



**TOWNSHIP OF LAKE OF BAYS
EMERGENCY RESPONSE
PLAN**

August 2009

A. EXECUTIVE SUMMARY

Introduction

This emergency response plan has been prepared in order to provide key officials, agencies and departments with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following provides an overview of the background and some of the highlights of this plan.

Background

The *Emergency Management Act, R.S.O. 1990, Chapter E.9, as amended*, provides the authority to municipalities to formulate and implement Emergency Plans. The legislation states that a “Head of Council” may declare that an Emergency exists within a municipality and may take such action as may be deemed necessary and are not contrary to law to protect the property, health, safety and welfare of the inhabitants of the Emergency area.

Municipalities routinely respond to situations that require responses from fire, police, ambulance, and public works. Large-scale emergencies such as chemical spills, plane crashes, tornadoes and floods can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, an Emergency Plan must be implemented.

Response to a large-scale Emergency requires an assessment of the situation, an effective determination of resources required, and the efficient deployment and management of these resources.

Highlights of the Plan

Within Muskoka, each of the lower tier municipalities and two First Nations has an individual responsibility to provide the initial response to a large-scale Emergency within their municipal boundaries.

The Mayor of the affected municipality may request assistance from the District by contacting the District Chair. This may be done without activating the Muskoka Emergency Response Plan.

However, when the resources of a lower tier municipality are deemed insufficient to control the emergency, the Mayor may request that the District Chair or District Chief Administrative Officer activate the Muskoka Emergency Response Plan.

Highlights of the Plan cont'd

Resources within the District Municipality of Muskoka will not allow for representation from each emergency and support service or agency on every lower tier Community Control Group, as well as the District Emergency Control Group. Therefore, once the Muskoka Emergency Response Plan is activated, overall co-ordination and deployment of resources required to mitigate the effect(s) of the emergency will be the responsibility of the Muskoka Emergency Control Group in accordance with the *Emergency Management Act, R.S.O. 1990*.

However, it should be stressed that in any emergency, or threat of an emergency, members of the Community Control Group or their alternates may be called together to make decisions or to be on standby, without having to declare that a lower tier emergency exists.

B. BY-LAW 06-151

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
BY-LAW NUMBER 06-151
THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
BY-LAW NUMBER 06-151**

Being a by-law to adopt an emergency plan for the protection of property and the health, safety and welfare of the inhabitants within the Township of Lake of Bays.

WHEREAS the Province of Ontario has passed an Act which provides for the formulation and implementation of emergency plans Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended 2006; and

WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the municipality or in any part thereof and also provides the Head of Council with authority to take such action or deliver such orders as he 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 an emergency area; and

WHEREAS the Act provides for the designation of one or more Members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of a municipality to take action under the Emergency Plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE, the Council of the Corporation of the Township of Lake of Bays hereby enacts as follows:

1. That the Emergency Response Plan attached hereto as Schedule "A" of the By-law is hereby adopted;
2. That the Head of Council or designated alternate as provided in the Plan is empowered to declare an emergency and implement the Plan;
3. That certain appointed officials or their designated alternates as provided in the Schedule "A" Plan are empowered to cause an emergency alert to be issued to members of the municipal Community Control Group and to take action under the Emergency Response Plan where an emergency exists but has not yet been declared to exist; and
4. That annually, the senior municipal officer will cause the Emergency Response Plan to be reviewed and to make such changes to its appendices as are considered appropriate and referring the changes to Council for further review and approval.
5. That this by-law repeals By-law Number 04-186 in its entirety.

READ a FIRST and SECOND time this 12th day of September, 2006

Mayor

Clerk

READ a THIRD time and finally passed 12th day of September, 2006

Mayor

Clerk

C. SHORT TITLE

This emergency plan may be cited as the “Lake of Bays Emergency Response Plan”

D. DEFINITIONS AND RELEVANT TERMS

1. Chief Administrative Officer (CAO)

The Chief Administrative Officer of the Township of Lake of Bays or designate. The CAO is the Chair of the Community Control Group and is responsible for coordinating operations within the Emergency Operations Centre.

2. Community Control Group (CCG)

The CCG is a group of individuals, chaired by the CEMC or CAO, which is responsible for directing and controlling all Emergency operations and providing the personnel and resources needed by the Emergency Site Manager to effectively manage the Emergency within the Township of Lake of Bays.

3. Community Emergency Management Coordinator (CEMC)

An individual officially designated by a community who is responsible and accountable for the community’s emergency management program. The CEMC must be, by definition, a “municipal employee”, as defined in the *Municipal Act*.

4. Critical Incident Stress (CIS) Team

The CIS Team is a trained team of individuals available for stress debriefing during and succeeding emergencies and major incidents.

5. Declared Emergency

A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management Act*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

6. Disaster

A widespread or severe emergency that seriously incapacitates a community.

7. Emergency

A situation or impending situation caused by the forces of nature, an accident, and an intentional act or otherwise constitutes a danger of major proportions to life or property.

8. Emergency Area

The area in which the emergency exists.

DEFINITIONS AND RELEVANT TERMS cont'd

9. Emergency Information Officer

The person designated to disseminate emergency information to the media.

10. Emergency Management

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

11. Emergency Management Ontario (EMO)

EMO is an organization within the Ministry of Community Safety & Correctional Services, 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.

12. Emergency Management Act

The *Emergency Management Act, R.S.O.1990, Chapter E.9, as amended*.

13. Emergency Notification Plan

Is activated when it is necessary to implement the Emergency Plan, the Community Control Group are notified immediately.

14. Emergency Operations Centre (EOC)

The EOC is where the Community Control Group, the Emergency Support and Advisory Group and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

15. Emergency Plan

A plan, which is formulated pursuant to section 3 of the *Emergency Plans Act* and which govern the provision of necessary services during an Emergency and the procedures under and manner in which municipal employees and other persons will respond to an Emergency.

16. Emergency Shelter

A site that provides lodging for evacuees and emergency responders during and after an Emergency. It may include municipal buildings, schools, hotels/motels, and private homes or improvised group housing. Depending on the emergency situation, it may include provision for feeding and personal support.

17. Emergency Site Manager

The person at the Emergency Site who is designated to coordinate and manage the response to the Emergency. The Emergency Site Manager is appointed by the Community Control Group and reports to the C.E.M.C.

DEFINITIONS AND RELEVANT TERMS cont'd

18. Emergency Support & Advisory Staff

A group of other persons who will provide administrative, logistical, clerical and other support, advice and information to the Community Control Group.

19. Evacuation/Reception Centre

An evacuation/reception centre is the site where comfort services (food, clothing, referral to shelter, referral to social services, registration and inquiry) are offered to persons displaced by the emergency.

20. Fire Department

The Fire Department of a lower tier municipality or a combined Fire Department of one or more area municipalities.

21. Fire Chief of a Lower Tier Municipality

The Chief of the Fire Department or alternate of the lower tier municipality (ies) directly affected by the emergency.

22. Fire Coordinator

A Fire Chief from one of the fire departments in the Muskoka, appointed by the District Council, to serve as Coordinator of the Muskoka Mutual Aid Fire Plan.

23. Full Alert

The Emergency Alert level utilized when all members of the Community Control Group and Support Group are contacted and advised to report to the Emergency Operations Centre.

24. Line Load Control

See Priority Access Dialing

25. Lower Tier Municipality

The municipality or corporation of the Town of Bracebridge, Town of Gravenhurst, Town of Huntsville, Township of Georgian Bay, Township of Lake of Bays, Township of Muskoka Lakes, Moose Deer Point First Nation, Wahta Mohawk First Nation.

26. Media Information Centre

The location at or near the Emergency Operation Centre from which the media may gather for updated media releases and press conferences.

27. Municipal Emergency Plan

An Emergency Plan prepared by one of the lower tier municipalities.

28. Perimeter (Inner)

The inner perimeter is a restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence. This perimeter will be confirmed by the Emergency Site Manager when so appointed.

DEFINITIONS AND RELEVANT TERMS cont'd

29. Perimeter (Outer)

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

30. Priority Access Dialing (PAD)

A system controlled through Industry Canada which ensures that key telephone numbers receive priority access during times of high demands on telephone systems. Also referred to as Line Load Control.

31. Public Health Emergency Response Team

This initial response group is comprised of representatives from the Simcoe District Health Unit charged with the responsibility of providing public health services during the emergency, and working in association with the Reception/Evacuation Centre Manager(s) and CEMC.

32. Recovery

The Recovery phase through the Finance & Corporate Services Committee begins immediately following an emergency response, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter, and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

33. Stand-by Alert

The Emergency Alert level utilized when some or all members of the Community Control Group and the Support Group are contacted and instructed to “stand-by” for further information or instruction.

34. Triage

The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

SECTION 1 - EMERGENCY RESPONSE PLAN

1.1 Introduction

The Township of Lake of Bays maintains an active Emergency Measures program. The purpose of this program is to protect and preserve life and property during times of crisis, by providing efficient, coordinated emergency services and responsible decision-making. The program will also provide for training for Lake of Bays staff as required, and for external agencies to the extent practicable. The program will permit coordination of community-based exercises and outreach at the Lake of Bays level. The Emergency Measures program is further designed to ensure that all agencies that may become involved in an Emergency are fully aware of their respective roles and responsibilities and are capable of fulfilling their assigned tasks.

1.2 Hazards

While many emergencies could occur within the Township of Lake of Bays, based on hazard identification and risk assessment performed by the Community Emergency Management Program Committee in 2004 those most likely to occur are:

- 1. Extreme Winter Storms**
- 2. Extreme Summer Storms**
- 3. Flooding and Heavy Rains**
- 4. Forest Fires**
- 5. Energy Emergencies**
- 6. Health Emergencies**
- 7. Hazardous Material Transportation**
- 8. Earthquake**
- 9. Civil Disorder**

1.3 Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Township of Lake of Bays when faced with an emergency.

1.4 Authority

The Emergency Management Act, R.S.O. 1990, Chapter E.9, as amended is the legal authority for this plan. It states:

Municipal emergency management programs

2.1(1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopting the emergency management program. 2002, c. 14, s. 4.

SECTION 1 - EMERGENCY RESPONSE PLAN cont'd

- (2) The emergency management program shall consist of,
 - (a) an emergency plan as required by section 3;
 - (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - (c) public education on risks to public safety and on public preparedness for emergencies; and
 - (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

- (3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

1.5 Precedence of Emergency Plans

The Lake of Bays Emergency Response Plan shall conform to the Muskoka Emergency Response Plan. In the event that the municipality declares an emergency subsequent to an emergency having been declared by more than one of the lower tier municipalities, and there are inconsistencies between the lower tier Emergency Response Plan and the Muskoka Emergency Response Plan, the Muskoka Emergency Response Plan shall take precedence.

1.6 Plan Maintenance

The master copy of this Plan is maintained by the Community Emergency Management Coordinator (CEMC). Each member of the Control Group is responsible for providing accurate and up-to-date information. All changes, additions, or required deletions should be immediately forwarded to the CEMC for inclusion in an update.

The master copy will be amended, and updated pages sent out to all persons registered as being holders of this Plan. For this reason, it is important that this Plan not be photocopied; “unauthorized” copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in the Appendix of this Plan.

Obsolete pages are to be replaced by the new pages; if the old pages contain the footer “**Confidential**”, they should be shredded. The new pages will carry the date of the update in the footer.

SECTION 1 - EMERGENCY RESPONSE PLAN

1.7 Testing of the Plan

An annual exercise should be conducted in order to test the overall effectiveness of the emergency response plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

1.8 Distribution of the Plan

The Community Emergency Management Coordinator shall be responsible for the distribution and tracking of the emergency plans. The plans will normally be updated on an annual basis. If any section of the plan requires an amendment between annual updates, it will be forwarded to the plan holder as soon as they are available.

All of the information provided in the appendices of this plan is considered to be confidential. Under the Freedom of Information and Protection of Privacy Act, we are required to keep this information confidential. If the plan holder receives his/her copy in the form of a binder, they are required to shred all sheets that have been replaced with updated copies.

All electronic copies of the plan must be stored where access to the plan will be limited to the plan holder or their Alternate.

SECTION 2 – NOTIFICATION SYSTEM

2.1 Emergency Notification System

The CAO or CEMC or their alternates may activate the Emergency Notification System.

2.2 Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which emergency personnel can be alerted. The Emergency levels are as follows:

- (a) **“Full Alert”** – Either all or selected members of the Community Control Group, the Support Group and the advisory staff, are contacted and are instructed to respond to the Emergency Operations Center at a given time or as soon as possible. The balance of the members of the support groups will be advised to “Stand by”.
- (b) **“Stand by Alert”**- Either all or selected members of the Community Control Group, Support Group and the advisory staff are contacted and asked to “Stand by” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring, which does not merit assembling the members of the above groups.

The Notification system is activated by:

- Telephone,
- Cellular telephone,
- 2-way radio, or
- Personal contact.

The person making the call will leave a brief message indicating the nature of the emergency and the level of the alert.

IN BOTH THE “FULL ALERT”, AND “STAND BY ALERT”, THE PROVINCIAL OPERATIONS CENTRE IS TO BE NOTIFIED.

SECTION 3 – EMERGENCY OPERATIONS CENTRE (EOC)

3.1 Introduction

In the event of an Emergency, the Emergency Operation Centre (EOC) will be established. The Community Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The CEMC is responsible for the coordination of all operations within the Emergency Operation Centre.

In the event of a lower tier municipal emergency, the Township of Lake of Bays may request the use of the Township of Algonquin Highlands, Town of Huntsville, District Municipality of Muskoka EOC as their alternate location. The municipality will provide the EOC space and equipment, and the area municipality will retain the responsibility to manage the emergency. The municipality will designate one of their staff to act as the point of contact with staff on issues relating to the EOC space and facilities.

Such use of the EOC facility by a lower tier municipality shall not alter the right of the Mayor or Acting Mayor of an affected lower tier municipality to request the activation of the Emergency Plan.

The Emergency Operation Centre will consist of the following areas as required:

- (a) Community Control Group
- (b) Support Staff
- (c) Advisory Group
- (d) Health and Social Services Support Groups
- (e) Citizens' Inquiry
- (f) Other groups as required.

3.2 Location of Emergency Operation Centre(s)

The Emergency Operation Centre is designated by the first authorized person activating the Emergency Notification System (CEMC, etc.). The decision regarding the location will be made in consultation with the lead agency involved with the emergency. A list of the designated primary and secondary Emergency Operations Centres is located in Appendix.

3.3 Community Control Group Meeting Rooms

The Community Control Group requires a secure and quiet meeting room in close proximity to the Communication Room.

SECTION 3 – EMERGENCY OPERATIONS CENTRE (EOC) cont'd

To promote effective information sharing and decision making, this room requires:

- (a) A map(s) of suitable scale, depicting up-to-date information related to the emergency;
- (b) A display board depicting up-to-date status information on the emergency;

3.4 Community Communication and Support Room

While the Community Control Group is engaged in meeting, they will require assistants to take messages and convey their decisions. Therefore, a separate communication and support room must be established in close proximity to the Community Control Group room.

To be effective, the Community Communication and Support Room requires:

- (a) Maps of suitable scale depicting up-to-date information related to the emergency;
- (b) A display board depicting up-to-date status information on the emergency;
- (c) A chronological log of all significant communications and events related to the emergency;
- (d) Sufficient outside telephone lines for all communicators. (In the event that there are not enough telephones available, the use of cellular telephone should be considered.)
- (e) Each emergency or support service with radio communication equipment must be able to utilize this equipment in the Communication and Support Room.
- (f) A television and VCR so that members of the Community Control Group and their support staff may view the televised reports of the emergency or view tapes which can be supplied by one or more of the participating departments.
- (g) Network connection and computers, which are equipped with E-mail capabilities.
- (h) Each member of the Community Control Group should consider designating at least one person, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
- (i) The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Community Control Group and other key locations.

3.5 Operating Cycle

Upon attending at the EOC, CCG members will be briefed by the CEMC on the emergency situation and will make decisions with respect to the appropriate composition of the Community Control Group taking into consideration the emergency and the expertise required to properly manage the situation. The CEMC will be directed to contact those support agencies required to manage the emergency.

SECTION 3 – EMERGENCY OPERATIONS CENTRE (EOC) cont'd

The CCG members will establish an operating cycle consisting of specified meeting times and length of meeting and work schedule. It shall be the responsibility of the CEMC to ensure adherence to the operating cycle and to convene CCG meetings and to arrange for agendas for the meetings. Meetings will be brief. The support relief will be responsible for maintaining status boards, maps, and information in the EOC to aid the CCG in their meetings. This information will be prominently displayed and will be kept up to date.

The CCG will make a decision with respect to the appointment of a site manager. The agency from which the site manager is appointed will be responsible for appointing the site manager.

3.6 Map of Selected Relevant Locations

Maps are available at the EOC showing the location of resources which may become relevant during an emergency:

3.7 Web Page

An electronic copy of the Lake of Bays Emergency Response Plan is posted and maintained on the Lake of Bays web site (www.lakeofbays.on.ca)

SECTION 4 – DECLARATION/TERMINATION OF AN EMERGENCY

PART I

4.1 Action Prior to Declaration

When an emergency exists, but has not yet been declared or exist, lower tier employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the inhabitants of the Township of Lake of Bays.

4.2 Lower Tier Emergency

The Mayor or Acting Mayor of a lower tier Municipality, as the Head of Council, has the authority to declare that a municipal emergency exists within the boundaries of that lower tier municipality. This decision is made in consultation with other members of the Community Control Group.

Upon assembling, the Head of Council or alternate with the advice of other members of the C.C.G. may make a decision to declare an emergency and invoke the provisions of this emergency response plan.

NOTE: Please reference the EMO checklist in consideration of a declaration (see Appendix).

Upon such declaration, the Mayor or designate will notify:

- (a) The District Chair,
- (b) Emergency Management Ontario, Ministry of Public Safety and Correctional Services through the Provincial Operation Centre Duty Officer;
- (c) The lower tier municipal council,
- (d) Public,
- (e) Neighboring community officials (as required),
- (f) Provincial Member of Parliament (MPP), and
- (g) Federal Member of Parliament (MP),

The Mayor of the affected lower tier municipality may request assistance from the District Municipality of Muskoka by contacting the District Chair without activating the Muskoka Emergency Response Plan.

When the resources of the lower tier municipality are deemed insufficient to control the emergency, the Mayor of the affected municipality may request that the District Chair or the District Chief Administrative Officer activate the Muskoka Emergency Response Plan.

SECTION 4 – DECLARATION/TERMINATION OF AN EMERGENCY cont'd

4.3 Upper Tier Emergency

The District Chair or Acting District Chair, as the Head of Council, in consultation with the Muskoka Community Control Group has the authority to declare an emergency to exist within the District Municipality of Muskoka when:

- (a) The Mayor or Acting Mayor of an affected lower tier municipality requests that the District Emergency Response Plan be activated; or
- (b) The emergency affects a large portion of the inhabitants of more than one lower tier municipality within the District; or
- (c) The emergency requires extraordinary actions or expenditures of money by one or more District services for the protection of life or property; or
- (d) As a result of an incident that immediately or rapidly develops into an upper tier level emergency, without prior declaration of a lower tier municipality such as a pandemic or large-scale emergency.

Upon declaration of an emergency, the District Chairperson will notify:

- (a) The Mayor(s) or Acting Mayor(s) of affected lower tier municipality (ies),
- (b) Emergency Management Ontario, Ministry of Public Safety and Correctional Services through the Provincial Operation Centre Duty Officer...
- (c) Regional Council
- (d) Public
- (e) Neighboring community officials (as required)
- (f) Local Member of Provincial Parliament (MPP)
- (g) Local Member of Parliament (MP)

NOTE: “Emergency Declaration” forms are available in the Emergency Operation Centre and will be faxed to Emergency Management Ontario as required.

Once the Muskoka Emergency Response Plan is activated, the Mayor or Acting Mayor and a designated Senior Municipal Official and the municipal Fire Chief(s) (as appropriate and practical) will then become a member(s) of the Community Emergency Control Group.

The remaining municipal staff from the municipal Community Control Group(s) within the affected lower tier municipality (ies) will then become the support group(s) or support staff to the Mayor(s), the Acting Mayor(s) or the designated Senior Municipal Official.

All decisions by the Muskoka Community Control Group affecting the lives and property of the inhabitants within the affected lower tier municipality (ies) shall be made in consultation with the Mayor(s) or Acting Mayor(s) of the affected lower tier municipality (ies).

SECTION 4 – DECLARATION/TERMINATION OF AN EMERGENCY cont'd

4.4 Provincial Emergency

Under section 7 of the *Emergency Management Act, 2003, Chapter E.9*, the Premier of Ontario may:

- (a) Upon receiving such a request, declare that an emergency exists throughout Ontario 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, and Exercise any power or perform any duty conferred upon a minister of the Crown or a Crown employee by or under an Act of Legislature, and
- (b) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he or she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provisions of necessary services in the emergency area. Without restricting the generality of the foregoing, the exercise by the municipality of its power and duties, in the emergency area, whether under and emergency plan or otherwise, is subject to the direction and control of the Premier, and
- (c) Require any municipality to provide such assistance, as he or she considers necessary to an emergency area or any part thereof that is **not** within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

SECTION 4 – DECLARATION/TERMINATION OF AN EMERGENCY cont'd

PART II

4.5 Termination of Lower Tier Emergency

A Municipal Emergency may be terminated at any time by:

- (a) The Mayor or Acting Mayor, or
- (b) The lower tier municipal council, or
- (c) The Premier of Ontario.

Upon termination of a lower tier emergency, the Mayor or designate will notify:

- (a) The District Chair,
- (b) Emergency Management Ontario, Ministry of Public Safety and Correctional Services through the Provincial Operations Centre Duty Officer,
- (c) The lower tier municipal council,
- (d) Public,
- (e) Neighboring community officials (as required),
- (f) Provincial Member of Parliament (MPP), and
- (g) Federal Member of Parliament (MP)

4.6 Termination of Upper Tier Emergency

A District Emergency may be terminated at any time by:

- (a) The District Chair or Acting District Chair, or
- (b) District Council; or
- (c) The Premier of Ontario.

SECTION 4 – DECLARATION/TERMINATION OF AN EMERGENCY cont'd

4.6 Termination of Upper Tier Emergency cont'd

Upon termination of an upper tier emergency the District Chair will notify:

- (a) The Mayor(s) or Acting Mayor(s) of affected lower tier municipality(ies),
- (b) Emergency Management Ontario, Ministry of Public Safety and Correctional Services through the Provincial Operation Centre Duty Officer;
- (c) Regional Council,
- (d) Public,
- (e) Neighboring community officials, as required,
- (f) Local Member of Provincial Parliament (MPP), and
- (g) Local Member of Parliament (MP)

NOTE: “Emergency Termination” forms are available in the respective Emergency Operation Centre and will be faxed to Emergency Management Ontario as required.

4.7 Provincial Emergency

A Provincial Emergency can be terminated at any time by:

- (a) The Premier of Ontario

SECTION 5 – REQUEST FOR ASSISTANCE

PART 1 - GENERAL

5.1 Mutual Assistance Agreements

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

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

5.2 Current Agreements

It is intended that Mutual Assistance Agreements may be established with Township of Algonquin Highlands, Town of Bracebridge and Town of Huntsville.

5.3 Execution of Mutual Assistance Agreements

The request or response to a request is made by the CAO or designate.

The CAO, on advice from the CCG, makes the final determination to ask for assistance from a neighboring municipality. The CAO also makes the decision to provide assistance to a neighboring municipality under a Mutual Assistance Agreement.

PART 2 - ASSISTANCE FROM THE PROVINCE OF ONTARIO

5.4 Request for Provincial Assistance

Under certain circumstances and/or when the combined resources of the District Municipality of Muskoka and the six lower tier municipalities are deemed insufficient to control the emergency, then the District Chair may request assistance from the Premier of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Ministry of Public Safety and Correctional Services, Emergency Management Ontario.

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains a 24-hour duty roster. Telephone contact numbers are shown in the Appendix. Emergency Management Ontario can coordinate assistance from a number of provincial agencies and the federal government, including Military Aid to the Civil Authority. When requested, Emergency Management Ontario will send a staff member(s) to the Township of Lake of Bays to provide provincial liaison and advice on provincial matters.

SECTION 5 – REQUEST FOR ASSISTANCE cont’d

5.5 Emergency Measures Ontario

Upon the declaration of an emergency by the Head of Council, Emergency Measures Ontario will deploy a liaison team to the CCG. This team will provide advice and assistance to the CCG.

5.6 Ontario Disaster Relief Assistance Program (ODRAP)

The ODRAP is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in an unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm. The ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the “necessities of life”. ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to pre-disaster condition.

The ODRAP provides assistance when damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and community at large. This program does not cover damages to privately-owned, non-essential property, nor to essential property where private insurance is normally available.

If the disaster is of such size and extent that damages are widespread, similar to that experienced during the 1998 Eastern Ontario ice storm, the Province of Ontario in conjunction with the Federal Government, would initiate the Disaster Financial Assistance Arrangements (DFFA).

The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” for the purposes of the ODRAP program. The lower tier council, when asking for assistance under the ODRAP program, must adopt a resolution outlining the following:

- (a) The lower tier’s request for disaster assistance and declaration
- (b) Whether all or a specified portion of the lower tier is to be declared a “disaster area”

The Province will contribute up to \$2.00 for every local dollar raised, to an amount necessary to settle all the eligible claims, up to 90 per cent of all eligible costs. Thus, no surplus funds are created.

Lower tier property damaged by natural disasters may also be eligible for financial assistance under ODRAP.

A copy of the Ontario Disaster Relief Assistance Program is held in the EOC. The Plan may also be viewed and downloaded from the Province of Ontario web site at www.mah.gov.on.ca/business/odrap/odrap-e.asp.

SECTION 5 – REQUEST FOR ASSISTANCE cont'd

PART 3 – ASSISTANCE FROM THE FEDERAL GOVERNMENT

5.7 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the District and Province have been exhausted.

Financial assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.1 Composition of the C.C.G.

Emergency operations will be directed and controlled by the elected and appointed official listed hereunder who will assemble for this purpose at the designated Emergency Operations Centre, (Appendix). The following group will be known as the Community Control Group (C.C.G.) and will be composed of:

- (a) Head of Council or alternate;
- (b) Community Emergency Management Coordinator (C.E.M.C.) or alternate;
- (c) Chief Administrative Officer (C.A.O.) or alternate;
- (d) Senior Fire Official or alternate;
- (e) Senior Police Official or alternate;
- (f) Public Works Official or alternate;
- (g) Ambulance representative, or alternate;
- (h) Emergency Information Officer or alternate

6.2 Support/Advisory Groups

If required, a “support group” may be formed from the members or staff and public and private agencies having specialized knowledge and advice to give. This group, drawn from but not restricted to the organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

- (a) Upper tier and lower tier municipalities;
- (b) Public or private utilities (gas, electrical, telephone, etc.);
- (c) Provincial ministries;
- (d) Private/public representatives' official, experts;
- (e) School boards;
- (f) Transportation companies;
- (g) Suppliers;
- (h) Caterers;
- (i) Media;
- (j) Solicitor;
- (k) Clerk;
- (l) Public Works Supervisor - Facilities;
- (m) Social Services;
- (n) Others (Red Cross, Salvation Army, Environment Canada etc.
- (o) Amateur Radio Emergency System (ARES)

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.) cont'd

6.3 Responsibilities of the Community Control Group (CCG)

The Community Control Group (CCG) collectively will:

- (a) Activate the Emergency Response Plan during emergency operations and to provide advice and assistance to the Head of Council in the carrying out of the duties under the Emergency Response Plan.
- (b) Contact, direct, coordinate and monitor the response to ensure that all actions necessary for mitigation of the effects of the emergency are taken in accordance with the law and are carried out effectively and efficiently.
- (c) Report to the alternate Emergency Operations Centre (EOC) if ordered by Chair of the CCG. Determine if the location and composition of the Community Control Group are appropriate.
- (d) Advise the Chair in making key decisions such as declaration of an emergency, designating sections of the lower tier as an emergency area.
- (e) Appoint or confirm the appointment of an Emergency Site Manager (ESM).
- (f) Liaise with the Emergency Site Manager to obtain briefings and/or change in emergency status.
- (g) Coordinate and /or oversee the evacuation of inhabitants considered to be in danger.
- (h) Order the discontinuation/closure of utilities, services, programs and/or facilities provided by local or public agencies, as required.
- (i) Arrange for services and equipment from local agencies, i.e. private contractors, volunteer agencies, service clubs.
- (j) Notify, request assistance from and/or liaise with various levels of government and any public or private agencies **not** under District or Municipal control as considered necessary.
- (k) Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and post incident (i.e., food, water, shelter, sanitary facilities, maintenance, fuel, and Critical Incident Stress Management).
- (l) Determine if additional volunteers are required and if appeals for volunteers are warranted.
- (m) Determine if additional transport is required for evacuation or transport of persons and/or supplies.

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.3 Responsibilities of the Community Control Group (CCG) cont'd

- (n) Prepare, in coordination with the Emergency Information Officer (EIO), approve and authorize major announcements, information releases and formal statements to the public.
- (o) Arrange for experts, advisory groups and/or sub-committees to report to the CCG to provide advice, as required. The CCG has the authority to designate an additional, or dismiss an existing CCG member. The CCG also has the authority to relieve any CCG member with his/her alternate or other appointed individual.
- (p) Authorize expenditures of money required to deal with the emergency through central purchasing.
- (q) Notify all services, agencies, groups or persons under the direction of the CCG of the termination of the emergency.
- (r) Meet regularly (frequency will be dictated by need) as a group to inform one another of actions being taken, their status and to plan strategies.
- (s) Before the response to an emergency has been completed, determine if a Recovery Committee needs to be established, and if so, determine the chair and composition of that committee, along with its reporting structure
- (t) Members Collective Responsibilities - Maintain a log outlining decisions made and actions taken, and submitting a summary of the log to the Senior Administrative Official within one week of the termination of the emergency, as required
- (u) Conduct and participate in a debriefing as soon as practical following the emergency.

6.4 Head of Council

The Mayor or Alternate is responsible for:

- (a) Declaring an emergency to exist within the designated area;
- (b) Notify the District Chair to activate the Muskoka Emergency activation alerting system, if required;
- (c) Notifying the Emergency Measures Ontario of the declaration of the emergency, and termination of the emergency;
- (d) Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- (e) Make decisions, determine priorities and issue operational direction through the Community Emergency Management Coordinator and the heads of municipal departments;
- (f) Approve news releases and make public announcements;
- (g) Request assistance from neighboring municipalities and/or from senior levels of government, when required;
- (h) Declaring that the emergency has terminated; and
- (i) Maintain Emergency Event Log of all actions taken

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.5 Chief Administrative Officer (C.A.O.)

The C.A.O. for the Township of Lake of Bays is responsible for:

- (a) Activating the emergency notification system and ensuring all members of the Community Control Group are notified;
- (b) Coordinating with CEMC all operations within the emergency;
- (c) Advising the Mayor on policies and procedures as appropriate;
- (d) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Community Control Group;
- (e) Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager;
- (f) Calling additional municipal staff to provide assistance, as required;
- (g) The provision of information and advice on financial matters as they relate to the emergency;
- (h) Liaison, if necessary, with the Treasurer(s) of neighboring municipalities and the District Municipality of Muskoka;
- (i) Ensuring that records of expenses are maintained for future claim purposes; and
- (j) Ensuring that prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- (k) Overseeing the setup, coordination and operation of the EOC; and
- (l) Maintain Emergency Event Log of all actions taken

6.6 Community Emergency Management Coordinator (C.E.M.C)

The C.E.M.C. for the Township of Lake of Bays is responsible for:

- (a) Activating and arranging the Emergency Operations Centre;
- (b) Ensuring that security is in place for the EOC and registration of CCG members;
- (c) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- (d) Providing advise and clarifications about the implementation details of the Emergency Response Plan;
- (e) Supervising the Telecommunications Coordinator;
- (f) Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- (g) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- (h) Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- (i) Maintaining the Community Control Group Meeting Checklist.
- (j) Maintaining the records and logs for the purpose of the debriefings and post-emergency reporting that will be prepared; and
- (k) Maintain Emergency Event Log of all action taken

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.7 Senior Fire Official

The Senior Fire Official is responsible for:

- (a) Activating the emergency notification system for the Fire Department through the answering service;
- (b) Providing the Community Control Group with information and advice on fire-fighting and rescue matters;
- (c) Establishing an on-going communications link with the fire department incident commander at the scene of the emergency;
- (d) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements or the provision of additional fire-fighting manpower and equipment, if needed;
- (e) Determining if additional or special equipment is needed and recommending possible sources of supply (e.g. breathing apparatus, protective clothing, etc.);
- (f) Providing assistance to other municipal departments and agencies and being prepared to take charge of/or contribute to, non-fire-fighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation, etc.);
- (g) Providing an Emergency Site Manager, if required; and
- (h) Maintain Emergency Event Log of all action taken.

6.8 Senior Police Official

The Senior Police Official is responsible for:

- (a) Activating the emergency notification system to the appropriate Ontario Provincial Police detachments;
- (b) Notification of necessary emergency and municipal services, as required;
- (c) The establishment of a site command post with communications to the Emergency Operations Centre;
- (d) Establishing an ongoing communications link with the Senior Police Official at the scene of the emergency;
- (e) The establishment of an inner perimeter within the emergency area;
- (f) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- (g) The provision of traffic control to facilitate the movement of emergency vehicles;
- (h) Alerting persons endangered by the emergency and coordinating evacuation procedures;
- (i) The designation and opening of evacuee centres, as required;
- (j) Liaison with the social services officer/agency regarding the establishment and operation of evacuation and reception center;
- (k) The protection of life and property and the provision of law and order;
- (l) The provision of police service in evacuee centres, morgues, and other facilities as required;
- (m) Notifying the coroner of fatalities;
- (n) Liaison with other provincial and federal police agencies, as required;
- (o) Providing an Emergency Site Manager, if required; and
- (p) Maintain Emergency Event Log of all action taken

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.9 Public Works Official

Upon learning of a potential emergency, the public works official or alternate should consider the need for possible activation of the emergency plan and, if warranted, he should initiate the emergency alert system and report to the Emergency Operations Centre to act as a member of the CCG and to perform the following additional functions and responsibilities:

- (a) Activating the emergency notification system to the Public Works Department;
- (b) Providing the Community Control Group with information and advice on road matters;
- (c) Liaison with the senior public works official from the neighboring municipality(s) to ensure a coordinated response;
- (d) Direct the construction, maintenance and repair of township roads;
- (e) Liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- (f) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- (g) Providing public works vehicles and equipment as required by any other emergency services (i.e. generators, etc.);
- (h) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventive action;
- (i) Providing an Emergency Site Manager if required;
- (j) Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Community Control Group and the support and advisory staff;
- (k) Maintain Generator operations.
- (l) Maintain Emergency Event Log of all actions taken

6.10 Emergency Information Officer

The Emergency Information Officer reports to the Chief Administrative Officer (CAO) and is responsible for:

- (a) Upon arrival at the Emergency Operations Centre, be briefed on the emergency situation;
- (b) Ensuring that the media centre is established;
- (c) Liaison with the Community Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- (d) Ensuring that the following are advised of the telephone number of the media centre:
 - Media,
 - Community Control Group,
 - Switchboard (township and emergency services),
 - Police public relations officer,
 - Neighboring municipalities, and
 - Any other appropriate persons, agencies or businesses;

SECTION 6 - COMMUNITY CONTROL GROUP (C.C.G.)

6.10 Emergency Information Officer cont'd

- (e) Ensuring that the media releases are approved by the C.E.M.C. (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, the Community Control Group and other key persons handling inquiries from the media;
- (f) Monitoring news coverage, and correcting any erroneous information;
- (g) Maintaining copies of media releases and newspaper articles pertaining to the emergency; and
- (h) Maintain Emergency Event Log of all actions taken.

6.11 Ambulance Representative

The ambulance services representative's responsibility (or alternates) will be to provide enough staff and equipment for patient triage, emergency patient care, transportation to the appropriate medical facility, and first aid to patients who do not require transportation or hospital care. Emergency coverage, not related to the emergency, will be provided.

Ambulance dispatch will arrange for:

- (a) Communication with the hospital and advise the number of patients, conditions and estimated time of arrival of patients;
- (b) Additional ambulance coverage as required;
- (c) Air flights - fixed wing and helicopter;
- (d) Additional first-aid equipment; and
- (e) Communication or command post
- (f) Maintain Emergency Event Log of all actions taken.

SECTION 7 – SUPPORT GROUP

7.1 Supervisor of Public Works - Facilities

The Facility Manager is responsible for:

- (a) Arranging for utilization and maintenance of emergency evacuation centers with potable water in the various community centres within the Township of Lake of Bays;
- (b) Arranging for portable enviro-system units as necessary (portable toilets)
- (c) Maintain Emergency Event Log of all actions taken

7.2 Deputy Clerk and Assistant

The Deputy Clerk and Assistant are responsible for:

- (a) Assisting the C.E.M.C. as required;
- (b) Ensuring all important decisions made and actions taken by the Community Control Group are recorded in the Emergency Event Log;
- (c) Upon direction from the C.E.M.C., notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- (d) Upon direction from the C.E.M.C., notify EMO & District by FAX opening of the Emergency Operations Centre
- (e) Initiating the opening, operating and staffing of switchboard at the Emergency Operations Centre, as the situation dictates, and ensuring operators are informed of Community Control Group members' telephone numbers in the Emergency Operations Centre;
- (f) Arranging for printing of material as required;
- (g) Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (h) Ensuring that all Council are advised of the declaration and termination of declaration of the emergency;
- (i) Arranging special meeting(s) of Council, as required, and advising members of Council of the time, date, and location of the meeting;
- (j) Opening and maintaining the Emergency Operations Centre; and
- (k) Procuring staff to assist as required
- (l) The maintenance and distribution of the Emergency Response Plan books;
- (m) Providing identification cards to the Emergency Control Group members and support staff; and
- (n) Assisting with the maintenance and operation of feeding, sleeping and meeting areas of the Community Control Group as required

SECTION 7 – SUPPORT GROUP cont'd

7.3 Emergency Site Manager

The Emergency Site Manager is responsible for coordinating all of the activities of the emergency response team at the site. The Emergency Site Manager is usually appointed from one of the lead agencies responding to the emergency (usually a senior official of the police or fire response team) although other officials may be named depending on the nature of the emergency.

Following, are some of the responsibilities of the Emergency Site Manager.

- (a) Responsible for directing the activities of the agencies at the scene and should be relieved of all regular duties;
- (b) Isolate the emergency site;
- (c) Establish outer and inner perimeters - access to the outer perimeter is restricted to the emergency response team and other. (i.e. the media or those with a specific function to perform)
 - Outer perimeter - equipment and vehicles, rest areas for emergency workers, communication equipment, treatment area, other necessary facilities
 - Inner perimeter - access only to those directly involved in dealing with the emergency
- (d) In prolonged emergencies, organize workers in shifts and ensure rest schedules are enforced in a protracted operation;
- (e) Establish rules for traffic moving in to and out of site;
- (f) Coordinate search for survivors and or casualties;
- (g) Fully assess damage;
- (h) Assess secondary effects of emergency (i.e. spills as a result of tornado);
- (i) Responsible for ensuring that information is passed to Community Control Group;
- (j) Determine best method of dealing with emergency;
- (k) Has authority to use resources at site and request additional resources and maintain a reserve of resources and manpower to deal with the unexpected;
- (l) Ensure access to the site is limited to essential personnel, and that the site is appropriately organized
- (m) Determine appropriate course of action
- (n) Define priorities with existing resources
- (o) Coordinate administration and logistics - food, fuel, sanitation, rest area, etc.
- (p) Establish a meeting with all agencies involved with the site operations to exchange information
- (q) Establish and maintain communications to ensure that information flows to/from the site to the Community Operation Centre
- (r) Learn what resources are available within the municipality and from other areas
- (s) Maintain Emergency Event Log of all actions taken

SECTION 8 – ADVISORY GROUP

8.1 Solicitor

The Township Solicitor is responsible for:

- The provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Lake of Bays in its response to the emergency as required.

8.2 Social Services

Emergency Social Services Summary

The Social Services Department of the District Municipality of Muskoka may be available to assist the area municipalities of Muskoka via **liaison** with Ministry of Community Social Services officials for contact information in the event of an emergency.