



EMERGENCY RESPONSE PLAN

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PREPARED BY THE
EMERGENCY MANAGEMENT PROGRAM COMMITTEE

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Emergency – A Definition

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Ramara.

The population of the Township of Ramara is 9,700 permanent, year round residents, swelling to 14,000 residents in summer.

In order to protect residents, businesses and visitors, the Township of Ramara requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct from routine operations carried out by the first response agencies. The Township of Ramara Emergency Program Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Ramara with important emergency response information related to:

- Arrangements, services and equipment;
- Roles and responsibilities and
- A co-coordinated response during an emergency.

The Community Control Group can be activated for any emergency for the purpose of managing an emergency by maintaining services to the community and supporting the emergency site from the Emergency Operation Centre (EOC).

The types of emergencies most likely to occur in the Township of Ramara are: transportation accidents involving hazardous materials, electrical power blackouts, blizzards, explosions, tornadoes, uncontrolled fires, floods, building or structural collapse, or any combination thereof as identified in HIRA (Hazard Identification and Risk Assessment).

In addition, it is important that residents, businesses and interested visitors be aware that an Emergency Response Plan exists.

For more information, please contact:

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Community Emergency Management Coordinator
Township of Ramara, P.O. Box 130, Brechin, Ontario, L0K 1B0
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AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare, property and economic health of the residents, businesses and visitors of the Township of Ramara. This plan will provide for the efficient co-ordination of all services required in an emergency situation, in order that the following may be assured:

- The earliest possible response to an emergency with the resources available and the establishment of overall control of emergency operations.
- An early response consistent with prevailing conditions and available information.
- Crowd control to maintain order so that emergency operations are not impeded and to eliminate sources of potential danger in all areas and prevent casualties.
- Controlled evacuation and relocation of people considered to be in a hazardous situation.
- Rescue of persons with minimum delay and provisions of medical aid and first aid.
- Protection of property against further losses.
- Factual official information available at the earliest possible time to:
 - a) Officials involved in the emergency operations,
 - b) The news media to allay public anxiety and to reduce the number of onlookers at the scene,
 - c) Concerned individuals seeking personal information.
- Orderly restoration of normal services.

AUTHORITY

The Emergency Management and Civil Protection Act (EMCPA), last amended in 2006 is the legal authority for this Emergency Response Plan in Ontario.

The EMCPA (Section 3 (1)) states that:

“Every municipality shall formulate an Emergency Plan governing the provisions 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 bylaw adopt the Emergency Plan”.

The EMCPA (Section 4(1)) states 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 property and health, safety and welfare of the inhabitants of the emergency area”. (Section 4(1))

Responsibilities and liability are clarified under the Emergency Management and Civil Protection Act.

The EMCPA (Section 11) states that:

- (1) *No action or other proceeding lies or 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 the 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. 2006,c.13,s.1(6).*
- (3) *Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in case of a member of council, as if the member were an employee of the municipality. 2006,c.13,s.1(6).*

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its elements have been issued under the authority of the Township of Ramara Bylaw # 2007.112 and filed with Emergency Management Ontario of the Ministry of Public Safety and Security.

Date: April 12, 2010

Mayor: *original signed by William Duffy*

- a) Definition of an Emergency – See Page 3
- b) Action Prior to Declaration - When an emergency exists but has not yet been declared to exist, community employees may take such actions 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 Ramara.

EMERGENCY NOTIFICATION PROCEDURES

Initial Notification

Upon receipt of a warning of a real or potential emergency during office hours, the responding department will immediately contact the Municipal Office (484-5374 extension 0), to request that the notification system be activated. After hours contact the Orillia Fire Dispatch at 325-5201 (firehall@orilliapower.ca), if busy call 911 and ask for Fire Dispatch.

- Upon receipt of the warning, the Orillia Fire Dispatch will notify all members of the Community Control Group (CCG):
 - Mayor
 - Chief Administrative Officer (CAO)
 - Manager of Corporate Services/Treasurer
 - Community Emergency Management Coordinator (CEMC)
 - Ontario Provincial Police (OPP)
 - Medical Officer of Health (MOH)
 - Emergency Management Ontario (EMO)
- Upon being notified, it is the responsibility of all Community Control Group officials to notify their staff and volunteer organizations.

A Declared Community Emergency

The Mayor or in his absence, the Deputy Mayor, or in their absence, the Chair of Protection Services or in their absence any Member of Council of the Township of Ramara with the most seniority, as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group.

Management of a Municipal Emergency

- (a) The Community Control Group is empowered by bylaw to act on behalf of Council. Decision-making and direction of operations can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action.
- (b) If required, a "support group" may be formed from members of public and private agencies having expertise or resources to offer. Any person or organization may be invited by the Community Control Group to join this support group. They may be called upon individually or be asked to deliberate and make recommendations collectively.
- (c) Members of the Community Control Group and support agencies will gather at regular intervals at the EOC to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Administrator/CAO in consultation with the Community Control Group. Meetings will be as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Administrator.

- (d) If there is any doubt as to which agency should be managing the emergency site(s), the Mayor may appoint an Emergency Site Manager based on the agency that is most likely to have the greatest involvement or legal responsibility for handling the emergency.
- (e) It may become necessary for the Community Control Group to adopt and implement a joint plan of action involving two or more agencies operating in unison. In this situation, it would be necessary for the Community Control Group to determine which agency will have the greater commitment and to appoint an Emergency Site Manager accordingly. Other agencies will act in support of whichever agency is exercising on-site co-ordination of operations.
- (f) Once decisions have been made by the Community Control Group, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public.

Notification

Upon declaring an emergency, the Mayor, through the Administrator, will notify:

- Township Administrative Office during office hours
- Emergency Management Ontario
- Township of Ramara Council
- Simcoe County Warden, as appropriate
- Simcoe County Community Emergency Management Coordinator (CEMC)
- Public
- Neighbouring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

A Community emergency may be terminated at any time by:

- Mayor, or
- Township Council, or
- Premier of Ontario.

When terminating an emergency, the Mayor or Administrator will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security
- Township of Ramara Council
- Simcoe County Warden, as appropriate
- Public
- Neighbouring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)

Emergency Operations Centre (EOC)

The EOC will initially be set up at:

Ramara Township Administration Office, #2297 Highway 12 South, Brechin.

The entire Administration Office will be used as an EOC. The Community Control Group will meet in the Council Chambers. Administration will take place on the ground floor.

If this EOC cannot be used, then the locations are prioritized as follows:

▪ Fire Hall #2	85 Patricia Drive Atherley	705-325-8414	Fax 329-2820
▪ Fire Hall #1	3290 County Rd. #47, Brechin	705-484-5815	Fax 484-1607
▪ Ramara Centre	5482 Highway 12, Orillia	705-325-3091	Fax 325-2744
^ After hours: Caroline Schiavone, 705-333-0623 cell or Don McLachlan			
▪ Fire Hall #3	7305 County Rd. #169 Washago	705-689-1778	Fax 689-1778

NOTE: The Public and the Press will not be permitted to enter the E.O.C.

Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group, 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, and will be composed of any two or more of:

1. Mayor
2. Administrator
3. Manager of Corporate Services
4. Community Emergency Management Coordinator or Alternate
5. Senior Officer of the O.P.P.
6. Medical Officer of Health or designate
7. Emergency Management Ontario Representative

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.

The following may be invited to provide background information:

- 1) Manager of Fire and Rescue Services/Fire Chief or Alternate
- 2) Manager of Municipal Works or Foreman on call out at the time
- 3) Manager of Environmental Services or alternate

- 4) Manager of Building and Planning Services
- 5) Emergency Medical Services representative
- 6) Public Information Coordinator
- 7) Lake Simcoe Conservation Authority Representative

The CCG will recommend if the following services are required:

- 8) Food and Shelter Coordinator (Social Service Issues)
- 9) Transportation Coordinator
- 10) Works Auxiliary Coordinator
- 11) Disaster Funding Coordinator
- 12) Social Services Representative

If the member of the CCG is not available, the appointed alternate will attend.

In addition to the above, a Secretary, Logistics Person and Receptionist will attend the CCG.

Operating Cycle during the Duration of the Emergency.

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer or in his absence, the Manager of Corporate Services/Treasurer, 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 logistics person will maintain a status board and maps, which will be prominently displayed and kept up to date.

The following rotation is in effect for all emergencies as to ensure whenever possible a person from (CAO, Clerk, Deputy Clerk) and from Treasury (Treasurer or Deputy Treasurer) are in the Community Control Group.

Chair Rotation –

CCG meets within a 12 hour window daily		
Initially	CAO	Manager, Corporate Services
In absence of CAO	Manager, Corporate Services	Clerk
In absence of CAO and Manager of Corporate Services	Manager, Environmental Services	Clerk and Deputy Treasurer

CCG meets in 12 hour shifts		
Shift One	CAO	Deputy Treasurer
Shift Two	Manager, Corporate Services	Clerk

CCG meets in 12 hour shifts		
(In absence of CAO) Shift One	Manager, Corporate Services	Deputy Clerk
Shift Two	Clerk	Deputy Treasurer

CCG meets in 12 hour shifts		
(In absence of CAO and Manager, Corporate Services) Shift One	Manager, Environmental Services	Deputy Clerk
Shift Two	Clerk	Deputy Treasurer

Community Control Group Responsibilities

The role of the Community Control Group is to collect and assess information in order to determine strategies for bringing an emergency under control as quickly as possible. The actions or decisions which the members of the Community Control Group are likely to be responsible for include:

- a) Calling out and mobilizing their respective emergency service, agency and equipment.
- b) Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- c) Determining if the location and composition of the Community Control Group are appropriate.
- d) Advising the Mayor as to whether the declaration of an emergency is necessary.
- e) Advising the Mayor on the need to designate all or part of the Township as an emergency area.
- f) Ensuring that an Emergency Site Manager is appointed.
- g) Determine priorities and issue operational directives
- h) Coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- i) Establishing any gaps in communications on the loss of existing services.
- j) Discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas.
- k) Arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs.
- l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- m) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- n) Determining if additional transport is required for evacuation or transport of persons and/or supplies
- o) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Coordinator for dissemination to the media and public.
- p) Determining the need to establish advisory groups and/or sub-committees.
- q) Authorizing expenditure of money required to deal with the emergency.
- r) Notifying the service, agency or group under their direction, of the termination of the emergency.
- s) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Administrator within one week of the termination of the emergency, as required.
- t) Participating in the debriefing following the emergency including responding agencies and appropriate recovery groups.
- u) Procuring critical incident stress management counselling as necessary.
- v) Initiating Recovery Plan.
- w) Revising Emergency Response Plan if and where required.

EMERGENCY RESPONSE SYSTEM

Mayor or Acting Mayor

The Mayor, or alternative the Deputy Mayor, Council Liaison Member for Protective Services or another Member of Council with the most seniority of the Township of Ramara, in this order, will have the following responsibilities:

- (a) Provide overall leadership in responding to an emergency and chair meetings of the Community Control Group.
- (b) Declare an emergency to exist describing the designated area. (This must be formalized in writing with reference to the Emergency Management and Civil Protection Act and the empowering municipal bylaw).
- (c) Declare that the emergency has terminated.
(Note: Council may also terminate the emergency.)
- (d) Ensure notification of the declaration of an emergency or its termination is given to Emergency Management Ontario and the O.P.P.
- (e) Ensure the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- (f) Request assistance from neighbouring municipalities and/or from senior levels of government, when required.
- (g) Authorize an appeal for emergency volunteers if assistance is necessary.
- (h) Approve news releases and public announcements.
- (i) Assume the responsibilities of the Public Information Coordinator or appoint a person to do so.
- (j) Terminate the emergency at the appropriate time and ensure all concerned have been notified.
- (k) Ensure debriefing proceeds expeditiously, and desirable following up procedures such as revisions to the Emergency Plan.
- (l) Maintain a log of all requests and actions taken.

Chief Administrative Officer

The Chief Administrative Officer or designate will be a member of the Community Control Group and will perform the following duties:

- a) Chair meetings of the Community Control Group.
- b) Upon receiving warning of an emergency, activate the emergency plan through the Orillia Fire Dispatch and ensure that all members of the Community Control Group have been alerted.
- c) Assign a staff person to call all members of the Community Control Group as a follow up to the Orillia Fire Dispatch call out.
- d) Coordinate the activities of the Emergency Operations Centre ensuring good communication between all agencies involved in the emergency.
- e) Consider and advise the Mayor on actions not covered in the emergency plan that should be taken.
- f) Coordinate the municipal response as per the emergency plan. Give direction to the Shelter and Food Coordinator and to the Treasurer with respect to the Funding Coordinator.
- g) Assist the O.P.P. Public Information Coordinator in the preparation and issue of press and public announcements.
- h) Cooperate with adjacent municipalities and other appropriate agencies. Provide or request mutual aid when required.
- i) Request assistance from the county, provincial, or federal governments when approved by the Community Control Group.
- j) Advise the Mayor on administrative matters.
- k) Advise the Health Unit of the location of the Emergency Shelter(s).
- l) Maintain a detailed record of all major decisions, actions and instructions issued.
- m) Maintain a list of Public Inquiries - e.g. list of rumours, problem areas, requests to help, etc.
- n) Organize a daily public meeting, if required, to report developments to the affected residents.
- o) Maintain a log of all requests and actions taken.

Upon declaration of an emergency, the Chief Administrative Officer will notify Ramara Council, Simcoe County Warden, Emergency Management Ontario MPP, MP, Neighbouring Municipalities and the Public.

Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator (CEMC) is responsible for:

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

Ontario Provincial Police

Upon learning of a potential emergency, the O.P.P. should consider activating the emergency notification system. If warranted they should request that the Emergency Alerting System be triggered by Orillia Fire Dispatch at 325-5201 or if busy call 911.

O.P.P. is also responsible for:

- a) Notifying necessary emergency and community services, as required.
- b) Establishing a site command post with communications to the EOC.
- c) Depending on the nature of the emergency, assign the Incident Commander and/or Site Manager.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) Establishing the inner perimeter within the emergency area.
- f) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) Providing traffic control staff to facilitate the movement of emergency vehicles and where possible, coordinate safe detour of traffic. Liaise with Roads & Works Departments of the Township, County and Province for appropriate signage and barricades to affect this purpose.
- h) Alerting persons endangered by the emergency and coordinating evacuation procedures jointly with the Fire Chief.
- i) Assisting the Shelter and Food Volunteer Coordinator with security at evacuation centres, if required.
- j) Ensuring the protection of life and property and the provision of law and order.
- k) Providing police service in the EOC, evacuation centres, shelters, morgues and other facilities as required.
- l) Notifying the coroner of fatalities and assist coroner in investigation of the incident.
- m) Ensuring liaison with other community, provincial and federal police agencies as required.
- n) Protecting evidence at the scene, conducting investigation into incident.
- o) Maintain a log of all requests and actions taken.

When it is safe for those evacuated to return to an area, all methods of communication, including local radio stations will be used to inform evacuees that they can return to their homes. Police will ensure an orderly return and prevent sightseers from entering the area until normal conditions return.

Manager of Fire and Rescue Services/Fire Chief

Upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the emergency plan. If warranted, he will request that the Emergency Alerting System be triggered by the Orillia Fire Dispatch. Thereupon, he should report to the Emergency Operations Centre to update the Community Control Group and perform the following additional functions and responsibilities:

- a) Activating the emergency notification system through the Municipal Office/ Orillia Fire Dispatch.
- b) Providing the CCG with information and advice on firefighting and rescue matters.
- c) Depending on the nature of the emergency, advise the Site Manager and inform the CCG,
- d) Establishing an ongoing communication link with the senior fire official at the scene of the emergency and the Chief Administrative Officer at the CCG.
- e) Inform the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- f) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing.
- g) Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation, etc.
- h) Maintain a log of all requests and actions taken.

Manager of Municipal Works

Upon receipt of the warning of an emergency, the Manager of Municipal Works is responsible for:

- a) Providing the CCG and Site Manager with information and advice on engineering and works matters and establishing an ongoing communications link with the Chief Administrative Officer.
- b) Assign day-to-day duties to Alternate.
- c) Requesting engineering assistance from an Engineering Consulting firm as required.
- d) Liaise and provide direction to the Works Auxiliary Coordinator and the Transportation Coordinator.
- e) Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc. to ensure adequacy of Township roads.
- f) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations.
- g) Providing equipment for emergency storm water pumping operations if required.
- h) Ensuring liaison with the Fire Chief concerning emergency water supplies for fire fighting purposes.
- i) Maintain liaison with utility companies. Make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety and arrange for the provision of alternate services or functions
- j) Assist traffic control and evacuations by clearing emergency routes, repairing roads, marking obstacles, providing road signs, etc.
- k) Make recommendations and arrange for the demolition of unsafe structures if ordered by the CCG.
- l) Advise Orillia City Base Dispatch to notify police, ambulance, fire and school boards of closed roads for bussing purposes. (Student Transportation Consortium -705-733-8965.)
- m) Provide works vehicles and equipment as required by any other emergency services.
- n) Restore essential services at the conclusion of an emergency.
- o) Maintain a log of all requests and actions taken.

Manager of Environmental Services

Upon an Emergency being declared, the Manager of Environmental Services shall:

- a) Liaise with the Community Control Group.
- b) Assign day-to-day duties to Alternate.
- c) Inspect all water systems damaged by the disaster and declare whether or not such systems are fit for human consumption.
- d) Inspect all sewage systems damaged by the disaster and declare whether or not such systems are fit for repair.
- e) Liaise with the Medical Officer of Health to ensure the provision of potable water and community sanitation.
- f) Advise the Ministry of the Environment of any sewage spills or breakages in lines.
- g) Maintain liaison with utility companies. Make recommendations for discontinuance of any Township water or sewer system, where necessary in the interest of public health/safety.
- h) Provide equipment for emergency sanitary sewage pumping operations.
- i) Maintain a log of all requests and actions taken.

Medical Officer of Health

The Medical Officer of Health is responsible for:

- a) Activating and terminating the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- b) Coordinates public health services with various emergency control group members, emergency and support services, and related agencies in the emergency operations centre.
- c) Provides an on-site manager as required and attends the site command post as necessary.
- d) Liaises with Ontario Ministry of Health Public Health Branch and area Medical Officers of Health as required.
- e) Liaises with appropriate public health agencies as required to augment and coordinate a public health response.
- f) Provides advice on matters which may adversely affect public health within Simcoe County.
- g) Coordinates the response to communicable disease related emergencies or anticipated epidemics according to Ministry of Health policies.
- h) Ensures co-ordination of agency resources to prevent and control the spread of disease during an emergency within Simcoe County.
- i) Ensures the coordination of vaccine storage, handling and distribution across Simcoe County.
- j) Initiates mass vaccination campaign during outbreaks of disease within affected municipalities in Simcoe County.
- k) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.

- l) Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitor water supply, air quality, sanitation, and facility layout and operations;
 - food handling, storage, preparation and service;
 - general health and safety involving injury prevention.
- m) Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - victim assessment, support and referral;
 - public health information and community networks.
- n) 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.
- o) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- p) Provides instruction and health information through public service announcements and information networks.
- q) Provides resource support and consultation to emergency service workers.
- r) Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control Groups from each municipality.
- s) Maintain a log of all requests and actions taken.

County of Simcoe Paramedic Services

The County of Simcoe Paramedic Services Representative is responsible for:

- a) Ensuring emergency medical services at the emergency site.
- b) Depending on the nature of the emergency, assigning the Site Manager and informing the CCG.
- c) Establishing an ongoing communications link with the Senior EMS official at the scene of the emergency.
- d) Obtaining EMS from other municipalities for support, if required.
- e) Ensuring triage at the site.
- f) Advising the CCG if other means of transportation is required for large scale response.
- g) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- h) Ensuring liaison with the receiving hospitals.
- i) Ensuring liaison with the Medical Officer of Health, as required.
- j) Maintain a log of all requests and actions taken.

County of Simcoe Emergency Management

The purpose of the County of Simcoe Emergency Response Plan is to have a strategy in place that provides support and assistance to the area municipalities of Adjala-Tosorontio, Bradford, West Gwillimbury, Collingwood, Clearview, Essa, Innisfil, Midland, New Tecumseth, Oro-Medonte, Penetanguishene, Ramara, Severn, Springwater, Tay, Tiny, Wasaga Beach and the single tier cities of Barrie and Orillia, in the event of an emergency.

The support and assistance that the County provides to the above municipalities may be in the form of coordinating or sharing information, coordination of resources and/or providing additional resources that the municipalities request or determine are necessary to help manage the emergency.

The County of Simcoe Emergency Response Plan is further intended to enhance the above municipality emergency plans and in no way is it intended to replace, alter, or super cede those plans.

When an emergency involves one or more of the above municipalities, the area municipal Emergency Operations Centre will be responsible for directing activities at the emergency site through their respective area municipal Emergency Site Manager.

In some instances, such as health related emergencies or emergencies that lead to the depletion of County owned resources, the County of Simcoe may be required to activate the County Emergency Operations Centre under the County plan. In such cases, where member municipalities have not activated their emergency plans the County of Simcoe Community Control Group would then operate by responsibly assuming a directing and coordinating role.

The aim of the Simcoe County Emergency Management program is to incorporate the four principals of emergency management; mitigation, preparedness, response, and recovery in an effort to create a disaster resilient community.

The aim of this response plan is to make provision 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 in the County of Simcoe when faced with an emergency.

This plan enables a centralized controlled and coordinated response to emergencies in the County of Simcoe, and complies with the legislated requirements of the *Emergency Management and Civil Protections Act* and was adopted by Bylaw #5213 of the Corporation of the County of Simcoe.

County of Simcoe Social Services Department

The County of Simcoe Social Services Department will assume the following responsibilities and functions to Ramara Township in the event of an emergency:

- a) Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- b) Liaising with the Control Group with respects to the operations of both reception and evacuation centres
- c) Authorizing financial assistance to persons in need for the purpose of basic necessities
- d) Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan
- e) Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres
- f) Assisting with the opening, set-up and closing of evacuation services as authorized by the Simcoe County Community Control Group.
- g) Supervising and managing the operations of reception and evacuation centres
- h) Coordinating counselling services for evacuees at evacuation centres via Public Health and/or other agencies
- i) Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres
- j) Acting as a liaison with the Public Information Officer to co-ordinate reception and evacuation centre communication requirements and other information for dissemination
- k) Liaising with the Police to coordinate reception centre and evacuation centre security
- l) Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre
- m) Maintaining a personal log of all actions taken
- n) Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required
- o) Developing agreements between the County of Simcoe Social Services Department and agencies designated to operate in reception and evacuation centres
- p) Developing agreements for meal services for staff/volunteers at the reception and evacuation centres
- q) Conducting reception and evacuation centre surveys and maintaining facility database information
- r) Coordinating evacuation exercises to test reception and evacuation centre procedures
- s) Coordinating training and development workshops for reception and evacuation centre staff and volunteers.

Emergency Information Officer/Public Information Coordinator

The Mayor or his delegate shall be responsible for all communications, and shall:

- a) Assist the O.P.P. or Simcoe County Public Information Coordinator in the preparation of early written factual releases to the media as soon as possible. All press releases will be made from the Emergency Operations Centre unless decided otherwise by the Mayor.
- b) Keep the public informed of significant developments during the emergency.
- c) Arrange for media access to experts and other authorities in order to reassure citizens that everything possible is being done to control the emergency.
- d) Provide access to the incident or arrange for walking tours or vehicle convey if media access must be strictly controlled.
- e) Maintain a log of all requests and actions taken.

E.O.C.	Address	Possible Media Release Locations
▪ Township Administration Centre	2297 Hwy 12 Brechin	Brechin Royal Canadian Legion Brechin United Church
▪ Fire Hall #2	85 Patricia Drive Atherley	Atherley United Church
▪ Fire Hall #1	3290 County Rd. #47, Brechin	Brechin Royal Canadian Legion Brechin United Church
▪ Ramara Centre	5482 Highway 12, Orillia	Atherley United Church
▪ Fire Hall #3	7305 County Rd. #169 Washago	Rama Central School Municipal Works Yard #3

Emergency Site Manager

The site manager has been appointed to be responsible for the duties prescribed by the Emergency Management and Civil Protection Act, and he will deal with the details that will ensure proper preparation of the Emergency Response Plan and the smooth operation of the Command Post and clear communications with the Emergency Operations Centre in the event of an emergency. If, because of unusual circumstances, there is any doubt about who should do it, the Mayor may appoint the Emergency Site Manager based upon the agency that is most likely to have the greatest legal responsibility for handling the emergency. The Site Manager is someone with leadership qualities who has many years of experience. Each organization who potentially could take the lead should have staff trained and prepared to step into this role.

The Emergency Site Manager will:

- a) Facilitate inter-agency management and co-operation. Identify problems, assess the situation under existing and potential conditions, consider response alternatives, and determine appropriate response actions.
- b) Establish an on-site Command Post.
- c) Ensure inter-agency communications at the Command Post and on-site.
- d) Hold periodic briefings with all the agency coordinators, including outside experts as required.
- e) Ensure that the necessary equipment, supplies, manpower and expertise and made available at the scene.
- f) Coordinate evacuation of the immediate area if warranted. Evacuation will be authorized by the Community Control Group. This can be done afterwards if there is no time to get prior authorization.
- g) Assist O.P.P. in establishing perimeter control.
- h) Assist the O.P.P. Public Information Coordinator who works with the media arriving at the incident.
- i) Request logistical support from the Community Control Group as required.
- j) Develop and approve de-mobilization plan following the official termination of the emergency by the Mayor, if required. (i.e.: de-mobilization of staging areas.)
- k) Maintain logs and prepare post emergency incident report.
- l) Participate in the Emergency Response Plan review following a major emergency incident.
- m) Maintain a log of all requests and actions taken.

Shelter and Food Coordinator

Pre-Emergency

The responsibilities of the Shelter and Food Coordinator or alternate are to:

- a) Develop an emergency shelter plan for Ramara Township in consultation with Ramara Township, shelter owners, and community groups and services, EOC Emergency personnel.
- b) Maintain a list of appropriate shelters, contact people and respective telephone numbers.
- c) Maintain links with related emergency response agencies.
- d) Select and train shelter supervisor volunteers in registration and inquiry procedures.
- e) Prepare means of registration, identification and time cards for volunteers.

During Emergency

- a) Select shelters to be occupied, and appoint shelter supervisors. Issue identification to each volunteer when registered and instruct each volunteer that he/she must check in at the registration site.
- b) Liaise with shelter staff, (owners) to prepare shelters to receive evacuees.
- c) Act as liaison with the Public Information Coordinator to coordinate shelter communications requirements.
- d) Liaise with the Transportation and Communications Coordinator for transportation of shelter occupants.
- e) Act as liaison with Medical Officer of Health to coordinate for emergency ventilation, lighting, sanitation equipment and medical care for shelter occupants and food preparation.
- f) Coordinate emergency feeding, clothing, registration and inquiry, personal services and future lodging needs for shelter occupants, and food requirements at the disaster site.
- g) Act as liaison with the O.P.P. to coordinate shelter security and security for occupants' valuable personal possessions.
- h) Provide information for dissemination by the Public Information Coordinator.
- i) Upon official declaration by the Mayor or his designate that the emergency has been terminated, ensure that all volunteers are informed.
- j) Maintain a log of all requests and actions taken.

Shelter Supervisors

- a) Coordinate the allocation of new arrivals to shelters. Ensure that those who wish to leave for alternate accommodation have completed the prescribed record. This will ensure that a record of their whereabouts is maintained.
- b) Coordinate the requirements for shelter stocking.
- c) Train volunteers in Registration or Inquiry procedures as required.
- d) Maintain records on the number of hours assistance provided by each volunteer.

Other Resources

C.N. Rail www.cn.ca
County of Simcoe www.county.simcoe.on.ca
Discover Simcoe (mapping) www.discoversimcoe.com
Emergency Management Ontario www.ontario.ca/emo
Government of Canada www.canada.gc.ca/main_e.html
Government of Ontario www.gov.on.ca/MBS/english/index
Lake Simcoe Region Conservation Authority www.lsrca.on.ca
Chippewas of Rama First Nation www.mnjikaning.ca
Ontario's Lake Country www.ontarioslakecountry.com
Ontario Provincial Police www.opp.ca
Orillia Soldiers' Memorial Hospital www.osmh.on.ca
Orillia Weather www.weatheroffice.gc.ca/city/pages/on-13_metric_e.html
Our Ramara www.ourramara.com
Public Safety Canada www.getprepared.ca
Public Safety Canada www.psepc.gc.ca
Red Cross Society www.redcross.ca
Simcoe Community Access Network (SCAN) www.scannet.on.ca
Simcoe Muskoka District Health Unit www.simcoemuskokahealth.org
Simcoe County District School Board www.scdsb.on.ca
Simcoe Muskoka Catholic District School Board www.smcdsb.on.ca
Township of Ramara www.township.ramara.on.ca
Transport Canada www.tc.gc.ca/en/menu.htm

EMERGENCY MANAGEMENT ONTARIO - FACT SHEETS (available at www.ramara.ca)

Emergency Management Ontario

Emergency Management in Ontario

Provincial Emergency Response Plan

Emergency Survival Kit

Shelter in Place

Evacuation

Children and Emergencies

Emergency Preparedness Guide for People with Disabilities/Special Needs

Seniors and Emergencies

Pets and Emergencies

Critical Incident Stress

Tips for Dealing with High Winds and Severe Rainfall

Summer Severe Weather Warnings

9-1-1 Facts and Tips

Joint Information Centre