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PRINCE EDWARD COUNTY ♦ ONTARIO

EMERGENCY PLAN

March 3, 2020

Version 16

Updates and Amendments

yyyy/mm/dd	Comments	Updated By
2012/03/12	Revision of Entire Plan and the Annexes	EMPC
2012/04/27	Updated by Committee of the Whole, April 26, 2012	
2012/09/21	Updated contact information	
2012/10/04	Updated Support team roles, titles	
2012/11/06	Update MOH role	MOH
	Update Annex A	
2013/10/09	Update Annex A	
	Update role of Quinte Health Care	QHC
	Updates to Annex C	EIO
	Update to Annex B	CEMC
2014/09/11	Update to Annex A	
2014/10/20	Update to Annex C	EIO
2015/01/20	Update to Annex A	
	Update to Annex C	
2015/03/27	Update to Municipal Control Group Contact Information	County
2015/04/08	Update to Annex A	County
2016/11/17	Update to Municipal Control Group Contact Information, Support team roles, titles. Update to Annex A & B	County
2017/03/28	Update to Municipal Control Group Contact Information	CEMC
2018/07/11	Complete revision of Plan to reflect IMS	CEMC
2019/04/30	Update to Municipal Control Group Contact Information and Titles	CEMC
2019/11/15	Update to Annex A Support Group Contact Information	CEMC
2020/01/06	Update to Annex A Municipal Control Group Contact Information, Annex C App 9 – Communication Team Contact Information	CEMC
2020/03/03	Update to Municipal Control Group information, Support team and Annexes A & D	CEMC

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Section 1 – Introduction

Foreword

Municipal Emergencies could be defined as situations caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed to ensure the coordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Corporation of the County of Prince Edward, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Corporation of the County of Prince Edward emergency plan may be viewed online at www.thecounty.ca or at the Shire Hall Municipal Office at 332 Main Street, Picton. For more information please contact the Community Emergency Management Coordinator (CEMC) at 613-476-2345.

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 Corporation of the County of Prince Edward when faced with an emergency.

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

Authority

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario. The *Emergency Management and Civil Protection Act* states that:

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]

"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."

[Section 4 (1)]

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

- Issued under the authority of a Corporation of the County of Prince Edward By-law; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

Definition of an Emergency

The *Emergency Management and Civil Protection Act* 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."

An emergency that activates this plan would be one that affects the health and safety of the residents of a broader range of the municipality, as opposed to smaller emergencies such as motor vehicle accidents or structure fires that are dealt with daily by emergency services.

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

Action Prior to Declaration

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

Emergency Management Program Committee

The Emergency Management Program Committee for Prince Edward County will consist of the following members:

CEMC (Fire Chief) – Chair
Alternate CEMC (Chief Building Official) – Alt Chair
Chief Administrative Officer
Clerk
Director of Finance
Communications and Media Coordinator

Section 2 - Notification

Notification

The Corporation of the County of Prince Edward Emergency Plan and the Municipal Control Group depend on Prince Edward County Fire and Rescue to provide the essential 24-hour emergency contact function to initiate the notification.

The Emergency Plan and the Emergency Operations Centre may be activated in response to a variety of problems and any one of the members of the Municipal Control Group may call for that activation.

Where the threat of an impending emergency exists the Municipal Control Group will be notified. Refer to **Annex A** for the full procedure.

Requests for Assistance

Assistance may be requested from adjoining municipalities at any time by contacting the applicable officials. Such requests shall not be deemed to be a request that the assisting agency 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.

Contact information for requesting assistance can be found in **Annex A**.

Declaring an Emergency

The Mayor or designated alternate is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group.

Upon declaring or terminating an emergency, the Mayor shall notify (Found in **Annex A**):

- Office of the Fire Marshall and Emergency Management, Ministry of Community Safety and Correctional Services;
- Council;
- Public;
- Neighboring municipal officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP); and
- Other agencies as required.

A community emergency may be terminated at any time by:

- Mayor or designated alternate;
- Council by resolution; or
- Premier of Ontario.

Section 3 – Emergency Response

IMS Overview:

The Corporation of the County of Prince Edward has adopted the Province of Ontario Incident Management System (IMS) as the tools and process to assist them in managing an emergency incident should it occur. In doing so, it will allow them to be efficient and effective in taking action in the best interest of the residents and citizens they serve.

The IMS applies a functional approach to emergency management. In doing so, it allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the Municipality. It is however important to note that some functional requirements in the Emergency Operations Centre (EOC) are best suited by individuals who possess the required training, competency, and professional skills to fulfill the functional responsibilities.

The five functions of the Incident Management System as listed in the following chart are the responsibility of the Emergency Operations Centre (EOC) Commander. The first arriving municipal control group (MCG) member will assume the function of the EOC Commander. The EOC Command function may be transferred as other members of the MCG arrive. The EOC Commander has the authority to delegate functions as required and in doing so may establish each level as the need arises. The general practice is the more complex the incident; the larger the command structure in order to effectively and efficiently manage the incident. It is important to note the EOC Commander is responsible for ensuring all functions of the IMS are completed regardless if he/she chooses to delegate the function or not.

IMS Key Functions:

The five key functions of IMS are; Command, Operations, Planning, Logistics, and Finance/Administration. Refer to the following chart for an IMS Functions Guide. Municipal Control Group members assuming the primary functions of IMS should have previously achieved the required training to do so.

Key IMS Functions & Responsibilities

Function	General Responsibilities
EOC Commander	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to Site Incident Command.
Safety Officer /Risk Management Officer <i>Command Staff</i>	Monitors safety conditions and develops safety measures related to the overall health and safety of the MCG. May also be responsible for reporting on risk management and liability issues that may arise during the course of the emergency.
Emergency Information Officer <i>Command Staff</i>	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases.
Liaison Officer <i>Command Staff</i>	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	<ul style="list-style-type: none"> • Responsible for providing overall supervision and leadership to the Operations Section • Activates and supervises the Branches as necessary and is responsible for the organization and assignment of resources within the Operations Section.

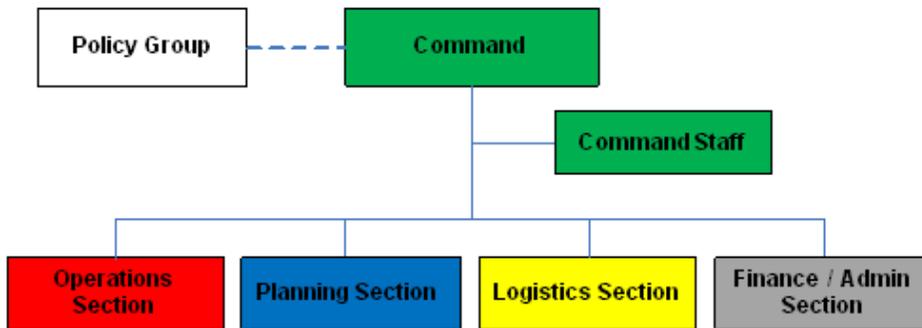
	<ul style="list-style-type: none"> • Acts as the point of contact into the EOC for the Incident Commander and other emergency services at the site
Planning Section Chief	<ul style="list-style-type: none"> • Responsible for providing overall supervision and leadership to the Planning Section • Activates and supervises the Units as necessary and is responsible for the organization and assignment of resources within the Planning Section. • Responsible for organization and assignment of all EOC planning resources. • Responsible for coordinating the development of the EOC Action Plan for each operational • Responsible for collection, collation, evaluation, analysis and dissemination of incident information and maintaining situational awareness in the EOC.
Logistics Section Chief	<ul style="list-style-type: none"> • Responsible for providing overall supervision and leadership to Logistics Section • Activates and supervises the Units as necessary and is responsible for the organization and assignment of resources within the Logistics Section. • Responsible for providing facilities, services and materials in support of the EOC and the incident if requested.
Finance & Administration Section Chief	<ul style="list-style-type: none"> • Responsible for providing overall supervision and leadership to Fin/Admins Section • Activates and supervises the Units as necessary and is responsible for the organization and assignment of resources within the Fin/Admin Section. • Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

IMS Principles

It is important to note that the five (5) key Functions of the Incident Management System are consistent throughout the Planning, Emergency Response, Mitigation, and the Recovery stages of an Emergency. The following seventeen (17) standard principals provide guidance to the implementation of the key functions:

1. Standard Terminology
2. Applicability
3. Management by Objectives
4. Simplicity & Flexibility
5. Standardization
6. Interoperability
7. Unity of Command
8. Span of Control
9. Consolidated Incident Action Plan
10. Integrated Communications
11. Sustainability
12. Modular & Scalable Organization
13. Information Management
14. Inter-Organizational Collaboration
15. Comprehensive Resource Management
16. Designated Incident Facilities
17. Accountability

IMS Functional Structure



EOC Functional Process

The following list outlines a typical functional cycle within the EOC. The IMS is reliant upon an approved EOC Action Plan with specific objectives and operational period of time.

- i. Establish Command Function
- ii. Set up EOC
- iii. Begin information gathering process (size up) (Incident Briefing)
- iv. Determine Primary Objectives & Strategy
- v. Develop EOC Action Plan & Operational Period (acquire approval)
- vi. Evaluate, Adjust, and Re-Evaluate

Once established, the functions remain ongoing until the demobilization of the IMS structure and Command is terminated.

Establishing Command

The “function” of EOC Command will be assumed by the first arriving MCG member based on the above noted hierarchy. The MCG member shall remain as the EOC Commander until relieved by the arrival of a senior or higher ranking MCG member or when a shift change is necessary.

The CAO has the authority to assume and/or delegate EOC Command as he/she determines the emergency situation requires.

Transfer of Command

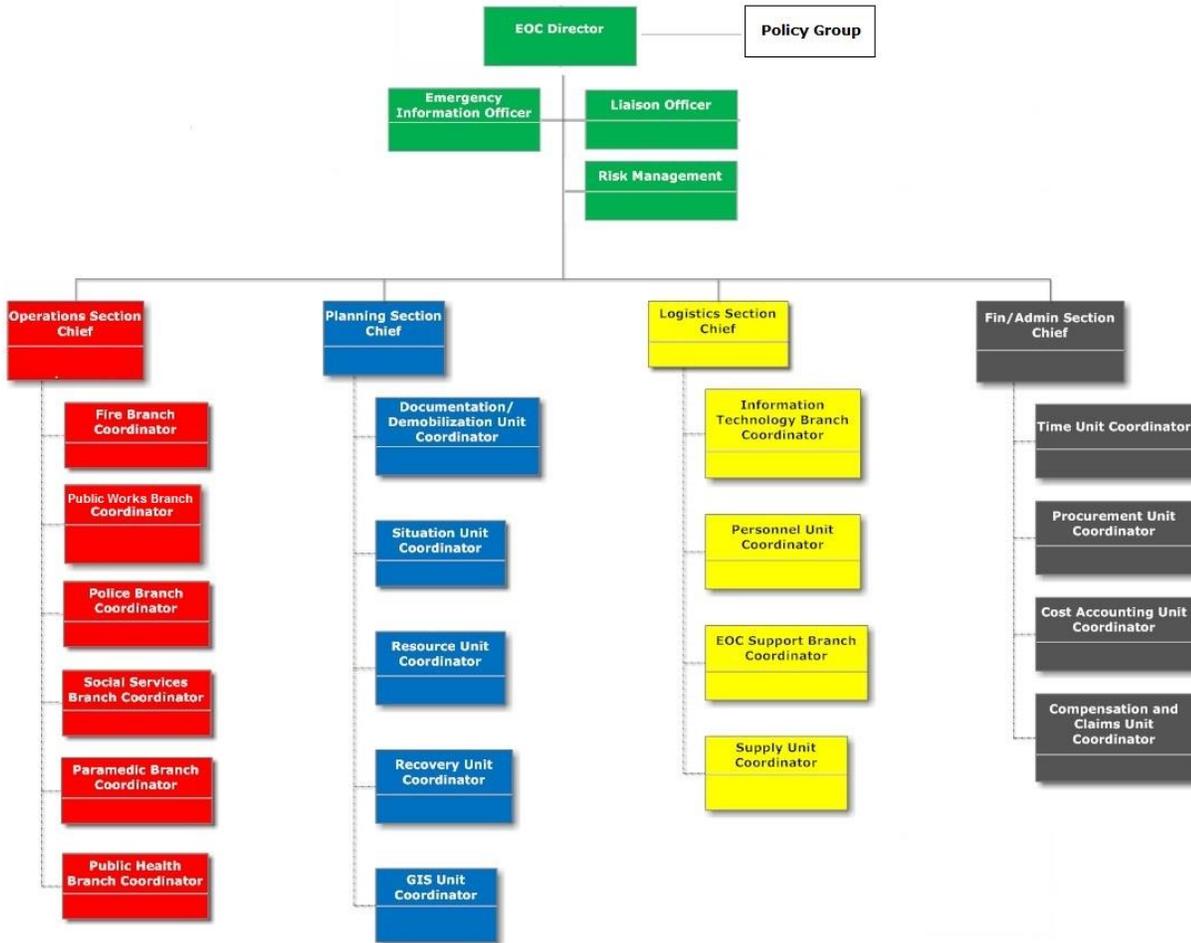
EOC Command and Command Staff level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new EOC Commander and Command Staff.

EOC Action Plan

The EOC Commander is responsible for the approval of the EOC Action Plan (developed by the Planning Section). The EOC Action Plan will identify the strategy and objectives of the MCG for a specified operational period. Once approved, the EOC Action Plan shall be posted for all members of the MCG to reference throughout the duration of the event and shall be shared with the Incident Commander and any organizations and sites as required (eg., reception/evacuation centre staff)

Expansion of the MCG & IMS

The EOC Commander shall be responsible to assign and delegate the primary functions of the IMS. In most cases, the basic IMS structure will be sufficient to support the Incident Commander and manage the EOC responsibilities, however as the incident grows, more assistance may be required in all or some of the functional areas. This process is governed by the “span of control” and modular organization. For example; the addition of branches, divisions and/or sectors may be required. The following functional chart represents all branches and units that may be activated under the IMS structure. This chart represents functions only and it is likely that a single employee could be responsible for multiple functions.



Emergency Operations Centre

The Municipal Control Group will report to the Primary Emergency Operations Centre, or the alternate if the Primary is unavailable for use. The locations of the primary and alternate Emergency Operations Centres and the guidelines and procedures for the set-up of each facility are located in **Annex B**.

Municipal Control Group

The emergency response will be directed and controlled by officials or their alternates who are responsible for providing the essential services necessary to minimize the effects of an emergency in the municipality.

This group is known as the **Municipal Control Group** consists of the following officials:

1. Mayor of The Corporation of the County of Prince Edward
2. Chief Administrative Officer
3. Fire Chief/CEMC
4. Clerk
5. Director of Finance
6. Media and Communications Coordinator
7. Chief Building Official/Alt. CEMC

These Municipal Control Group members will fill the roles of the primary 5 functions of IMS (Command, Operations, Planning, Logistics, Finance/Administration) and will expand their respective functions as needed based on the emergency. EOC Command will be established first by the first MCG member to arrive at the EOC. The role of EOC Command may be transferred as more people arrive and depending on the nature of the emergency, but will generally be held by the Chief Administrative Officer.

Municipal Control Group Responsibilities

The actions or decisions which the members of the Municipal Control Group will be responsible for are:

- a) Calling out and mobilizing their emergency service, agency and equipment.
- b) 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.
- c) Expansion of the IMS structure to include additional municipal staff if necessary, and any Support Agencies, if necessary, to attend the Emergency Operations Centre
- d) Determining if the location and composition of the Municipal Control Group are appropriate.
- e) Advising the Mayor as to whether the declaration of an emergency is recommended.
- f) Advising the Mayor on the need to designate all or part of the geographical area of the County of Prince Edward as an emergency area.
- g) Confirming appointment of the Incident Commander or appointing one if necessary
- h) Ordering, coordinating and /or overseeing the evacuation of inhabitants considered to be in danger.
- i) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
- j) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, and service clubs.
- k) Notifying, requesting assistance from and/or liaison with various levels of government and any public agencies *not* under municipal control, as considered necessary.
- l) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- m) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- n) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public.
- o) Determining the need to establish advisory group(s) and/or sub-committees.
- p) Authorizing expenditure of money required to deal with the emergency.
- q) Notifying the service, agency or group under their direction, of the termination of the emergency.
- r) Maintaining a log outlining decisions made and actions taken, and submitting the log to the Planning Section Chief within one week of the termination of the emergency, as required.
- s) Participating in the debriefing following the emergency.

Support Agencies

Support agencies are those non-municipal agencies that may be contacted as deemed necessary, to offer support to the Municipal Control Group depending on the nature of the emergency.

These agencies will not be part of the initial notification process, but will be contacted by the Municipal Control Group on an as needed basis. Notification and contact information for these agencies can be found in **Annex A**.

Support agencies consist of the following known agencies (this is not an exhaustive list and other agencies, including private companies, may be called in depending on the nature of the emergency):

1. Ontario Provincial Police
2. Red Cross
3. Hastings Quinte Paramedic Services
4. Hastings Prince Edward Public Health
5. Quinte Health Care Corporation - Prince Edward County Memorial Hospital
6. Hastings and Prince Edward County
7. Algonquin and Lakeshore Catholic District School Board
8. Quinte Conservation
9. Canadian Forces Base Trenton, Eight Wing

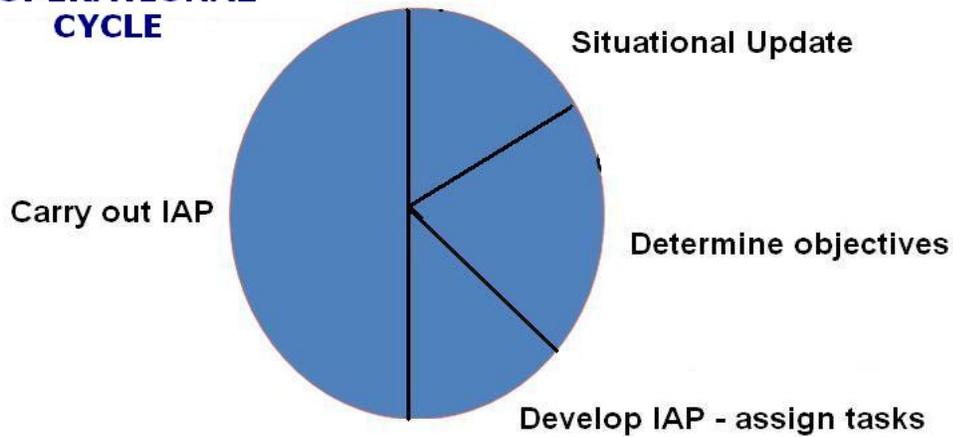
Operational Cycle

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken, problems encountered and what needs they may have. The EOC Commander will establish the frequency of meetings and agenda items, based on the emergency. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Planning Section will maintain the status board and maps, which will be prominently displayed and kept up to date. It is essential that each member covering each area of responsibility is heard from during the process. The Municipal Control Group is a team effort and the actions or inactions taken, in one area may have a significant impact upon another.

The first part of the Operational Cycle is a situational update from each agency. Pertinent updates and needs should be given as well as their status in the completion of tasks from the previous Operational Cycle. Based on the situational update, objectives will then be clearly established and assigned and the Planning Section will keep a record of tasks assigned. This will become the EOC Incident Action Plan (IAP) for that cycle. Once the meeting is completed, the members will contact their agencies and pass on any relevant information or directives which come as a result of the business cycle meeting. Between meetings, members are to be following up with their organizations and ensuring that the decisions of the Municipal Control Group are being implemented.

It is essential that the Emergency Operation Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Control Group members, invited external support agencies/resources, and necessary support staff should have access. Media are not allowed into the Emergency Operation Centre, nor is anyone who has not been authorized by the EOC Commander.

**OPERATIONAL
CYCLE**



Section 4 – Plan Maintenance and Revision

Community Emergency Management Coordinator

A **Community Emergency Management Coordinator** is required under the *Emergency Management and Civil Protection Act* in *O.Reg 380/04*, Section 10(1). It is a largely administrative function focused on pre-emergency planning. The Community Emergency Management Coordinator has no role in the event of an actual emergency. The Community Emergency Management Coordinator is responsible for ensuring compliance with all components of the Act. Specific duties include:

- a) Successfully completing all training as required by Emergency Management Ontario and maintaining familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- b) Identifying emergency management program financial and resource requirements and preparing, or assist in the preparation of, an annual emergency program budget submission.
- c) Forming a Emergency Management Program Committee to address the following:
 - i. Conduct the community's Hazard Identification and Risk Assessment process.
 - ii. Prepare and obtain Emergency Management Ontario approval of a community emergency response plan.
 - iii. Ensure the designation and development of an appropriate community Emergency Operations Centre.
 - iv. Conduct the critical infrastructure identification process.
 - v. Document the existing community emergency response capability and identify and attempt to address additional needs.
 - vi. Conduct annual training for the members of the Municipal Control Group and Emergency Operation Centre staff.
 - vii. Conduct an annual exercise to evaluate the community emergency response plan.
 - viii. Identify an individual to act as the Emergency Information Officer.
 - ix. Develop and implement a community emergency management public awareness program.
 - x. Conduct an annual review of the community emergency management program.
- d) Providing emergency management expertise and administrative support to the Municipal Control Group during an emergency.
- e) Maintaining the response plan to ensure it is up-to-date and accurately reflects the community risk assessment and emergency management program priorities.
- f) Liaising with the sector OFMEM Field Officer at all times to ensure that the community emergency management program maintains the legislated standards.
- g) Monitoring the community's level of mandated emergency program achievements and process the required verification documents to the OFMEM.

- h) Ensuring that equipment and supplies are available in the designated Emergency Operation Centre to the satisfaction of the Municipal Control Group.

Annual Review

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Management Program Committee.

Major revisions to the Plan must be approved by Council. Minor revisions or revisions to the Annexes may be approved by the Emergency Management Program Committee.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the annexes or administrative changes.

Testing of Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Municipal Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.