operations Advisory Committee.
5. Arrange and document meetings with the Operations Advisory Committee that discuss emergency management issues or plan reviews.
6. Passing information on what is happening and requests for resources up the line to the EOC and passing direction and information from the EOC down the line to others at the site.
7. Submit required documents to the Province on an annual basis to maintain program standard certifications requirement.
8. Maintain a log of all personal decisions and actions taken.