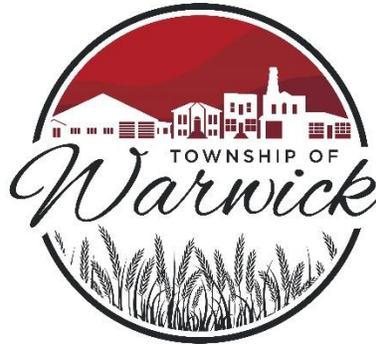# Emergency Response Plan

Warwick Township

Attachment "A" to By-Law No. 81 of 2022
Enacted on November 7, 2022

TABLE OF CONTENTS

ACRONYMS

ARES: Amateur Radio Emergency Service
BASES: Bluewater Association for Safety, Environment, & Sustainability
CBRNE: Chemical / Biological Radioactive / Nuclear / Explosive
CECG: County Emergency Control Group
CEMC: Community Emergency Management Coordinator
EIO: Emergency Information Officer
EMCPA: Emergency Management and Civil Protection Act
EMO: Emergency Management Ontario
EMPC: Emergency Management Program Committee
EMS: Emergency Medical Services
EOC: Emergency Operations Centre
ERP: Emergency Response Plan
ERT: Emergency Response Team
HAZMAT: Hazardous Materials Team
HIRA: Hazard Identification and Risk Assessment
HUSAR: Heavy Urban Search and Rescue
HVAC: Heating, Ventilation, and Air Conditioning
IC: Incident Commander
IMS: Incident Management System
MECG: Municipal Emergency Control Group
MyCNN: My Community Notification Network
OPP: Ontario Provincial Police
PEOC: Provincial Emergency Operations Centre
RFA: Request For Assistance
SAR: Search And Rescue
SORT: Support Operations Response Team
USAR: Urban Search And Rescue

REVISION HISTORY

Date	Revisions	Author
Nov. 7/22	Emergency Response Plan Approved by Warwick Township Council	Community Emergency Management Coordinator

PART 1 - OVERVIEW

Introduction

The Township of Warwick is a predominantly rural community with a population of approximately 3,700 residents (2021 census), occupying 290 square-kilometres in eastern Lambton County. Approximately 1,700 residents live in the community of Watford, which serves as the trade and service centre for the outlying rural areas of the municipality and for the neighbouring Municpiality of Brooke-Alvinston.

The Township was formed through the amalgamation of the Village of Watford and the Township of Warwick and is one of 11 municipalities that exists in County of Lambton, the local upper-tier government.

Highway #402, which essentially bisects the Township, leads to the International Blue Water Bridges crossing approximately 20 km to the west, in the Village of Point Edward. The CN Railway line that crosses the St. Clair River at the Paul M. Tellier Tunnel also runs through the Township and through the community of Watford.

The Township's economy comprises a mix of commerce, industry, manufacturing and agriculture.

Emergency response services in the Township are provided by the Ontario Provincial Police, the Watford and Warwick Fire Departments and Lambton County Emergency Medical Services, which has a base in Watford.

This Emergency Response Plan has been developed in accordance with the Emergency Management and Civil Protection Act and sets out how the municipality will respond in the event of an emergency and describes its relationship to other stakeholders during emergencies.

Copies of this Plan are available to the public upon request. For more information, please contact:

<div align="center">

The Township of Warwick
6332 Nauvoo Road, RR#8
Watford, Ontario N0M 2S0
519-849-3926

</div>

PART 2 – EMERGENCY MANAGEMENT PROGRAM

Adoption of the Emergency Response Plan

The Township of Warwick Emergency Response Plan has been prepared under Section 3(1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9. and replaces the previous Emergency Response Plan adopted by Township Council under By-Law 102 of 2018 on December 10, 2018. This Plan generally follows the format recommended by Emergency Management Ontario (EMO).

Maintenance of the Plan

As required under the Emergency Management and Civil Protection Act, this Plan will be reviewed yearly. Any major revisions to the Plan will be circulated to local stakeholders for review and comments prior to approval. Once updated, approved Plans will be forwarded to local stakeholders and the County of Lambton.

This Emergency Response Plan may be amended to reflect minor changes in names or titles, or to make other administrative adjustments without the need for a replacement by-law. Such changes will be noted in a list of amendments attached to the Plan.

Conformity with Upper-Tier Plan

The Emergency Management and Civil Protection Act states that local emergency response plans must be consistent with the upper-tier plan in a two-tier system. The County of Lambton is specifically named in the Act as an upper-tier municipality for the purposes of the Act. Therefore, local Emergency Response Plans are to be consistent with the County Plan where there is reference to County services and responsibilities.

County of Lambton Emergency Response Plan

The County of Lambton recognizes and agrees with the concept of emergency management authority being vested with local municipalities. Every municipality in the County has developed an Emergency Management Program that includes a local Emergency Response Plan. The County, being a municipality for the purposes of the Emergency Management and Civil Protection Act, has also developed an emergency management program and Response Plan that supports the notion of local authority for emergency response, but also addresses incidents that might involve County assistance and response.

Local municipalities are encouraged to circulate draft Plans to the County Emergency Management Coordinator so they may be reviewed for consistency with the County Emergency Response Plan. Once approved by municipal council, Plans should be forwarded to the County.

Training and Exercises

As required under the Emergency Management and Civil Protection Act, the Township will conduct annual exercises to test its Emergency Response Plan and provide training to employees and stakeholders to ensure their readiness in the event of an emergency.

Community Risk Profile and Public Education

Emergencies are caused by hazards - conditions that have the potential to cause harm or loss. In basic terms, a hazard becomes a risk to a community if it produces adverse consequences to residents, and public and private property.

Municipalities in Ontario must identify local hazards and inform residents about those hazards and their inherent risks.

The Township has identified a number of potential hazards that could impact residents and property. Hazard identification is based on the probability of an event occurring, and the consequences of that event occurring. Common hazards include severe weather, critical infrastructure failure, and transportation and chemical incidents. The municipality's emergency management public education program is based on the identified hazards and provides specific information to residents about how they can prepare for emergencies, and how to respond if an emergency occurs.

Emergency Management in Ontario

As the coordinator of emergency management programs in the province, Emergency Management Ontario (EMO) refers to emergency management as "organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies."

Individuals

Individuals and families are responsible for their own safety, preparedness, and well-being. In the event of a large-scale emergency, entire neighbourhoods may temporarily be isolated from local emergency service providers and utilities. Individuals and families should be prepared to take care of themselves for at least 72 hours in the event of an emergency.

Municipalities

Each municipality must develop and implement an emergency management program to protect the lives and property of its citizens. All levels of local government (both single-tier and two-tier) must complete the mandatory annual program required by the *Emergency Management and Civil Protection Act* (EMCPA).

Provincial Government

Emergency Management Ontario (EMO) coordinates emergency management programs in the province and ensures the implementation in all municipalities and provincial ministries. A municipality or ministry may reach out to EMO for advice on their program at any time. In emergencies where the local capacity is overwhelmed by the emergency, it may be advised that the municipality declare an emergency to receive more support and resources.

During large-scale emergencies, the premier and cabinet may declare a provincial emergency and make special emergency orders to protect public safety.

Federal Government

If an emergency requires support or resources beyond what a municipality or the province can provide, the province can make a formal request through the provincial emergency operations centre (PEOC) for assistance from the federal government. The federal government intervenes only when requested to do so by provincial emergency management organizations or when an emergency impacts on areas of federal jurisdiction.

PART 3 - AUTHORITY

Overview

This Emergency Response Plan prescribes how Township personnel and other stakeholders will respond to an incident or emergency that impacts or threatens the public, property and/or the continuity of essential services.

The Plan also provides authority for the municipality to lend or receive assistance from other municipalities, where available. An emergency declaration is not required for either party to provide or receive assistance, nor does the receiving municipality give up authority when receiving assistance.

The following are just a few of the important measures enabled under the legislation and developed more fully in this Plan:

- Making financial expenditures in preparation for or responding to an incident or emergency.
- Authorizing Township personnel to take appropriate action before a formal declaration of an emergency is made.
- Issuing emergency orders within the authority of the *Municipal Act*.
- Designating Township personnel to exercise powers and perform duties as members of the Municipal Emergency Control Group (MECG).
- Designating persons to be responsible for reviewing the Emergency Response Plan, and for training personnel and stakeholders about their roles during an incident or emergency.
- Implementing the Township of Warwick Emergency Response Plan before, during or following an incident or emergency.
- Obtaining and distributing materials, equipment, and supplies during a declared emergency.
- Providing and requesting assistance to and from local municipalities during an incident or emergency.
- Such other matters as are considered necessary or advisable for the implementation of the Emergency Response Plan during an emergency.

Emergency Management Legislation

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 provides the legislative authority for the passing of the By-law formulating this Emergency Response Plan, which will govern the provision of necessary services in the event of an emergency.

Authority to Prepare an Emergency Response Plan

Under Section 3.(1) of the Emergency Management and Civil Protection Act, "every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan."

The Emergency Management and Civil Protection Act further states in Section 4.(1) that "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 the property and the health, safety and welfare of the inhabitants of the emergency area."

Definitions
Incident: An occurrence or event that requires an emergency response to protect people, property, the environment, the economy and/or services.

The Township's Emergency Response Plan may be activated and the Municipal Emergency Control Group assembled, but a "declaration of emergency" under the Emergency Management and Civil Protection Act would not likely be required to respond in this situation.

Emergency: A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act*).

Depending on the nature or magnitude of the emergency, a coordinated response by a number of agencies may be required. These situations are distinct from the normal, day-to-day operations carried out by the Township, municipalities and local emergency response agencies.

Aim
The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to respond to emergencies, or to lend assistance to neighbouring municipalities. Such assistance may be provided by the Township without declaring an emergency, and regardless of whether a declaration of emergency has been made by the requesting municipality.

The Plan provides for and enables a controlled and coordinated Township response to emergencies and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The Township of Warwick Response Plan reflects the approach recommended by Emergency Management Ontario and incorporates supporting documents as Appendices listed in the table of contents.

PART 4 – PROCEDURES

Actions Taken Prior to a Declaration of Emergency

When an emergency exists but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Response Plan as may be required to protect lives and property in the Township.

Suspension of the Township Procurement Policy

The Township Procurement Policy applies to purchasing goods and services. During an emergency response, equipment, supplies and services could be required immediately, without adequate time to follow the formal Procurement Policy.

Therefore, in order to provide effective and timely emergency response and assistance, this Plan authorizes the suspension of the Township's Procurement Policy at the discretion of individual Municipal Emergency Control Group (MECG) members receiving requests for assistance, and at the discretion of the MECG as a whole, when the Group is assembled.

Declaring and Terminating an Emergency

Under the Emergency Management and Civil Protection Act, the Head of Council of a municipality, the Lieutenant Governor in Council, and the Premier all have the authority to declare an emergency. An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality.

The Premier, Head of Council and municipal council all have authority to terminate an emergency declaration.

Therefore, under the Act, the Mayor (or their alternate) has the authority to declare and terminate an emergency in the Township of Warwick.

A decision by the Mayor to declare (or terminate) an emergency should be made in consultation with the Municipal Emergency Control Group (MECG) and other stakeholders knowledgeable about the situation.

Appendix 3 of this Emergency Response Plan contains a checklist for guidance in declaring an emergency and will be referred to by the Mayor and MECG when considering such a decision.

Upon declaring an emergency, the Township will notify:

- The Province (through the Provincial Emergency Operations Centre)
- Township Council
- Neighbouring municipalities
- The County of Lambton
- The public
- Local Members of Provincial Parliament
- Local Members of Parliament

A Township emergency may be declared terminated at any time by:

- The Mayor or alternate
- Township Council
- The Premier of Ontario

Upon terminating an emergency, the Township will notify:

- The Province (through the Provincial Emergency Operations Centre)
- Township Council
- Neighbouring municipalities
- The County of Lambton
- The public
- Local Members of Provincial Parliament
- Local Members of Parliament

Emergency Orders

Under Section 4.(1) of the Emergency Management and Civil Protection Act:

> "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."

In a declared Township emergency where a pressing or urgent decision is required in the interest of public health and safety or the protection of property, and when the decision cannot wait until the next Township Council meeting, the Mayor (or alternate) is authorized to make a timely and lawful decision by way of issuing an Emergency Order. The Emergency Order will detail a temporary regulation, instruction, obligation, prohibition, enforcement action, or penalty, for example a temporary curfew or closure.

Considerations for the use of an Emergency Order will include but are not limited to: if the order is the only means by which the Township can achieve its objective, the resources required to enforce or carry out the order, and the safety of the personnel assigned to enforce or carry out the order.

Public Safety

The local municipality has authority and responsibility to alert the public of an existing or impending emergency.

When an emergency situation warrants public alerting for the safety or evacuation of persons in an emergency area, the local municipality may issue such advisories.

Shelter-in-Place Advisories

Shelter-in-Place advisories are issued by municipalities when it is deemed to be safer for individuals to remain where they are rather than evacuating.

Shelter-in-place advisories will be disseminated to the public using public notification systems (i.e., MyCNN, Alert Ready, etc.), the news media, and official websites and social media channels.

Shelter-in-place advisories will identify the geographic boundaries of the impacted area and will provide public safety instructions to residents (i.e., go inside and remain inside, turn-off HVAC systems, monitor local radio and/or government channels for updates).

Evacuation Advisories
When individuals are advised to evacuate, notification will be issued by local municipalities through the use of public notification systems (i.e., MyCNN, Alert Ready, etc.), vehicle loud hailers, door-to-door notification, the news media, and official websites and social media channels.

Evacuations will be conducted by the local municipality through the respective fire department, police service, or Municipal Emergency Control Group.

In these situations, the local municipality should be prepared to open reception centres or emergency shelters to provide support and the necessities of life to displaced residents.

Similar to shelter-in-place advisories, evacuation advisories will include the geographic boundaries of the evacuation zone, the location of nearby reception centres or emergency shelters, and any other pertinent public safety instructions or information.

Providing Assistance
When requested by a neighbouring municipality or the County, the Township may provide assistance in terms of staff or resources, if able.

Under the Emergency Management and Civil Protection Act, the Premier can order municipalities to provide resources and assistance to other jurisdictions, in a declared Provincial emergency.

Many local municipalities list the same County departments or program areas to serve with their Municipal Emergency Control Groups (i.e., Lambton Public Health, Social Services, Emergency Medical Services, etc.). In a multi-municipal emergency, it will not likely be possible for these departments to provide representation at every operational Emergency Operations Centre (EOC). Therefore, it is expected that these departments will be represented at the County EOC to coordinate their department's response. The County will in turn liaise with municipal and Provincial EOCs.

Mutual Assistance During a Crisis or Declared Emergency
Municipalities may request assistance from each other or the County at any time without giving up control of the local response. The County may also request resources and/or assistance from local municipalities.

This section sets out the relationship between any parties requesting assistance and the party(ies) providing assistance. The County is included as a "municipality" in this section.

Mutual Assistance - Limitations

The municipality being requested to provide assistance may at its discretion, provide the requested assistance in its entirety, or any part thereof.

Nothing requires or obligates a municipality to provide assistance. Municipalities shall have the right to refuse to provide assistance at any time and for any reason.

No liability shall arise against a municipality if it fails to provide assistance.

Nothing shall prevent the municipality providing assistance from withdrawing any or all assistance at any time. An attempt should be made to provide reasonable notice, but it is recognized that advance notice may not be possible in all circumstances.

Any existing mutual assistance agreements supersede the provisions of this Part.

Supervision Of Personnel Providing Assistance

The municipality providing assistance will assign its personnel to the municipality requesting assistance. Unless indicated otherwise, the municipality receiving assistance will direct and assign tasks to the responding personnel. The lending municipality shall however, have the right to assign its own supervisory personnel to supervise the work of its own personnel and equipment.

Employment Relationship

Unless agreed to otherwise, the municipality receiving assistance will assume direction over equipment and personnel assigned to it. Notwithstanding the sharing of resources, staff will not be considered employees of the assisted municipality.

Indemnity

The assisted municipality shall indemnify and save harmless the assisting municipality(ies) from all claims, costs, actions or other proceedings for providing assistance under this Plan, save and except claims, costs, actions or proceedings arising out of the willful misconduct, gross negligence or recklessness of the municipality providing assistance.

Reimbursement For Providing Assistance

Any costs incurred in connection with the provision of assistance shall be borne by the municipality providing assistance unless:

- an alternate arrangement is reached prior to the provision of assistance.
- Provincial or Federal funding becomes available to offset costs.

Informally Requesting County Assistance

The Township may request assistance from the County when additional personnel or equipment is required to respond to a local incident. Such a response will typically be managed by the Township utilizing local resources.

Assistance may be requested from the County by directly contacting any member of the County Emergency Control Group (CECG). The requesting municipality does not need to have formally declared an emergency to request informal assistance from the County. Further, it is not likely that the County would need to assemble the Emergency Control Group or declare an emergency to respond, particularly if the request is minor, limited to a few personnel or pieces of equipment.

For example, if barricades or heavy equipment are required to deal with an incident, the Township may contact the General Manager (or alternate) of Infrastructure and Development Services directly, or request assistance through the County Emergency Management Coordinator, who would then make the appropriate contacts to fulfill the request. The General Manager is authorized under the County Emergency Response Plan to provide the requested assistance.

Formally Requesting County Assistance
The County of Lambton recognizes and agrees with the concept of emergency management authority being vested with local municipalities.

When a local municipality declares an emergency, it may submit a formal Request for Assistance (RFA) to the County through any member of the County Emergency Control Group or EOC Personnel, without relinquishing control of the response.

County Request for Municipal Assistance
Local municipalities have significant staff and equipment resources that may be useful during a County-declared emergency. For instance, local municipalities are responsible for managing emergency shelters. In a large-scale County emergency for example, municipalities may be requested to open emergency shelters to accommodate residents from other communities, or travelers in need of lodging.

PART 5 – MUNICIPAL EMERGENCY CONTROL GROUP

Personnel

The Municipal Emergency Control Group (MECG) will direct the Township's response to an incident or emergency. The MECG is comprised of individuals who have the authority to direct staff and/or make decisions on behalf of the corporation.

The MECG may function with only a limited number of personnel, depending on the incident or emergency. Though it is possible not every member of the MECG will be required in the Emergency Operations Centre (EOC), all MECG members will be notified and kept apprised of developments.

The MECG includes the following positions:

- Mayor
- Chief Administrative Officer/Clerk (EOC Chair)
- Treasurer/Deputy Administrator
- Township Fire Chiefs
- Manager, Public Works

Emergency Operations Centre Staff

Depending on the scenario, additional staff may be required to direct or support the Township's response to an incident or emergency.

The following positions (or their alternates) may be required to attend the EOC to provide advice to the MECG, coordinate the deployment of resources (i.e., staff, equipment, etc.), and liaise with other program areas or stakeholders involved in the response:

- Manager, Parks & Recreation
- Community Emergency Management Coordinator (CEMC)
- Emergency Information Officer (Economic Development & Promotions Officer)
- Scribes

Additional Representatives

If deemed necessary, and depending on the nature of the incident, representation from external agencies may be required in the EOC for their knowledge and expertise.

Those agencies include:

- Neighbouring municipalities
- County of Lambton
- Emergency Management Ontario
- Ontario Provincial Police (Lambton)
- County Fire Coordinator or Deputy
- Bluewater Power
- Hydro One

- Lambton ARES (amateur radio operators)
- St. Clair Region Conservation Authority
- Non-Governmental Organizations
- Various federal or provincial ministries
- Others as identified

County of Lambton Representation

Local Emergency Response Plans often include representatives from County departments participating in their respective Emergency Operations Centres (EOCs). Depending on the nature of the emergency, such as when County resources are being employed in the emergency response, it could be beneficial to have County representation at the Township EOC, if available.

The County may also be able to provide support personnel (i.e., County CEMC, EIO, scribes, etc.) to assist at the Township EOC, under the direction of the EOC Chair.

Such requests to the County may be made at any time during an emergency, and the Township would retain full control and coordination of local response activities.

Assembly of the Municipal Emergency Control Group

Any MECG member who considers that an emergency exists or is impending in the Township of Warwick, may contact and advise the remainder of the MECG to assemble, or contact the Township Community Emergency Management Coordinator to initiate a call-out.

The group may elect to assemble by videoconference or teleconference to share information and gain situational awareness. For incidents that are expected to last over multiple operational periods, it is recommended the MECG assemble at the Emergency Operations Centre.

The initial notification will include the time, date, and Emergency Operations Centre (EOC) location for the group's initial meeting, along with a brief description of the incident.

Request to Assemble by External Stakeholders

The MECG may be requested to assemble by external emergency response agencies, the Province, County, or local stakeholders.

Placing the Municipal Emergency Control Group on "Standby"

As stated previously, an emergency need not be declared before notifying or assembling the MECG. For example, the MECG may be notified in advance of an anticipated or developing event (such as severe weather) and advised to "standby" and be ready report to the EOC.

Notifying the Municipal Emergency Control Group

The MECG (and alternates) will be notified using a prescribed call-out process via telephone, email or other available means as necessary.

If communications are lost following an incident, MECG members will automatically report to the primary EOC, if it is safe to do so, in order to assess the situation and determine the degree of involvement required by the Township to respond.

Emergency Operations Centre

The Emergency Operations Centre is where the Municipal Emergency Control Group meets to manage and coordinate the Township's response to an emergency. An emergency need not be declared for the MECG to assemble, or for the EOC to be activated.

Access to the EOC should be limited to members of the MECG and EOC staff. The EOC Chair should confirm with the CEMC that any necessary security arrangements are in place when the EOC is activated.

In the event that the Township EOC or a back-up facility cannot be used, arrangements will be made to use the County EOC or a neighbouring municipality's EOC that has not been impacted by the emergency or being used in the response.

When the Emergency Operations Centre is activated, notification and subsequent updates will be provided on a regular basis to all Municipal Emergency Control Group and EOC staff members, Township Councillors, local municipalities, the County, the Provincial Emergency Operations Centre, and other stakeholders as identified.

Operations Cycle

It is important that members of the MECG meet regularly, even while managing their individual responsibilities. This is best accomplished by establishing an Operations Cycle that sets a schedule for various activities that need to be carried out between meetings.

Meetings of the MECG might take place hourly during the early stages of an emergency and then less frequently (perhaps once or twice a day) in an on-going emergency and response. Meetings serve a number of important purposes, such as updating members of the MECG about the incident and response, and discussing what has been accomplished since the previous meeting.

The EOC Chair and will be responsible for coordinating the Operations Cycle.

The purpose of the Operations Cycle is to:

- Assess the situation - determine what has happened and what is required.
- Establish priorities.
- Set clear objectives and timeframes.
- Develop an action plan for the MECG.
- Set timelines for the implementation of assigned tasks.

- Ensure decisions are acted upon and objectives are met.

When the meeting ends, each member of the Control Group carries out their assigned tasks and objectives and gathers information for the next scheduled meeting.

In order to preserve a record of MECG actions and decisions, individual and group logs must be kept. Information relevant to the entire MECG will be shared on a key events board in the EOC.

EOC Scribes will take minutes for every meeting of the MECG. Reports will be prepared for each meeting.

Emergency Information

The management of information is an essential part of emergency operations that includes collecting, collating, evaluating, and disseminating official information and instructions to the public and other stakeholders during an emergency. Information may be communicated through methods such as news media, social media, public notification systems and official websites.

In addition to providing the most current information, it may be necessary to provide advice about actions to be taken by residents to ensure their safety and to protect property. Providing timely, accurate information counteracts the spread of rumors and incorrect information, which can hinder emergency response efforts and endanger the public.

Emergency Shelters

In Lambton, the coordination of emergency shelters is the responsibility of each municipality. Municipalities have options in fulfilling this responsibility such as utilizing municipal staff or entering into agreements with service local clubs or relief agencies.

Municipalities are to inform the County Emergency Management Coordinator of arrangements that have been made.

The County Social Services Division has a role to provide emergency financial assistance to residents affected by a disaster. Therefore, the Township may request that Social Services attend any emergency shelters to establish temporary, on-site offices to process applications for emergency financial assistance.

PART 6 – ROLES & RESPONSIBILITIES

The Municipal Emergency Control Group is responsible for managing the Township's response to an emergency.

The MECG is also responsible for contingency planning, continuity of Township operations and services, providing information to the public and supporting the emergency scene. The MECG does not direct activities at the emergency scene.

The specific responsibilities of certain MECG members are provided in the following sections, but in general, the Control Group will:

- Determine if the location of the EOC and composition of the MECG are appropriate.
- Identify the personnel (internal and external) required in the EOC and staff accordingly.
- Advise the Mayor whether an emergency should be declared.
- Activate the Township Emergency Response Plan, if required.
- Notify the Province of declared or impending emergencies.
- Ensure that an Incident Commander is appointed at the emergency scene.
- Provide support to the Incident Commander and responders at the emergency scene by obtaining any requested personnel, equipment and resources.
- Direct Township resources.
- Ensure that critical Township operations are maintained or quickly restored.
- Ensure alternates are kept apprised of the situation, and for emergencies that continue over a long period of time, ensure that replacements are briefed at the beginning of every shift.
- Ensure that pertinent information regarding the emergency is quickly disseminated to the media, local municipalities, stakeholders and the public.
- Authorize expenditures to deal with the emergency.
- Work with service providers to restore utilities and services.
- Liaise with neighbouring municipalities and other levels of government.
- Recommend the termination of the declaration of emergency, when appropriate.
- Develop and implement a recovery strategy.
- Maintain individual logs outlining all decisions made and actions taken.
- Participate in post-emergency debriefings.

Individual Responsibilities of Control Group Members

This section outlines specific responsibilities of individual MECG members and their designated alternates. Personnel filling the role of an alternate should have authority to act and make decisions in the absence of the MECG member.

Mayor
- Work with the MECG to make decisions and provide overall leadership in responding to an emergency.
- Declare an emergency within the designated area(s).
- Terminate the emergency declaration when appropriate.

- Request assistance from senior levels of government, if required.
- Ensure that Township Council is advised of the declaration and termination of an emergency and is kept informed of the situation.
- In consultation with the EOC Chair, approve major announcements and media releases prepared by the Emergency Information Officer (EIO)
- Act as spokesperson for the Township and the MECG.
- Issue emergency orders, where required.

Chief Administrative Officer
- Provide the MECG with information and advice on Township policies and procedures.
- Chair meetings of the MECG.
- Coordinate operations within the EOC, including the scheduling of regular meetings.
- Ensure there is a record of decisions made and actions taken during the emergency.
- With the Mayor, approve major announcements and media releases prepared by the Emergency Information Officer.
- Ensure that arrangements have been made to handle public enquiries.
- Enlist additional staff to provide assistance, as required.

Treasurer/Deputy Administrator
- Assist the Chief Administrative Officer.
- Ensure that scribes are present to record important decisions made, and actions taken by the MECG.
- Coordinate administrative staff assisting in the EOC.
- Arrange special meetings of Council, as directed.
- Provide information and advice on financial matters as they relate to the emergency.
- Ensure that records of expenses are maintained for potential claim purposes.
- Ensure the prompt payment and settlement of all invoices and claims incurred during an emergency.

Township Fire Chiefs
- Provide the MECG with information and advice on firefighting and rescue matters.
- Establish a communications link with fire command at the scene of the emergency.
- Inform the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Determine if additional or special equipment is needed and recommend possible sources of supply, (i.e., breathing apparatus, protective clothing, etc.).
- Provide assistance to other community departments and agencies and be prepared to take charge of or contribute to non-firefighting operations if necessary (i.e., rescue, first aid, casualty collection, evacuation).

- If the emergency scene is located within the Warwick or the Arkona Fire Areas of the Township, the Watford Fire Chief will report to the EOC and sit as a member of the Control Group while the Warwick Fire Chief will assume fire command duty at the scene. If the emergency scene is located in the Watford Fire Area, the roles will be reversed).

Manager, Public Works
- Provide the MECG with information and advice on public works operations.
- Establish an ongoing communications link with the senior public works official at the emergency scene.
- Liaise with the public works representative from any neighbouring community(ies) to ensure a coordinated response.
- Obtain required resources from municipalities, private contractors, etc.
- Provide for the repair and maintenance of Township infrastructure.
- Liaise with public utilities to disconnect any services that represent a hazard and arrange for the provision of alternate services.
- Discontinue any Township public works services, if required, and restore such services when appropriate.
- Provide staff, vehicles and equipment as required by responding emergency services.
- Liaise with building officials regarding unsafe buildings and structures.
- Re-establish critical services as quickly as possible to facilitate recovery operations.

Responsibilities of EOC Staff
This section outlines specific responsibilities of individual EOC staff members. Personnel substituting for EOC staff members should have the training and authority to act and make decisions in the absence of the noted employee.

Depending on the nature of the emergency, the following Township personnel may be required to attend the EOC in a decision-making, advisory, or support capacity to the Municipal Emergency Control Group.

Emergency Information Officer
- Provide the MECG with information and advice on matters relating to media communications.
- Develop media releases in consultation with members of the MECG, to be approved by the Mayor.
- Ensure that information released by the Township to the media and the public is timely and accurate.
- Ensure that an Emergency Information Centre is established, and assist with establishing an Onsite Emergency Information Centre, if requested.
- Disseminate media releases to the Emergency Information Centres and other key stakeholders handling inquiries from the media and the public.
- Monitor media reports and social media and ensure that erroneous information is corrected and reported to the MECG.

Community Emergency Management Coordinator

- Provide the MECG with information and advice on matters relating to the Township Emergency Response Plan and emergency management practices in general.
- Serve as the primary Township contact for Emergency Management Ontario and the PEOC.
- Activate and set up the EOC.
- Ensure that security and safety protocols are in place for the EOC.
- Ensure that a communication link is established between the MECG and the Incident Commander (IC).
- Supervise the Telecommunications Coordinator.
- Ensure that all members of the MECG have the necessary plans, resources, supplies, maps and equipment.
- Ensure that the Province is notified of any declaration and termination of emergency.
- Ensure that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference.
- Manage the EOC records and logs for debriefings and post-emergency reporting.

Manager, Parks & Recreation

- Manage reception centres or emergency shelters, arranging for registration as well as for the nutritional, clothing, welfare, shelter and other essential needs of occupants.
- Executing any related service agreements with third party organizations for the operation of a reception centre or emergency shelter.
- Designation and arranging for the opening of additional reception centre or emergency shelter locations, as required.
- Establishing a communications link between the Township Emergency Operation Centre and the reception centre or emergency shelter.
- Liaising with the Medical Officer of Health and/or Lambton Public Health as needed on areas of mutual concern regarding operations at the reception centre/emergency shelter.
- Overseeing the recruitment, training, registration, and deployment of volunteers at the reception centre/emergency shelter.
- Maintaining a personal log of all actions taken.

Other Responsibilities

A key function of the EOC is information management. Personal logs, meeting notes and other forms of record keeping are crucial during an emergency response and recovery. Therefore, administrative and/or technical assistance might be required to support the Municipal Emergency Control Group in the EOC.

Scribes may be utilized to help ensure that accurate meeting minutes are taken and other records are kept organized.

Recordkeeping, communications and other EOC functions are highly dependent on computers and other digital assets. Therefore, during an emergency, information technology specialists may be required to be placed on "standby" to provide technical assistance within the EOC.

External Support & Advisors

In addition to support staff, the Municipal Emergency Control Group may require special advisors from first response agencies, local municipalities, provincial agencies, federal agencies and representatives from business, industry and non-government organizations.

Ontario Provincial Police - Lambton Detachment

- Provide the MECG with information and advice on law enforcement matters.
- Establish a site command post with communications to the EOC, as required.
- Establish an ongoing communications link with the senior police official at the scene of the emergency.
- Ensure the protection of life and property and the provision of law and order within the emergency area.
- Arrange for additional police assistance and liaise with other community, provincial and federal police agencies, if required.
- Provide assistance with media relations, if required.

County Fire Coordinator or Deputy

- Provide the MECG with information and advice on firefighting and rescue matters.
- Establish an ongoing communications link with the senior fire official at the scene of the emergency.
- Inform the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- Liaise with the municipal fire departments involved in the emergency response and arrange for provincial resources, if required.
- Provide assistance to other community departments and agencies and contribute to non-firefighting operations if necessary.

Lambton County Emergency Medical Services

- Provide the MECG with information and advice on matters relating to Emergency Medical Services.
- Coordinate with ambulance dispatch and the EMS Site Coordinator to provide for an emergency medical response at the emergency site and to provide for patient transport from the scene.
- Establish an ongoing communications link with senior EMS personnel on scene and other health care agencies to provide adequate resources and personnel to the emergency site as required.

Medical Officer of Health

- Provide the MECG with information and advice on matters relating to public health.

- Liaise with the Ontario Ministry of Health and Long-Term Care, local health care service providers and other public and private agencies, local municipalities and senior levels of government.
- Assess potential risks to public health and provide authoritative instructions to the public concerning health matters.
- Coordinate the response of Lambton Public Health to the emergency and allocate resources in consultation with senior Public Health personnel.
- Coordinate efforts to prevent and control the spread of disease during an emergency such as arranging mass immunizations when needed.
- Monitor and assess matters relating to public health at local emergency shelters and ensure potential concerns are addressed.

Township Solicitor (as required by Council)
- Provide advice to any member of the Municipal Emergency Control Group on matters of a legal nature as they may apply to the actions of the Township in its response to the emergency.

Telecommunications Coordinator
- Notify the Amateur Radio Emergency Services (ARES) group and report to the Township CEMC, as required.
- Establish back-up communications for the EOC and provide radio operators and technical support for the equipment.
- Relay messages to and from the EOC to other areas of operation such as emergency shelters.
- Obtain additional ARES resources as required during an emergency.

Other Agencies
In a major emergency, many agencies may be required to work together and with the Township. Such agencies might include Emergency Management Ontario, pipeline and utility companies, volunteer groups, conservation authorities and Provincial ministries. Representatives from these agencies could be asked to attend the Township EOC or participate in meetings of the CECG via videoconference, teleconference or through other remote options.