

**CORPORATION OF THE MUNICIPALITY OF TWEED**

**BY-LAW NO. 2022-74**

Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan and to Meet Other Requirements Under the *Emergency Management and Civil Protection Act*, and to Repeal By-law No. 2019-13, By-law No. 2020-04, and By-law No. 2020-19.

**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") and Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - 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;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

**AND WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

**AND WHEREAS** the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure, and property during an emergency and to promote economic stability and a disaster resilient community;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Tweed hereby enacts as follows:

**Emergency Management Program**

1. An Emergency Management Program for the Municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Reg and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
  - a. 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;
  - b. public education on risks to public safety and on public preparedness for emergencies; and

- c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure, and property, and to promote economic stability and a disaster-resilient community.

### **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule 'A' is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the Community Emergency Management Coordinator (CEMC) and the Municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, municipal employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Municipality.

### **Community Emergency Management Coordinator**

6. Katelyn Lessard, Administrative/Public Works Assistant, is hereby appointed as the primary Community Emergency Management Coordinator (the "CEMC") responsible for the Emergency Management Program for the Municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Reg.
7. The Deputy Clerk is hereby appointed as alternate CEMC to act in place of the primary CEMC in their absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the Municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Head of Council (Mayor)
  - b. Chief Administrative Officer
  - c. CEMC and Alternate CEMC(s)
  - d. Fire Chief
  - e. Recording Clerk
  - f. Public Information Officer
9. The CAO is hereby appointed as Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall meet a minimum of twice annually and shall advise Council on the development and implementation of the Municipality's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group**

11. The persons from time to time holding the following positions in the Municipality, shall be the Primary members of the Municipal Emergency Control Group (MECG):

- a. Head of Council (Mayor)
- b. Community Emergency Management Coordinator (CEMC)
- c. Chief Administrative Officer
- d. Public Information Officer – Communications Officer
- e. Recording Clerk
- f. Fire Chief
- g. Public Works Manager

11.1 The Community Emergency Management Coordinator (CEMC) is hereby appointed as Chair of the Municipal Emergency Control Group.

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

### **Emergency Information Officer**

13. The Emergency Information Officer for the Municipality will act as the primary media and public contact for the Municipality in an emergency.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 255 Metcalf Street, Tweed during regular business hours.

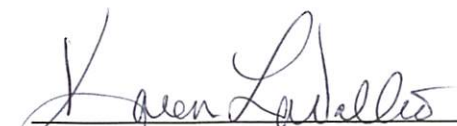
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

16. By-law No. 2019-13, By-law No. 2020-04, and By-law No. 2020-19 are hereby repealed in their entirety.

Read a first, second, and third and final time, passed, signed, and sealed in open Council this 14th day of December, 2022.



\_\_\_\_\_  
**MAYOR**

  
\_\_\_\_\_  
**CLERK**





**The Corporation  
of the  
Municipality of Tweed**

**Emergency Response Plan**

Emergency Response Plan approved by the Council of the Corporation of the Municipality of Tweed per By-law.

The Emergency Response Plan is a public document with the exception of all annexes, which are deemed CONFIDENTIAL (See Section 2 – Authority)

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# **Municipality of Tweed Emergency Response Plan**

## **Foreword**

Emergencies and disasters- either natural or manmade- can happen anywhere at any time. Sometimes prior warning is provided, but many times this is not the case. The result can cause disruptions in normal operations and channels of communication and may stretch available resources for response and recovery.

The Municipality of Tweed is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety, and welfare of citizens; the protection of property and the environment; and the provision of effective and timely response and recovery operations as much as reasonably possible.

The Municipality of Tweed Emergency Management Framework is based on a continuous improvement model, and includes the following:

- Training and Exercise Programs.
- Emergency Operations Centres.
- Identification of key roles and responsibilities.
- Public Education.
- Liaison with the internal Municipal departments and external agencies.
- Emergency Response Plan and supporting plans.

This provides an illustration of the overall Emergency Management Program and is subject to change as the program continuously updated and improved.

Municipality of Tweed Emergency Management Program

<b>Background</b>	<b>Education</b>	<b>Emergency Operations Centre(s)</b>	<b>Plans</b>	<b>Liaison</b>
<p><b>Authority</b></p> <ul style="list-style-type: none"> <li>-Emergency Management &amp; Civil Protection Act &amp; Regulations</li> <li>-Other applicable legislation</li> <li>-Municipality of Tweed Emergency Management Program Committee</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>-Hazard, Risk, and Vulnerability Assessment</li> <li>-Documentation</li> <li>-Reviews and audits</li> <li>-Corrective/preventive action plans</li> </ul>	<p><b>Public Education</b></p> <ul style="list-style-type: none"> <li>-General information (Media, Social Media, Website, Print Resources, Presentations)</li> </ul> <p><b>Training/Exercise</b></p> <ul style="list-style-type: none"> <li>-Seminars training, drills, tabletop, functional and full scale exercises</li> </ul> <p><b>Community Partner/Agency</b></p> <ul style="list-style-type: none"> <li>-Hastings County communications training</li> <li>-Hazard specific education, training, and exercises</li> <li>-Facility drills</li> </ul>	<ul style="list-style-type: none"> <li>-Roles &amp; responsibilities</li> <li>-Standard operating procedures</li> <li>-Resources</li> <li>-Response priorities</li> <li>-Communications</li> <li>-Department representation</li> <li>-Other Operations Centres</li> <li>-Reception/ Evacuation</li> <li>-Public Inquiry</li> <li>-Media Centre</li> </ul>	<p><b>Emergency Response Plans</b></p> <p><b>All Hazards</b></p> <ul style="list-style-type: none"> <li>-Emergency Information Plan</li> <li>-Public Inquiry Plan</li> <li>-Food Plan</li> <li>-Human Resources</li> <li>-Evacuation Plan</li> <li>-Contingency Plans</li> <li>-Business Continuity/Corporate Plan</li> <li>-Other plans as required</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>-Municipality Departments- Fire/PW</li> <li>-Emergency Operations</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>-Police (OPP)</li> <li>-EMS</li> <li>-Social Services</li> <li>-P.E.C.H.U</li> <li>-Mutual Aid Plan- Mutual</li> <li>-Community Agencies</li> </ul> <p><b>Volunteers</b></p> <ul style="list-style-type: none"> <li>-Amateur Radio (ARES)</li> <li>-Red Cross</li> <li>-NGO Alliance- Section 6</li> </ul>

## **Section 1**

### **Purpose**

The Municipality of Tweed Emergency Response Plan has been prepared to provide overall guiding principles to Municipal staff in planning for responding to and recovering from potential or actual emergency or disaster. This helps limit the impact on people, property and the environment, and allows for the continuation of local government.

The scope of this document allows a flexible response to any emergency situation, provides information and is used as a tool to communicate how the Municipality of Tweed will prepare and respond before, during and after a disaster.

The Municipality of Tweed Emergency Response Plan is supported by plans that further define the roles and responsibilities of Municipality departments, as well as the Municipality's response to specific hazards and threats. As they are developed, these hazard specific plans will be attached as annexes to the Emergency Response Plan.

The purpose of this Emergency Response Plan is to:

- a) Comply with the Emergency Management and Civil Protection Act, Section 3 (1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Response Plan;
- b) Established by a By-Law, a Council-approved policy document titled: "Emergency Response Plan". The Emergency Response Plan shall be used during an emergency, and shall include:
  - i. The approval of the Incident Management System (I.M.S) as the response system/process to be used to provide a coordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. I.M.S can also be used prior to the declaration of an emergency and through the recovery stage of an emergency.



ii. the establishment of a procedure for the formal declaration and termination of an emergency within the Municipality.

iii. the establishment of a Municipal Emergency Control Group (M.E.C.G) and an Emergency Operations Centre (E.O.C) with a mandate to:

- a) Provide support to the emergency incident site(s)
- b) Provide for the requirements of the broader affected area
- c) Provide for business continuity for the Corporation and the community.

iv. the provision of both an effective training program and the deployment of all resources required in an emergency situation in the Municipality of Tweed.

## **Section 2**

### **Authority**

The authority for the development, content, and implementation of the Emergency Response Plan is provided or referenced in the following legislation, regulations, policy statements, standards and bylaws:

- a) Emergency Management and Civil Protection Act.
- b) Ontario Regulation 380/04.
- c) Incident Management System (I.M.S) for Ontario Doctrine.
- d) Accessibility for Ontarians with Disabilities Act/ Ontario Regulation 429/11 and 191/11.
- e) Canadian Standards Association (C.S.A.) Canadian Emergency Management and Business Continuity Program Standard (C.S.A. Z1600)

## **Section 3**

### **Application**

All elected or appointed municipal officials of the Corporation of the Municipality of Tweed have an obligation to be aware of the contents of this Emergency Response Plan and must be prepared, at all times, to carry out of the functions and responsibilities assigned to them.

**Section 4**  
**Confidentiality of Plan**  
**Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,**  
**Chapter M.56**

The Municipal Emergency Response Plan is a public document excluding the annexes which are deemed confidential.

As stated in *the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990*:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

- (i) Endanger the security of a building or the security of a building of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1) A Head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) The Government of Canada;
- (b) The Government of Ontario or the Government of a Province or Territory in Canada;
- (c) The Government of a Foreign Country or State;
- (d) An agency of a government referred to in clause (a),(b) or (c) or;
- (e) An international organization of states or a body of such an organization.

Section 10 (a) A Head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is the public interest that similar information continues to be so supplied;

Section 13: A Head may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

## Section 5

### Incident Management Systems (I.M.S)

#### a) I.M.S. Overview

The I.M.S provides standardized organization structures, functions, processes and terminology for use at all levels of emergency management in Ontario, and is consistent with the internationally recommended practises.

I.M.S. is an accessible approach based on a series of principles and concepts that include the following:

- All incident responses can be organized using the five functional areas of activity: Command, Operations, Planning, Logistics, and Finance & Administration.
- I.M.S is applicable at all incidents and by all levels of response (for example, on-site responses).
- The system is scalable and modular. Only the tools needed for each incident are used (tool box approach)
- The use of common terminology and criteria ensures mutual understanding amongst responders and facilitates the exchange of resources.

The I.M.S. applies a functional approach to emergency management. This allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the Municipality.

The five functions of the I.M.S. listed in the following chart are the responsibility of the E.O.C Commander. The first arriving Municipal Emergency Control Group (M.E.C.G.) member will assume the function of the E.O.C Commander. The E.O.C. Command function may be transferred as other members of the M.E.C.G arrive. The E.O.C Commander has the authority to delegate functions as required, and in doing so may establish each functional area as the need arises (tool box approach). The more complex the incident, the larger the command structure in order to effectively and efficiently manage the incident.

The E.O.C. Commander is responsible for ensuring all functions of the I.M.S are completed regardless if he/she chooses to delegate the function or not.

**b) I.M.S. Key Functions and Responsibilities:**

The five key functions of I.M.S. are: Command, operations, Planning, Logistics, and Finance/ Administration.

Function	General Responsibilities
E.O.C Commander	Responsible for the overall management of the E.O.C. facility and assigned resources with the E.O.C., and the provision of support to Site Incident Command.
Safety Officer (Site) / Risk Officer (E.O.C) 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 Risk Officer provides advice with the respect to the risk exposure, due diligence, and claims handling procedures, when applicable. (This function is not usually delegated, but remains as the Command responsibility)
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 organizations 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 Finance and Administration 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 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 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.

It is important to note that the five (5) key functions of the Incident Management System are consistent throughout the Planning, Mitigation, Response and Recovery stages of an Emergency.

**c) I.M.S. Definitions:**

Refer to Municipality of Tweed Emergency Centre Standard Operating Guidelines.

**d) I.M.S. Principals:**

The following seventeen (17) standard principals provide guidance for implementation of key functions:

- |  |                    |
|--|--------------------|
| 1. Standard Terminology                | 17. Accountability |
| 2. Applicability                       |                    |
| 3. Management by Objectives            |                    |
| 4. Simplicity & Flexibility            |                    |
| 5. Standardization                     |                    |
| 6. Interoperability                    |                    |
| 7. Unity of Command                    |                    |
| 8. Span of Control                     |                    |
| 9. Consolidated Incident Action Plan   |                    |
| 10. Integrated Communications          |                    |
| 11. Sustainability                     |                    |
| 12. Modular & Scalable Organization    |                    |
| 13. Information Management             |                    |
| 14. Inter-Organizational Collaboration |                    |
| 15. Comprehensive Resource Management  |                    |
| 16. Designated Incident Facilities     |                    |



### e) Municipal Hierarchy

The corporate structure has a hierarchy that is applicable to an Incident Management System.

The following applies to the Municipality of Tweed Municipal Emergency Control Group (M.E.C.G) for implementing the Incident Management System.

Listed in descending order:

Mayor- when the Mayor is unavailable then the Deputy Mayor and when the Deputy Mayor is unavailable another member of Council.

Chief Administrative Officer

Department Directors

Division Managers

Supervisors/Foreman/Coordinators

Other Staff

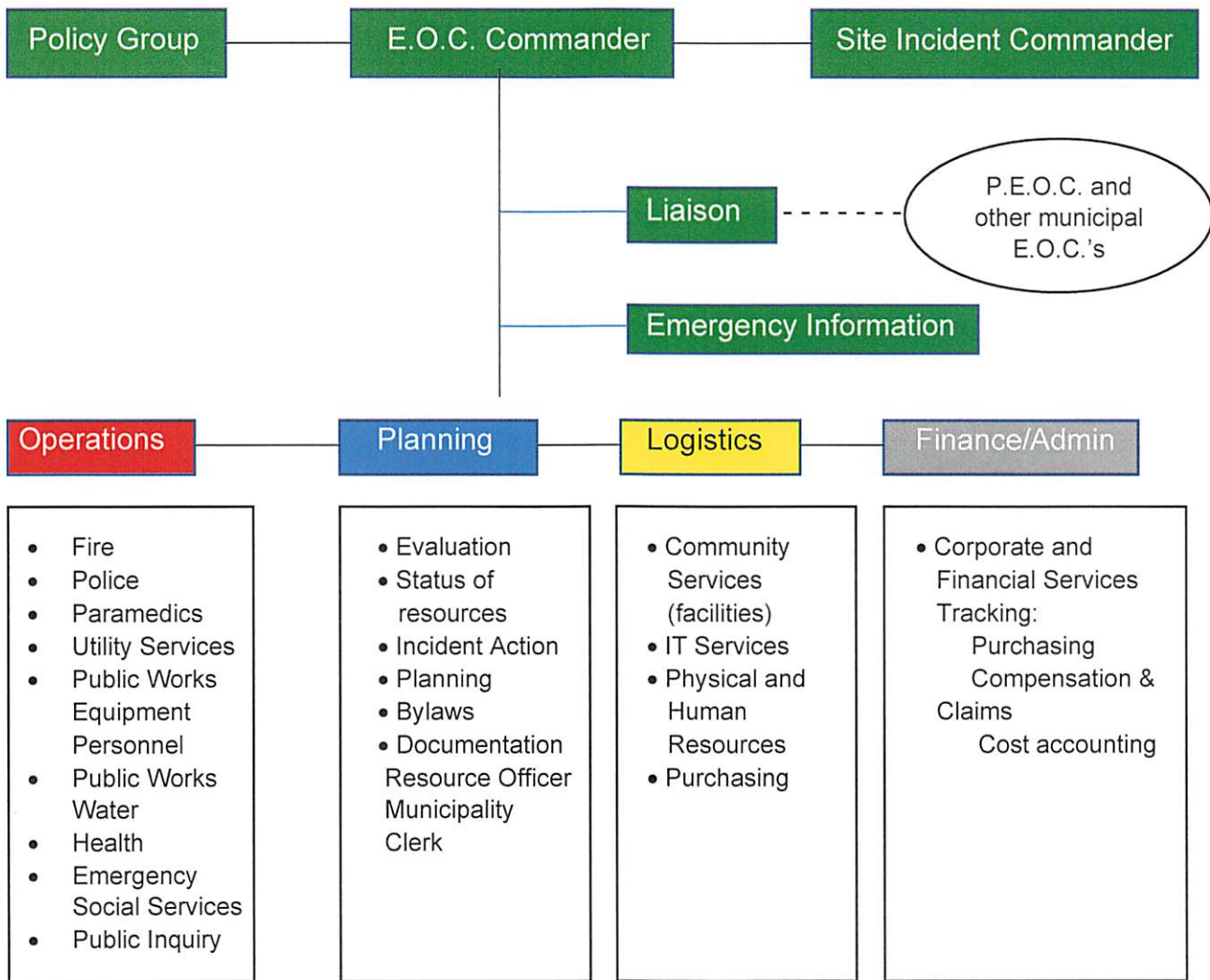
Note: The Mayor and/or if unavailable the Deputy Mayor and/or if unavailable a member of Council are delegated officials by legislation. Under this I.M.S structure, the Mayor and other members of Council as deemed necessary, form the "Policy Group". This is a designated separate entity from the M.E.C.G, yet an intricate other Municipality official such as the Municipality Solicitor, Municipality Clerk, Directors, etc.

### f) E.O.C. Standard Colours and Identification

The Municipality of Tweed adopts the colour identification system set out in the Province of Ontario I.M.S. Doctrine.

Function I.D.	Colour
E.O.C., Site Incident Commander & Staff	Green
Operations Chief	Red
Planning Chief	Blue
Logistics Chief	Yellow
Finance/ Administration Chief	Grey

### g) I.M.S. Functional Structure



The I.M.S. Structure may be expanded or contracted based on the span of control, as required.

## **h) E.O.C. Functional Process**

The following list outlines a typical functional cycle within the E.O.C.. The I.M.S is reliant upon an approved E.O.C. Incident Action Plan with specific objectives and an operational period of time.

1. Establish Command Function
2. Prepare Emergency Operations Centre
3. Begin Information Gathering Process
4. Perform Planning Function (expand as required)
5. Determine Primary Objective & Strategy
6. Develop E.O.C Incident Action Plan & Operational Period (acquire approval)
7. Perform Logistics Function (expand as required)
8. Perform Operations Function (expand as required) (Operations Briefing)
9. Perform Finance Administration Function (expand as required)
10. Evaluate, Adjust, and Re-Evaluate

Once established, the functions remain ongoing until the demobilization of the I.M.S. structure and Command is terminated.

### **i) Establishing Command**

The "function" of E.O.C. Command will be assumed by the first arriving M.E.C.G member. The M.E.C.G member shall remain as the E.O.C. Commander until relieved by the arrival of senior or higher ranking M.E.C.G. member or when a shift change is necessary.

The C.A.O. has the authority to assume and/or delegate E.O.C. Command as he/she deems appropriate.

### **Single Incident Command Model**

Single Command exists when the decision-making process needed to direct the response is straightforward and independent. This typically is the case when an incident is the responsibility of a single jurisdiction or organization. A Single Command model may be arrived as:

- By default, when only one jurisdiction or organization.
- By design when multiple jurisdiction or organizations that are involved decide and agree on a Single Command.
- By legislation if the responsibility is legally that of one jurisdiction or organization.

### **Unified Incident Command Model**

Unified Command may be used when incident decision-making complex, and interdependent, and a Single Incident Command cannot be established. Organizations work together through their designated members of the Unified Command to establish a common set of objectives and a single Incident Action Plan.

The Unified Command Team will agree upon one spokesperson to represent the team, when necessary. There may be a different spokesperson on a different occasions, but typically there will only be one spokesperson at a time.

### **j) Transfer of Command**

E.O.C. Command, Command Staff and General Staff Command level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new E.O.C./ Site Commander, Command Staff and General Command.

### **E.O.C. Incident Action Plan and Site Incident Action Plan**

The E.O.C. Commander is responsible for the development and posting of the E.O.C. Incident Action Plan, either personally or by delegation with the assignment of a Planning Section Chief. The E.O.C. Incident Action Plan will identify the strategy and objectives of the M.E.C.G for a specified operational period. The E.O.C. Incident Action Plan requires final approval of the E.O.C Commander prior to implementation.

The Site Incident Commander is responsible for the development of the Site Incident Action Plan, either personally or by delegation with the assignment of a Planning Section Chief. The Site Incident Action Plan will identify the strategy and objectives of the Site for specified operational period. The Site Incident Action Plan requires final approval of the Site Commander prior to implementation.

### **k) Operating Period**

Members of the Municipal Emergency Control Group or site team will gather at regular intervals, as determined by the group to inform each other of actions taken , pertinent information, and problems encountered, The Operational Period is set as the specific time period necessary to achieve the objectives of the respective Incident Action Plan.

The E.O.C. Commander/Site Incident Commander will establish the frequency of briefings/meetings based on the Incident Action Plan and be specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

In E.O.C., under the direction of the E.O.C. Commander and/or the Planning Chief, will ensure the incident status board is maintained and information/Incident Action Plans etc. are prominently displayed and kept up to date.

Example: E.O.C. Incident Action Plan and Operational Period Development.

## **Municipal Emergency Control Group (M.E.C.G) / Emergency Operations Centre (E.O.C.)**

**a) Municipal Emergency Control Group (M.E.C.G) Responsibilities:**  
The general responsibilities of the M.E.C.G.) during an emergency are:

**1. Providing support to the incident site (s), including:**

- Setting priorities and strategic direction.
- Information collection, collation, evaluation, and dissemination.
- The management of resources
- Finance and Administration approvals

**2. Providing for the Corporation and the Community-at-Large:**

- Ensuring that business continuity and essential services are maintained and/or restored corporately, and for the Community-at-Large, including where possible, the areas impacted by the emergency.

**3. Under specific circumstances, the M.E.C.G. may also exercise the following functions:**

- Performing an Area Command role for multiple incident sites.
- Performing an Incident Command role.



## **Additional Responsibilities:**

The members of the Municipal Emergency Control Group (M.E.C.G) are responsible for the following actions or decisions:

- Calling and mobilizing their respective services and equipment
- Coordinating/directing their respective service and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the Municipal Emergency Control Group are appropriate
- Establishing direct and continuous communications with the Policy Group and the incident site.
- Advising the Mayor or if unavailable the Deputy Mayor and or if unavailable a member of council as to whether the declaration of an emergency is recommended; and notification to the Office of the Fire Marshall and Emergency Management (O.F.M.E.M) through the Provincial Emergency Operation Centre 9P.E.O.C.)
- Advising the Mayor or if unavailable the Deputy Mayor and or if unavailable a member of council on the need to designate all or part of the Municipality as an emergency area
- Ensuring all members of Council are advised of the emergency, declaration/termination of the emergency and informed of the emergency operational situation
- Ensuring that an Incident Commander (I/C) is established for each incident location
- Ensuring support to the Site I/C by offering equipment, staff and resources, as required
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger
- Discontinuing utilities or services provided by public or private agencies, (i.e hydro, water, gas)
- Arranging for services and equipment from local agencies and non-governmental organizations (N.G.O) (i.e. private contractors, industry, volunteer agencies, service clubs)
- Liaise with various levels of government and any public or private agencies not under community control, as considered necessary
- Notifying the Provincial Emergency Operations Centre (P.E.O.C), the County of Hastings and other Municipal Control Groups as required
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Determining if transport is required for evacuation or transport of persons and/or supplies
- Ensuring pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public

- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery
- Authorizing expenditure of money required for dealing with the emergency the termination of the emergency
- Maintaining a log outlining decisions made and actions taken
- Participating in the debriefing following the emergency

## **b) Emergency Operations Centre (E.O.C.)**

Upon notification, the Municipal Emergency Control Group shall report to the primary Emergency Operations Centre. In this event this operation centre cannot be used, the alternate E.O.C. shall be activated.

The E.O.C. is a facility that the Municipal Emergency Control Group (M.E.C.G.) has strategically predetermined as its location and is equipped to facilitate executive decision-making and coordination. The E.O.C. is equipped with technological communication devices and equipment that is readily available to the members of the Municipal Emergency Control Group to assist them in carrying out their assigned duties and functions.

Whoever is first on site will supervise the setup of the EOC and ensure it is operational.

Upon arrival at the EOC each MEEG member will:

- Sign in and get identification
- Check communication devices
- Get out resource material and personal logs
- Participate in planning initial response/decision making process
- Pass the MEEG decisions onto their own department or organization
- Continue participation in EOC operations cycle

When leaving EOC each MEEG member will:

- Conduct a face-to-face hand over with person relieving them
- Sign out on location board indicating where they can be reached

## Municipal Emergency Control Group (M.E.C.G)

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G) performing the functions of I.M.S. The M.E.C.G is responsible for coordinating the provision of managment and resources necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Control Group is responsible for monitoring and controlling of the emergency response/and or possibilities, made up of the following members or designated alternates.

- Emergency Operation Commander
- CEMC
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Mayor
- Incident Commander
- Finance

Community Control Group Members to provide assistance/technical information to MEEG, as required

- OFMEM Sector Rep
- OPP Rep
- EMS Rep
- Social Services
- Public Health
- AREA
- All those required to meet the obligations of the emergency

Depending on the circumstances of the emergency event, the Notification of the M.E.C.G will be conducted, as follows:

**Phase 1: (Belleville Fire Dispatch-text/email)**

- i. E.O.C Command (C.A.O.)
- ii. C.E.M.C.
- iii. Clerk
- iv. Operations- Fire/ Public Works

**Phase 2: (Municipal Emergency Control Group will notify each additional member as required)**

- i. Mayor and/or if unavailable the Deputy Mayor and/or if unavailable a member of Council
- ii. Emergency Information Officer
- iii. Planning
- iv. Logistics
- v. Operations (eg:)
  - a. OPP
  - b. EMS
  - c. Social Services
  - d. Medical Officer of Health
- vi. Finance and Administration

If deemed appropriate, the M.E.C.G. may function with only a limited number of person. While the M.E.C.G may not require the presence of all the people listed as members of the M.E.C.G, all members of the M.E.C.G shall be notified when activation occurs.

When an emergency exists but has not yet been declared to exist, M.E.C.G members may take such action(s) under the Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Municipality of Centre Hastings.

It is recognized that any member of the M.E.C.G may be required to carry out one or more of the five functions of the I.M.S. or be assigned to perform a supporting role.

### **c) Notification Procedure of the Municipal Emergency Control Group**

The Municipality of Tweed Municipal Emergency Control Group (Mayor and/or if unavailable the Deputy Mayor and/or if unavailable another of Council/CAO/Clerk/Fire/CEMC) will be notified via the Belleville Fire Dispatch.

The Municipality Emergency Response Plan and the Emergency Operations Centre may activated when a member of the Municipal Emergency Control Group, Fire, OPP or Public Works receives a warning of a real or potential emergency that member may initiate activation procedure.

#### **Initial Notification Procedure**

The member will notify Belleville Fire Dispatch, identify themselves, the nature of the emergency, and have Dispatch notify the Emergency Contacts on their notification list for the Municipality of Tweed. Dispatch will notify these Emergency Contacts by text and email. The Emergency Contacts are requested to put an Emergency notification ring on their phones.

#### **Notification Purpose:**

The purpose of the Notification Procedure is to alert these members of the M.E.C.G of the emergency and then relay this information to the rest of the Municipal Emergency Control Group in a timely manner.

### **d) Requests for Assistance**

Assistance may be requested from;

- Hastings Country at any time by contacting the respective contact.
- The Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the 24/7 Provincial Emergency Operations Centre (P.E.O.C.)
- Other Municipalities
- Hastings and Prince Edward Mutual Aid Association commonly referred to as Mutual Aid
- Private Sector
- Emergency Preparedness Canada (Federal Government through the PEOC)
- Gateway Community Health Centre
- Red Cross
- Moira Place



### **e) Declaration and Termination of Emergency (Notification)**

The Mayor and/or if unavailable the Deputy Mayor and/or if unavailable a member of Council, is responsible for declaring an emergency. The decision is made in consultation with the members of the Municipal Emergency Control Group.

Upon declaring or terminating an emergency, the Mayor and/or if unavailable the Deputy Mayor and/or if unavailable a member of Council in coordination with the Liaison Officer, will notify:

- Office of the Fire Marshall and Emergency Management (O.F.M.E.M) through P.E.O.C
- Council members
- County Warden, as appropriate
- Neighbouring community officials, as required
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Public

A municipal emergency may be terminated at any time by:

- Mayor and/or if unavailable the Deputy Mayor and/or if unavailable a member of Council
- Municipality of Tweed Council; or
- Premier of Ontario

## Section 7

### GUIDE TO EMERGENCY RECOVERY

This guide is intended to provide a structure from which the Municipality of Tweed will be able to perform the tasks necessary to bring the Municipality back to a normal state.

The Municipality Emergency Control Group will decide when to activate the recovery process, which in most circumstances occurs during the period when the termination of the emergency is being discussed.

The following is required:

- ✓ The Recovery
- ✓ Citizen Needs
- ✓ Municipal Infrastructure
- ✓ Finance/Claims

The responsibilities consist of the following:

- ✓ Inform citizens/Municipality of Tweed government of recovery activities
- ✓ Co-ordinate activities
- ✓ Liaise with Province re: Funding support
- ✓ Termination of recovery when appropriate
- ✓ Provide a final report to Municipal Council

Provisions for ad hoc membership is made when a need is determined for special representation, if and when necessary.

Recovery is the ultimate necessity when it comes to directing the Municipal recovery process.