



# EMERGENCY RESPONSE PLAN

June 2022

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Act and is to be considered CONFIDENTIAL.***

PREPARED BY THE  
EMERGENCY MANAGEMENT PROGRAM COMMITTEE

## **NOTICE**

### **MUNICIPAL FREEDOM OF INFORMATION** **AND PROTECTION OF PRIVACY ACT**

This document contains personal and technical information which is protected under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Several of the telephone numbers listed are personal numbers and are to be used only in association with this Emergency Plan. In addition, technical information has been provided in confidence by local businesses to assist in the preparation of this plan. This technical information is also protected.

Disclosure of any personal or technical information will lead to prosecution under the provisions of the Act.

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Zach Drinkwalter  
Chief Administrative Officer (CAO)

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## **PART A: INTRODUCTION**

### **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 9,488 permanent, year round residents; greatly increasing with seasonal residents in the summer months.

In order to protect resident's property, businesses and visitors, the Township of Ramara requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct from routine operations carried out by the first response agencies. The Township of Ramara Emergency Management Program Committee developed this emergency response plan. Every official, municipal service area 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 staff 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 Municipal Emergency 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 (MEOC).

The types of emergencies most likely to occur in the Township of Ramara are identified in HIRA (Hazard Identification and Risk Assessment – Appendix H).

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

For more information, please contact:

Mr. Tony Stong  
Community Emergency Management Coordinator /Director of Fire and Rescue  
Services/Fire Chief  
Township of Ramara, P.O. Box 130, Brechin, Ontario, L0K 1B0  
Email: [jzwiers@ramara.ca](mailto:jzwiers@ramara.ca)  
Telephone: 1-705-484-5374 Ext. 253  
OR  
1-800-663-4054, cell 705-623-7296

## **PART B: 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 coordination of all services required in an emergency situation, in order that the following may be assured:

- 1.1 The earliest possible response to an emergency with the resources available and the establishment of overall control of emergency operations.
- 1.2 An early response consistent with prevailing conditions and available information.
- 1.3 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.
- 1.4 Controlled evacuation and relocation of people considered to be in a hazardous situation.
- 1.5 Rescue of persons with minimum delay and provisions of medical aid and first aid.
- 1.6 Protection of property against further losses.
- 1.7 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.
- 1.8 Orderly restoration of normal services.

## **PART C: 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 by-law 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 By-law # 2007.112 and filed with Emergency Management Ontario of the Ministry of Community Safety and Correctional Services.

March 15, 2010

Date

William Duffy, Mayor

- a) Definition of an Emergency – **See Part A**
- 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.

## **PART D: EMERGENCY NOTIFICATION PROCEDURES**

### **1. Initial Notification and Implementation**

This plan may be implemented in whole or in part, as required by the Township of Ramara, with or without declaration of an emergency.

Upon receipt of a warning of a real or potential emergency, the responding department will immediately request that the notification system be activated. This process will be dependent on whether it is during office hours, or after hours.

**During Office Hours:** Immediately contact the Municipal Office (705-484-5374 extension 0), to request that the notification system be activated.

**After hours:** Contact the Orillia Fire Dispatch at 705-325-5201 (ofsdcomm@orillia.ca), if busy, call 911 and ask for Fire Dispatch.

- Upon receipt of the warning, the Orillia Fire Dispatch will notify the CAO or his/her alternate to initiate the call tree
- Upon being notified, it is the responsibility of each member of the Municipal Emergency Control Group to notify all those listed on their section of the call tree

### **2. Requests for Assistance**

Assistance may be requested from the County at any time by contacting the CEMC Coordinator. The request shall not be deemed to be a request that the County assume authority and control of the emergency. Contact information for Simcoe County, the Warden's Office and the County's CEMC can be found in **Appendix B**.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario Duty Officer and the Field Officer for The Ministry of Community Safety and Correctional Services. Contact information can be found in **Appendix B**.

Emergency Management Ontario will assist the municipality in any way it can, such as coordinating assistance from a number of other Provincial Agencies, and the Federal Government. It is also prepared to send a staff member to the Township of Ramara to provide provincial liaison, and to provide advice.

### **3. A Declared Community Emergency**

The Mayor or in his/her absence, the Deputy Mayor, or in their absence, the Chair of Protective 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 Municipal Emergency Control Group.

#### 4. Management of a Municipal Emergency

- (a) The Municipal Emergency Control Group is empowered by by-law 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 Municipal Emergency Control Group to join this support group. They may be called upon individually or be asked to deliberate and make recommendations collectively. **See Appendix B**
- (c) Members of the Municipal Emergency Control Group and support agencies will gather at regular intervals at the MEOC to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chief Administrative Officer in consultation with the Municipal Emergency Control Group. Meetings will be as brief as possible thus allowing members to carry out their individual responsibilities. Maps, status boards and overheads will be prominently displayed and kept up to date by the Logistics Officer in the Municipal Emergency Control Group.
- (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 Municipal Emergency 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 Municipal Emergency 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 coordination of operations.
- (f) Once decisions have been made by the Municipal Emergency Control Group, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public.

## **5. Notification See Appendix A and B for Contact Information**

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

- Township Administrative Office during office hours
- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- 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 Community Safety and Correctional Services
- 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)

**PART E: MUNICIPAL EMERGENCY CONTROL GROUP**

**1. Municipal Emergency Operations Centre (MEOC)**

The MEOC will initially be set up at:

**Township of Ramara Administration Centre, 2297 Highway 12 South, Brechin.**

The Administration Centre will be used as an MEOC. The Municipal Emergency Control Group will meet in the Council Chambers. Administration will take place within the office area. The floor plan and seating plan of the MEOC are detailed in **Appendix C.**

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

▪ Fire Hall #2	85 Patricia Drive Atherley	705-325- 8414	Fax:705-329-2820
▪ Fire Hall #1	3290 County Rd. #47, Brechin	705-484-5815	Fax:705-484-1607
▪ Ramara Centre	5482 Highway 12, Orillia	705-325-3091	Fax:705-325-2744
^ After hours: Recreation and Community Services Supervisor or Building Maintenance Coordinator			
▪ Fire Hall #3	7305 County Rd. #169 Washago	705-689-1778	Fax:705-689-1778

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

## **2. Municipal Emergency Control Group (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency 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) Chief Administrator Officer
- 3) Director of Corporate Services / Treasurer
- 4) Community Emergency Management Coordinator or Alternate
- 5) Emergency Management Coordinator of the Simcoe Muskoka District Health Unit

While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified.

The following may be invited to provide background information:

- 1) Emergency Management Ontario Representative
- 2) Director of Fire and Rescue Services/Fire Chief or Alternate
- 3) Director of Infrastructure or Foreman on call out at the time
- 4) Director of Ontario Clean Water Association (OCWA) or alternate
- 5) Director of Building and Planning Services / Chief Building Official
- 6) Emergency Medical Services representative
- 7) Manager of Business, Communications & Community Engagement
- 8) Lake Simcoe Conservation Authority Representative
- 9) Any individual with expertise on the emergency

The MECG will recommend if the following services are required:

- 1) Food and Shelter Coordinator (Social Service Issues)
- 2) Transportation Coordinator
- 3) Infrastructure Auxiliary Coordinator
- 4) Disaster Funding Coordinator
- 5) Social Services Representative

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

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

## **3. Operating Cycle during the Duration of the Emergency**

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer or in their absence, the Director of Finance, will chair and 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. 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 Municipal Emergency Control Group.

Chair Rotation –

<b>MECG meets within a 12 hour window daily</b>		
Initially	CAO	Director, Corporate Services / Treasurer
In absence of CAO	Director, Corporate Services / Treasurer	Clerk
In absence of CAO and Director, Corporate Services / Treasurer	Clerk	Deputy Treasurer

<b>MECG meets in 12 hour shifts</b>		
Shift One	CAO	Director, Corporate Services / Treasurer
Shift Two	Clerk	Deputy Treasurer

<b>MECG meets in 12 hour shifts</b>		
(In absence of CAO) Shift One	Director, Corporate Services / Treasurer	Deputy Clerk
Shift Two	Clerk	Deputy Treasurer

<b>MECG meets in 12 hour shifts</b>		
(In absence of CAO and Director, Corporate Services / Treasurer) Shift One	Clerk	Deputy Treasurer
Shift Two	Deputy Clerk	Chief Building Official

#### **4. Municipal Emergency Control Group Responsibilities**

The role of the Municipal Emergency 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 Municipal Emergency 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 Municipal Emergency 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.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Municipal Emergency Control Group based on the mentioned emergency.*

### **Energy Emergency**

- a) Contact and open evacuation centers outside of area of emergency
- b) Assist with transportation to evacuation centre

### **Human Health**

- a) A human health event could impact the ability of the municipality to operate business as normal (refer to Annex 3)
- b) Through the Medical Officer of Health liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.

### **Winter Storms & Extreme Cold**

- a) Contact and open evacuation centres

### **Agriculture Emergencies**

- a) Contact Ministry of Natural Resources, the Ministry of Agriculture, Food and Rural Affairs and Ontario Society for Prevention of Cruelty to Animals (OSPCA)
- b) Organizing transport for animals and possible setup of temporary shelter for displaced animals

### **Summer Storms – Hail, Lightning, Hurricane & Tornadoes**

- a) Contact and open evacuation centers outside of area of emergency
- b) Assist with transportation to evacuation centre

### **Bush & Grass Fires**

- a) Contact and open evacuation centers outside of area of emergency
- b) Assist with transportation to evacuation centre

### **Floods**

- a) Coordinate the participation of any required community volunteer agencies (Red Cross, Salvation Army) with roles to perform within their scope of operations.
- b) Provide recreation centres, community centres to be used as evacuation/reception centres and/or distribution centres of potable water.
- c) Monitor weather situation in consultation with the Ministry of Environment
- d) Monitor flood situation with the Ministry of Natural Resources and LSRCA.
- e) Provide assistance, other than health, to individuals negatively impacted by the event.

### **Dam Failure**

- a) Coordinate the participation of any required community volunteer agencies (Red Cross, Salvation Army) with roles to perform within their scope of operations.
- b) Provide recreation centers, community centers to be used as evacuation/reception centers and/or distribution centers of potable water.
- c) Monitor weather situation in consultation with the Ministry of Environment
- d) Monitor flood situation with the Ministry of Natural Resources and LSRCA.
- e) Provide assistance, other than health, to individuals negatively impacted by the event.

### **Extreme Heat & Smog**

- a) Contact and open Evacuation Centres identified as Cooling Stations.
- b) Assist with transportation.
- c) Ensure potable water is supplied to the Cooling Stations

## **PART F: EMERGENCY RESPONSE SYSTEM**

### **(A) The individual responsibilities of the Municipal Emergency Control Group and Emergency Site Manager**

#### **1. Mayor or Designate**

**\*\*Contact information can be found in Appendix A\*\***

The Mayor, or alternate, 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.
- 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 by-law).
- c) Declare that the emergency has terminated.
- d) *(Note: Council may also terminate the emergency.)*
- e) Ensure notification of the declaration of an emergency or its termination is given to Emergency Management Ontario. **Contact Information can be found in Appendix B.**
- f) Ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- g) Request assistance from neighbouring municipalities and/or from senior levels of government, when required.
- h) Authorize an appeal for emergency volunteers if assistance is necessary.
- i) Approve news releases and public announcements.
- j) Assume the responsibilities of the Public Information Coordinator or appoint a person to do so.
- k) Terminate the emergency at the appropriate time and ensure all concerned have been notified.
- l) Ensure debriefing proceeds expeditiously, and desirable following up procedures such as revisions to the Emergency Plan.
- m) Maintain a log of all requests and actions taken.

## **2. Chief Administrative Officer**

**\*\*Contact information can be found in Appendix A\*\***

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

- a) Chair meetings of the Municipal Emergency Control Group.
- b) Upon receiving warning of an emergency, activate the emergency plan through the Orillia Fire Dispatch and ensure that the call tree is initiated.
- c) Initiate call tree.
- d) Coordinate the activities of the Municipal 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) Cooperate with adjacent municipalities and other appropriate agencies. Provide or request mutual aid when required.
- h) Request assistance from the county, provincial, or federal governments when approved by the Municipal Emergency Control Group.
- i) Advise the Mayor on administrative matters.
- j) Advise the Health Unit of the location of the Emergency Shelter(s).
- k) Maintain a detailed record of all major decisions, actions and instructions issued.
- l) Maintain a list of Public Inquiries - e.g. list of rumours, problem areas, requests to help, etc.
- m) Organize a daily public meeting, if required, to report developments to the affected residents.
- n) Maintain a log of all requests and actions taken.

**Upon declaration of an emergency, the Chief Administrative Officer will notify the following:**

Township of Ramara Council  
Simcoe County Warden  
Emergency Management Ontario  
Field Officer, EMO  
MPP  
MP  
Neighbouring Municipalities  
The Public

**\*\*All contact information can be found in Appendix B\*\***

### 3. Ontario Provincial Police

**\*\* Contact Information can be found in Appendix B\*\***

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 MEOC.
- c) Depending on the nature of the emergency, assign the Incident Commander and/or Site Manager.
- d) Establishing an ongoing communications link to the MEOC with the Site Manager 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 MEOC, 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.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Ontario Provincial Police based on the mentioned emergency.*

#### **Transportation Accidents/Fog**

- a) Provide incident commander if necessary
- b) Assist in evacuations and rescue operations
- c) Provide security for perimeter
- d) Provide road blockage and control
- e) Assist with public safety
- f) Post accident investigation

**Human Health**

- a) Ensuring safety and security of vaccine and anti-viral supplies
- b) Perimeter control and containment
- c) OPP may implement service response strategies to mitigate exposure of police personnel (enhanced differential response unit services) - part of OPP business continuity plan

**Water Emergencies**

- a) Provision of security for temporary water distribution centers
- b) Conduct investigations as required

**Winter Storms**

- a) Attend accident scenes
- b) Work with Fire services to establish a drop centre for damaged vehicles and debris if required

**Agriculture Emergencies**

- a) Perform crowd control and dispersal

**Hazardous Materials-Fixed Site Emergencies**

- a) Perform crowd control and dispersal
- b) Conduct an Investigation into an incident where criminal activity is suspected

**Hail, Lightning, Hurricane & Tornadoes**

- a) Attend accident scenes
- b) Work with Fire services to establish a drop centre for damaged vehicles and debris if required
- c) Attend to reports of missing persons
- d) Marine Search and Rescue

**Floods**

- a) Aid in search and rescue.
- b) Aid in evacuation of affected areas.
- c) Provision of security for temporary water distribution and evacuation shelters.

**Dam Failure**

- a) Aid in search and rescue.
- b) Aid in evacuation of affected areas.
- c) Provision of security for temporary water distribution and evacuation shelters.

**Animals in an Emergency**

- a) Perform crowd control and dispersal

#### 4. Director of Fire & Rescue Services / Fire Chief

**\*\* Contact information can be found in Appendix A\*\***

Upon learning of a potential emergency, the Fire Chief or alternate should consider the need for possible activation of the emergency plan. If warranted, they will request that the Emergency Alerting System be triggered by the Orillia Fire Dispatch. Thereupon, they should report to the Municipal Emergency Operations Centre to update the Municipal Emergency 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 MECG with information and advice on firefighting and rescue matters.
- c) Depending on the nature of the emergency, advise the Site Manager and inform the MECG
- d) Establishing an ongoing communication link with the senior fire official at the scene of the emergency and the Chief Administrative Officer at the MECG.
- 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.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Manager or Chief of Fire based on the mentioned emergency.*

##### **Transportation Accidents – Fog**

- a) Perform rescue operations
- b) Contain chemical spills
- c) Provide medical treatment until Ambulance arrives
- d) Assist in evacuations, as required
- e) Assist post-accident investigation
- f) Activate Mutual Aid, if required

##### **Energy Emergency**

- a) Assist in evacuations, if required
- b) Assist Ambulance with tiered response
- c) Assess need of other large industries for the allocation of fuels
- d) Attend the many calls of alarms activated
- e) Refrigerate prescription drugs

##### **Human Health**

- a) Assess surrounding exposures
- b) Assist Ambulance if requested
- c) Assist police with containment

##### **Water Emergencies**

- a) Make arrangements through the Environmental Services for direct water connection for firefighting purposes, in the events of water use restrictions or low water situations, when necessary
- b) Assist responding agencies as requested (i.e. water distribution, written notification to residents)

**Winter Storms & Extreme Cold**

- a) Provide incident commander, if required
- b) Provide road blockage and control
- c) Assess the surrounding exposures
- d) Identify wind sensitive areas and vulnerable populations and infrastructure
- e) Assist Ambulance with tiered response
- f) Assist with spill cleanup at accident scenes
- g) Work with Police services to establish a drop centre for damaged vehicles and debris if required

**Agriculture Emergencies**

- a) Assist in evacuations and rescue operations

**Hazardous Material – Fixed Site Emergencies**

- a) Provide Incident Commander, if required
- b) Assist in evacuations and rescue operations
- c) Maintain a hazardous materials (HAZMAT) response team
- d) Perform containment operations and fire suppression
- e) Provide initial road blockage and control
- f) Assess the surrounding exposures
- g) Identify wind sensitive areas and vulnerable populations and infrastructure
- h) Identify exposures and contamination areas and assist with containment planning.

**Summer Storms – Hail, Lightning, Hurricanes & Tornadoes**

- a) Provide Incident Commander, if required
- b) Provide road blockage and control as per OPP recommendations
- c) Assess the surrounding exposures
- d) Identify wind sensitive areas and vulnerable populations and infrastructure
- e) Assist Ambulance with tiered response
- f) Assist with spill cleanup at accident scenes
- g) Work with Police services to establish a drop centre for damaged vehicles and debris if required
- h) Assist with collection of road blocking debris
- i) Major response to motor vehicle collisions (MVC's)
- j) Assist in Marine Search and Rescue

**Bush & Grass Fires**

- a) Provide Incident Commander
- b) Perform containment operations and fire suppression
- c) Identify wind sensitive areas and vulnerable populations and infrastructure
- d) Assist in evacuations if there are available personnel
- e) Assess the surrounding exposures
- f) Provide security for perimeter
- g) Provide road blockage and control if there is availability of personnel
- h) Request Mutual Aid, if necessary
- i) Assist Ambulance with tiered response
- j) Setup communication with the MEOC if required

**Floods**

- a) Provide search and rescue services
- b) Provide fire protection services.
- c) Respond to downed electrical power lines.
- d) Provide equipment for evacuation of residents and attendance of emergency personnel.

**Dam Failure**

- a) Provide search and rescue services
- b) Provide fire protection services.
- c) Respond to downed electrical power lines.
- d) Provide equipment for evacuation of residents and attendance of emergency personnel.

**Extreme Heat & Smog**

- a) Provide incident commander, if required.
- b) Identify wind sensitive areas and vulnerable populations.
- c) Assist people to Cooling Stations if there are available personnel.
- d) Assist Ambulance with tiered response.
- e) Setup communication with the MEOC if required.
- f) Cancel all fire and rescue training sessions.

**Animals in Emergencies**

- a) Assist in evacuations and rescue operations

Fire & Rescue Services Equipment List - **Appendix F**

## 5. Director of Infrastructure

**\*\* Contact information can be found in Appendix A\*\***

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

- a) Providing the MECG 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 firefighting 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. Make recommendations on for discontinuance of any Township water or sewer systems, where necessary in the interest of public health/safety.
- 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 MECG.
- l) Advise Orillia City Base Dispatch to notify police, ambulance, fire and school boards of closed roads for bussing purposes.
- m) Provide works vehicles and equipment as required by any other emergency services.
- n) Inspect all water systems damaged by the disaster and declare whether or not such systems are fit for human consumption.
- o) Inspect all sewage system damaged by the disaster and declare whether or not such systems are fit for repair.
- p) Liaise with Medical Officer of Health to ensure the provision of potable water and community sanitation.
- q) Advise the Ministry of the Environment of any sewage spills or breakages in lines.
- r) Provide equipment for emergency sanitary sewage pumping operations.
- s) Restore essential services at the conclusion of an emergency.
- t) Maintain a log of all requests and actions taken.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Director of Infrastructure based on the mentioned emergency.*

**Energy Emergency**

- a) Assess the internal need for fuel supply to Township and designated private vehicles
- b) Assess problems with wastewater treatment plant as well as water treatment plant, if prolonged energy emergency occurred.
- c) Prioritize and Provide Access by removing trees and emergency road repairs etc. during major storm events and power outages
- d) Prioritize and Provide Access by snowplowing sanding etc. during winter power outages

**Water Emergencies**

- a) Ensure the integrity and safety of municipally operated water distribution systems
- b) Provide testing and laboratory services to determine the presence of waterborne or latent toxic hazards
- c) Liaise with the Ministry of the Environment and other relevant agencies and departments with respect to environmental contamination
- d) Provide centre's to be used as Distribution Centre's of potable water
- e) Identify Public Water Taps where local residents can acquire safe water supplies
- f) Advise Fire of any low water reservoir situations
- g) Provide Public Service Announcements through Public Information Officer
- h) Information release and education for general public, residents on municipally owned and operated communal and municipal water supplies
- i) Provide written notification to residents receiving water from a municipally operated water distribution system regarding issuance of a Boil Water Advisory/Drinking Water Advisory (BWA/DWA).

**Winter Storms – Extreme Cold**

- a) Assess problems with wastewater treatment plant as well as water treatment plant, if surface water or power outage affecting the sites

**Hazardous Materials – Fixed Site Emergencies**

- a) Perform dyking operations and protection of sewers and watercourses
- b) Maintain inventory of spill control supplies at selected locations
- c) Ensure integrity and safety of municipally operated water distribution systems.
- d) Provide testing and laboratory services to determine the presence of waterborne or latent toxic hazards
- e) Liaise with the Ministry of the Environment and other relevant agencies and departments with respect to environmental contamination
- f) Provide centre's to be used as Distribution Centre's of potable water
- g) Identify Public Water Taps where local residents can acquire safe water supplies
- h) Advise Fire of any low water reservoir situations
- i) Provide Public Service Announcements through Public Information Officer
- j) Information release and education for general public, residents on municipally owned and operated communal and municipal water supplies
- k) Provide written notification to residents receiving water from a municipally operated water distribution system regarding issuance of a Boil Water Advisory/Drinking Water Advisory (BWA/DWA).
- l) Maintain agreements with private contractors for site cleanup, remediation, and

disposal of contaminants

### **Summer Storms – Hail, Lightning, Hurricane & Tornadoes**

- a) Assess problems with wastewater treatment plant as well as water treatment plant, if surface water or power outage affecting the sites
- b) Liaise with the Medical Officer of Health to ensure the provision of potable water and community sanitation.
- c) Advise the Ministry of the Environment of any sewage spills or breakages in lines.
- d) 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.
- e) Provide equipment for emergency sanitary sewage pumping operations

### **Bush and Grass Fires**

- a) Providing the MECG and Site Manager with information and advice on engineering and works matters.
- b) Requesting engineering assistance from an Engineering Consulting firm as required.
- c) Liaise and provide direction to the Works Auxiliary Coordinator and the Transportation Coordinator.
- d) Assess problems with wastewater treatment plant and water treatment plant, if surface water, fire or power outage are affecting the sites
- e) Prepare for increase water demand if hydrants used in fire control
- f) Liaise with the Medical Officer of Health to ensure the provision of potable water and community sanitation.
- g) Advise the Ministry of the Environment of any sewage spills or breakages in lines.
- h) Maintain liaison with utility companies.
- i) Make recommendations for discontinuance of any Township water or sewer system, where necessary in the interest of public health/safety.
- j) Provide equipment for emergency sanitary sewage pumping operations.
- k) Advise Fire of any low water reservoir situations

### **Floods**

- a) Provide testing and laboratory services to determine the presence of waterborne or latent toxic hazards.
- b) Liaise with the Ministry of Environment, Public Health and other relevant agencies and departments with respect to environmental contamination.
- c) Advise Fire of any low water situations.

### **Dam Failure**

- a) Provide testing and laboratory services to determine the presence of waterborne or latent toxic hazards.
- b) Liaise with the Ministry of Environment, Public Health and other relevant agencies and departments with respect to environmental contamination

### **Extreme Heat & Smog**

- a) Liaise and provide direction to the Works Auxiliary Coordinator and the Transportation Coordinator.
- b) Assist traffic control and evacuations by clearing emergency routes, repairing roads, marking obstacles, providing road signs, etc.
- c) Immediately suspend grass cutting and chain sawing and all services where small engines are used except for essential services and advise the CAO.
- d) Prohibit idling of all Works fleet vehicles.
- e) Refuel fleet before 8:00 am or after 4:00 pm.

- f) Suspend pesticide spraying.
- g) Immediately suspend the use of small engines except for essential services and advise the CAO.
- h) Assist with water supply - Refer to Water Emergencies.
- i) Assess problems with wastewater treatment plant and water treatment plant, if surface water, fire or power outage are affecting the sites
- j) Liaise with the Medical Officer of Health to ensure the provision of potable water and community sanitation.
- k) Advise the Ministry of the Environment of any sewage spills or breakages in lines.
- l) Prohibit idling of all Environmental fleet vehicles.
- m) Refuel fleet before 8:00 am or after 4:00 pm.
- n) Maintain liaison with utility companies.
- o) Make recommendations for discontinuance of any Township water or sewer system, where necessary in the interest of public health/safety.
- p) Provide equipment for emergency sanitary sewage pumping operations.
- q) Advise Fire of any low water reservoir situations

**Animals in an Emergency**

- a) Assist with disposal of animal waste if a move to an Alternate Pet Shelter is necessary or the loss of the system at the Primary Township Pet Shelter.

**Transportation Accidents**

- a) Maintain inventory of spill control supplies at selected locations
- b) Maintain agreements with private contractors for site cleanup, remediation, and disposal of contaminants

Infrastructure Equipment List – **Appendix F**

**6. Medical Officer of Health** [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org)

**\*\*Contact information can be found in Appendix B\*\***

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 municipal 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 coordination 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:
- m) Accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitor water supply, air quality, sanitation, and facility layout and operations;
- n) Food handling, storage, preparation and service:
- o) General health and safety involving injury prevention.
- p) Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
- q) victim assessment, support and referral;
- r) Public health information and community networks.
- s) 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.
- t) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- u) Provides instruction and health information through public service announcements and information networks.
- v) Provides resource support and consultation to emergency service workers.
- w) 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.
- x) Maintain a log of all requests and actions taken.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Medical Officer of Health based on the mentioned emergency.*

### **Human Health**

- a) Provide disease surveillance, outbreak control and contact tracing at emergency site and evacuation shelters as required.
- b) Maintaining a local surveillance system. Provide disease/outbreak activity reports to the Province
- c) Monitor other data/resources and surveillance information systems to ensure agency is kept apprised of current emergency situation in other jurisdictions
- d) Consults with the Manager of Emergency Services (ambulance) or 1st responders regarding disease control / infection control measures
- e) Provides important health information messages to all local partners in collaboration with the Public Information and Media Relations Coordinator (e.g., emergency responders, hospitals, community services, mortuary services, schools, workplaces)
- f) Educate 1st responders about infectious agent, identify priority access to vaccine

### **Hazardous Materials / Fixed Site Emergencies**

- a) Liaise with Ministry of Environment on water, soil and air quality in affected areas
- b) Issue Boil Water Advisories / Drinking Water Advisories for private residents
- c) Issue Boil Water Orders / Drinking Water Orders to operators of regulated water systems

### **Animals in an Emergency**

- a) Liaise with Ministry of Environment on water and air quality in affected areas
- b) Issue boil water advisories

## **7. Coroner**

**\*\*Contact information can be found in Appendix B\*\***

Section 10 of the Coroners Act states that deaths that are sudden and unexpected must be investigated by a coroner. It states in Section 11 that when a death is investigated by a coroner, no one shall alter or interfere with the body until the coroner so directs. This includes moving the body. To report a death in a disaster, the Regional Coroner must be notified first. The Regional Coroner will delegate local coroners and notify the Chief Coroner. This duty is the responsibility of the O.P.P.

## **8. County of Simcoe Paramedic Services**

**\*\*Contact information can be found in Appendix B\*\***

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 MCEG.
- 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 MCEG 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.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the County of Simcoe Paramedic Services based on the mentioned emergency.*

### **Transportation Accident / Fog**

- a) Assess public injuries
- b) Provide transport to Orillia Hospital, as required
- c) Provide medical assistance at the scene, as required

### **Energy Emergency**

- a) Transport sick to Hospital
- b) Assist out Patients with oxygen tank problems

### **Human Health**

- a) Advise the Municipal Emergency Control Group on all matters related to Emergency Medical Services (EMS) and EMS Communications
- b) Liaise with local hospital emergency physician, Medical Officer of Health and the General Manager, Social Services (County) regarding the organization and transportation of persons in hospitals, health care facilities, long term care facilities, and any other medically fragile persons as required
- c) Assistance with evacuation of communities and facilities

### **Water Emergencies**

- a) Advise the Emergency Control Group on all matters related to Emergency Medical Services (EMS) and EMS Communications
- b) Liaise with local hospital emergency physicians and responding agencies regarding the organization and transportation of persons in hospitals, health care facilities, designated facilities and any other medically fragile persons as required

### **Winter Storms & Extreme Cold**

- a) Advise the Emergency Control Group on all matters related to Emergency Medical Services (EMS) and EMS Communications
- b) Liaise with local hospital emergency physicians and responding agencies regarding the organization and transportation of persons in hospitals, health

care facilities, designated facilities and any other medically fragile persons as required

**Hazardous Materials / Fixed Site Emergencies**

- a) Transport injured to nearest hospital
- b) If trained, assist with decontamination, if required
- c) Provide transportation assistance for special needs residents
- d) Provide standby for rescue operations
- e) Provide emergency medical services at shelters

**Summer Storms, Hail, Lightning, Hurricanes and Tornadoes**

- a) Ensuring emergency medical services at the emergency site.
- b) Depending on the nature of the emergency, assigning the Site Manager and informing the MCEG.
- 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 MCEG if other means of transportation is required for large scale response.
- g) Ensuring liaison with the receiving hospitals.
- h) Ensuring liaison with the Medical Officer of Health, as required.

**Floods**

- a) Advise the Municipal Emergency Control Group on all matters related to Emergency Medical Services and EMS Communications.
- b) Liaise with local hospital Emergency Physician, Medical Officer of Health and the General Manager of Simcoe County Social Services regarding the organization and transportation of person in hospitals, health care facilities, long term care facilities and any other medically fragile person as required.
- c) Provide medical assistance at the scene, as required

**Dam Failure**

- a) Advise the Municipal Emergency Control Group on all matters related to Emergency Medical Services and EMS Communications.
- b) Liaise with local hospital Emergency Physician, Medical Officer of Health and the General Manager of Simcoe County Social Services regarding the organization and transportation of person in hospitals, health care facilities, long term care facilities and any other medically fragile person as required.
- c) Provide medical assistance at the scene, as required

## 9. County of Simcoe Emergency Management

**\*\*Contact information can be found in Appendix B\*\***

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 supersede 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 Municipal Emergency Operations Centre under the County plan. In such cases, where member municipalities have not activated their emergency plans the County of Simcoe Municipal Emergency 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 Protection Act* and was adopted by Bylaw #5673 of the Corporation of the County of Simcoe.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the County of Simcoe based on the mentioned emergency.*

### **Energy Emergency**

- a) Provide backup power, if possible. The County has three portable Generators that may be Available to Municipalities
- b) Additional Evacuation Centers and or Supplies for Evacuation Centers

**Winter Storms**

- a) Provide backup power, if possible. The County has three portable Generators that may be Available to Municipalities
- b) Provide Additional Evacuation Centers and or supplies for Evacuation Centre

**Hazardous Materials – Fixed Site Emergencies**

- a) Provide additional Hazmat Teams by Activating their CBRN Team in Barrie
- b) Provide Additional Evacuation Centers and or Supplies for Evacuation Centers
- c) Assist with Transportation needs for Evacuation

**Bush & Grass Fires**

- a) Provide backup power, if possible. The County has three portable generators that may be available to municipalities.
- b) Provide additional evacuation centres and / or supplies for evacuation centres

**10. Community Emergency Management Coordinator or Alternate**

**\*\*Contact information can be found in Appendix A\*\***

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

- a) Activating and arranging the Municipal Emergency Operations Centre.
- b) Ensuring that security is in place for the MEOC and registration of MECCG members.
- c) Ensuring that all members of the MECCG 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. (See ARES)
- 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 MECCG 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 MECCG 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.

## 11. Utility Representative

**\*\*Contact information can be found in Appendix B\*\***

The Utility Representative – Hydro One is responsible for:

- a) Monitoring the status of power outages and customers without services.
- b) Providing updates on power outages, as required.
- c) Ensuring liaison with the public works representative.
- d) May provide assistance with accessing generators for essential services, or other temporary power measures.
- e) Maintain a log of all requests and actions taken.

Radio and ARES equipment can be accessed if the primary source has failed.

Hydro One has extensive resources that can be made available: personnel trained in PCP and oil spill containment, aerial lift trucks, tankers for carrying waste oil, backup generators.

### **Union Gas (Ontario) Inc.**

**\*\*Contact information can be found in Appendix B\*\***

Natural gas pipelines extend from Atherley along Hwy 12 to Byers Equipment. Mains also extend along Rama Road. Union will assist the Township of Ramara if asked. Union employees are trained in handling hydrocarbons in the event of fire, natural gas leaks, and explosions. All employees are trained in basic first aid. Resources also include gas indicators, pipe locators, backhoe, dump trucks and radio dispatched vehicles.

### **Hydro One Orillia**

**\*\*Contact information can be found in Appendix B\*\***

**12. Emergency Information Officer / Public Information Coordinator**

**\*\*Contact information can be found in Appendix A\*\***

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 Municipal 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 convoy if media access must be strictly controlled.
- e) Maintain a log of all requests and actions taken.

<b>E.O.C.</b>	<b>Possible Media Release Locations</b>
Township Administration Centre, Brechin	Brechin Royal Canadian Legion Brechin United Church
Fire Hall #2, Atherley	Atherley United Church
Fire Hall #1, Brechin	Brechin Royal Canadian Legion Brechin United Church
Ramara Centre, Atherley	Atherley United Church
Fire Hall #3, Washago	Rama Central School Municipal Works Yard #3

### **13. Emergency Site Manager**

**\*\*Contact information can be found in Appendix A\*\***

The site manager has been appointed to be responsible for the duties prescribed by the Emergency Management and Civil Protection Act, and he/she 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 Municipal 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 cooperation. 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 Municipal Emergency 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 Municipal Emergency 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.: demobilization 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.

#### **14. Shelter and Food Coordinator**

**\*\*Contact information can be found in Appendix A\*\***

*Shelter and Food Coordinator should report to the Chief Building Official, Township of Ramara. Further information and required forms can be found in **Appendix E.***

##### Pre-Emergency

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

- a) Develop an emergency shelter plan for the Township of Ramara in consultation with the Township of Ramara, shelter owners, and community groups and services, MEOC 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.

## 15. Transportation and Communications Coordinator

**\*\*Contact information can be found in Appendix A\*\***

*Township of Ramara should delegate the role of Transportation and Communications Coordinator to a local person or agency of the Community. They should report to the Director of Infrastructure, Ramara. Further information and required forms can be found in **Appendix E**.*

**The responsibility for the actual physical evacuation of the Township rests with the Ontario Provincial Police.** They may ask for assistance from the Ramara Fire and Rescue Services or the Municipal Emergency Control Group (*Transportation and Communications Coordinator*).

### **Pre-Emergency**

Responsibilities of the Transportation and Communications Coordinator or alternate are:

- a) Develop an emergency transportation (evacuation) plan for the Township of Ramara in consultation with the O.P.P., the Township of Ramara, the Shelter and Food Coordinator, the Director of Infrastructure and community groups and services.
- b) Maintain a list of volunteer operators with vehicles including automobiles, snowmobiles, all-terrain vehicles, boats or any other type of equipment suitable for evacuation of persons located within the disaster area.
- c) Develop communications systems including an understanding of the North Simcoe Amateur Radio Operators and the services they offer. (See Appendix B) Prepare for training of volunteers in handling evacuees and routing from disaster area(s) to shelter area. Prepare means of registration, identification and time cards for volunteers.

### During Emergency

- a) Select, notify, register and supervise volunteers required including Ham Radio operator or messenger. Issue identification to each volunteer when registered and instruct each volunteer that they must check in at the registration site and turn in his identification.
- b) Maintain records on the number of hours of assistance provided by each volunteer.
- c) Liaise with Shelter and Food Coordinator concerning the arrival of evacuees.
- d) Liaise with Director of Infrastructure concerning pick-up areas(s) for evacuees.
- e) Ensure that all evacuees are delivered to the appropriate shelter and that they are instructed to register there so that a record can be maintained as to their whereabouts.
- f) Upon official declaration by the Mayor or his designate that the emergency has been terminated, ensure that all volunteers are informed.
- g) Maintain a log of all requests and actions taken.

## **16. Infrastructure Auxiliary Coordinator**

**\*\*Assigned by Director of Infrastructure or Alternate can be found in Appendix E\*\***

### Pre-Emergency

Responsibilities of the Infrastructure Auxiliary Coordinator or alternate are to:

- a) Develop an emergency volunteer team for the Township of Ramara in consultation with the O.P.P., the Township of Ramara, the Shelter Coordinator, the Manager of Municipal Works Director of Infrastructure a list of volunteers, and equipment that they could supply and use, including dump trucks, back hoes, bulldozers, front end loaders, chainsaws, or any other type of equipment suitable for re-establishing order to the disaster area.
- b) Prepare for training of volunteers in assisting the Ramara Municipal Works in such operations as traffic control, sandbagging, removal of debris, etc.
- c) Prepare means of registration, identification and time cards for volunteers.

### During Emergency

- a) Select, notify, register and supervise volunteers as required.
- b) Liaise with the Director of Infrastructure as to the deployment of volunteers and relief of volunteers.
- c) Issue identification to each volunteer when registered and instruct each volunteer that he/she must check in at the registration site.
- d) Maintain records on the number of hours of assistance provided by each volunteer.
- e) Upon official declaration by the Mayor or his designate that the emergency has been terminated, ensure that all volunteers are informed.
- f) Maintain a log of all requests and actions taken.

## **17. Emergency Management Funding Coordinator**

**\*\*Contact information can be found in Appendix A\*\***

*Township of Ramara should delegate the role of Emergency Management Funding Coordinator to a local person or agency of the Community. The Emergency Management Funding Coordinator should report to the Treasurer, Township of Ramara. Further information can be found in **Appendix E**.*

### Pre-Emergency

The responsibilities of the Emergency Management Funding Coordinator or alternate are to:

Develop an emergency funding and reporting plan for the Township of Ramara in consultation with the Treasurer and the Ministry of Municipal Affairs and Housing.

### Revenue:

- a) Prepare directions for establishing a charitable donation license number.
- b) Open a bank account for the purpose of receiving emergency funding.
- c) Develop and maintain a list of companies and individuals who could be approached for donations towards emergency funding. (ie: companies and professionals doing business with the Township).
- d) Determine and record the procedures for obtaining contributions from all levels of government.
- e) Prepare a sample funding request which can be distributed to the media shortly after the extent of the disaster is known and declared.
- f) Prepare a system for maintaining records of donations, issuing receipts and letters of appreciation.

### Expenditures:

- a) Develop a policy for recognizing paid and unpaid contributions of time and materials. Establish a chart of rates for anticipated and/or commonly used goods and services to ensure uniform reimbursement where applicable.
- b) Determine the emergency spending limits of the Emergency Funding Coordinator, other Coordinators, and the Treasurer.
- c) Prepare a system for maintaining records of expenditures, which will address the obtaining of necessary delivery advice and invoices, and the payment of accounts.

### During Emergency:

- a) Establish a charitable donation license number.
- b) Distribute a donation request to the media shortly after the extent of the disaster is known and declared.
- c) Seek donations towards emergency funding from companies and individuals as previously determined.
- d) Record receipts and expenditures in accordance with the established plan.
- e) Provide the Treasurer with frequent reports and obtain direction with respect to payment of accounts.
- f) Maintain a log of all requests and actions taken.

**18. Secretary (must be a minimum of 2 in attendance at all times)**

**\*\*Contact information can be found in Appendix A\*\***

The Secretary shall attend all meetings of the Municipal Emergency Control Group and record the following:

- Date, time, location of meeting and who is present
- A detailed record of all decisions and directions of the MCEG
- i.e. When emergency declared
  - Call for volunteers
  - Motion on purchases
  - Ask for more traffic control or outside assistance
- When meeting is adjourned
- Maintain an up-to-date list of pending items
- Prepare minutes for next meeting

**19. Logistics Officer**

**\*\*Contact information can be found in Appendix A\*\***

**The Logistics Officer shall attend all meetings of the Municipal Emergency Control Group and perform the following duties:**

- Set up room with names, maps, markers, boards, supplies, etc.
- Ensure microphones are turned on and all sessions are recorded
- Operate overheads by accessing the internet for mapping, weather and other general information as required
- Make phone calls to seek information as directed
- Coordinate the move if the MEOC has to relocate
- Call members of Council, County Warden, Surrounding Municipalities as directed

The Records Manager will also attend to retrieve file information.

**20. Reception**

**\*\*Contact information can be found in Appendix A\*\***

The Receptionist shall:

- Insure all members are notified
- Control entry to Municipal Emergency Control Group when meeting
- Prepare the meeting room for the Municipal Emergency Control Group prior to each meeting
- Insure there is proper setup (see Appendix C), adequate seating
- Adequate fluids (water and coffee) and meals
- Maintain a status board up to date of who is on and off duty
- Establish shifts if required
- Cleanup after each meeting.

**22. Director of Corporate Services / Treasurer**

**\*\*Contact information can be found in Appendix A\*\***

The person in this position or alternate will be a member of the Municipal Emergency control Group and provide their expert advice to the MCEG and be responsible for:

- a) Track all authorizations by the MCEG for expenditures during the emergency
- b) Keep a running total of estimated costs authorized by the MCEG
- c) Inform the MCEG of their cost commitments and its effect on the Township budget to cope with the emergency
- d) Maintain a log of all expenditure decisions taken
- e) Recommend the person to be the Emergency Management Funding Coordinator (EMFC)
- f) Oversee the EMFC in their carrying out of responsibilities
- g) Maintaining accounts for all expenditures authorized by the Municipal Emergency Control Group.
- h) Establishing a special bank account for donations.
- i) Advising the Emergency Management Funding Coordinator that an emergency has been declared

## **(B)Support and Advisory Staff**

### **1. Director of Legislative Services/Clerk and Deputy Clerk**

**\*\*Contact information can be found in Appendix A\*\***

The Clerk and Deputy Clerk are responsible for:

- a) Assisting the Chief Administrative Officer or Director of Finance, as required and by acting as their Alternate in their absence.
- b) Ensuring all important decisions made and actions taken by the MCEG are recorded by the Secretary.
- c) Ensuring that maps and status boards are kept up to date by the Logistics Officer.
- d) Providing a process for registering MCEG members and maintaining a MCEG member list.
- e) Direct the Logistics Officer to notify the required support and advisory staff of the emergency, and the location of the Municipal Emergency Operations Centre.
- f) Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MCEG members' telephone numbers in the MEOC.
- g) Assuming the responsibilities of the Citizen Inquiry Supervisor.
- h) Arranging for printing of material, as required.
- i) Coordinating the provision of clerical staff to assist in the Municipal Emergency Operations Centre, as required.
- j) Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of the emergency.
- k) Upon direction by the Mayor, arranging special meetings of Council, as required and advising members of Council of the time, date, and location of the meetings.
- l) Procuring staff to assist, as required.
- m) Providing information and advice on financial matters as they relate to the emergency.
- n) Oversee and coordinate all work of the Emergency Management Funding Coordinator
- o) Maintain a log of all requests and actions taken.

## **2. Chief Building Official**

**\*\*Contact information can be found in Appendix A\*\***

Upon an emergency being declared, the Chief Building Official or Deputy Building Official shall:

- a) Liaise with the Municipal Emergency Control Group.
- b) Inspect all structures damaged by the disaster and declare whether or not such structures are fit for human occupancy.
- c) Advise the Volunteer Shelter and Food Coordinator that an emergency has been declared.
- d) Oversee and coordinate all work of the Volunteer Shelter and Food Coordinator.
- e) Maintain a log of all requests and actions taken.

**3.Purchasing Agent – See Emergency Management Funding Coordinator**

**4.Human Resources Manager – not required**

**5.Public Transportation Manager - see Transportation and Communication Coordinator**

**6.Telecommunications (AREAS) Coordinator – see Public Information Officer**

**7.Emergency Information Officer - see Public Information Officer**

**8. Other Agencies:**

**a) County of Simcoe Works Department**

**\*\*Contact information can be found in Appendix B\*\***

County staff and facilities are available for response under the Ramara Emergency Management Plan for closing or directing traffic on County Roads. Limited equipment and manpower are available at the request of the Municipal Emergency Control Group for road related operations.

The County of Simcoe is responsible for the maintenance and operation of the County Road System. These roads are:

<b>FORMERLY</b>	<b>DESCRIPTION</b>
44	Hwy 12 to County Road 169
45	County Road 44 to Victoria County Road 45 (Sebright)
46	County Road 169 to County Road 6 (Hwy 503, County Line)
47	Simcoe/City of Kawartha Lakes boundary to Highway 12
52	Hwy 11 to No. 10 Sideroad, Township of Ramara (the balance of the roadway is maintained by Muskoka)
169	Hwy 11 (Washago) to Highway 12

**b) County of Simcoe Social Services Department**

**\*\*Contact information can be found in Appendix B\*\***

The County of Simcoe Social Services Department will assume the following responsibilities and functions to the Township of Ramara 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 Municipal Emergency 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.
- t) Maintain a log of all requests and actions taken.

**c) Neighbouring Municipalities**

**\*\*Contact information can be found in Appendix B\*\***

**d) Ministry of the Environment (MOE)**

**\*\*Contact information can be found in Appendix B\*\***

Where the municipality responds to a spill under Section 88 of the Environmental Protection Act, the municipality is in charge, with MOE playing an advisory role. Even if MOE assumes operation control under sections 82 (providing directions) and 85 (providing orders) of the Environment Protection Act, the municipality must work in concert with the discharger. Similarly, in instances where the discharger is responding to the spill, the discharger is in charge, with MOE playing an advisory role.

The MOE through the Spills Action Centre and/or the Regional Field Officer in Barrie will:

- a) Respond to spills as governed by the Environmental Protection Act, the Province of Ontario Contingency Plan for Spills of Oil and other Hazardous Materials, the Dangerous Goods Transportation Act, the Emergency Plans Act, the Pesticides Act and the Ontario Water Resources Act. Urgent requests for assistance may be accepted verbally by MOE, but must be confirmed in writing as soon as practicable and signed by the Mayor.
- b) Provide a MOE Regional Field Officer as required to:
  - Determine the nature and extent of environmental damage caused by the spill;
  - In consultation with other interests and Ministries, assess, advise and make recommendations, provide technical expertise with respect to containment, clean-up and disposal, and arrange for implementation of mitigation measures;
  - Help enforce Sections 81 and 85 of the Environment Protection Act, ensuring the discharger responds promptly, contains, controls, cleans up, restores and disposes of a spill and repairs the injury or damage to the environment; or arranges for these actions to be carried out to the satisfaction and approval of MOE;
  - Arrange for the necessary work to be done at the expense of the discharger, if the discharger defaults his responsibilities or where the magnitude of the spill is beyond the response capability of the responsible party. This could include:
    - Hiring a cleanup company;
    - Hiring special expertise as required to investigate the clean-up and determine if the environment has been adequately restored;
    - Arranging for air, water and soil quality testing as required, including long term post-emergency testing;
    - Offering preliminary air and water monitoring readings to measure concentrations of specific compounds;
      - making an initial judgment whether an offence has occurred and further investigation is warranted;
  - Selecting and approving a disposal site.
  - Document all findings, actions and recommendations;
  - Assist in warning 'downstream' users or potentially affected parties as required.

- c) Through coordination by the Regional Field Officer, arrange for special MOE branches to respond and provide services such as:
- computer modeling and mechanical monitoring of air and water,
  - scientific data,
  - investigative teams where an offence may have been committed under environmental legislation,
  - testing and analysis of water, air and soil samples
  - expertise on safe transport, treatment and disposal of contaminated material.
- d) Reimburse the municipality for clean-up costs in instances where the Minister of the Environment orders the municipality to conduct the clean-up. Seek reimbursement from the responsible party via direct billing or legal action.
- e) Liaise with the Public Information Coordinator to inform the public where water and environmental precautions are required.
- f) Advise, in consultation with additional expertise, regarding the decontamination of equipment and supplies and clothes exposed to dangerous goods. (For decontamination of people, contact the Poison Control Centre contact information can be found in **Appendix B**).
- g) Maintain a log of all requests and actions taken.

*NOTE: MOE tests the environmental impacts on water quality, whereas the Public Health Department tests for water bacteria to determine if it is potable.*

**e) Ministry of Labour (Workplace Accidents)**

**\*\*Contact information can be found in Appendix B\*\***

This service is the primary source of expertise on all matters concerning workplace accidents.

**f) Ministry of Natural Resources (MNR) Midhurst**

**\*\*Contact information can be found in Appendix B\*\***

All planes equipped with radios to access Fire Marshal's frequency (154.070)

**g) Trent Severn Waterway  
(TSW – Parks Canada)**

**\*\*Contact information can be found in Appendix B\*\***

The local municipality is responsible for assisting its residents in a flood or other emergency situation. Provincial ministries such as the Ministry of Natural Resources can provide assistance when requested by the Head of Council or through Emergency Management Ontario. The local district office of the MNR in Midhurst is the main MNR contact for any flood related emergency within its administrative boundaries which includes the Township of Ramara.

MNR maintains a stream flow forecasting unit in Sault Ste. Marie which monitors weather conditions, stream gauges and advises the district office in Midhurst of flooding or potential flooding situations. The local MNR office has staff that will maintain information flow to the affected municipality advising them of water levels, flood peaks, other potential flood problems and will issue daily information updates to the municipality by fax and phone. The MNR works closely with the Trent-Severn Waterway in monitoring water levels on those rivers and water bodies maintained by the Trent Severn Waterway.

MNR has water resource and flood control engineering staff in Peterborough that will provide technical expertise to the district and to a municipality that is threatened with or is experiencing a major flood.

MNR has a provincial emergency plan and a local emergency plan that outlines MNR's level of assistance in a municipal or provincial emergency. This plan allows MNR to access specialized equipment that could be used to assist a municipality or another ministry in a major emergency such as a flood or a hazardous spill (when requested by MOE).

MNR has a designated Emergency Response Coordinator who can direct the MNR assistance when requested by the Head of Council. This MNR Emergency Response Coordinator would also liaise with the Municipal Emergency Control Group during the emergency response and should probably be included in the Control Group as an information source during the emergency response.

**h) Ministry of Transportation**

**\*\*Contact information can be found in Appendix B\*\***

The Ministry of Transportation is responsible for the maintenance and operation of the Provincial Highway System. Provincial Hwy 12 is within the Township of Ramara boundaries, stretching from Gamebridge at the south to Atherley at the north-westerly boundary.

Note: The authorization for closing a Provincial Highway rests with the O.P.P. The Ministry's actions will stem from this authorization and may involve closures and traffic re-direction with appropriate signage.

*Additional roles may be taken on depending on the emergency. The following are possibilities for the Ministry of Transportation based on the mentioned emergency.*

**Transportation Accidents & Fog**

- a) Assist in clean up
- b) Provide assistance with investigation
- c) Assist in containment of spills – gas, oil and other fluids

**i) Environment Canada**

**\*\*Contact information can be found in Appendix B\*\***

The Atmospheric Environment Service (AES) will:

- a) Provide 24-hour information on various weather parameters (i.e.: current wind velocity and direction).
- b) Provide detailed forecasts for local emergencies.
- c) Establish special observation sites on short notice.
- d) Provide back-up communications using AES radio networking.
- e) Inform first responders of severe weather warnings (i.e.: tornado, hurricane, severe snow storm, etc.) who alert the appropriate municipal responding agencies.
- f) Inform the media of severe weather warnings. Provide instructions to the public.

The Environmental Contaminants Division will:

- a) Respond if a spill originates from Federal facilities and/or other facilities which fall under Federal jurisdiction.
- b) Advise regarding countermeasure techniques, recovery equipment, and chemical treating agents.
- c) Provide observation crafts and surveillance crews.
- d) Provide communications assistance.

**j) Public Utilities**

Public utilities include Bell Canada, Hydro One and Union Gas. Contact information can be found in **Appendix B** for Hydro One and Union Gas contact information.

**k) School Boards**

**\*\*Contact information can be found in Appendix B\*\***

Simcoe County Board of Education &  
Simcoe Muskoka Catholic District School Board

Simcoe County Student Transportation  
Consortium  
Manager of Transportation – Cathy Allen  
General Manager –

**Simcoe County District School Board – [www.scdsb.on.ca](http://www.scdsb.on.ca)**

**Simcoe Muskoka District School Board –  
[www.smcdsb.on.ca](http://www.smcdsb.on.ca)**

**Public School Board:**

Brechin Public School, 3226 County Road 47, Brechin  
Rama Central School, 7269 County Road 169, Washago  
Uptergrove Public School, 4833 Muley Point Road, Atherley

**Simcoe Muskoka Catholic District School Board**

Foley Separate School, 2162 Concession 4, Brechin, ON  
L0K 1B0  
Patrick Fogarty Secondary School, 15 Commerce Rd.,  
P.O. Box 2277, Orillia, ON L3V 6S1

**High Schools:**

Orillia Secondary School, 250 Collegiate Drive, Orillia  
Twin Lakes S.S., 381 Birch, Orillia

**Private Schools:**

Bright Horizons Montessori School,  
4473 Orkney Beach Rd, Orillia [www.brighthorizons.ca](http://www.brighthorizons.ca)

In a major emergency during school hours, the principal of each affected school (until directed otherwise) is responsible for the students in his/her care until they can be reunited with their parent(s) or guardian(s), by the terms of the Education Act.

If required, the principal of each impacted school will:

- a) Coordinate the emergency response of staff and students, and coordinate any emergency activities within the school buildings in accordance with the school's emergency plan. The appropriate superintendent shall be advised immediately following a decision to implement the school's emergency plan.
- b) NOTE: If many schools are within the emergency area, the Superintendent of Schools will coordinate the schools' emergency response.
- c) Implement the school "Stay-Put" emergency plan or the evacuation plan as required, or as directed by the MECG. If the school building itself is safe, students will be kept at the school. If the school has to be evacuated, the school

bus companies will be requested to transport students to a reception school (via mutual aid), or designated evacuation centre, depending on the situation. If telephone lines are down, requests will be made via local radio stations.

- d) In the event of an evacuation/transfer of staff and students from the school, inform the following of their whereabouts:
  - e) Trustee
  - f) Superintendent
  - g) Media
  - h) Parents (via use of volunteer parents to contact)

*NOTE: Where time permits, and it is safe to do so, and parents or guardians are at home to receive children, students will be sent home.*

- i) Implement the school reception plan (if required) if the school is identified as a receiving school for another school in the emergency area.
- j) Cooperate with the Municipal Emergency Control Group in the event that a school is required as an evacuation or reception centre.
- k) Provide a board representative to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
- l) School Board should liaise closely with Shelter Coordinator
- m) Maintain a log of all requests and actions taken.

**I) Canadian National Railway**

**\*\*Contact information can be found in Appendix B\*\***

The Canadian National Railway, via the Operations Management Centre will:

- a) Provide an 'Emergency Response Inquiry Service' to provide emergency personnel with information on the commodities on board and advice on immediate action for dangerous commodities contained on a derailed train.
- b) Documentation (e.g. shipping document, waybill, train journal) of the train car contents is available from the train conductor or in the cab of the leading locomotive if there is no caboose. As well, the CN Operations Management Centre can generate a copy of the **train journal** to provide information on mixed loads.
- c) In the event of a CN train derailment, CN will send the CN Command Post
- d) (Mobile 1), Emergency Response Vehicle (Mobile 3; equipped with suits, radios, chlorine kit, vapour detectors, etc.), and /or auxiliary resources (i.e.: locomotive, crane, heavy equipment, repair team, etc.) plus responders, as required.
- e) Set up command posts as required serving as the central rail coordinating points during the emergency.
- f) Maintain a log of all requests and actions taken.

***NOTE: Emergency vehicles would take approximately one hour to arrive in the Township of Ramara.***

**m) Local Airports**

**Public Airports**

**\*\*Contact information can be found in Appendix B\*\***

<b>Name/Owner</b>	<b>Geographic Coordinates</b>	<b>Elevation</b>	<b>Runway &amp; Lighting</b>
<b>Lake Simcoe Regional</b> 224 Line 7 North, R.R. #2 Oro Station, L0L 2E0 Line 7 north from Barrie turn W at Con. 7 south from Orillia - 22 km from Atherley – Chris Drumm Ass't Airport Manager <a href="http://www.lakesimcoeairport.com">www.lakesimcoeairport.com</a>	N44 29 07 W79 33 20	968'	5000 x 100 Asphalt  ARCAL 122.7 Type K
<b>Muskoka Airport</b> District Municipality of Muskoka R.R. 1, Gravenhurst, P1P 1R1 Hwy 118 – 2 km west from Hwy 11 30 km from Washago	N44 58 29 W79 18 12	925'	6000 x 150 paved  2180 x 100 turf  ARCAL 122.3

**Private Airports (within the Township of Ramara)**

**\*\*Contact information can be found in Appendix B\*\***

<b>Name/Owner</b>	<b>Geographic Coordinates</b>	<b>Elev.</b>	<b>Runway &amp; Lighting</b>
<b>Orillia-Rama Airport</b> <b>Orillia Aviation Ltd.</b> 6422 Bluebird St, R.R. 6, Orillia L3V 6H6 - Hwy. 12 to Atherley, North on Con. Rd. 44 (Rama Road) to Airport Road. Turn east. - 5 km to airport <a href="http://www.orilliaaviation.com">www.orilliaaviation.com</a> Clayton Smith 416-875-8725	N44 41 W79 19	725'	2010 x 150' treated gravel  1545 x 100 turf May be soft when wet  ARCAL  Water access

**n) Amateur (HAM) and Amateur Radio Emergency Services (ARES) Radio**

**\*\*Contact information can be found in Appendix B\*\***

The North Simcoe Amateur Radio Emergency Services (ARES) is a group of Amateur Radio operators who have prepared themselves to assist the local authorities in the event of an emergency.

Services provided: Call out list to notify communicators.

- a) Fifteen to 20 adults available within an hour, 24 hours per day
- b) Can draw on other ARES groups in Barrie, Huntsville, Midland, Collingwood, Lindsay and Toronto.
- c) Equipped with hand held and mobile radios and trained to use them.
- d) Base stations with access to telephones in seven different telephone exchanges and able to communicate via radio locally, province, country and worldwide.
- e) Many operators are trained as severe weather watchers by Environment Canada.
- f) Several VHF and UHF repeaters some equipped with emergency power, providing reliable communications throughout the North Simcoe area.
- g) Digital communications, similar to teletype called Packet Radio.
- h) Digital mapping and tracking similar to GPS called APRS.
- i) Ensure that volunteer amateur radio operators are registered before assisting in an emergency, to ensure that they are covered by Worker's Compensation.
- j) Maintain a log of all requests and actions taken.

**Call Out List**

In the event of an emergency, start at the top of the list and keep calling until you get one of us. Each person on this list is trained to quickly alert all of our people, with or without an operational phone system.

When you call us, please provide answers to the following questions as best you can.

**What is the nature of the emergency?**

**Who do we report to?**

**Where do we report to?**

**Are there any cautions for safety?**

Bob Simpson (VE3ODR)  
7764 Rama Road, (Knob Hill), Washago, Ontario

**o) Media**

**\*\*Contact information can be found in Appendix B\*\***

The Media will be directed to a Press Release area to receive updates and information. Information will also be updated on the Township website.

Canned media releases can be found in Appendix J.

**p) Volunteer Organizations**

**\*\*Contact information can be found in Appendix B\*\***

Township of Ramara has numerous hamlets and communities, and within themselves, they have organizations which specialize in one or more types of community service or recreation. In an emergency these organizations would heartily welcome an opportunity to assist an emergency response effort. Given the comings and goings of some key contributors, some facilities may not be adequately listed on Appendix E, and Ramara would appreciate being updated frequently so as to be able to fully utilize these benefits should an occasion arise to require them.

Red Cross [www.redcross.ca](http://www.redcross.ca)

**Initiated through the County of Simcoe Emergency Response Plan.**

Local Red Cross officials have advised the Township of Ramara that they can provide a complete emergency shelter and registry and inquiry service. They cannot, however train local residents as emergency personnel because it has always been their policy to train Red Cross volunteers only. Should local resources and personnel be found to be insufficient for the demands placed upon it, Red Cross would assist, upon request, provided their facilities were not expended elsewhere.

**PART G: EMERGENCY TRANSPORTATION PLAN**

*See Part F Section 16 - Transportation and Communications Coordinator*

**PART H: EMERGENCY INFORMATION PLAN**

**See Part F Section 13 - Emergency Information Officer / Public Information Coordinator**

**PART J: UPDATES AND AMENDMENTS**

<u>Date</u>	<u>Comments</u>	<u>Updated by</u>
2006	Emergency Plan Revised	Plan Revision Sub-Committee
2007	Emergency Plan Revised	Plan Revision Sub-Committee
2008	Emergency Plan Revised	Plan Revision Sub-Committee
2009	Emergency Plan Revised	Plan Revision Sub-Committee
2010	Emergency Plan Revised	Plan Revision Sub-Committee
2005	Simcoe County Emergency Plan on file 12 copies one per box @ MEOC – 1 copy CEMC package	
2008	Updated County of Simcoe Emergency Response Plan	
2009	Updated County of Simcoe Emergency Response Plan	
2005	Brock Emergency Plan 1 copy in CEMC package @ MEOC	
2011	Brock Emergency Plan 1 copy in CEMC package @ MEOC	
2009	Lake Simcoe Region Conservation Authority on file - 1 copy @ MEOC in CEMC package	
2012	November general update	
2013	February general updates	
2014	Overhaul	
2016	Distribution list & contact updates	
2017	Distribution list & contact updates	
2018	Distribution list & contact updates	
2021	Distribution list & Contact updates	
2022	Distribution list & Contact updates	

**ANNEXES**

ANNEX 1	TRANSPORTATION / FOG
ANNEX 2	ENERGY
ANNEX 3	HUMAN HEALTH
ANNEX 4	WATER
ANNEX 5	WINTER STORMS & EXTREME COLD
ANNEX 6	AGRICULTURE
ANNEX 7	HAZARDOUS MATERIAL – FIXED SITE
ANNEX 8	SUMMER STORMS
ANNEX 9	GRASS / BRUSH FIRES
ANNEX 10	FLOODS & DAM FAILURES
ANNEX 11	EXTREME HEAT & SMOG

**NOTE: REFER TO ANNEX BINDER**