



**THE CORPORATION OF THE
TOWN OF TECUMSEH
EMERGENCY RESPONSE PLAN**

August 2016 Revision

		PAGE
	TABLE OF CONTENTS	
PART 1	INTRODUCTION	5
PART 2	AIM	6
PART 3	AUTHORITY	7
	<i>a) Definition of an Emergency</i>	
	<i>b) Action Prior Declaration</i>	
PART 4	EMERGENCY NOTIFICATION PROCEDURES	8-9
	<i>a) Requests for Assistance</i>	
	<i>b) A Declared Community Emergency</i>	
PART 5	EMERGENCY COMMUNITY CONTROL GROUP	10-11
	<i>a) Municipal Emergency Operations Centre</i>	
	<i>b) Community Control Group</i>	
	<i>c) Operating Cycle</i>	
	<i>d) Community Control Group Responsibilities</i>	
PART 6	EMERGENCY RESPONSE SYSTEM	12
	<i>a) Individual Responsibilities of the CCG</i>	
	1. Mayor or Acting Mayor	12
	2. Chief Administrative Officer/Operations Officer	13
	3. Police Coordinator	14
	4. Fire Chief	15
	5. Public Works Director	16
	6. Medical Officer of Health	17
	7. Social Services Director	18
	8. Emergency Medical Services (EMS) Director	19
	9. Community Emergency Management Coordinator	20
	10. Emergency Information Coordinator	21
	11. Electrical Utility Representative Essex Power	22

	12. Information Technology Officer	23
	<i>b) Support and Advisory Staff</i>	
	1. CAO's Administrative Assistant	24
	2. Town Solicitor	25
	3. Director of Finance	26
	4. Purchasing Agent	27
	5. Human Resources	28
	6. Public Transportation Director	29
	7. Telecommunications (ARES) Coordinator	30
	8. Other Agencies	31
	9. County Board of Education and Separate School Board	32
	10. Local Hospital Administrator	33
	<i>c) Relationship between CCG and Emergency Site Manager (ESM)</i>	34
	<i>d) Relationship between ESM and command and control structures of emergency responders</i>	34
PART 7	RECOVERY PLAN	35
PART 8	PLAN MAINTENANCE AND REVISION	38
PART 9	EMERGENCY TELECOMMUNICATIONS PLAN	39
PART 10	DISTRIBUTION LIST	40
PART 11	UPDATES AND AMENDMENTS	41

ANNEXES

ANNEX A	EMERGENCY NOTIFICATION CONTACT LIST	42
	Notification Message Format	43
ANNEX B	LOGISTICS	44
	<i>a) Location of the Emergency Operations Centre</i>	
	<i>b) Equipment</i>	
ANNEX C	EMERGENCY INFORMATION PLAN	45
	Emergency Information Coordinator	46
	Community Spokesperson	47
	Citizen Inquiry Supervisor	47
GLOSSARY		48

TOWN OF TECUMSEH EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

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 Town of Tecumseh

The population of the Town of Tecumseh is approximately 25,000.

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

The Town of Tecumseh Emergency Management Program Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Tecumseh important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Tecumseh Emergency Response Plan may be viewed at the Town Hall, Tecumseh Town website www.tecumseh.ca, and the Essex County Library – Tecumseh Branch. For more information, please contact:

Community Emergency Management Coordinator 519-979-4041

Town of Tecumseh Town Hall 519-735-2184

PART 2: AIM

The aim of this 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 of the Town of Tecumseh when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Tecumseh and meets the legislated requirements of the *Emergency Management Act*.

Emergencies can occur within the Town of Tecumseh, and the most likely are:

Natural, Technological, or Human caused and could be further found in the Town of Tecumseh's HIRA (Hazard Identification Review Assessment).

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

PART 3: AUTHORITY

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

The *EMCPA* states that the:

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

As enabled by the *Emergency Management and Civil Protection Act, 2006*, this emergency response plan and its’ elements have been:

- Issued under the authority of *Town of Tecumseh By-law #2005-055*; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The *EMCPA* defines an emergency as:

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

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

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Tecumseh.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Whenever an emergency occurs, or threatens to occur, the initial and primary responsibility for immediate action and for providing immediate assistance and control rests with the Town of Tecumseh.

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will immediately contact the Tecumseh C.E.M.C., Mayor, C.A.O. or the local municipal office, as the case may be, to request that the Town of Tecumseh emergency notification system be activated.

Upon receipt of the warning, municipal officials will notify all members of the Tecumseh Community Control Group (CCG). Upon being notified, it is the general responsibility of all CCG officials to assemble and manage the situation using procedures set out in the Tecumseh Emergency Response Plan. Where a threat of an impending emergency exists, the CCG will be notified and placed on stand-by.

As part of the Town of Tecumseh emergency notification system, the Mayor, C.A.O. or Community Emergency Management Coordinator shall also be notified of an emergency or impending emergency. He/she shall then notify or cause to have notified members of the Community Control Group (CCG), allowing CCG members to become aware of and to discuss the situation at the Town of Tecumseh level. (A request for County assistance [staff, resources] will not always be deemed a request for implementation of the County-level emergency plan, but an opportunity to become aware of the situation and to ensure that resources are ready and in place to assist the Town of Tecumseh, if required. The notification procedures are provided in Appendix 1).

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in Appendix 2a.

a) Requests for Assistance

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

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.

The Emergency Notification Contact List, including contact numbers for requesting assistance, are contained and attached within Appendix 2a and Appendix 2b.

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Town of Tecumseh as the Head of Council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- 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 Acting Mayor; or
- Town Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Town Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (MEOC)

The location of the Town of Tecumseh's primary and alternate Municipal Operations Centres are detailed in Annex B.

b) Community Control Group (CCG)

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

- Mayor of the Town of Tecumseh, or alternate;
- Chief Administrative Officer, or alternate, who becomes the Operations Officer in the MEOC;
- Community Emergency Management Coordinator, or alternate;
- Inspector OPP Police, or alternate;
- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Local electrical utility representative (Essex Power), or alternate, if required or available;
- Emergency Information Coordinator;
- Information Technology Officer (ITO);
- Additional personnel called or added to the CCG may include:
 - Emergency Management Ontario Representative;
 - Essex Region Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

c) Operating Cycle

Members of the CCG will gather in the Council chamber each hour, on the hour, to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's Assistant will maintain status board and maps and which will be prominently displayed and kept up to date. CCG members will have their assistants maintain

communications and record required information for CCG members during operating cycles.

e) Community Control Group Responsibilities

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

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Town as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP (Ontario Disaster Relief Assistance Program) and make arrangements as required.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Representing the community in regards to interviews and statements with local media;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

2. Chief Administrative Officer / Operations Officer

The Chief Administrative Officer becomes the Operations Officer for the Town of Tecumseh and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system through the OPP Police Service;
- Ensuring liaison with the Police Chief regarding security arrangements for the MEOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional Town staff to provide assistance, as required;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

3. Police Chief Coordinator OPP

The Police Chief/Inspector is responsible for:

- Activating the emergency notification system, and ensuring all members of the CCG are notified;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the MEOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing Police emergency communications in the Sandwich South Room,
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- 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;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in MEOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Ensuring that informational updates are provided to the CAO's administrative assistant five (5) minutes prior to each hour (as required);
- Providing an Emergency Site Manager, if required;
- Maintain a personal log of all actions taken.

4. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system through Windsor Fire and Rescue Services Dispatch Centre Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing fire emergency communications in the St. Clair Beach Room;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required;
- Ensuring that informational updates are provided to the CAO's administrative assistant five (5) minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

5. Public Works Director

The Public Works Director is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of Town roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

6. Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintaining a personal log of all actions taken.

7. Social Services Director

The Social Services Director is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Greater Essex County District School Board and/or Windsor-Essex Catholic District School Board and/or Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Rest Homes for the Aged and Nursing Home as required;
- Making arrangements for meals for the staff/volunteers at the MEOC and the site;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

8. Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

9. Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator or Alternate is responsible for:

- Activating and arranging the Municipal Emergency Operations Centre;
- Ensuring that security is in place for the MEOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

10. Emergency Information Coordinator (EIC)

The Town's Director Staff Services/Clerk will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

11. Utility Representative – Essex Power & Hydro One

The Utility Representative – Essex Power is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

12. Information Technology Officer (ITO)

The Information Technology Officer is responsible for:

- Ensuring the set-up of technology and communications equipment at the MEOC;
- Providing technical assistance in relation to technology and communications problems that may arise throughout the emergency;
- Assists and facilitates the set-up of additional external communications and technology as necessary at the emergency site, evacuation centres, information centre and alternate MEOC (should that become available);
- Interfaces with the Emergency Information Coordinator to enable seamless communications;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintains a personal log of all actions taken.
- Activating Everbridge Community Early Notification System if required.

b) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG:

1. CAO's Administrative Assistant/Assistants

The CAO's Administrative Assistant is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Contacting the Town's MPP and MP to inform of the declaration of an emergency.
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Arranging for printing of material, as required;
- Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency;
- 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;
- Maintain a personal log of all actions taken;
- Ensuring that informational updates from all parties are posted to the status "whiteboard" in the MEOC at least five minutes prior to each hour.

2. Town Solicitor

The Town Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Town of Tecumseh in its response to the emergency, as requested;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

3. Director, Finance Services

The Director, Finance Services is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurer(s)/Director(s) of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

4. Purchasing Agent/Finance Director

The Purchasing Agent is responsible for:

- Providing and securing of equipment and supplies not owned by the Town of Tecumseh;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

5. Human Resources (EIC)

The Emergency Information Coordinator (EIC) or their Designate is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Town records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

6. Public Transportation Director-Transit Windsor

The Public Transportation Director is responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff.;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

7. Telecommunications Coordinator

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

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

8. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Town Hall.

- All agencies to maintain a personal log of all actions taken.
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required).

9. County Boards of Education:

- Greater Essex County District School Board
- Windsor-Essex Catholic District School Board
- Le Conseil Scolaire de District des Ecoles Catholiques du Sud-Ouest

The Greater Essex County District School Board and the Windsor-Essex Catholic District School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to coordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e. implementing school stay in place procedure and implementing the school evacuation procedure;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
 - Maintain a personal log of all actions taken.

10. Local Hospital Administrator

The Windsor Hospital Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Ensuring that informational updates are provided to the CAO's administrative assistant five minutes prior to each hour (as required);
- Maintain a personal log of all actions taken.

c) Relationship between CCG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

d) Relationship between ESM, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.

PART 7: RECOVERY PLAN

7.1 General

Once the urgent part of the emergency event is over and/or the emergency declaration has been terminated, community officials must shift the focus to dealing with the long-term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the “recovery phase”.

The CCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would **not** constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth transition to the execution of the recovery phase, the CCG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 8.2 below).

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

7.2 Organization

Following a smooth transition to the recovery phase, the CCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

The Recovery Committee may consist of:

Mayor, Town of Tecumseh
Chief Administrative Officer, Town of Tecumseh
Town of Tecumseh Fire Chief
O.P.P. Police Coordinator
Treasurer, Town of Tecumseh
Community Emergency Management Coordinator

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance as required.

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Finance, Health and Social Services.

7.3 Recovery Strategy

During its initial and subsequent meetings, the Recovery Committee should develop a strategy, which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs, which have been identified, and any tasks identified through a review of the Committee’s responsibilities (Section 8.4 below). This strategy will also have to be

periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Town of Tecumseh Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

7.4 Recovery Committee Responsibilities

The following major responsibilities should be undertaken by the Recovery Committee:

- (a) Assist the Town of Tecumseh in ensuring that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers and waste disposal) are returned to service as soon as possible;
- (b) Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc. are repaired or replaced;
- (c) Assist municipalities in ensuring that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;
- (d) Ensure that health standards are met throughout the Town of Tecumseh;
- (e) Provide assistance to the Town of Tecumseh in the relocation and establishment of temporary housing for affected persons;
- (f) Assist the Town of Tecumseh in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);
- (g) Coordinate requests for funding support from other levels of government;
- (h) Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates; and
- (i) Consolidate, within the Town of Tecumseh, the damage assessment (approximate emergency event costs) reports.

7.5 Disaster Declarations and Disaster Relief Assistance

A declaration of a disaster is usually made by the Town of Tecumseh in order to possibly receive disaster relief assistance from the Provincial or Federal Government with regards to the amount of damage inflicted upon the community.

Once a Disaster Declaration has been made by the Town of Tecumseh, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion.

The different types of Disaster Relief Assistance generally include:

- (a) The Town of Tecumseh can declare a disaster and request that the Province also declare the community a disaster area in order to receive Provincial funding assistance towards damaged public infrastructure;

- (b) The Town of Tecumseh can also declare a disaster and request that the Province also declare the community a disaster area for the purposes of relief assistance from the Ontario Disaster Relief Assistance Program (ODRAP) (Municipal Affairs and Housing Ministry is the lead agency for ODRAP). ODRAP is intended to alleviate the hardship suffered by private homeowners, farming, and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood. No assistance is available under this program to cover damages to public property or to privately owned non-essential property; and
- (c) The Town of Tecumseh can also request, through local Members of Parliament, for Federal financial support. In the past, the Federal Government has provided financial assistance in the event of a large-scale disaster affecting the majority of a community. This financial assistance has normally been acquired through the Province.

PART 8: PLAN MAINTENANCE AND REVISION

8.1 Annual Review

This Plan will be reviewed annually and, where necessary, revised by the Emergency Management Committee.

Each time the Plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without Council review.

It is the responsibility of each person, department, agency or service named within this Emergency Plan to notify the Town of Tecumseh Community Emergency Management Coordinator forthwith of any administrative changes or of any revisions to the appendices.

8.2 Testing of the Plan

The ability for the Town of Tecumseh to respond as planned during emergency conditions must be assessed under non-emergency conditions. The efficacy of this plan will be tested from time to time by the following methods:

- (a) An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the CCG. Revisions to this Plan should incorporate recommendations stemming from such exercises.
- (b) A telephone notification exercise to test the alerting network through the “Reverse 911 System” will be conducted quarterly and will include all members of the MEOC/CCG and their alternates. All members of the Support Group/Staff as listed in the plan will be included in any such test. All MEOC/CCG and Support Group/Members are listed in Annex 2 of the Tecumseh Emergency Plan.

Records of all testing listed in 9.2 (a) (b) shall be recorded and such records shall be maintained by the CEMC.

PART 9: EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the MEOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator/Information Services Director for the Town of Tecumseh will ensure Computers, Radios Audio Equipment are in order and operational when required. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turned will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to the MEOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal.

Communications between the MEOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

PART 10 DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy
1	Mayor, Gary McNamara	17/06/2007
2	Deputy Mayor, Joe Bachetti	13/05/2016
3	Operations Manager - Tony Haddad	17/06/2007
4	Acting CAO – Luc Gagnon	13/05/2016
5	CEMC – Doug Pitre	02/09/2011
6	Alt. CEMC – Chad Mactier	13/05/2016
7	Police Coordinator – - Glenn Miller OPP	17/06/2007
8	Police Alt. Coordinator – Shawn Johnson OPP	10/08/2016
9	Police Alt. Coordinator – Rick Tonial OPP	17/06/2007
10	EIC – Laura Moy	17/06/2007
11	Alt. EIC – Tatiana Dafoe	10/08/2016
12	Health Services Coordinator – Dr. Wajid Ahmed	13/05/2016
13	Ambulance Coordinator – Bruce Krauter	13/05/2016
14	Alt. Ambulance Coordinator – Chris Grant and/or Ryan Lemay	13/05/2016
15	Social Services Coordinator – - Lucy Sobczyk	13/05/2016
16	Alt. Social Services Coordinator – - Dawn Bosco	13/05/2016
17	ICS Officer – Shaun Fuerth	10/08/2016
18	Alt. ICS Officer – David Doyon	02/09/2011
19	Director, Public Works & Environmental Services – Dan Piescic	02/09/2011
20	Director, Parks & Recreation – Paul Anthony	02/09/2011
21	Manager Water & Waste Water - Denis Berthiaume	02/09/2011
22	Director, Planning and Building Services – Brian Hillman	17/06/2007
23	Emergency Measures Coordinator for Essex County – Phil Berthiaume	17/06/2007
24	County Fire Coordinator – Bruce Montone	03/31/12
25	Director of Education – Public Schools– Erin Kelly	13/05/2016
26	Sr. Mgr. Facility Services – Catholic Schools – Gary McKenzie	13/005/2016
27	Superintendent of Business – French Schools – Carolyn Bastien	13/05/2016
28 – 35	MEOC – Storage Locker	17/06/2007

PART 11 UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:
17/06/2007	Updated contacts	Ken McMullen
19/06/2007	Updated ITO and Contact Information	Ken McMullen
18/07/2007	Updated EIC responsibilities	Ken McMullen
06/09/2007	Updated operating cycle and mayor's responsibilities i.e.: MP and MPP notification	Ken McMullen
02/10/2007	Updated responsibilities of CAO's assistant.	Ken McMullen
13/10/2007	Added Glossary	Ken McMullen
04/03/2008	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
09/07/2008	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
03/10/2008	Updated Appendices 2 a,b,c,d--Contact Lists	Linda Dewhurst
31/12/2008	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
15/04/2009	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
10/07/2009	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
09/10/2009	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
12/31/2009	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
03/31/2010	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
06/30/2010	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
09/30/2010	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
12/31/2010	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
02/09/2010	Updated Distribution List	Linda Dewhurst
03/31/2011	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
06/30/2011	Updated Appendices 2 a,b,c,d—Contact Lists	Linda Dewhurst
09/30/2011	Updated Appendices 2 a.b.c.d.--Contact Lists	Linda Dewhurst
12/31/2011	Updated Appendices 2 a.b.c.d—Contact Lists	Linda Dewhurst
03/31/2012	E-mail was sent; no changes reported to Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
03/31/2012	Updated Distribution List	Linda Dewhurst
06/30/2012	Updated Appendices 2 a,b,c,d--Contact Lists	Linda Dewhurst
09/30/2012	Updated Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
09/30/2012	Updated Distribution List	Linda Dewhurst
12/31/2012	Updated Appendices 2 a,b,c,d--Contact Lists	Linda Dewhurst
06/30/2013	E-mail was sent; no changes reported to Appendices 2 a,b,c,d – Contact Lists	Linda Dewhurst
01/09/2013	Updated ITO and Contact Information	Doug Pitre
01/09/2013	Updated & reviewed entire Plan	Doug Pitre
09/30/2013	Updated Appendices 2 a,b,c,d - Contact Lists	Linda Dewhurst
12/31/2013	Updated Appendices 2 a.b.c.d - Contact Lists	Linda Dewhurst
06/30/2014	Updated Appendices 2 a,b,c,d -Contact Lists	Linda Dewhurst
12/31/2014	Updated Appendices 2 a,b,c,d- Contact Lists	Linda Dewhurst
06/30/2015	Updated Appendices 2 a,b,c,d-Contact Lists	Linda Dewhurst
12/31/2015	Updated Appendices 2 a,b,c,d-Contact Lists	Linda Dewhurst
13/05/2016	Reviewed and Updated ERP	Doug Pitre
06/30/2016	Updated Appendices 2 a,b,c,d – Contact Lists	Kathie Primeau
10/08/2016	Reviewed and Updated ERP	Doug Pitre

ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST

(Refer to Appendix 2a, 2b and 2c.)

Upon activation, the notification process will be carried out at once by the Windsor Fire and Rescue Services dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the MEOC, etc). This dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Mayor.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate. If neither can be reached, go on to the next appointment on the list. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

Should an emergency occur or be impending, then contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-866-314-0472 or fax at 1-416-314-6220 for advice and assistance during an emergency.

If a state of emergency is declared, then the dispatcher should make a call to the Emergency Management Duty Officer and the Declaration of Emergency should be sent by fax.

NOTIFICATION MESSAGE FORMAT

SAMPLE SCRIPT

I am **(insert caller's name)**, and I am calling to inform you that the Emergency Operations Centre will be activated at **(insert date and time)** due to **(state the nature of the emergency)**. As a member of the Community Control Group you **should report to (list location: primary/alternate MEOC or other location at (insert date/time))** and report to the CEMC or Operations Officer. Please bring the following resources with you **(list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list)**

Thank you

Note: The caller delivering this message MUST record the date and time EACH member (or alternate) of the CCG was contacted.

ANNEX B: LOGISTICS

a) Emergency Operations Centre

The Municipal Emergency Operations Centre will be located in Tecumseh Town Hall, which is located at 917 Lesperance Road, Tecumseh, Ontario.

The alternate Municipal Emergency Operations Centre will be located at the County of Essex Civic Center which is located at 360 Fairview Ave. W., Essex Ontario.

b) Equipment List

The equipment required for the Municipal Emergency Operations Centre is organized in a kit form. The kit is located in the MEOC storage closet. The Community Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

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

Item	Location
Fax Machine	MEOC Storage Closet
Fax Machine	MEOC Storage Closet
Television	Tecumseh Room
Telephones	Kit Boxes – MEOC Storage Closet
Electronic White Boards	Tecumseh Room
Ham Radio	<u>Emergency Radio Organization</u>
Flip Charts	MEOC Storage Closet
Electrical Power Bars	MEOC Storage Closet

ANNEX C: EMERGENCY INFORMATION COORDINATOR

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency. The Mayor or his designate will be the over all spokesperson for the municipality in conjunction with accurate information from the Emergency Information Coordinator (EIC).

The EIC will act as the alternate community spokesperson and will appoint the following personnel:

- Community Spokesperson; and
- Citizen Inquiry Supervisor.

The EIC will be responsible for the following:

- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the MEOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Coordinating the provision of clerical staff to assist in the Municipal Emergency Operations Centre, as required;
- Procuring staff to assist, as required.

The local Emergency Information Control Centre (EICC) will be located in the Tecumseh OPP Station with the Tecumseh Arena being the alternate location.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the EIC. The Citizen Inquiry Section is located in the Town Hall Office, under the supervision of the EIC. Once again, depending on the nature of the incident, it may be necessary to establish a separate Citizen Inquiry Section adjacent to the emergency site and transfer information to the Citizen Inquiry Section at Town Hall due to the fact that people will attend to the scene, assuming they can gather information there at that time.

1. Emergency Information Coordinator

The Emergency Information Coordinator reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EICC is set up and staffed and a site EICC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Switchboard (Town and Emergency Services);
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EICC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Monitor and maintain a weather log at 1 hour intervals (every hour on the hour);
- Maintain a personal log of all actions taken.

2. Community Spokesperson

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Town of Tecumseh's Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the MEOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media;
- Maintain a personal log of all actions taken.

3. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Town switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to, and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to, and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

Glossary

CCG - Community Control Group - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

CEMC – Community Emergency Management Coordinator – the person responsible for maintaining the jurisdiction’s emergency plan.

EIC – Emergency Information Coordinator (Self-Explanatory).

EICC – Emergency Information Control Centre (Self-Explanatory).

EMCPA - *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario. It empowers the head of Council of a community to declare an emergency, if such action is felt to be necessary, and may also terminate the declaration when extraordinary response is no longer needed.

EMERGENCY – a situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.

EMO – Emergency Management Ontario is part of the Ministry of Public Safety and Security, which is responsible for monitoring, coordinating and assisting in the formulation and implementation of emergency management programs in Ontario.

EMPC – Emergency Management Program Committee – the group responsible for leading the development of the emergency management program at the community level.

EMS – Emergency Medical Services (Self-Explanatory).

ERO – emergency radio organization

ESM – Emergency Site Manager (Self-Explanatory).

HIRA - Hazard Identification Review Assessment (Self Explanatory).

ITO – Information Technology Officer (Self Explanatory).

MEOC – Municipal Emergency Operations Centre (Self Explanatory).

MITIGATION – actions taken to reduce or eliminate the effects of an emergency or disaster.

OFM – Ontario Fire Marshal - The role of the OFM is to minimize the loss of life and property from fire in Ontario by providing support to municipalities and fire departments across Ontario to meeting the needs of their communities, including public education, fire prevention, firefighting, fire protection, training, and fire investigation, leadership within the Ontario Government by advising on standards and legislation relating to fire prevention and protection, and recommendations for the provision of adequate levels of fire safety for buildings and premises within Ontario.

ODRAP – Ontario Disaster Relief Assistance Program - intended to alleviate the hardship suffered by private homeowners, farming, and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood.

PERT – provincial emergency response team.

PREPAREDNESS – actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public education and awareness.

PREVENTION – Actions taken to prevent an emergency or disaster.

RECOVERY PHASE - dealing with the long-term effects of the accident/event while at the same time attempting to restore conditions to normal.

RESPONSE – actions taken to respond to an emergency or disaster.

RECOVERY – actions taken to recover from an emergency or disaster.