

EMERGENCY RESPONSE PLAN



2011

THE CORPORATION OF THE TOWNSHIP OF SEVERN

P.O. Box 159, 1024 Hurlwood Lane, Orillia, Ontario L3V 6J3



**EMERGENCY RESPONSE PLAN
2011
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TOWNSHIP OF SEVERN EMERGENCY RESPONSE PLAN

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TOWNSHIP OF SEVERN EMERGENCY RESPONSE PLAN

Part 1: Introduction

Emergencies are defined as situations or impending situations that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether international or otherwise. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Severn.

The population of the Township of Severn is approximately 12,000 residents, based on a recent census, and encompasses an area of approximately 55,000 hectares.

In order to protect residents, businesses and visitors, the Township of Severn requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

To ensure that the Township Of Severn Emergency Response Plan is wholly effective, it is crucial that all individuals and groups that may potentially be involved in assisting with an emergency are made aware of the provisions of the plan, especially:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Severn Emergency Response Plan may be viewed at www.townshipofsevern.com, the Administration Office, and the Coldwater Library.

For further information, please contact:

Eric Dowell
Community Emergency Management Co-ordinator
Administration Office, Township of Severn, 705-325-2315

or

Tim Cranney
Alternate Community Emergency Management Co-ordinator

Administration Office, Township of Severn, 705-325-2315

Part 2: Aim

While many types of emergencies could occur in the Township of Severn those most likely are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air or rail crashes, toxic or flammable gas leaks, electrical power black outs, building or structural collapses, uncontrollable wildfires, explosions, or combinations thereof. This **Emergency Response Plan** has been designed as a generic document that could be implemented to address a wide range of emergency situations.

The aim of Emergency Response Plan (ERP) is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Severn when faced with an emergency. It was also developed to ensure that key officials are provided with a general management framework to be used in response to a major civic emergency and as a guide to give an overview of responsibilities that may be requested of local support and advisory groups in the event of such an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Severn, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Township of Severn response plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as appendixes, which provide detailed response procedures for the most likely hazards which confront the Township of Severn. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Township of Severn Emergency Management Committee.

For further details, please contact the Community Emergency Management Coordinator.

Part 3: Authority

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

The *EMCP Act* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency response plan”

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

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

- Issued under the authority of Township Of Severn By-law; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The EMA defines an emergency as:

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

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

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Severn. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Part 4: Emergency Notification Procedures

Only a member of the Township of Severn Community Control Group (CCG) may initiate the notification procedure.

When a member of the CCG receives a warning of or a real or potential emergency, that member will immediately contact the Orillia City Dispatch and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g., - a time and place for the CCG to meet) as part of the notification procedure. Sample in Appendix A is the recommended format.

If deemed appropriate, the individual CCG member may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

The Township of Severn subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting of CCG is mandatory.

The Orillia City Dispatch must record the date and time CCG members were contacted.

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in **Appendix A**.

a) Requests for Assistance from County Authorities

Assistance may be requested from the neighbouring communities of Orillia, Barrie, Oro-Medonte, Ramara, Tay, and Gravenhurst. The request shall not be deemed to be a request that the County assume authority and control of the emergency. **Appendix B**

Assistance may also be requested from the County by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss or control of authority. A request for assistance should be made by contacting Emergency Management Ontario. The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Appendix D**.

b) Procedure for Declaring an Emergency

The Mayor or Deputy Mayor of the Township of Severn, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

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

- Emergency Management Ontario;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Township Council; or
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario;
- Township Council;
- County Warden, if appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Emergency Response Plan - Section 4
Emergency Notification Procedures
Township of Severn
CCG Notification

1. My name is _____ and I am calling from the Orillia City Fire Dispatch
2. **THIS IS NOT A TEST – OR - (THIS IS AN EXERCISE MESSAGE)**
3. I have a notification message for you. Are you ready to copy it down?
4. The Fire Chief has requested the activation of the Emergency Operation Centre due to an Accident involving Hazard Materials on Highway 11 and Telford Line.
5. Please report to the Emergency Operation Centre to the Secondary Emergency Operation Centre Location (EOC) immediately at 1 Fire Hall Lane Fire Station #3 Coldwater
6. Are you able to respond?
7. What is your estimated time of arrival?
8. My phone number at Orillia City Fire Dispatch is 325-5201 OR _____ If there are any changes to your response status please contact me.
9. Please read this information back to me.
10. **AGAIN – (THIS IS AN EXERCISE MESSAGE)**

NOTE: *The dispatcher delivering this message MUST record the date and times EACH member (or alternate) of the Emergency Operation Centre was notified.*

Part 5: Mutual Aid and Mutual Assistance

The Township of Severn Fire and Emergency Services participates in the Simcoe County mutual aid agreement. This includes the fire services of all contiguous municipalities within Simcoe County to provide/receive assistance in the case of a major emergency in a municipality, community, or area. This agreement may be activated by the Chief of Severn Fire and Emergency Services at any time without the need to activate the Control Group or implement the Township of Severn Emergency Response Plan. The Chief of Severn Fire and Emergency Services will provide a report to Simcoe County Fire Coordinator that will provide details of all activations made under this agreement during the subject calendar year.

The Township of Severn also maintains a mutual aid assistance agreement with the District of Muskoka Lakes which provides for the extension between the parties of such resources as may be requested during emergencies

Copies of the Mutual Assistance Agreements, by-laws are attached as **Appendix M**

Part 6: Emergency Community Control Group

a) Emergency Operations Centre (EOC)

Upon notification of an emergency, as outlined in this Plan, the CCG will report to the designated Emergency Operations Centres (EOC) contained in Part 9.

b) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Mayor of the Township of Severn, or alternate;
- Chief Administrative Officer, or alternate;
- Emergency Management Co-ordinator/Fire Chief, or alternate;
- Director of Public Works, or alternate;
- Director of Corporate Services, or alternate;
- Director of Planning and Development, or alternate;
- Deputy Clerk/Public Information Officer;
- Executive Assistant;
- Chief of Police, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Telecommunications Co-ordinator; (ARES)

Additional personnel called or added to the CCG may include:

- Emergency Management Ontario Representative;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items.

Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. The CAO's assistant will maintain a status board and maps which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) will be responsible for the following actions or decisions:

- The co-ordination and direction of the various departments and agencies and their actions to control and/or mitigate the effects of the emergency, provided they are not contrary to law.
- Advising the Mayor or alternate as to whether the declaration of an emergency is recommended and the need to designate all or part of the Township as an emergency area.
- The appointment of a Site Manager to co-ordinate the actions of on-scene Site Managers representing the other various agencies.
- The authorization of expenditures of municipal funds which may be required immediately for the preservation of life, health, or property.
- The authorization of expenditures for food and beverages and accommodation for personnel assisting in controlling the emergency.
- Maintenance of a log of decisions and actions taken during the emergency.
- The assembly and dissemination of information about the emergency as it becomes available. This information shall be communicated by the Mayor or designated member of the CCG to the public, via all available and appropriate media.
- Evacuation of buildings or area within the emergency area which are considered dangerous to the occupants.
- The selection and management of the appropriate EOC or other assembly areas to which additional personnel and/or resources will gather.
- Evacuation of people not directly connected with emergency services who are considered to be in danger or whose presence hinders in any way the efficient functioning of the operations of the various involved agencies.
- Stopping or shutting down of any services, without notification or reference to any other consumers in the municipality, where continuation of such services constitutes a hazard to public safety within the emergency area.
- Arrangements for the accommodation and maintenance on a temporary basis for any persons who are evacuated or in need of assistance due to displacement as a result of the emergency.

- The calling out and mobilization of emergency services, agencies and equipment which are required during the emergency.
- Making arrangements for requests of assistance from other government, support or volunteer agencies as required and which are not under municipal control.
- Making appeals, if warranted, for additional volunteers to assist with the emergency.
- Establishment of an information centre for news releases to the media and authoritative instructions to the general public. It must be ensured that the Medical Officer of Health is consulted prior to giving out news releases regarding health matters.
- Establishment of a registration and inquiry centre to handle individual requests for information concerning all aspects of the emergency.
- Inspection of all premises within designated emergency areas for safe and orderly re-occupation.
- Determine the need for establishment of advisory group or sub-committees for the support of the CCG.
- Participate in an Emergency Response Plan review following a major emergency.

Part 7: *Individual Responsibilities of the Community Control Group*

Mayor or Deputy Mayor

The Mayor or Deputy Mayor of the Township of Severn is responsible for:

- Declaring and notifying all appropriate contacts of an emergency in all or part of the Township of Severn after consulting with the CCG.
- Liaising with and making request of other governments and support agencies and officials for assistance.
- Consulting with the CCG, and with the assistance of the CAO, issue media releases and public announcements on behalf of the Township of Severn. The Mayor is the key spokesperson for the Township of Severn and should appear at press conferences with technical advisors or experts to assist with the answering of any technical questions posted by the press.
- Ensuring the members of Council are advised of the declarations and termination of an emergency and are kept informed of the status of the emergency situation.
- Declaring and notifying all appropriate contacts of the termination of the emergency after consulting with the CCG. The Township of Severn Council may also declare the termination of an emergency.
- Maintain a personal log of all actions taken.
- Participate in an Emergency Response Plan review following a major emergency.

Chief Administrative Officer/Operations Officer

The Township of Severn's Chief Administrative Officer becomes the Operations Officer for the Township of Severn and is responsible for:

- Attending the EOC upon activation of the Plan to assist the CCG with the continued implementation of the Plan, after having reviewed the situation and met with the CCG to determine further action to be taken.
- Requesting that all municipal staff be placed on an emergency standby basis and that they be ready to provide assistance as needed.
- Activating and arranging the EOC.
- Co-ordinating all operations and meetings within the EOC, chairing meetings of the CCG and recording minutes.
- Assisting the Mayor with the issuance of media releases and public announcements on behalf of the Township of Severn.
- Ensuring that a communication link is established between the site manager and CCG.
- Notifying and requesting the attendance of municipal staff members at the designate EOC.
- Formulating and conducting a post-emergency review to ensure currency and effectiveness of the Plan.
- Participating in an Emergency Response Plan review following a major emergency.

Police Service

The responsibilities and functions of the Ontario Provincial Police Detachment Commander in a peace time emergency will be as follows:

- The OPP Detachment Commander or designate will have overall responsibility for Police action and will report to the EOC if the Emergency Plan is activated. An OPP Scene Commander will be assigned to implement the agency response at the site. They will liaise with and advise the Detachment Commander and the Emergency Site Manager on matters concerning the agency response.
- Immediately activate the notification of the CCG if requested by a member of the CCG or senior agency official at the scene of an emergency.
- Co-ordinate telephone and back-up communications between first responders, Command Post, EOC, and other emergency agencies and media as required.
- Request the OPP Command Trailer, Severn Fire Command Vehicle, the City of Barrie or Region of Durham Mobile Command Post, as required, to accommodate Agency Commanders and co-ordinate communications.
- Arrange for the following at the EOC: communications, security logistics, information, record maintenance, CCG private work, stations, clerical support, etc.
- Establish ongoing communication link with the Emergency Site Manager (ESM).
- Assist the ESM with establishing scene organization – inner and outer perimeter zones, staging areas, entry check-in points, staff Police lines around perimeter, etc. to facilitate movement of emergency vehicles and restrict access to all but essential emergency personnel.
- Provide access control and establish check-in/registration and clearance procedures to prevent entry of unauthorized personnel and vehicles into the inner and outer perimeter zones or beyond.
- Remove all unauthorized persons from inner and outer perimeter (common law). Implement crowd control operations.
- Provide traffic control, i.e., Police escorts, traffic signal control, designate one-way streets, block roads, to facilitate movement of emergency vehicles in and out of the area, re-route traffic around the scene and facilitate rapid evacuation.
- Notify front line and standby OPP staff mobilize resources and request additional equipment, human resources and expertise from other agencies as required. For example, Public Works Department or Ministry of Transportation for equipment.
- Alert appropriate response agencies and, if required, the media to inform the public of severe weather warnings.
- In the event of fatalities:
 - Advise the Coroner's Office.

- Assist the Coroner's Office as required under the *Coroner's Act*, for example, establish temporary morgue, investigate deaths, remove bodies, and provide equipment.
 - Establish Casualty Information Centre.
 - Establish Property Recovery adjacent to (temporary) morgue to collect, safeguard, itemize and return to next of kin or dispose of property of deceased.
 - Identify fatalities and co-ordinate with the Coroner to notify next of kin.
-
- Investigate any incident to collect and protect evidence.
 - Ensure that a Site Media Spokesperson is assigned and/or appointed, as required.
 - Maintain logs and assist other agencies as requested with the preparation of logs and post emergency standard agency reports.
 - Participate in an Emergency Response Plan review following a major emergency.

Director of Fire and Emergency Services

The Director of Fire and Emergency Services/Fire Chief is responsible for:

- Attending the EOC upon activation of the Emergency Response Plan to assist the CCG with the co-ordination and conduct of all operations connected with fire suppression, rescue, fire prevention vehicle extrication, first aid and CPR and land based water/ice services.
- Providing or arranging to provide additional specialized equipment and/or personnel or agencies necessary for the preservation of life and/or property during the emergency.
- Providing equipment and personnel where possible to the Public Works and Utilities Department for the control and mitigation of flooding.
- Liaising with and assisting the OPP with the evacuation of persons from areas of danger to areas of safety.
- Liaising with and assisting the OPP with the evacuations of persons from areas of first aid, CPR and triage services, as requested.
- Activating the Simcoe County Mutual Fire Aid Program, as required.
- Providing assistance and/or personnel, as requested, at the Orillia Fire Dispatch Centre for communication purposes.
- Providing appropriate and authorized action in the event of a spill resulting from a transportation accident or other related release of hazardous material into the atmosphere or environment.
- Contacting and liaising with CANUTEC, the MOEE Spills Action Centre, the appropriate carrier and other emergency agencies, as required, when dealing with a hazardous materials incident.
- Liaising and co-operating with other emergency agencies to preserve life and conserve property as appropriate.
- Providing an on scene Site Manager to liaise and co-ordinate operations with the ESM and/or OPP Commander and other emergency agencies.
- Maintaining logs and preparing post-emergency standard agency reports.
- Participating in an Emergency Response Plan review following a major emergency.

Director of Public Works

The Director of Public Works or alternate will be responsible for:

- Attending at the EOC upon activation of the Plan and co-operating the response of the Public Works and Utilities Department, also liaising with other departments and agencies responding to the emergency.
- Requesting activation of the Public Works and Utilities Emergency Plans, where applicable and notification systems, as required.
- Providing the CCG with information on public works and engineering matters.
- Providing engineering assistance.
- Constructing, maintaining and repairing Township roads and water and sewer operations.
- Providing equipment for emergency pumping operations.
- Liaising with the Severn Township Fire Department concerning emergency water supplies for firefighting purposes and any other duties as required.
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health, Simcoe County District Health Unit.
- Discontinuing any public works services or utilities to any consumer, as required, and restore these services when appropriate.
- Liaising with other public and/or private utilities to disconnect any services representing a hazard and/or arrange for the provision of alternate services or functions.
- Providing public works vehicles and equipment as required by other emergency services.
- Maintaining liaison with flood control, conservation authorities, the Ministry of Natural Resources and other environmental agencies and be prepared to take preventative action.
- Providing an on scene Site Manager to liaise and co-ordinate operations with the ESM and/or OPP Commander and other emergency agencies.
- Providing, directing, or co-ordinating the following actions:
 - The control of hazards into watercourses and the atmosphere.
 - Demolition and the clearance of debris.
 - Erection of dykes for spills and flood control; activate pumping, if required.
 - Assistance for other agencies combating spills, leaks or emissions of hazardous chemicals, natural gas and radiation.
 - Immediate action to eliminate all sources of danger on the roadways.
 - Immediate action to restore roads, and bridges so traffic flow can be maintained.
 - Operational internal communications systems.

- The necessary actions to divert traffic around and facilitate evacuation from the emergency site.
- Assistance to other agencies in the resolution of the emergency and the restoration of public transportation services.
- Respond with all emergency departments/agencies involved with the emergency.
- Maintain logs and prepare post-emergency standard agency reports.
- Participating in an Emergency Response Plan review following a major emergency.

Site Manager

The Site Manager (IC) is appointed by the Community Control Group and will:

- Organize and co-ordinate the on scene response at the emergency site(s) with the various Agency on Scene Site Manager.
- Assess the situation under existing and potential conditions by consulting with Agency on Scene Site Managers at the scene as well as outside expertise, as required. Takes the appropriate action.
- Co-ordinate with the Community Control Group and Agency on Scene Site Managers to ensure that the necessary equipment, supplies, manpower and expertise are available on scene.
- Liaise with the Chief Administrative Officer at the EOC to regularly inform them of the on scene situation and provide the EOC with detailed reports which will enable the CCG to make informed decisions. The ESM, as required, will assist in the decision making process.
- Hold periodic briefings with individual and collective Agency on Scene Site Managers regarding agency response status.
- Activate or co-ordinate with agencies a limited evacuation of the immediate area if warranted by conditions.
- Consider response alternatives and determine appropriate response actions, for example evacuation, containment. Confer with the CCG, Agency on Scene Site Managers and additional expertise, as required, in the event that a large scale evacuation is deemed to be necessary.
- Assess the potential number of evacuees affected by the emergency and advice of the CCG.
- Establish an on-site Command Post (when possible) with the assistance of the OPP at an appropriate distance from the emergency area where a suitable vantage point can be obtained. Assemble the various Agencies on Scene Site Managers at the Command Post to ensure intra-agency communications capability.
- Brief agency representatives as they become involved with the on site situation.
- Obtain as much information as possible from those involved in the emergency concerning the identity of materials, hazardous properties and case, and consult with experts as required to gain a complete picture of the situation and aid in evaluation.
- Develop a scene organization plan and/or layout with the assistance of other emergency agencies and establish an inner perimeter where only response personnel directly involved in controlling the emergency are allowed, and an outer perimeter where the staging area is established and good ingress and egress is maintained.
- Periodically brief the CCG on the emergency status and discuss and/or recommend what information should be distributed to the public and media.
- Request logistical support services from the CCG as required for the emergency personnel at the scene.

- Ensure the overall safety of personnel and the public at the emergency site. Ensure that safety precautions are adhered to with respect to wearing protective clothing and equipment. Assign a Safety Officer, if appropriate, and contact Federal or Provincial Labour Ministry officials for assistance as required.
- Develop and approve a demobilization plan following the official termination of the emergency by the Mayor, if required.
- Maintain logs and prepare post-emergency standard agency reports.
- Participate in an Emergency Response Plan review following a major emergency.

Medical Officer of Health

The Medical Officer of Health or alternate will be responsible for:

- Activating and terminating the Simcoe County District Health Unit Emergency Response Plan and Emergency Notification System.
- Co-ordinating public health services with various Municipal Group members, emergency and support services, and related agencies in the Emergency Operations Centre.
- Providing an on-site manager if required and attending the site command post, as necessary.
- Liaising with Ontario Ministry of Health Public Health Branch and area Medical Offices of Health, as required.
- Liaising with appropriate public health agencies as required to augment and co-ordinate a public health response.
- Providing advice on matters which may adversely affect public health within Simcoe County.
- Co-ordinating the response to communicable disease related emergencies or anticipated epidemics according to Ministry of Health policies.
- Ensuring co-ordination of agency resources to prevent and control the spread of disease during an emergency within Simcoe County.
- Ensuring co-ordination of agency resources to prevent and control the spread of disease during an emergency within Simcoe County.
- Ensuring the co-ordination of vaccine storage, handling and distribution across Simcoe County.
- Liaising with Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - Accommodation standards relating to overcrowding, crowd control, secure sewage and waste disposal, monitoring of water supply, air quality, sanitation and facility layout operation
 - Food handling, storage, preparation and service
 - General health and safety involving injury prevention
- Liaises with local service agencies on areas of mutual concern regarding evacuation centres including:
 - Victim assessment, support and referral
 - Public health information and community networks
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
- Liaises with the District Coroner to co-ordinate the activities of the mortuary within the community and provide assistance where necessary.
- Provides instruction and health information through public service announcements and information networks.

- Provides resource support and consultation to emergency service workers.
- Evaluates post-emergency effectiveness in the execution of the Agency's responsibilities through debriefing sessions and liaison with Emergency Control Groups from each municipality.

Paramedic Service

The Director of Paramedic Services or alternate will be responsible for:

- Attending the EOC upon activation of the Plan to assist the CCG with the activation, direction and co-ordination of the on scene emergency medical services, including:
 - Transportation of injured persons to the nearest medical facility or hospital;
 - Provide paramedical services on scene;
 - Perform triage and tagging of casualties
- Establishing and managing staging and landing areas for responding land and air ambulances and other emergency scene traffic matters in co-ordination with the ESM and/or OPP Site Manager.
- Liaising with the Orillia Soldiers Memorial Hospital or other nearest medical facility/hospital for the purposes of updating and informing the hospital about the number and types of casualties, possible hazardous material contamination of casualties and if possible to give names of casualties who are transported to other hospitals.
- Liaising and co-ordinating with the OPP and/or ESM to establish a common on scene command post.
- Co-ordinating with Orillia Transit the transportation of non-ambulatory persons to other suitable facilities for the duration of the emergency.
- Decontaminating paramedics, attendants, casualties, vehicles and/or equipment as required with the advice of the Ministry of the Environment and Energy, hospitals CANUTEC or other experts.
- Participating in an Emergency Response Plan review following a major emergency.

Simcoe Social Services (Ontario Works)

The Manager of Simcoe Social Services or alternate will be responsible for:

- Authorizing financial assistance to persons in need for the purposes of basic necessities in the event of an emergency.
- Authorizing reimbursement to the municipality for emergency expenditures for the purpose of providing basic necessities such as food, supplies, etc. for evacuation centres in the event of an emergency.
- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Requesting reimbursement from the Ministry of Community and Social Services for financial expenditures incurred as a result of funding basic necessities in an emergency.
- Liaising with municipalities, Red Cross and Public Health with regard to the funding of basic necessities and assist with the provision of Registration and Inquiry, Shelter Management, Emergency Clothing, Flood and Personal Services in the event of an emergency.

Director of Corporate Services

The Director of Corporate Services or alternate is responsible for:

- Providing information and advice on financial matters as they relate to the emergency.
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities.
- Ensuring that records of expenses are maintained for future claim purposes.
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Procuring staff to assist, as required.
- Assisting the Post-Emergency Recovery Committee, as required.
- Providing connectivity and IT support, as required.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Arranging for up-to-date lists of property owners of areas affected by the emergency.
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Maintaining a log outlining his/her actions regarding decisions or orders made and to submit the log to the CEMC WITHIN TWO (2) WEEKS of the termination of the emergency.

Director of Planning

The Director of Planning of the Township or alternate is responsible for:

- Providing advice to the CCG on the requirements of Ontario Building Code, and necessary technical expertise regarding the construction of buildings and structures.
- Provide inspection personnel as required.
- In consultation with Severn Township Fire and Rescue Service and the Chief Building Official, provide information on the need for demolition of buildings.
- Assisting the Post-Emergency Recovery Committee.
- Assisting with the development and implementation of an evacuation plan or creation of emergency service vehicle route corridors.
- Assist with on street parking along the emergency routes.
- Assist with providing parking facilities for emergency staff during emergency.
- Maintaining a log outlining his/her actions regarding decisions or orders made and to submit the log to the CEMC WITHIN TWO (2) WEEKS of the termination of the emergency.

Deputy Clerk/ Emergency Information Officer (EIO)

The Deputy Clerk is responsible for:

- Designated as the **Emergency Information Officer (EIO)**
- Responsible for the dissemination of all information about the emergency.
Typical duties may include:
 - Establishing a communication link with the Community Spokesman, the Citizen Inquiry Supervisor and any other media Co-ordinators – federal, provincial etc. to ensure that all information released to the media and public is timely, full and accurate;
 - Writing and issuing news releases, and arranging press conferences as required communicating messages to the public;
 - Ensuring that the media releases are approved by the Chief Administrative Officer and Mayor before distribution to the media'
 - Answering media inquiries;
 - Monitoring media, correcting inaccuracies and controlling rumours
 - Organizing press conferences
 - Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public.
- Assists the Director of Corporate Services as required.
- Maintains a log outlining all actions and submits the logs within two (2) weeks of the termination of the emergency to the CEMC.

Executive Assistant

The Executive Assistant is responsible for the following:

- Designated as the **Citizen Inquiry Supervisor**
- Assisting the Chief Administrative Officer as required.
- Assisting the Mayor as required.
- Provide a process for registering CCG members and maintaining a CCG member list
- Arranging for printing of material, as required.
- Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of the emergency.
- Upon direction by the Mayor, arranging special meetings of the Council, as required and advising members of the Council of the time, date, location of the meetings.
- Procuring staff to assist, as required.
- Maintaining a log detailing decisions made and actions taken throughout the Emergency and submit the log to the Emergency Response Committee at the termination of the emergency.

Emergency Management Coordinator or Alternate

The Township of Severn Emergency Management Coordinator or Alternate is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring the liaison with community support agencies;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintaining a personal log of all actions taken.

Telecommunications (ARES) Coordinator

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintaining a personal log of all actions taken.

Part 8: Logistics

a)Emergency Operations Centre

The Emergency Operations Centre will be located at the Township of Severn Administration Office, which is located at 1024 Hurlwood Lane.

The alternate Emergency Operations Centre will be located at the Severn Fire Station which is located at Fire Station No. 3, 1 Firehall Lane.

b).....Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Machine Room at the Primary and Training Room at the Secondary EOC's. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item	Location
Fax Machine	Machine Room Primary EOC
Fax Machine	Office Secondary EOC
Television	Council Office Primary EOC
Electronic White Boards	Boardroom
Ham Radio	ARES
Flip Charts	
Computers	
Internet	

Part 9:

**Distribution List
Emergency Response Plan**

TOWNSHIP STAFF

Eric Dowell (CEMC/Fire Chief)
Tim Cranney (Alternate CEMC/Deputy Chief)
Henry Sander (Chief Administrative Officer)
Clayton Cameron (Director of Public Works)
Andrew Plunkett (Director of Corporate Services/Clerk)
Sharon Goerke (Deputy Clerk)
David Parks (Director of Planning & Development)
Liz Sulker (Deputy Treasurer)
Eric Marshall (Public Works & Utilities Supervisor)
Jim Oakley (Chief Building Official)
Michelle Prophet-Healy (Executive Assistant)
Julie Waine (Receptionist)

COUNCIL MEMBERS

Mike Burkett – Mayor
Judith Cox – Deputy Mayor
Mark Taylor – Councillor (Ward 1)
Jane Dunlop – Councillor (Ward 2)
Ian Crichton – Councillor (Ward 3)
Ron Stevens – Councillor (Ward 4)
Rob Ferguson – Councillor – (Ward 5)

OTHER TOWNSHIP FACILITIES

Ray Sharpe – Coldwater Community Centre
Station #1 – Fire Hall
Station #2 – Fire Hall
Station #3 – Fire Hall
Station #4 – Fire Hall
2 – Emergency Kits

OTHER ORGANIZATIONS

City Dispatch
Ernie Hills - EMO Field Officer
O.P.P.
Cathy Clark – County of Simcoe – CEMC

**MEMBERS OF THE PUBLIC WHO SIT ON EMERGENCY MANAGEMENT
COMMITTEE (Received only the Plan not the confidential portion)**

Kim Peters
Geoff Stead

Appendix A
Community Control Group (CCG)

CONFIDENTIAL

Appendix B
EMERGENCY NOTIFICATION LIST

CONFIDENTIAL

PRIMARY EMERGENCY OPERATIONS CENTRE

Township of Severn Administration Office
1024 Hurlwood Lane
325-2315
327-5815 (fax)

Base Radio Station XLQ 790

- Severn Public Works
- Severn Fire Department
- Orillia Fire Department
- Ramara Fire Department
- Gravenhurst Fire Department
- Oro-Medonte Fire Department
- Tay Fire Department
- Georgian Bay Fire Department
- Office of the Fire Marshal
- Simcoe County Mutual Aid

Emergency Power Supply – 45 000 kw generator
Water Supply – well
Septic System
Telephone Lines – 6
Facsimile Lines – 1
Council Chambers
Corporate Offices

SECONDARY EMERGENCY OPERATIONS CENTRE

Fire Station No. 3 – Coldwater
1 Firehall Lane
686-7767

Base Radio Station XLQ-790

- Severn Public Works
- Severn Fire Department
- Orillia Fire Department
- Ramara Fire Department
- Gravenhurst Fire Department
- Oro-Medonte Fire Department
- Tay Fire Department
- Georgian Bay Fire Department
- Office of the Fire Marshal
- Simcoe County Mutual Aid

Emergency Power Supply – 1 x 10 000 watt generator

Water Supply – municipal pressurized

Municipal Sewer System

Telephone Lines – 2

Fax Line – 2

Computer and Internet

Appendix D
PROVINCIAL OPERATIONS CENTRE

CONFIDENTIAL

Appendix E
Municipal Employee Contact List

CONFIDENTIAL

Appendix E
**TOWNSHIP OF SEVERN
2006/2010 MEMBERS OF COUNCIL
AND CONTACT INFORMATION**

CONFIDENTIAL

Appendix F

DESIGNATION OF COMMUNITY MANAGEMENT CO-ORDINATOR

THAT the following are designated as the Community Emergency Management Co-ordinators for the Corporation of the Township of Severn with the primary responsibility and accountability for delivering the Township of Severn's Emergency Management Program:

Community Emergency Management Co-ordinator

Director of Fire & Emergency Services/Fire Chief
Eric Dowell

Alternate Emergency Management Co-ordinator

Deputy Fire Chief
Tim Cranney

COMMUNITY EMERGENCY MANAGEMENT PROGRAM and COMMITTEE

Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

THE EMERGENCY MANAGEMENT PROGRAM 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 element required by the standards for emergency management programs.

COMPOSITION

The Township of Severn Community Emergency Management Program Committee shall be composed of thirteen (13) members to include a member of Council, Township of Severn Administrative Staff, Emergency Management Ontario, Ontario Provincial Police, County of Simcoe Paramedic Services and residents from the local Lions Clubs.

ORGANIZATION

The following shall be appointed as members of the Township of Severn's Community Emergency Management Program Committee:

- 1 – Director of Fire & Emergency Services/Fire Chief
- 1 – Deputy Fire Chief
- 1 – Chief Administrative Officer
- 1 – Director of Public Works & Utilities
- 1 – Member of Severn Township Council
- 1 – Administrative Assistant – Fire Department
- 1 – Community Officer – Emergency Management Ontario
- 2 – Representatives of the Ontario Provincial Police
- 1 – Representative of Paramedic Services – County of Simcoe
- 1 – Representative of Washago Lions Club

- 1 – Representative of Coldwater Lions Club
- 1 – Citizen Representative

OPERATIONAL GUIDELINES

The Community Emergency Management Program Committee shall be responsible to guide the development, implementation and maintenance of the Township's Emergency Management Program.

DESIGNATION OF COMMUNITY INFORMATION OFFICER

In order to control and co-ordinate the flow of information and avoid confused or controversial messages to the public, the following is designated as the Community Emergency Information Officer:

Community Emergency Information Officer
Deputy Clerk

DUTIES

- Writing and issuing news releases and arranging the media briefings as required to communicate “key messages” to the public;
- Posting emergency information on the Internet;
- Answering media and public inquiries;
- Acting as community spokesperson (unless another individual is designated, such as the Mayor); and
- Monitoring media, correcting inaccuracies and controlling rumours.

Appendix I
COMMUNITY PROFILE

CONFIDENTIAL

Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer (Deputy Clerk);
- Community Spokesperson (Mayor or designate); and
- Citizen Inquiry Supervisor (Executive Assistant).

The local Emergency Information Centre (EIC) will be located in the Council Chambers of the Township of Severn Administration Office. In the event that this centre cannot be used, the secondary location will be Fire Station No. 3 – 1 Firehall Lane, Coldwater, Ontario.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the Township of Severn Administration Office or at an alternate site as determined by the Community Spokesperson and may be designated under the supervision of the Social Services Representative.

1. **Emergency Information Officer**

The Emergency Information Officer reports to the Director of Corporate Services and is responsible for:

- Establishing a communication link with the Community Spokesman, the Citizen Inquiry Supervisor and any other media Co-ordinators – federal, provincial etc. to ensure that all information released to the media and public is timely, full, and accurate;
- Writing and issuing news releases, and arranging press conferences as required communicating messages to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer and Mayor before distribution to the media;
- Answering media inquiries;
- Monitoring media, correcting inaccuracies and controlling rumours;
- Ensuring the EIC is set up, and, if required;
- Organizing press conferences;
-

Appendix J

- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;

2. **Community Spokesperson**

The Community Spokesperson (Mayor) will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Severn Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Co-ordinating media photo sessions at the scene when necessary and appropriate;
- Co-ordinating on scene interviews between the emergency services personnel and the media.

3. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of the telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer;
- Procuring staff to assist, as required.

Township of Severn Flood Control Response Plan

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a flood emergency affecting the Township of Severn, and to define the roles and responsibilities of municipal departments and supporting agencies during a flood emergency.

2. Authority and Custodian:

This plan is published as Annex K to the ***Township of Severn Emergency Response Plan***, as authorized by By-law and the *Emergency Management and Civil Protection Act, R.S.O. 2000*. The custodian of this plan shall be the Township of Severn Director of Public Works, who is responsible for the annual review, revision, and testing of the plan.

3. Flood Emergency – Definition:

A flood emergency is defined as an incident wherein the lives or property of the Township and residents of Severn are threatened by the effects of flooding caused by:

- a) Spring ice break-up
- b) Severe weather
- c) Infrastructure failure

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required, by the Township of Severn Director of Public Works, or by the Township of Severn Emergency Control Group with or without the declaration of an emergency by the Head of Council. This plan may be activated through notification of the Director of Public Works by any participating response agency, or by a designated Township of Severn Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

5. Agency/Individual Roles and Responsibilities:

Director of Public Works:

- Serve as lead agency
- Assess a potential flood situation
- Recommend municipal declaration of a flood related emergency

- Upon declaration of a flood related emergency under the municipal Emergency Plan implement a flood emergency plan and co-ordinate the municipal
- Liaise with the local Ministry of Natural Resources Response Co-ordinator
- Determine if the municipal resources are adequate or if additional resources are needed
- Recommend to the CCG that the municipality request provincial assistance
- Provide incident commander, if required
- Identify flood sensitive areas and vulnerable populations/infrastructure
- Provide labour for flood control and dyking activities
- Maintain inventory of flood control supplies at selected locations
- Provide road closure signage and barricades

Ministry of Natural Resources:

In unorganized areas of Ontario, the Ministry of Natural Resource (MNR) has been delegated by the Province with the responsibility of managing emergencies related to floods, damn breaks, fires, and other natural disasters. The MNR operates a 24/7 emergency centre in Sault Ste. Marie to facilitate the notification of their staff.

The Ministry of Natural Resources will appoint a provincial co-ordinator who will:

- a) Establish a provincial emergency response plan
- b) Liaise with the other ministries and secure authorization and support for action at field level as necessary to organize and deliver a provincial declaration of an emergency
- c) Brief the MNR and recommend declaration of an emergency

Severn Fire Department:

The Director of Fire and Emergency Services will be responsible for:

- a) Assist in the evacuation of effected public/residents
- b) Perform rescue operations
- c) Provide pumping resources if required

Ontario Provincial Police:

The Ontario Provincial Police will:

- a) Assist in evacuations and rescue operations
- b) Provide security for perimeter and evacuations zones

Simcoe Paramedic Services:

- a) Provide transportation assistance for special needs residents
- b) Provide standby for rescue operations
- c) Provide emergency medical services at shelters

Simcoe Social Service:

- a) Liaison/designate and open shelters as required
- b) Provide food and personal needs assistance to evacuees

Medical Official of Health:

- a) Monitor water quality in affected areas
- b) Issue boil water advisories
- c) Provide health amenities

Emergency Management Ontario:

- a) Provides advice, assistance, and liaison with the Provincial Emergency Operation Centre (PEOC)

Severn Emergency Information Officer:

- a) Develop and issue emergency evacuation information
- b) Assist in distribution of boil water advisories
- c) Develop public education strategies for vulnerable populations

Local Utilities (Gas and Hydro):

- a) Perform disconnect operations as required
- b) Provide advice and assistance to Director of Public Works

6. Training and Supplies

Each participating agency is responsible for defining and providing the training required by its own staff in performing its emergency roles at its own cost.

Each participating agency will maintain at all times an inventory of supplies as listed in Appendix 1 to this document. Procurement of additional supplies required during a flood emergency will be the responsibility of the Township of Severn Director of Corporate Services.

Additional claims for costs and/or damages will be forwarded to the Clerk/Treasurer of the Township of Severn for consideration and resolution.

7. Recovery

Recovery procedures will be implemented in accordance with the Township of Severn Recovery Plan. The Chief Administrative Officer of the Township of Severn or the Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

Township of Severn Hazardous Materials Response

1. Aim:

The aim of this plan is to provide the procedures to be followed in the event of a hazardous materials emergency affecting the Township of Severn, and to define the roles and responsibilities of Township departments and supporting agencies during an emergency.

2. Authority and Custodian:

This plan is published as Annex L to the *Township of Severn Emergency Response Plan*, as authorized by By-law and the *Emergency Management and Civil Protection Act, R.S.O. 2000*. The custodian of this plan shall be the Chief of the Township of Severn Fire and Emergency Services, who is responsible for the annual review, revision, and testing of this plan.

3. Hazardous Materials Emergency – Definition:

A serious hazardous materials emergency is defined as an incident wherein the lives or property of the Township and residents of Severn are threatened by a release of hazardous substance, or other controlled material as defined by the *Ontario Environmental Protection Act, R.S.O. 2000*.

4. Notification and Implementation:

This plan may be implemented in whole or in part, as required, by the Chief of the Township of Severn Fire and Emergency Services, or by the Township of Severn Emergency Control Group with or without the declaration of an emergency by the Head of the Township of Severn Council. This plan may be activated through notification of the Chief of Fire and Emergency Services by any participating response agency, or by a designated Township of Severn Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

5. Agency/Individual Roles and Responsibilities:

Township of Severn Fire Department

- Serve as lead agency
- Provide incident commander if required
- Contact a hazardous materials (HAZMAT) response team
- Perform containment operations and fire suppression
- Assist in evacuations

- Assist with perimeter control
- Maintain inventory of spill control supplies at selected locations

Township of Severn Department of Public Works

- Assisting with dyking operations and protection of sewers and watercourses
- Provide road closure signage and barricades
- Maintain agreements with private contractors for site cleanup, remediation, and disposal of contaminants

Township of Severn Police Service

- Conduct evacuations
- Provide security for perimeter and evacuation zones
- Traffic control

Simcoe County EMS

- Provide transportation assistance for special needs residents
- Provide standby for rescue operations
- Provide emergency medical services at shelters
- Medical monitoring of personnel

Simcoe County Social Services

- Designate and open shelter locations as required
- Provide food and personal needs assistance to evacuees

Simcoe Muskoka District Health Unit

- Liaise with Ministry of Environment on water and air quality in affected areas
- Issue boil water advisories
- Provide health amenities to evacuees

Emergency Management Ontario

- Provide advice, assistance, and liaison with the PEOC
- Forward requests for Provincial HAZMAT assistance

Ontario Ministry of the Environment

- Monitor water and air quality in affected areas
- Provide technical advice to response agencies
- Ensure cleanup and remediation of affected area

- Ensure disposal of contaminants in accordance with pertinent regulations
- Assist in identification of responsible parties

Conservation Authority

- Provide stream flow monitoring and forecasting

Township of Severn Emergency Information Officer

- Develop and issue emergency evacuation information
- Assist in distribution of boil water advisories

Township of Severn Human Resources Manager

- Register and coordinate volunteer assistance

Local Utilities (Simcoe Gas, Simcoe Hydro)

- Perform disconnect operations as required
- Provide advice and assistance to Incident Commander

6. Training and Supplies

Each participating agency is responsible for defining and providing the training required by its own staff in performing its emergency roles at its own cost.

Each participating agency will maintain at all times an inventory of supplies. Procurement of additional supplies required during a hazardous materials emergency will be the responsibility of the Purchasing Agent of the Township of Severn at the Township's expense. Sheltering costs will be the responsibility of the Simcoe County Department of Social Services pursuant to independent agreements with supporting agencies.

Additional claims for costs and/or damages will be forwarded to the Director of Finance of the Township of Severn for consideration and resolution.

7. Cost Recovery

In accordance with the *Ontario Environmental Protection Act*, all persons owning or having control of a hazardous substance at the time of release are responsible for any costs associated with the containment, clean up and disposal of any spilled or released material. Where the responsible party(ies) has(have) been identified, the Township of Severn will initially reimburse any eligible costs incurred by any responding public sector agency, and will act to recover all such costs from the responsible party(ies). All eligible claims must be submitted within 30 days of the occurrence to the Director of Finance, Township of Severn.

8. Recovery

Recovery procedures will be implemented in accordance with the Township of Severn Recovery Plan. The Chief Administrative Officer of the Township of Severn or the Town Emergency Control Group (in declared emergencies) will determine when the response phase has terminated and if recovery measures are required.

Checklist in Consideration of a Declaration of an Emergency

(Checklist current as at: August 2006)

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, and accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- **Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- **Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measure be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]
- **Does the situation threaten social order and the ability to govern?**
[Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- **Is the event attracting significant media and/or public interest?**
[Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a country, the country will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- **Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?** [Section 11 (1) states that “no action or other proceeding lies shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the act or omissions of a member of council or an employee of the municipality...”]
- **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]
- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]
- **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Request for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

- **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councillors and employees with certain protections against personal liability.]
- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the *Act* may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in the connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...”]