

The Corporation of the Township of Seguin

By-law No. 2025-073

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act* and Repeal By-law 2020-119

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the "Act") Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish a municipal emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the community emergency management coordinator (the "CEMC") and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Seguin Township.

Community Emergency Management Coordinator

6. The Fire Chief is hereby appointed as the primary CEMC responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Deputy Fire Chief is hereby appointed as alternate CEMC to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a) Head of Council (Mayor)
 - b) Chief Administrative Officer (CAO)
 - c) CEMC (Fire Chief)
 - d) Alternate CEMC (Deputy Fire Chief)
 - e) Township Clerk
9. The CEMC (Fire Chief) is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
 - a) Head of Council – Mayor
 - b) Emergency Operations Centre Director – Chief Administrative Officer
 - c) Community Emergency Management Coordinator- Fire Chief
 - d) Emergency Information Officer – Communications Specialist
 - e) Liaison Officer – Township Clerk
 - f) Operations Section Chief – Director of Public Works
 - g) Planning Section Chief – Director of Planning
 - h) Logistics Section Chief – Director of Community Services
 - i) Finance and Administration Section Chief – Director of Finance/Treasurer
 - j) IT Support & Business Continuity – Director of Strategic Initiatives
 - k) Alternate CEMC – Deputy Fire Chief
 - l) Alternate Section Lead – Chief Building Official

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in the Plan.

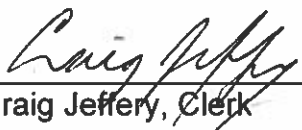
Emergency Information Officer

13. The Township's Communications Specialist is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Township's Administration Office, 5 Humphrey Drive during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. By-law No. 2020-119, and all other By-laws and Resolutions, or parts thereof, contrary hereto or inconsistent herewith of The Corporation of the Township of Seguin be and the same are hereby repealed.

Enacted this 15th day of September, 2025.

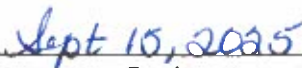


Craig Jeffery, Clerk



Ann MacDiarmid, Mayor

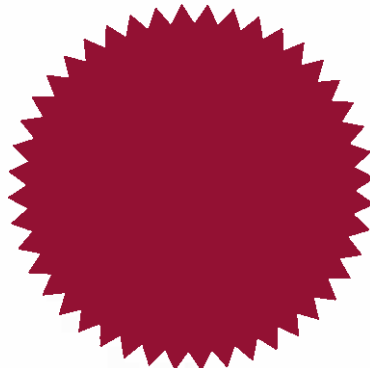
By signing below, I Mayor MacDiarmid will not exercise the power to veto this by-law.



Date



Signature



West Parry Sound Area Emergency Response Plan 2018

The Township of the Archipelago
The Township of Carling
The Municipality of McDougall
The Township of McKellar
The Town of Parry Sound
The Township of Seguin

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Introduction

1.1 Definition of an Emergency

The West Parry Sound area is on the southern boundary of Northern Ontario. For the purposes of this plan the West Parry Sound area is comprised of the geographical boundaries of: The Township of the Archipelago, The Township of Carling, The Municipality of McDougall, The Township of McKellar, the Town of Parry Sound and The Township of Seguin.

The Ontario Government defines an emergency as: “A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.”

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, the West Parry Sound Area Municipalities possess a detailed emergency response plan designed to mitigate the damages created by an emergency. In the event of an emergency, the West Parry Sound Area Municipalities promote a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

The West Parry Sound Area Municipalities take an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk to the residents of the West Parry Sound Area:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest)
- Outbreaks of disease (human or animal borne)

Major emergency events that significantly impact area residents or the day-to-day business of the Municipalities in the West Parry Sound Area may require complex, coordinated emergency response. In such cases, one or several West Parry Sound Area Municipalities may choose to make a formal Declaration of Emergency.

This type of emergency is defined as a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act, 2006*).

As mandated by the *Emergency Management and Civil Protection Act, 2006*, all municipalities in Ontario must have an emergency response plan and an emergency management planning program. The West Parry Sound Response Plan is also the document upon which the West Parry Sound Area partner municipalities can create co-operative mutual aid and assistance agreements that greatly improve the effectiveness of our response to larger-scale emergencies.

The plan has been designed and is maintained by a joint task force known as the West Parry Sound Area Emergency Management Program Committee. This committee is comprised of representatives from each partner municipality. Each partner municipality has endorsed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in the declaration of an emergency. The emergency response plan has been developed to provide key officials, agencies and departments of the West Parry Sound Area Municipalities with important emergency response information relating to:

- Declaration, notification and termination of an emergency
- Locations of primary and alternate EOC's and PEOC's
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- CBRN memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

Aim and Purpose

2.1 Purpose of the West Parry Sound Area Emergency Response Plan

The West Parry Sound Area Emergency Response Plan is a strategic plan for support, management and assistance in the event of an emergency to the area municipalities of The Township of the Archipelago, the Township of Carling, The Municipality of McDougall, the Township of McKellar, the Town of Parry Sound and the Township of Seguin.

The support and assistance that West Parry Sound Area Emergency Municipalities provide to each other may be in the form of coordinating or sharing information, coordinating resources, and/or providing resources that the municipalities request or determine are necessary to help manage the emergency.

The West Parry Sound Area emergency management program incorporates the five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery in an effort to foster disaster resilient communities.

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 West Parry Sound Area when faced with an emergency.

This plan enables a centralized controlled and coordinated response to emergencies in the West Parry Sound Area, complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and was adopted by the area municipalities.

2.2 Scalability

The cornerstone of this plan, like the ICS model, is the ability to scale the response according to the severity and impact of the emergency. Additionally it is fundamentally important for each municipality to maintain the right to manage emergencies within their own borders if they are able to do so with their own resources. When an emergency occurs, the impacted municipality may choose to manage the emergency with its own staff or request the assistance of the Emergency Command Group to manage the emergency or supplement existing efforts.

Authority

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

The *EMCPA* 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. [*EMCPA*, s. 3(1)]

The emergency response plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [*O. Reg. 380/04*, s. 15(2)].

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

- Issued under the authority of *area Municipal By-laws* and
- Filed with the Office of the Fire Marshal and Emergency Management , Ministry of Community Safety and Correctional Services

Actions Prior To Declaration

The West Parry Sound Area Municipalities have established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the CEMCs, Emergency Command Group and municipal staff will undertake during each phase.

West Parry Sound Area Emergency Monitoring Status Indicators

Municipal Status ROUTINE GREEN	Declaration of Routine conditions means that the Area Municipalities are operating under normal conditions. Under these conditions the Municipalities maintain ongoing surveillance for abnormal events.
Municipal Status ENHANCED YELLOW	Declaration of Enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Area Municipalities enhance its surveillance and monitoring activities and takes appropriate related actions. Any area CEMC can increase their Status to ENHANCED. At this time all area CEMCs and potential Emergency Command Group members will be notified and report back with their availability.
Municipal Status EMERGENCY RED	Declaration of Emergency conditions means that a municipality and/or two or more of area municipalities is in an emergency response mode. Under these conditions the West Parry Sound Area Municipalities implements the Emergency Response Plan and activates appropriate (EOC) Emergency Operations Centre(s) in order to coordinate the appropriate response activities.
Municipal Status RECOVERY GREY	Declaration of Recovery conditions means that the Area Municipality or Municipalities is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

4.1 Actions of the West Parry Sound Area Municipal Employees

When an emergency exists but has not yet been declared to exist, Municipal 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 West Parry Sound Area.

4.2 Command Group Notification Process

- Upon receipt of a warning of a potential emergency, the responding municipal department will immediately contact the CEMC of the impacted municipality to request that the notification system be activated.
- Upon notification of the impending situation, the CEMC will decide the scale of the emergency. The Emergency Information Officer (EIO) will be responsible to contact the required Emergency Command Group (ECG) personnel according to the scale as decided by the impacted CEMC.
- Upon being notified of a possible impending emergency, it is the responsibility of all ECG officials to notify their staff and volunteer organizations of the situation.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

4.3 Request from one Municipality to the Group for Assistance.

The West Parry Sound Area Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. An area municipality may request assistance from the other municipalities at any time as is outlined in the Municipal Assistance Agreement. Details can be found in section 16 and Annex I.

4.4 Request for Assistance from the Province of Ontario

A Head of Council, the Emergency Operations Centre Director, or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority by contacting Office of the Fire Marshal and Emergency Management (OFMEM). Confidential contact information for OFMEM can be found in ANNEX A-3.

4.4.1 Office of the Fire Marshal and Emergency Management (OFMEM)

For routine matters, OFMEM staff may be reached between 0900-1700 hours, Monday to Friday.

4.4.2 OFMEM Provincial Emergency Operations Centre

Office of the Fire Marshal and Emergency Management staffs the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The West Parry Sound Area Municipalities should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer. Contact information can be found in ANNEX A-3.

When a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible. A copy of the Declaration of Emergency Form can be found in ANNEX F.

In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the Ontario Provincial Police (OPP) Duty Officer. Contact information for the OPP can be found in ANNEX A-2.

4.4.3 OFMEM Community Field Officer

Contact Information for the OFMEM Community Field Officer can be found in ANNEX A-3.

4.5 How to Report an Emergency to OFMEM

When the a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration (see 4.4.2) as soon as possible.

Convening the West Parry Sound Area Emergency Command Group

5.1 Emergency Command Group Notification

A request to activate the West Parry Sound Area Emergency Notification System may be made by any of the following if they believe an emergency exists or has the potential to develop. They can do this by contacting the Community Emergency Management Coordinator (CEMC) of the affected municipality:

- Premier or Lieutenant Governor in Council
- Any member of the Emergency Group (ECG)
- The head of Council (or designate) of any area municipality
- Other individuals as identified as having authority in an area municipal plan

The request is made by contacting CEMC of the affected municipality who shall proceed as follows:

- Where an emergency exists, the CEMC will decide the scale of the Emergency and the necessary response. For small scale emergencies the CEMC may decide to use their own staff and resources. The CEMC may decide that the Emergency is significant and decide to request assistance from the Emergency Command Group (ECG) The Emergency Information Officer as designated by the CEMC will be responsible for contacting the required ECG members.
- Where an Emergency impacts more than one Municipality the CEMCs from those municipalities will decide who will be the Incident Commander (IC), Emergency Information Officer (EIO) and the location of the Emergency Operations Centre (EOC).
- Upon being notified to convene, it is the responsibility of all CCG officials to report to the designated Emergency Operations Center (EOC) and notify their staff and volunteer organizations

5.2 Emergency Notification Procedure

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

The content of the messages transferred during Emergency Notification procedures will be standardized to include the following:

1. Reason for the call: describe (pending or potential) emergency situation
 2. Status of notification "ALERT", "STAND BY" or "CALL TO ASSEMBLE"
 3. Location of the Emergency Operation Centre (EOC) or meeting room
 4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
 5. Verbal update and instructions concerning notification status
 6. Request to repeat the verbal message to ensure information is understood
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Declaration, Notification and Termination of Emergency

6.1 Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes a Head of Council, to declare that an emergency exists. The decision to declare and manage an emergency can be made one municipality, on their own, or by one or more municipalities in a coordinated effort. In either case, whether an Emergency involves an individual municipality or a group of municipalities, an Emergency Command Group will be formed. In the case of an emergency that is of the scale to be managed by an individual municipality the ECG will be comprised of representatives of the affected municipality; in the case of an Emergency that involves more than one municipality the ECG will be comprised of representatives from the partner municipalities. The Emergency Command Group will make recommendations to individual municipalities on whether to declare an Emergency. If needed, the West Parry Sound Emergency Management Program Committee will convene in a strategic and safe location that is separate from the EOC, to provide advice to the ECG.

The Declaration of Emergency Form can be found in ANNEX F.

The factors affecting the decision to declare an emergency include:

- a) The resources (personnel and material) that the Area Municipalities have committed or needs to commit, to the emergency affecting the area municipalities
- b) A determination that the emergency affects a large portion of the population of more than one municipality
- c) The Area Municipalities requirement for external funding both in coordinating the emergency and during the recovery process

6.2 Notification of Declaration

Upon the declaration of an Emergency, the Emergency Command Group (ECG) will control and co-ordinate the response to the emergency.

Upon such declaration, a Head of Council (or designate) will notify:

- 1) Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible
- 2) Heads of Council of area municipalities
- 3) The public
- 4) Neighbouring municipal officials as required
- 5) Local Member of the Provincial Parliament (MPP)
- 6) Local Member of Parliament (MP)
- 7) Media
- 8) Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

** N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

6.3 Termination of an Emergency

A County state of emergency may be terminated at any time by the following individuals:

- A Head of Council
- The Municipal Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management ; with a faxed copy of the termination (ANNEX F)
- Head of Council of area municipalities
- Members of Municipal Council
- Neighbouring municipal officials, as required by the affected area
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- The Office of the Solicitor General (Minister of Community Safety and Correctional Services)
- The media
- The public
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

** N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

6.4 Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province
 - Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier
 - Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance.
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Emergency Operations Centre (EOC)

7.1 EOC Locations in the West Parry Sound Area

In an emergency the ECG will convene at a designated Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

The EOC affords the ECG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained and stocked with provisions to support the work of the ECG for 72 hours. General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Emergency GIS Programming
- Weather Stations
- Office supplies

The Area Municipalities have also implemented operating procedures for the EOC such as:

- Activation and sign-in
- Infection Control
- Security

Full Emergency Operations Centre (EOC) Operating Procedures can be found in ANNEX L.

Emergency Operations Centre Operating Cycle

Members of the ECG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The Incident Commander will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow ECG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



West Parry Sound Area Emergency Command Group (ECG) Membership

The primary members of the ECG are as follows. Each primary member has designated two alternates who may act in the absence of the primary member in the following positions:

- Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

The Planning, Logistics, and Finance & Administration Section Chiefs will oversee operational units. The Operations Section will be comprised of the following branches: Police, Fire, Paramedic Services, Emergency Social Services, Medical Officer of Health and Critical Infrastructure. The positions in the ECG will be filled by staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position, as described in Section 11.0. Although each member of the ECG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the ECG on an as-needed basis include:

- Ham Radio Operators
- Office of the Fire Marshal and Emergency Management Representative
- Liaison staff from Provincial Ministries
- Officials, experts or representatives from the public or private sector

West Parry Sound Emergency Command Group Responsibilities

Members of the West Parry Sound Emergency Command Group (ECG) are responsible for the following actions or decisions:

- The primary responsibility of the West Parry Sound Area Emergency Community Command Group (ECG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to a Head of Council or Designate in carrying out his/her duties under the Emergency Response Plan.
- When a significant emergency exists or emergencies involving two or more area municipalities, and the need for a cooperative area regional response exists, these services will be coordinated by the West Parry Sound Area Emergency Command Group (ECG), as required and/or requested.
- The ECG will coordinate the acquisition of additional resources requested by the area municipalities. Decisions to ration resources if required will be made by the ECG and will be based on a priority of need. Equipment assigned to the municipality will be under the control of the municipal site manager and/or the municipal EOC.
- During emergency operations, the ECG is constituted and responsible for the coordination and support of area municipalities by working closely with the area municipalities Emergency Community Command Group(s).
- It will be the responsibility of each West Parry Sound Area Municipality to ensure that they have adequate trained personnel available for management of emergencies which:
 1. are limited to their own jurisdiction;
 2. impact their own and neighbouring jurisdictions.

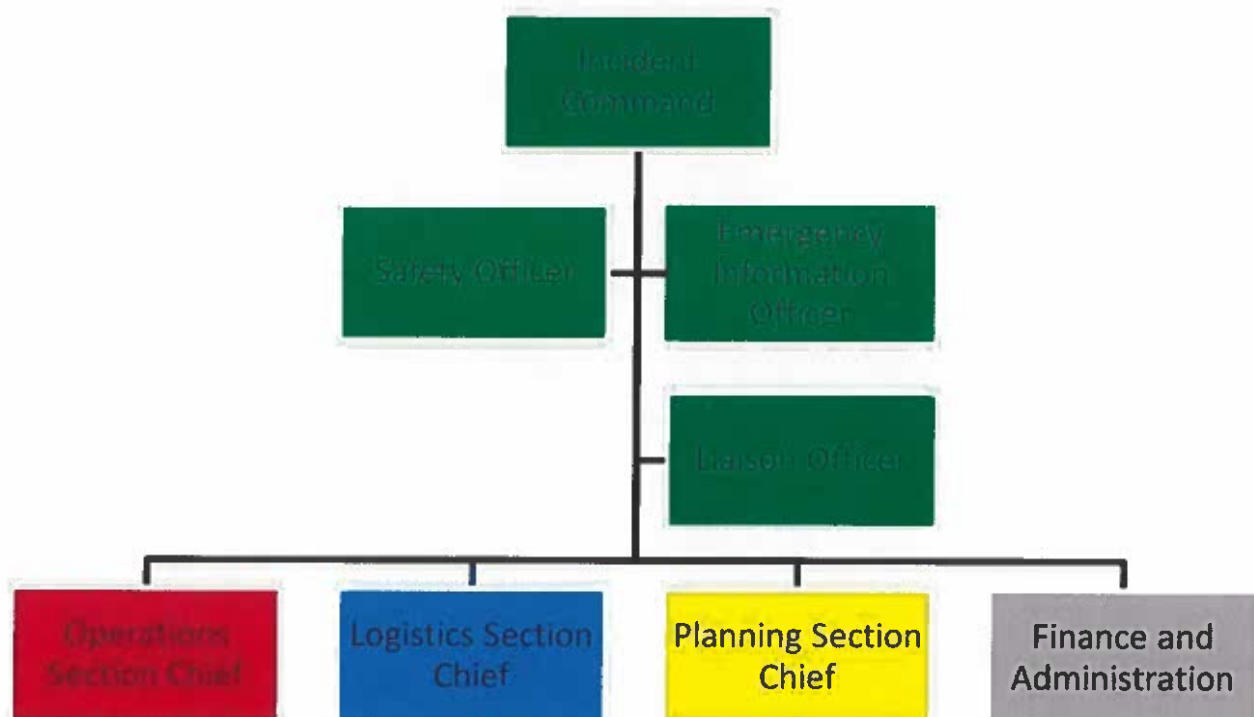
Actions and decisions normally undertaken by the ECG may include, but are not limited to:

- Acquiring and assessing information to determine status of the situation.
 - Coordinating emergency service, agencies and equipment, as required or requested by area municipalities.
 - Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
-

- Determining if the location and composition of the ECG is appropriate.
 - Advising a West Parry Sound Area Head of Council whether the declaration of an emergency is recommended.
 - Ensuring support to the municipal Emergency Site Manager or area municipal Emergency Operations Centre by offering equipment, staff and resources, as required.
 - Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
 - Assisting area municipalities in 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 Municipal control i.e., private contractors, industry, volunteer agencies, service clubs.
 - Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control, as considered necessary.
 - Determining if additional volunteers are required and if appeals for volunteers are warranted.
 - Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
 - Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
 - Advising the Head(s) of Council if a Disaster Declaration should be requested from the Minister of Municipal Affairs and Housing.
 - Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
 - Applying for Ontario Disaster Relief Assistance Program (ODRAP)
 - Authorizing the collection of donations
 - Establishing a Disaster Relief Committee
 - Authorizing Municipal expenditures of money required to deal with the emergency.
 - Notifying the service, agency or group under their direction, of the termination of the Municipal declared emergency.
 - Maintaining a master event log outlining decisions made and actions taken.
-

Roles and Responsibilities of Individual ECG Members

Individual ECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The West Parry Sound Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with Incident Command or Section Chief as appropriate, until delegated.



11.1 Incident Command

Incident Command is in charge of the management of the incident and must be fully qualified to fulfill this role.

- Oversees all operations
- Overall management responsibility for coordinating, supporting, and assisting other agencies
- Sets priorities for overall response and recovery efforts
- Establishes appropriate staffing level
- Sets expenditure limits
- Develops incident action plan and monitors its implementation
- Approves media releases
- Final decision-maker on operational issues
- Liaises with Mayors and Councils

11.2 Safety Officer

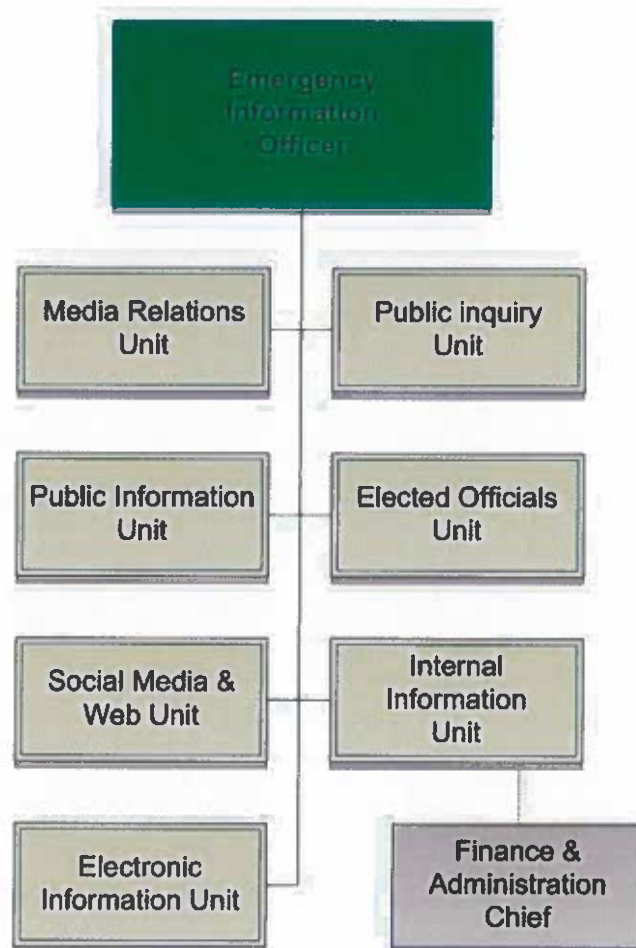
- Responsible for identifying all potential safety issues
- Ensures all required corrective actions with regard to safety issues are being enforced
- Liaises with Operations Section Chiefs and Planning and Logistics Section Chiefs to ensure that safety protocols are being followed.

11.3 Liaison Officer

The Liaison Officer is responsible for communications between the ECG and other agencies. The agencies the Liaison Officer may work with include, but are not limited to:

- Police services (Community, Provincial and Federal)
- St. John Ambulance and Canadian Red Cross
- District Coroner and Medical Officers of Health
- Ministry of Health and Long Term Care
- Ambulance Communications Centre
- Local health care and long term care facilities
- Council members and administration staff from member and neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
- North Bay Mattawa Conservation Authority
- Ministry of the Environment
- Hydro One and other utilities providers
- Coordinates cooperating agencies
- Provides advice to Head of Council regarding declaration of emergency

11.4 Emergency Information Officer

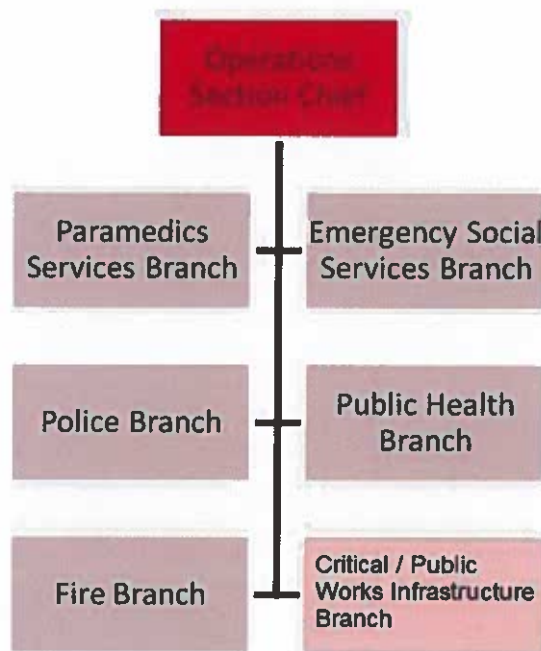


The Emergency Information Officer (EIO) is the interface between the ECG and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies
- Develops accurate and complete information on the current situation
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information

For additional information please refer to the Annex H - Emergency Communications Plan.

11.5 Operations Section Chief



The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Branches as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

11.5.1 *Emergency Social Services Branch*

- Reports to the Operations Section Chief
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- Liaising with the ECG with respect to the operations of both reception and evacuation centres
- Authorizing financial assistance to persons in need for the purpose of basic necessities

- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres
- Assisting with the opening, set-up and closing of evacuation services as authorized by the West Parry Sound Area Emergency Command Group.
- Supervising and managing the operations of reception and evacuation centres
- Coordinating counseling services for evacuees at evacuation centres via Public Health and/or other agencies
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres
- Acting as a liaison with the Emergency Information Officer to co-ordinate reception and evacuation centre communication requirements and other information for dissemination
- Liaising with the Police to coordinate reception centre and evacuation centre security
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre
- Maintaining a personal log of all actions taken
- Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required
- Developing agreements between the Parry Sound District Social Services Administration Board and agencies designated to operate in reception and evacuation centres
- Developing agreements for meal services for staff/volunteers at the reception and evacuation centres
- Conducting reception and evacuation centre surveys and maintaining facility database information
- Coordinating evacuation exercises to test reception and evacuation centre procedures
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers

11.5.2 Paramedic Services Branch

- Reports to the Operations Section Chief
- Ensuring the appropriate deployment of paramedic services to the emergency site
- Establishing an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the ECG
- Obtaining paramedic services from other municipalities for support, as required
- Establishing effective triage and transportation of casualties at the site(s)
- Advising the ECG if other means of transportation are required for large scale response for casualties and/or medical supplies
- Liaising with the Ministry of Health and Long Term Care, and Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the service area
- Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold

- Providing an Emergency Site Manager (ESM) or, if required and directed by the area municipality Community Control Group or by the West Parry Sound Area Emergency Community Control Group (ECG)
- Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency
- Procuring staff to assist as required, in providing paramedic services
- Assist in the coordination for the evacuation of an acute care or long term care facility

11.5.3 Police Branch

- Reports to the Operations Section Chief
- Coordinating information from area police agencies affected by the emergency
- Notifying necessary emergency and municipal services, as required
- Establishing a police site command post with communications to the Municipal EOC
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Coordinating information and resources necessary in relation to the inner perimeter within the emergency area
- Establishing and coordinating information and resources necessary in relation the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict to access to only essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required
- Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required
- Ensuring liaison with the Emergency Social Services Branch 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 to the EOC, evacuation centres, morgues, and other facilities, as requested and/or as required
- Notifying the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Arranging for the transportation of ECG members, as required

11.5.4 Fire Branch

- Reports to the Operations Section Chief
- Coordinating activities from area fire agencies affected by the emergency, as required
- Providing the ECG with information and advice on firefighting and rescue matters
- Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required

- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
- Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-fire fighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation

11.5.5 Public Health Branch

- Reports to the Operations Section Chief
- Activating and terminating the North Bay Parry Sound District Health Unit Emergency Response Plan and Emergency Notification System
- Coordinating public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre
- Providing an on-site manager if required and attending the site command post as necessary
- Liaising with Ontario Ministry of Health and Long Term Care, Public Health Branch and local Medical Officers of Health as required
- Liaising with appropriate public health agencies as required to augment and coordinate a public health response
- Providing advice on matters which may adversely affect public health within the West Parry Sound Area
- Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies
- Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within the West Parry Sound Area
- Ensuring the coordination of vaccine storage, handling and distribution across West Parry Sound
- Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in the West Parry Sound Area
- Liaising with the Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities
- Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of:
 - accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
 - food handling, storage, preparation and service
 - general health and safety involving injury prevention
- Liaising with local social service agencies on areas of mutual concern regarding evacuation centers including:
 - victim assessment, support and referral
 - public health information and community networks
- Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat

-
- Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary
 - Providing instruction and health information through public service announcements and information networks
 - Providing resource support and consultation to emergency service workers
 - Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Management Personnel from each municipality

11.5.6 Critical/Public Works Infrastructure Branch

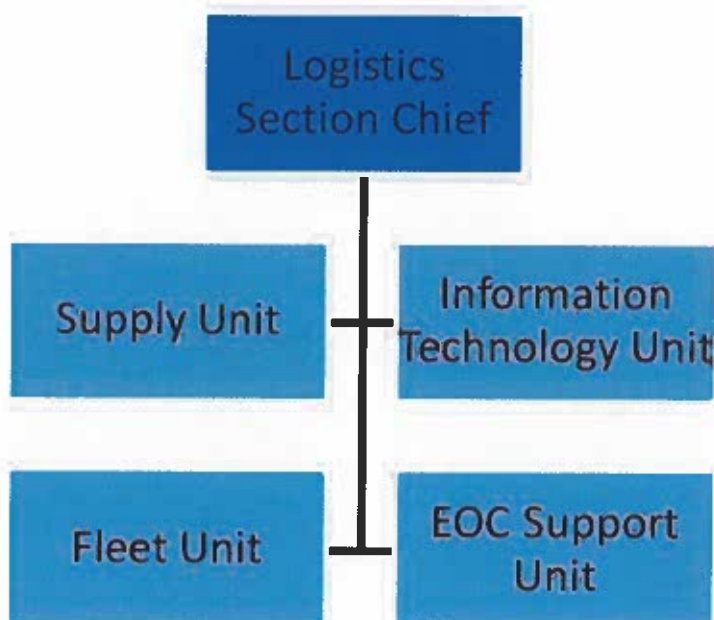
- Reports to the Operations Section Chief
 - Providing the ECG with information and advice on engineering, environmental, and roads services, as required
 - Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the ECG
 - Establishing an ongoing communications link with the corporate services staff at the scene of the emergency
 - Coordinating and assist the activities from the local municipal public works in the affected and surrounding areas within the West Parry Sound Area, as required
 - Ensuring liaison with the public works representative from the area municipalities to ensure a coordinated response
 - Ensuring provision of engineering assistance
 - Ensuring construction, maintenance and repair of Municipal roads
 - Liaising with area municipalities in the maintenance of sanitary sewage and water systems
 - Providing equipment for emergency pumping operations
 - Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required
 - Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health
 - Liaising to coordinate with the area municipalities for the discontinuation of 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 specialized vehicles and equipment owned by West Parry Sound Area Municipalities as required by emergency services
 - Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
 - Providing solid waste management services (collection, processing, and disposal) as required
 - Liaising with the Ministry of the Environment (MOE)
 - Coordinating and liaising with utility agencies such as Hydro One to ensure:
 - Monitoring the status of power outages and customers without services
 - Providing updates on power outages, as required
 - Provide assistance with accessing generators for essential services, or other temporary power measures
-

11.6 Planning Section Chief



- Planning Chief coordinates the work of the planning section and is accountable to the EOC Director
- Collects, evaluates, validates and disseminates incident situation information and intelligence
- Damage assessment
- Prepares status reports and facilitates operational cycles meetings
- Displays situation information
- Responsible for all incident documentation
- Develops and documents the Incident Action Plan
- Coordinates acquisition of technical experts

11.7 Logistics Section Chief



- Logistics Chief coordinates units responsible for services and is accountable to the EOC Director
- Responsible for all support requirements needed to facilitate effective and efficient incident management
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan

11.8 Finance and Administration Section Chief



- Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Director
- Tracks all costs associated with responding to the incident
 - WSIB claims
 - Direct response costs
 - Procurement
- Coordinates donation management
- Implements emergency human resources policies, including volunteer recruitment and training
- Provides an incident health and safety officer

Policy Group

12.1 Policy Group Members:

The Head of Council or designate are members of the Policy Group and are required to fulfill legislative duties. They shall enlist other such persons, including legal advisors, to form part of the Policy Group as is deemed necessary to assist in the functions of this Group.

In the case of an Emergency which affects a single municipality, the Policy Group will be formed by the Head of Council or designate of that municipality. In Emergencies which involves a two or more municipalities, the Heads of Council or designates of those municipalities will collectively determine the composition of the Policy Group.

12.2 Policy Group Function:

The Policy Group is an important part of the IMS structure during a municipal emergency. The purpose of the Policy Group is to provide a structure to allow a functional avenue for advice and assistance, as required, to liaise with other councillors and with the ECG in order to make the best informed decisions with regard to the emergency situation.

The number of Policy Group members is dependent upon the incident type, severity, size, and is at the discretion of the Head of Council to seek and request assistance as required.

12.3 Policy Group Location

The Policy Group will be located in a strategic, safe and separate location that has direct communication ability with the EOC.

12.4 Policy Group Responsibilities:

1. The Head of Council or designate as head of the Municipal Council has designated authority under legislation when a potential or real Declaration of Emergency exists within the municipality.
2. The Head of Council or designate functions as the head of the Policy Group in the I.M.S. structure, providing governance and advice to the ECG Commander throughout the emergency.
3. The Head of Council or designate shall make a Declaration of Emergency, as required.

4. The Head of Council or designate shall terminate the Declaration of Emergency, as required.
5. The Head of Council or designate shall provide information to municipal Council and political representatives at other levels of government with regard to impacts of an emergency, as required.

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Emergency Site Liaison Officer

The Emergency Site Liaison Officer (ESLO) communicates all activities of the emergency response team at the incident site and reports with updates to the ECG. The ECG appoints the ESLO, who is usually a senior staff member from a West Parry Sound Municipality. Specific responsibilities of the ESLO include:

- Communicating the aim and priorities of the emergency response team to the ECG Liaison Officer
- If requested by the Site Incident Commander, communicating immediate needs for additional resources to the ECG Liaison Officer
- Establishing and maintaining communications with the ECG Liaison Officer at the County EOC to ensure accurate information is relayed

Emergency Telecommunications Plan

Upon implementation of the West Parry Sound Area Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the municipal EOC. The primary methods of communication, in order of preference shall be:

- Landline and cellular phones
- Internet
- Ham radio
- Common Operational Picture

Instructions for operating these methods of communication are available in the document: *Information Technology Emergency Operations Centre Procedure Guide* in ANNEX L. Contact information for ham radio operators in the West Parry Sound Area can also be found in ANNEX A.

Emergency Communications Plan

Upon implementation of the West Parry Sound 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 information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Supervisor

The West Parry Sound Area Emergency Communications Plan is located in ANNEX H.

15.1 Location of West Parry Sound Area Media Centre

The West Parry Sound ECG will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre (EOC).

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be decided by the ECG. The site media information area will be staffed as determined by the Emergency Information Officer.

15.2 Role of Emergency Information Officer

The role of the Emergency Information Officer is discussed in Section 11.4.

15.3 Role of Community Spokesperson

The County Community Spokesperson will be appointed by the ECG. This role will often be fulfilled by the Head of Council or his/her designate. Responsibilities of the Community Spokesperson include:

- Giving media interviews on behalf of the effected municipalities
- Redirecting all inquires about decisions made by the ECG, and about the emergency as a whole, to the Emergency Information Officer

15.4 Role of Public Inquiry Supervisor

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

- Establishing a Public Inquiry Service, including the appointment of personnel to assist and designation of telephone lines
- Informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers
- Responding to and redirecting inquires and reports from the public about the emergency based on information from the Emergency Information Officer
- Responding to and redirecting inquires pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the Emergency Information Officer and appropriate emergency service
- Responding to and redirecting inquires pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers

A full copy of the Emergency Communications Plan is located in Annex-H

Requests for Assistance

16.1 Mutual Assistance Agreements

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions. Municipalities may offer and receive assistance according to predetermined and mutually agreeable relationships.

The Mutual Assistance Agreement for Municipalities in the West Parry Sound Area can be found in Annex I.

16.2 Assistance from the Province of Ontario

Disaster Recovery Assistance for Ontarians

This program helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance

What is Disaster Recovery Assistance for Ontarians?

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs may activate the program for areas affected by natural disasters. Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations within an area for which the program has been activated can apply to be reimbursed for basic, essential costs related to the disaster. The program does not provide assistance for costs covered by insurance

Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Program activation and delivery

The Minister of Municipal Affairs makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility requirements

In order to be eligible for the program, a municipality must have:

- experienced a sudden, unexpected and extraordinary natural disaster
- incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy
- passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster

How to apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

Information on the Municipal Disaster Recovery Assistance program can be found in ANNEX G

Municipalities are not required to declare a state of emergency for either program.

16.3 Office of the Fire Marshal and Emergency Management

Upon the declaration of an Emergency by the Head of Council, the Office of the Fire Marshal and Emergency Management (OFMEM) will deploy a liaison team to the ECG to provide advice and assistance.

16.4 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the County and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

Glossary and Acronyms

17.1 Glossary of Terms

Chief Administrative Officer (CAO)

The individual who is responsible for the administrative management of a Municipality within the West Parry Sound Area.

Community Emergency Management Coordinator (CEMC)

The individual accountable for the development, implementation and maintenance of the emergency management program.

Community Spokesperson

An individual appointed by the West Parry Sound Area Emergency Command Group who is responsible for giving interviews to the media about the emergency situation.

West Parry Sound Area Emergency Command Group

The group of Municipal staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incident.

West Parry Sound Area Emergency Management Program Committee

A group of individuals responsible for the development and implementation of the West Parry Sound Emergency Response Plan.

Disaster Financial Assistance

Application for assistance to the Ministry of Municipal Affairs and Housing by a municipality on behalf of its citizens following an emergency for funding to restore key infrastructure to pre-disaster condition. Includes the Ontario Disaster Relief Assistance Program (ODRAP) and Special Assistance Grants.

Emergency

A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Information Officer (EIO)

The interface between the ECG and the public, media and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies

Emergency Management and Civil Protection Act

The legal authority for emergency response plans in Ontario.

Emergency Notification

A fan-out procedure to notify the West Parry Sound Area Emergency Command Group of an emergency or impending emergency.

Emergency Operations Centre (EOC)

The location from which the West Parry Sound Area Emergency Command Group operates. Referred to as the EOC.

Emergency Response Plan

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and which governs the position of necessary services during an emergency and the procedures and manner in which the West Parry Sound Area Municipal employees and others will respond to an emergency.

Emergency Site

The area in which the emergency exists. Also referred to as the incident site or scene.

Emergency Site Liaison Officer

The person at the emergency site who is designated to communicate from the site to the West Parry Sound Area Emergency Command Group. Appointed by the Emergency Command Group.

Evacuation Centre

A location used during an emergency to provide temporary refuge for evacuees and to provide a staging area for deployment of evacuees to an emergency shelter or reception area.

Finance and Administration Section

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small scale emergencies, responsibilities of this section may be completed by one person.

Head of Council

The individual who presides over Municipal Council meetings.

Incident Action Plan

An oral or written plan containing general objectives reflecting the strategy for managing a specific emergency.

Incident Command

The individual in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

Incident Management System

A set of doctrines, concepts, principles, terminology and organizational processes to enable effective emergency management.

Liaison Officer

The individual responsible for communications between the ECG and other agencies. Normally delegated to the Community Emergency Management Coordinator.

Logistics Section

A group of individuals responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders.

Member Municipality

The townships located within the West Parry Sound Area and participating in a collaborative approach to Emergency Management.

Office of the Fire Marshal and Emergency Management (OFMEM)

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

Operations Section

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Planning Section

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

Public Inquiry Supervisor

An individual who acts on the behalf of the Emergency Information Officer to establish a Public Inquiry Service and answer and redirect inquiries about the situation.

Reception Centre

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.

17.2 Acronyms

CAO	Chief Administrative Officer
ECG	West Parry Sound Area Emergency Command Group
CEMC	Community Emergency Management Coordinator
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EOC	Emergency Operations Centre
ESLO	Emergency Site Liaison Officer
IAP	Incident Action Plan
IMS	Incident Management System
MP	Member of Parliament
MPP	Member of Provincial Parliament
OFMEM	Office of the Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre

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Township Specific Plans

Seguin Township Response Plan

NOTE: All municipal staff and third party vendor contact information has been removed from this public document.



SEGUIN TOWNSHIP EMERGENCY PLAN

September 2025

INTRODUCTION

THE MUNICIPALITY OF SEGUIN TOWNSHIP

Seguin Township office is located at 5 Humphrey Drive off Hwy 141 accessed via highway 400 exits 207 and 213, and situated just 21 kms South of the Town of Parry Sound. Seguin Township covers a geographical area of 700 square km comprised of lakes, residential, commercial and industrial properties including the Parry Sound Municipal Airport. The Township has a permanent population of 5258 residents and a seasonal population of approximately 15,000 residents.

Tourism is Seguin Township's largest industry consisting of marinas, restaurants, camps, and a variety of unique shops and markets. Other industries included are welding, building, and landscaping.

The Township's vision is to achieve a community that is sound financially, supportive of appropriate employment opportunities, protective of lake quality and character, provides choices for housing, and preserves the unique natural heritage features of the area. The intent of the Vision is also to diversify and create a more vibrant local economy through collaborative partnerships with existing businesses and adjacent municipalities and through proactive efforts to attract new industries and services.

Seguin Township is recognized as a dynamic and progressive Northern Municipality, delivering efficient and cost effective services to our Citizens within the community's economic framework through a team of friendly, skilled and valued professionals.

FOREWORD

With the *Emergency Management and Civil Protection Act, RSO, 1990*, each municipality must develop and implement an emergency management program to protect the lives and property of its citizens. All levels of local government (both single-tier and two-tier) must complete the mandatory annual program required by the *Emergency Management and Civil Protection Act*.

The Emergency Management Program must be risk based and in accordance with the Hazard Identification Risk Assessment (HIRA) developed for the community. The Emergency Management Program should reflect all aspects of the hazards identified in the community profile.

Emergency Management Programs should include 5 core components. These are:

Prevention – actions taken to prevent the emergency itself

Mitigation – actions taken to reduce or eliminate the effects of an
Emergency that cannot be prevented

Preparedness – measures taken prior to the emergency or disaster to
ensure an effective response to those hazards that cannot be mitigated.

Response – measures taken to respond to an emergency

Recovery – measures taken to recover from an emergency

The *Emergency Management and Civil Protection Act* is supported by *Ontario Regulation 380/04* providing more direct guidance in specific areas.

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PART I INTRODUCTION TO THE MUNICIPAL EMERGENCY PLAN

1.1 General

Emergencies can be defined as situations or impending situations caused by the forces of nature, accidents, health issues or an intentional act that constitutes a danger of major proportions to human life and property.

This Municipal Emergency Plan is designed to outline the response capabilities and strategies for the municipality for any type of emergency that may occur. All municipalities are potentially vulnerable to emergencies based on their physical location, their industrial base and upon their recent history.

This plan will be implemented by the community during emergencies to the level of response required based on the circumstances and conditions at the time. The level of response required may overpower some resources and outside assistance may be required. The intent of plan implementation is to reduce the impact on life, property and environment.

Emergencies can affect public safety, health, welfare and property, the environment and the economic climate of a municipality. The Emergency Plan alone cannot guarantee an efficient, effective response to an emergency, but rather it is a tool that ensures all agencies involved in an emergency are fully aware of their respective roles and responsibilities.

This Municipal Emergency Plan will, henceforth be known as the “Plan”.

1.2 Concept of Operations

The concept of the Plan is to adopt and implement prevention, mitigation, preparedness, response and recovery measures that will help support the return of the community back to its normal operations. The planned and coordinated response strategies implemented by way of this plan will minimize those adverse effects on property, human life and the health and well-being of the community. Seguin Township has adopted three operational levels to identify the nature of the municipal emergency management response required in the community at any given time. They are:

NORMAL OPERATIONS ENHANCED ACTIVATION

NORMAL OPERATIONS

Normal Operations consist of the daily responsibilities that agencies must carry out to ensure readiness in the event of an emergency situation. Agencies are engaged in preparedness, training, exercise activities, and review of departmental response plans and equipment checks to ensure a continuous state of readiness should the need arise.

ENHANCED

At the Enhanced Level, there is an indication of a highly probable hazardous condition and strong potential for property damage or loss of life. During this operational level, Emergency Management is alerted and engaged to ensure situational awareness, the Emergency Operations Centre (EOC) may be staffed, and members of the Emergency Control Group are notified in anticipation of the Townships Emergency Plan being activated.

ACTIVATION

Activation indicates that extremely hazardous conditions are imminent or occurring requiring the activation of the Townships Emergency Plan. During this level, the Emergency Operations Centre may be partially or fully activated by members of the Emergency Control Group and EOC Support Staff.

As information on an incident is gathered and the situation is better understood, the level may be modified.

1.3 Scope

This Plan covers all emergencies that fall within the municipality's jurisdiction. Standard operating procedures and checklists may be developed in future to support this Plan.

This Plan does not cover the detailed plans, procedures and arrangements for local agencies. Such organizations may be called upon to respond as part of the Plan and need to develop their own plans and procedures consistent with provincial legislation.

This Plan may also be implemented to assist other municipal jurisdictions with their emergencies once a request for assistance has been made by the other municipality. Assistance may also be provided to other jurisdictions as required or through pre-arranged municipal Mutual Assistance Agreements.

1.4 Authority

Municipal plans must be developed and implemented with legal authority. The legal authority for this Plan is as follows:

1.4.1 Provincial Legislation

Emergency Management and Civil Protection Act, R.S.O 1990, c. E.9

Ontario Regulation 380/04 (under the Emergency Management and Civil Protection Act)

Occupational Health and Safety Act

Workplace Safety and Insurance Act

1.4.2 Municipal By-laws

Seguin By-law No. 2020-119 is the municipal By-Law adopting the Emergency Management Program and Emergency Plan

The *Emergency Management and Civil Protection Act, R.S.O 1990, c. E.9*, outlines specific powers of municipal officials such as the ability for the Head of Council to declare that an emergency exists in the municipality or any part thereof.

1.5 Plan Structure

This Plan is the primary emergency plan for this municipality and is formatted in a chronological order as events would unfold during emergency response and defines roles and responsibilities of the response organization.

This Plan is supported by Appendices, which include local agency plans and other resources available.

1.6 Plan Administration

The Plan will be administered by the Community Emergency Management Coordinator (CEMC) or designate. An annual Plan review process is a Provincial requirement, and the Plan will be updated by the CEMC if required based on the results of the review.

The annual review of the Plan will be the responsibility of the Emergency Management Program Committee (EMPC). A copy of the Plan, when updated, must be forwarded to the Chief, Emergency Management Ontario, in electronic format if possible. The EMPC shall make recommendations to Council for its revision if necessary.

1.7 Public Access to This Plan

This Plan will be made available for viewing or copying by members of the general public during normal business hours at the Municipality / Township Office at the following address:

Municipality of Seguin Township Office
5 Humphrey Drive
Seguin, ON P2A 2W8

PART II HAZARD IDENTIFICATION RISK ASSESSMENT (HIRA)

2.1 General Requirements

Hazards can be defined as events or physical conditions that have the potential to cause fatalities, serious injuries, property damage, infrastructure damage, and damage to the environment, interruption of business or other types of harm or loss.

Provincial legislation (*Emergency Management and Civil Protection Act*) requires that each municipality in Ontario develop a HIRA (Hazard Identification / Risk Assessment) based on the risks and hazards that may affect the safety and well being of municipal residents.

All communities are unique and have their own set of natural or man-made hazards that could potentially cause a serious emergency or disaster. Rural communities are prone to different hazards than urban communities. Rural communities may be more susceptible to things like flooding / weather related and transportation hazards rather than the industrial or infrastructure hazards of an urban industrial centre.

Communities must regularly identify and assess its credible hazards to determine the communities' vulnerability and review the Hazard Identification and Risk Assessment (HIRA) annually. If major changes occur in a community, an analysis may be required more often with subsequent adjustments to the Emergency Management Program.

The normal steps in the process are as follows:

- Using historical data, news reports and other research data, identify community hazards;
- Perform a risk assessment for each identified hazard;
- Prioritize your planning process, training & exercise programs and public awareness / public educations programs

2.2 Municipal Hazard Identification and Risk Assessment

See "Appendix E"

PART III MUNICIPAL EMERGENCY RESPONSE ORGANIZATION

3.1 General Requirements

Provincial legislation (*Emergency Management and Civil Protection Act, R.S.O 1990, c. E.9*) requires that each municipality in Ontario have a trained Municipal Emergency Control Group (MECG) that can be called to deal with community emergencies.

This group of trained municipal staff, along with the first response organizations and non-governmental organizations in the community, make up the Municipal Emergency Control Group.

Generally, the most knowledgeable municipal individual in the organization is the Community Emergency Management Coordinator (CEMC) who acts as an advisor in the Emergency Operations Centre (EOC). The CEMC works with the Emergency Management Program Committee to ensure the municipal response organization meets the needs of the community.

The CEMC interacts with other municipal and Provincial staff and has an understanding of the larger picture of emergency management information.

Each municipality designates an employee of the municipality as the Community Emergency Management Coordinator and an alternate Community Emergency Management Coordinator. Both must complete training required by Emergency Management Ontario (EMO).

The Community Emergency Management Coordinator is trained to standards set by the office of Emergency Management Ontario and is responsible for the implementation and maintenance of the Community Emergency Management Program. The CEMC may also coordinate training for the individuals in the Township's Municipal Emergency Control Group, based on the hazards, needs and resources of the municipality.

3.2 Emergency Management Program Committee (EMPC)

The Emergency Management Program Committee provides assistance to the Community Emergency Management Coordinator in developing the Emergency Management Program and organizing the Municipal Emergency Control Group.

The Emergency Management Program Committee (EMPC) has a legislated obligation to advise Municipal Council on the development and the implementation of the municipality's emergency management program and assists the Community Emergency Management Coordinator with the annual program review. The EMPC may also, if required make recommendations to Council for revisions to the emergency management program.

The municipal members of the Emergency Management Program Committee are the CEMC/Fire Chief, Chief Administrative Officer, Alternate CEMC, Municipal Clerk, and a member of council as appointed by council each term.

The Emergency Management Program Committee meets at a minimum twice per year. Records, meeting minutes and agenda are retained to monitor the progress of the Committee and to maintain Program Certification.

3.3 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (also referred to as Emergency Control Group) is notified to gather in the Emergency Operations Centre during emergencies to manage the situation by making strategic decisions and setting priorities on behalf of the municipality. The MECG reports to the Head of Council as the Executive Authority. The MECG may be municipal staff appointed by Council.

The Municipal Emergency Control Group consists of the following Seguin Senior Management team members:

- CAO
- Clerk
- Fire Chief
- Director of Public Works
- Director of Community Services
- Communications Specialist
- Director of Planning
- Chief Building Official
- Chief Financial Officer

As required, an invitation to participate in the EOC will be extended to:

- Ontario Provincial Police
- EMS Resource Officer
- Mutual Aid Fire Department Partners

Reference the following chapter in this plan for their roles and responsibilities.

3.4 External Agency Resources

The purpose of the External Agency Resource is to provide support as required by the Municipal Emergency Control Group.

This Group will be notified by the appropriate MECG member as their resources are required or information is necessary.

Members of the External Resource group are:

- District of Parry Sound Social Services Administration Board
- North Bay Parry Sound District Health Unit
- West Parry Sound Health Centre
- School Boards
- Red Cross
- Salvation Army

PART IV PLAN IMPLEMENTATION / NOTIFICATION

4.1 General Requirements

When an emergency situation occurs in the municipality that requires the activation of the Municipal Emergency Control Group, the CEMC will implement the notification process. The details of the call-out will be recorded on appropriate logs to begin the emergency master log process.

When called, the MECG will be asked to report to the Emergency Operations Centre or alternate location in the event that the Primary location is not available.

When called, MECG members will be told the following:

- What has happened
- Where did it happen
- When did it happen
- What agencies are responding
- Where and when to report to the Emergency Operations Centre
- Other applicable information.

Specific departments are responsible for calling their own staff that have responsibilities under this Plan or the supporting departmental plans.

4.2 Incident Management System

The Incident Management System (IMS) is used as an incident management process for all emergencies.

The Incident Management System is an international emergency management system that is adopted by Emergency Management Ontario as the operational framework for emergency management for the Provincial Emergency Operations Centre (POEC).

It provides a basic command structure and functions required to manage an emergency effectively. The IMS system has 5 components: Command, Operations, Planning, Logistics and Finance and Administration.

With the development, implementation and completion of Provincial training requirements of the Incident Management System, the Township of Seguin has implemented the Incident Management System (IMS).

The Incident Management System (IMS) benefits the municipality's emergency response effort as IMS:

- Provides a planned coordinated response;
- Provides a clear understanding of roles and responsibilities for Emergency Operations Centre staff;
- Provides a more organized approach to information dissemination;

The Incident Management System can also be adapted to any emergency or incident as a simple management process that is expandable in a logical manner from an initial response to a long term recovery operation as needed.

IMS has basic common elements in:

- Organization
- Standardized Terminology
- Procedures

4.3 Municipal Notification Process

In the event of an emergency, members of the MECG will be called in as required to the Emergency Operations Centre to manage the emergency in progress on behalf of the municipality.

In Seguin Township, the Community Emergency Management Coordinator or Alternate is notified of emergencies and ensures that all required MECG members are notified to report for duty. The positions of C.A.O. and Fire Chief/CEMC will be involved in initial discussion to decide on the EOC activation.

Any member of the MECG is able to activate the group to report to the Emergency Operations Centre and implement the emergency plan to manage emergency in progress.

4.4 Request For Assistance

The West Parry Sound Municipalities have entered into a Mutual Assistance Agreement “Appendix R” whereby assistance can be provided to municipalities under the conditions of the agreement.

All municipalities in Ontario may request assistance from the Provincial Emergency Operations Centre (PEOC), if required. All requests for assistance from the Province must be directed through the Provincial Emergency Operations Centre. See “Appendix H” for contact information.

O Reg 380/04

PART V EMERGENCY OPERATIONS CENTRE

5.1 General

Current Provincial legislation (O.Reg. 380/04) requires that all municipalities in Ontario have an Emergency Operations Centre (EOC) that is equipped with appropriate technology and communications equipment to undertake emergency response for the community.

5.2 Emergency Operations Centre (EOC) Notification/Activation

Once the MCEG has been called to deal with the emergency in progress, the administration process begins to take place (manage the emergency response and recovery process) at the Primary EOC located at the Seguin Firehall Station 40 in Humphrey at 115 Highway 141.

The functions performed in the Emergency Operations Centre include, but are not limited to:

- Collecting, gathering and analyzing data
- Coordinate resource management
- Make decisions that protect life and property
- Set community priorities
- Respond to emergencies beyond the scope of the on site manager (Incident Commander.)
- Provide emergency information to the affected general public population.

EOC functions **DO NOT** include tactical decisions for responders or resources at the emergency site. That responsibility lies with the Incident Commander. In situations where there is no site (i.e. health emergencies), tactical decisions will be made by the EOC.

The activation process recalls the MCEG to implement this Plan. Once the MCEG is called, municipal staff ensures that the Emergency Operations Centre is set up and ready to manage the emergency.

5.3 Emergency Operations Centre Alternate Location

In the event that the Primary Emergency Operations Centre is not accessible for any reason, the Municipal Control Group will be notified by phone and asked to report to the alternate location.

The MCEG members will be given instructions as to the reason for a change in location. Further details will be provided to the MCEG at the initial business cycle meeting at the Emergency Operations Centre.

5.4 Emergency Operations Centre Telecommunications

The primary means of Emergency Operations Centre telecommunications is the use of township issued cell phones or the RingCentral App installed on laptop computers.

During emergencies or major events, the demand for telephone services increases dramatically and protective measures must be taken to prevent systems from not being accessible by Emergency Operations Centre participants.

Backup communications may be portable radios on the township radio system, amateur radio, and landline systems where available. Alternate communication devices may be provided by the local phone service provider, local Fire Departments, or a neighboring municipality.

5.5 Municipal Response

Once the notification process has been initiated, the Municipality will respond according to this Plan and implement any supporting plans or departmental standard operating procedures.

The municipality will utilize existing resources and when needed, will call upon the Mutual Aid Agreements with other municipalities and existing Mutual Assistance Agreements when needed.

5.6 Business Cycle Meetings

Once the Municipal Operations Centre is activated, business meetings are directed by the CAO:

- An initial briefing will be provided to the MCEG when the Emergency Operations Centre is first activated to bring all members up to date on what has transpired.
- Intervals of briefing meetings will be established at the discretion of the CAO. Time between briefings allows for MCEG members to:
 - Collect and pass on information to their sites Incident Commander (IC) or managers at other locations;
 - Set priorities through short and long term planning;
 - Obtain resources / initiate Mutual Assistance Agreements for the response process;
 - Ensure adequate completion of documentation;
 - Hold news conferences.
- A final response briefing will be held prior to entering the recovery phase;
- A final briefing after an event has occurred to discuss the compilation of operational data to be used for a later debriefing and to build a Final Event Report for presentation to Municipal Council.

PART VI ROLES AND RESPONSIBILITIES

6.1 Municipal Emergency Control Group

The Municipal Emergency Control Group directs the municipal emergency operations (response) within the Emergency Operations Centre. Each position has specific assigned duties to avoid duplication of effort and to improve the efficiency of the response effort.

Within the operations centre, each position also has standardized duties. All personnel must undertake these actions to ensure the operational continuity and proper documentation of decisions made and the efforts undertaken. These duties by operational phases are as follows:

Initial Response to the Emergency Operations Centre:

- Municipal staff will open and logistically organize the Emergency Operations Centre
- Emergency Operations Centre Staff Registration / signing in
- Test workstation equipment
- Open an Operational Log Book
- Confirm operational status (communication check)
- Obtain a situational update from departmental / agency peers
- Collect initial information for initial briefing

When the Emergency Operations Centre Is Operational:

- Keeping an accurate logbook throughout the operations
- Ensuring your position is covered for next operational period (as determined by the CAO) and ensure good communications during the changeover period

6.2 Municipal Emergency Control Group Responsibilities

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

- Acquiring and assessing the information to determine status of situation
- Calling out and mobilizing their emergency services, agencies and equipment
- Co-ordinating 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
- Determining if the location and composition of the Municipal Control Group are appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended
- Advising the Head of Council on the need to designate all or part of the Township as an emergency area
- Ensuring that an Emergency Site Manager (ESM) is appointed
- Ordering, co-ordinating 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, gas, etc.
- Arranging for services and equipment from local agencies (i.e.: private contractors, volunteer agencies, service clubs, etc.)
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under Township control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer and, for dissemination to the media and the public
- Determining the need to establish advisory group(s) and/or subcommittees
- Authorizing expenditure of money required to deal 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 during the emergency response
- Participating in a debrief following the emergency

6.2.1 Request for Provincial/Federal Assistance

If deemed necessary, the Head of Council or Alternate may request provincial or federal assistance (including military support through Emergency Management Ontario). Emergency Management Ontario will evaluate the municipality's request and determine the availability of requested resources (i.e. Personnel and equipment).

6.3 Municipal Emergency Control Group Members Responsibilities

The following sections indicate specific responsibilities according to position/agency:

6.3.1 Head of Council or Alternate:

- Declaring an emergency to exist within the designated area
- Declaring that the emergency has been terminated (NOTE: Township Council may also terminate an emergency)
- Notifying Emergency Management Ontario of the declaration and termination of an emergency
- Ensuring that members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Notifying adjacent municipalities or Ministries as may be needed.
- Providing communication with media as required in conjunction with the CAO and Emergency Information Officer

6.3.2 Chief Administrative Officer or Alternate: (EOC Management Team)

- EOC Position: **EOC Commander**
- Activating the emergency notification system
- Chairing meetings of the Municipal Emergency Control Group
- Coordinating all operations within the emergency operations centre, including the scheduling of regular meetings
- Advising the Head of Council on policies and procedures, as appropriate
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer in consultation with the Municipal Emergency Control Group
- Calling out additional Township staff to provide assistance, as required
- Providing logistical support to all members of the Municipal Emergency Control Group in carrying out their roles and responsibilities in an emergency response
- Maintain records of Municipal Emergency Control Group activities.

6.3.3 Fire Chief/ CEMC or Alternate: (EOC Management Team)

- EOC Position: **Liaison**
- Liaison with any support service, agency and system required in the emergency response
- Activating the emergency notification system
- Ensuring that a communications link is established between the Municipal Emergency Control Group and the Emergency Site Manager
- Liaising with the Medical Officer of Health on areas of public health concern
- Establishing an ongoing communications link with the senior fire official at the scene of an emergency
- Acting as contact from the municipal control group to the Parry Sound Health Centre
- Acting as contact from the municipal control group to the Emergency Medical Services
- Providing an Emergency Site Manager, if required

6.3.4 Director of Public Works or Alternate:

- Activating the emergency notification system
- EOC Position: **Operations**
- Providing the Municipal Control Group with information and advice on engineering matters
- Liaising with senior public works officials from local and neighbouring municipalities to ensure a coordinated response
- The provision of engineering/public works assistance
- The construction, maintenance and repairing of municipal roads
- The provision of equipment and manpower as required by the Municipal Control Group
- Liaising with fire service re: emergency water supplies
- Coordinating the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health for evacuation centre's
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- Liaising with public utilities to disconnect any service and/or to arrange for the provision of alternate services or functions
- Providing public works vehicles and the equipment as required by other agencies
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action
- Providing an Emergency Site Manager, if required

6.3.5 Communications Specialist or Alternate: (EOC Management Team)

- EOC Position: **Emergency Information Officer**
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Head of Council) prior to dissemination, and distributing hard copies of the media release to the Municipal Control Group 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
- Arranging interviews with media and Head of Council on behalf of the Township's Council
- Coordinating media photograph sessions at the scene when necessary and appropriate
- Coordinating on-scene interviews between the emergency services personnel and the media
- Responding to and re-directing inquiries and reports from the public based upon information. (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
- Establishing a communication link with 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 Emergency Information Centre is set up and staffed and a site EIC, if required
- Ensuring liaison with the Municipal Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media
 - Municipal Control Group
 - Switchboard (Township and Emergency Services)
 - Police Public Relations Officer
 - Neighbouring Communities
 - Any other appropriate persons, agencies or businesses

6.3.6 Director of Community Services:

- EOC Position: **Logistics**
- act as Evacuation Centre Coordinator during an emergency and is responsible for coordinating with Red Cross, Salvation Army, Parry Sound District Social Services Administration Board, and North Bay Parry Sound District Health Unit to:
- Determining the best facility for an evacuation centre to address residents' requirements
- 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
- Ensuring the supervision of the opening and operation of temporary and/or long-term evacuee centre's, and ensuring they are adequately staffed
- Acting as contact from the municipal control group to the Red Cross & Salvation Army
- Acting as contact from the municipal control group to the Parry Sound District Social Services Administration Board
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre's
- Ensuring that a representative of the appropriate School Board is/are notified when a facility(s) is/are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(s) provide support from the Red Cross or Salvation Army representative(s) with respect to its/their maintenance, use and operation
- Ensuring kennels and other facilities for the care of personal pets

6.3.7 Chief Financial Officer or Alternate

- EOC Position: **Finance and Administration**
- Procuring staff to assist, as required
- Arranging for the printing of materials, as required

- Tracking all response expenditures
- Securing contracts for contracted services provided
- File and prepare paperwork for application to Ontario Disaster Relief Assistance Program
- Inquire with provincial and federal governments to assistance through ad-hoc funding programs when required
- Creating Purchase Orders

6.3.8 Director of Planning or Alternate:

- EOC Position: **Planning**
- Assisting the Chief Administrative Officer as required
- Complete the updated incident action plan after business cycle meetings
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded on the event board
- Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency situation and the location of the Emergency Operations Centre
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Planning for meals for the staff/volunteers at the Emergency Operations Centre and the Site in conjunction with the Salvation Army

6.3.9 Ontario Provincial Police or Alternate:

- Providing accurate information to the Municipal Emergency Control Group
- Notifying necessary emergency and community services, as required
- Establishing a site command post with communications to the Emergency Operations Centre
- Depending on the nature of the emergency, assisting in assigning the Site Manager and informing the Municipal Emergency Control Group
- 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
- Ensuring liaison with the Emergency Evacuation Coordinator regarding the establishment and operation of evacuation and/or reception centres
- Ensuring the protection of life and property and the provision of law and order
- Providing police service in Emergency Operations Centre, evacuee centres, morgues, and other facilities, as required
- Ensuring liaison with other communities, provincial and federal police agencies, as required
- Providing an Emergency Site Manager, if required

6.4 External Agency Resources

6.4.1 District of Parry Sound Social Services Administration Board:

The CAO of the Parry Sound District Social Services Administration Board is responsible for:

- Providing accurate information and advice to the Evacuation Centre Coordinator of the activated municipal control group
- Contacting the Provincial Community and Social Services Ministry as required
- Providing welfare (financial) assistance to any person in financial need of food, accommodation and clothing due to the emergency situation
- Arranging the opening, operation, direction and supervision of sufficient Emergency Welfare Centres as may be required to provide the immediate financial welfare services required
- Informing the Municipal Control Group of telephone numbers and locations of the Emergency Welfare Centres. Ensuring that all persons using the Emergency Welfare Centre's are registered
- Liaison with the Public Information Officer regarding locations and procedures to obtain financial support at the Emergency Welfare Centre's

6.4.2 North Bay Parry Sound District Health Unit:

The North Bay Parry Sound Health Unit is responsible for:

- Providing accurate information and advice to the Liaison Officer in the matter of public health and the Evacuation Centre Coordinator with regards to evacuation centre issues
- Ensuring contact with the Ontario Ministry of Health and Long Term Care, Public Health Branch
- Depending on the nature of the emergency, providing lead agency direction
- Establishing an ongoing communications link with the senior health official at the scene of the emergency or at evacuation centres
- 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
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- Ensuring 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

6.4.3 West Parry Sound Health Centre:

The West Parry Sound Health Centre is responsible for:

- Providing accurate information and advice to the Liaison Officer of the activated municipal control group
- Implementing the hospital's emergency plan
- Ensuring liaison with the Medical Officer of Health and local Emergency Medical Services 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

6.4.4 West Parry Sound Emergency Medical Services:

The Emergency Medical Services is responsible for:

- Providing accurate information and advice to the Fire Chief of the activated municipal control group
- Ensuring emergency medical services at the emergency site
- Depending on the nature of the emergency, assigning the Site Manager and informing the Municipal Control Group
- 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 Municipal Control Group if other means of transportation is required for large scale response
- 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
- Ensuring liaison with the West Parry Sound Health Centre
- Ensuring liaison with the Medical Officer of Health, as required

6.4.5 Near North District School Board ,Separate School Board, Rosseau Lake Collage and/or the Otter Lake Christian School:

The School Boards are responsible for:

- Providing accurate information and advice to the Liaison Officer of the activated municipal control group
- Implementing the Emergency Plans of the affected school board/facility
- Upon being contacted by the Municipal Evacuation Centre Coordinator, providing school board representatives to co-ordinate and provide direction with respect to maintenance, use and operation of the facilities being used as evacuation or reception centre's
- In the event of an emergency during normal school hours, the principal of the affected school is responsible for: (i) implementing the school's Emergency Plan or (ii) implementing the school's Evacuation Plan, as advised by the Municipal Control Group, depending on the nature and scope of the emergency

6.4.6 Canadian Red Cross:

The Red Cross will be directed by the municipal control group by the Evacuation Centre Coordinator to conduct the following activities as per agreement:

- Be activated and operated under the direction and authority of the Municipal Evacuation Centre Coordinator
- Activate the Red Cross emergency alert system
- In cooperation with the Salvation Army, jointly operate the evacuation centre in an effective and efficient manner
- As requested, provide a registration and inquiry service
- As requested, provide lodging requirements
- Assist in reuniting separated family members as soon as conditions permit
- Provide other human and material resources as required

- Maintain a record of all action taken

6.4.7 Salvation Army:

The Salvation Army will be directed by the municipal control group by the Evacuation Centre Coordinator to conduct the following activities as per agreement:

- Be activated and operated under the direction and authority of the Municipal Evacuation Centre Coordinator
- In cooperation with the Red Cross, jointly operate the evacuation centre in an effective and efficient manner
- Provide evacuation centre food, clothing, and mobile feeding units
- Provide food for emergency operations centre and site locations
- Provide and coordinate clergy assistance
- Provide other human and material resources as required
- Maintain a record of all action taken

6.4.8 Emergency Management Ontario

Emergency Management Ontario is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs throughout Ontario. They also respond to actual emergencies by providing advice and assistance to community officials and coordinating the provincial and federal response.

6.4.9 Technical G.I.S. Specialist

- Provide G.I.S. support as required to manage the emergency

PART VII EMERGENCY INFORMATION

7.1 General Requirements

During an emergency, it is imperative that the general public and those directly involved in the emergency be given correct and timely information. It is essential that it begin as soon as the Emergency Operations Centre becomes operational and ends when the emergency has been officially terminated.

Emergency Information updates must be provided throughout the emergency as well during the Recovery phase if it is extended for any period of time. The Emergency Information Officer (EIO) and their staff will ensure that Emergency Information is provided as long as necessary and as long as recovery operations are in progress.

7.2 Emergency Information Officer

The Emergency Management and Civil Protection Act requires that each municipality designates an Emergency Information Officer (EIO) to assist with the dissemination of emergency information to the affected general public.

7.3 Media Centre/EI Centre

In the event of an Emergency, it is advisable to have an area in the municipality that can be used for media purposes and away from the Municipal Emergency Operations Centre. Media should be kept at arms length from the Municipal Emergency Operations Centre to avoid disruption.

This area should allow space/staff/equipment for:

- Public interviews with TV / Radio staff
- Municipal news conferences
- Distribution of media packages etc.
- Media monitoring
- Writing media releases

The designated area in the municipality as the Emergency Information Centre / Media Centre is:

Humphrey Community Centre
15 Humphrey Drive
Seguin, Ontario

In this Municipality, the designated spokespersons are the Head of Council and CAO.

PART VIII COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

8.1 General

During a municipal Control Group activation, the Community Emergency Management Coordinator (CEMC) is responsible for:

- Assisting in the activating and arranging the Emergency Operations Centre
- Ensuring that security is in place for the Emergency Operations Centre and registration of Municipal Control Group members
- Ensuring that all members of the Municipal Control Group have necessary plans, resources, supplies, maps, and equipment
- Providing advice and clarifications about the implementation details of the Emergency Response Plan
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared

During normal municipal operations, the responsibilities of the Community Emergency Management Coordinator (CEMC) shall include:

- Successfully completing all training as required by Emergency Management Ontario and always maintaining familiarity with current standards and legislated community accountabilities
- Identify the emergency management program financial and resource requirements, and prepare, or assist in the preparation of, an annual emergency program budget submission
- Form a Community Emergency Management Program Committee to address the following:
 - Conduct the community's Hazard Identification and Risk Assessment process.
 - Prepare and obtain Emergency Management Ontario approval of a community emergency response plan.
 - Ensure the designation and development of an appropriate community Emergency Operations Centre.
 - Conduct the critical infrastructure identification process.
 - Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre support staff.
 - Conduct an annual exercise to evaluate the community emergency response plan.
 - Identify individuals to act as emergency information staff.
 - Develop and implement a community emergency management public awareness program.
 - Conduct an annual review of the community emergency management program.
 - Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
 - Liaise with the sector Emergency Management Ontario Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.

PART IX GENERAL ADMINISTRATION

9.1 Volunteer Registration

During any emergency, volunteers are going to come forward and want to provide assistance to the affected community. Registered volunteers or those under contract are considered “employees” under the Workplace Safety and Insurance Act and are eligible for injury benefits.

Emergency workers (volunteers) may be pre-registered by the municipality or registered as needed. Registration should be handled by those persons managing the Human Resources functions.

9.2 Mutual Aid Fire Agreements

Seguin Township has entered into Mutual Aid Fire Agreements with neighboring West Parry Sound Municipalities to ensure access to the required fire resources when needed during extraordinary emergencies to assist the community.

The Fire Chief / designate is the responsible party for initiating the Mutual Aid process for the community.

9.3 Mutual Assistance Agreements (MAA's)

Mutual Assistance Agreements (MAA's) are legal documents made in advance to lay the ground rules for obtaining needed non-fire resources in the event of an emergency and are used for those situations that are beyond the capabilities of local resources.

Seguin Township has entered into Mutual Assistance Agreements with neighboring municipalities for obtaining needed non fire resources and/or offering assistance/resources to neighboring municipalities when resources capabilities are low.

9.4 MUNICIPAL RECORD OF PLAN CHANGES

Reason For Municipal Plan Changes Date of Changes	Emergency Management Program Committee / CEMC Approval Name

PART X APPENDICES TO SEGUIN TOWNSHIP EMERGENCY PLAN

APPENDIX A	SEGUIN SEVERE WEATHER RESPONSE PLAN
APPENDIX B	SEGUIN MECG AND SUPPORT STAFF CONTACT LIST
APPENDIX C	EMERGENCY DECLARATION FORM
APPENDIX D	TERMINATION OF EMERGENCY FORM
APPENDIX E	SEGUIN HIRA ASSESSMENT (2025)
APPENDIX F	SEGUIN CRITICAL INFRASTRUCTURE (2025)
APPENDIX G	SEGUIN STAFF & ELECTED OFFICIALS CONTACT LIST
APPENDIX H	COMMUNITY RESOURCE CONTACT LIST
APPENDIX I	NGO ALLIANCE HANDBOOK
APPENDIX J	LOCAL VOLUNTEER REGISTRATION FORM
APPENDIX K	EMERGENCY MANAGEMENT PROGRAM MUNICIPAL BY-LAW(updated upon approval)
APPENDIX L	RESERVEDBUSINESS CONTINUITY PLAN
APPENDIX M	RESERVEDEMERGENCY COMMUNICATIONS PLAN
APPENDIX N	DSSAB PANDEMIC PLAN
APPENDIX O	MNR EMERGENCY RESPONSE OVERVIEW
APPENDIX P	HYDRO ONE EMERGENCY PREPAREDNESS PLAN
APPENDIX Q	RED CROSS DISASTER RESPONSE CONTACTS
APPENDIX R	WEST PARRY SOUND MUTUAL ASSITANCE AGREEMENT
APPENDIX S	DEFINITIONS & ACRONYMS
APPENDIX T	PLAN DISTRIBUTION LIST



Township of Seguin
**Severe Weather
Emergency Response
Plan**

RISKS, MITIGATIONS
AND OPERATIONAL
PLANS

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Purpose

Almost every community in Ontario has been adversely affected by severe weather, such as high winds, snowstorms, and prolonged periods of extreme temperatures. These atmospheric hazards can pose a significant threat to the safety of the public, an individual's health, and to the environment. It can also lead to property damage and affect the economy. The impact of severe weather may be localized, as in the case of a tornado, or widespread, as in the case of an ice storm or extreme temperatures.

The purpose of this plan is to assist our municipality in managing a *Severe Weather Emergency Event*. While our municipality currently has an emergency response plan that is designed to address all hazards, recommended practices suggest that risk-based emergency management programs are more robust and will provide a more efficient response and allow for greater resilience in recovery.

Aim and Scope

The aim of this plan is to allow for a more coordinated response to an emergency arising from a severe weather event. For the purposes of this guideline, severe weather includes, but is not limited to: high winds, tornadoes, hurricanes, ice storms, snow storms, blizzards, and extreme temperatures.

The scope of this plan is to identify lead agencies and detail their responsibilities in the case of an emergency caused by severe weather events. The plan also details resource and emergency information requirements.

Authority and Maintenance

This plan is published as Annex N to the West Parry Sound Emergency Response Plan as authorized by By-law 2020-119; and the Emergency Management and Civil Protection Act, RSO 1990. The custodian of this plan shall be the Township's Community Emergency Management Coordinator (CEMC), who is responsible for the annual review, revision, and testing of this plan.

Description of Hazard and Risk

Characteristics of Hazard

A severe storm may impact critical infrastructure and cause injury, possibly deaths to individuals. Due to lack of electricity and/or heat, or structural damage to dwellings, the ability of people to look after themselves may be impeded. Storms do not respect municipal boundaries and may impact a large geographical area covering several jurisdictions. This will limit support available from neighbouring municipalities and will likely impact a municipality as they request outside assistance.

Information on atmospheric hazards in Ontario may be obtained from Environment Canada at <https://www.canada.ca/en/environment-climate-change/services/seasonal-weather-hazards.html>.

Hazards include:

Blizzards: Combined strong winds with cold temperatures, and blowing or drifting snow, which reduces visibility to zero;

Drought: A prolonged period of abnormally dry weather that depletes water resources for human and environmental needs;

Extreme Cold: Prolonged periods of very low temperatures, often combined with high winds;

Extreme Heat: Prolonged periods of very high temperatures that may cause health issues;

Fog: A thick cloud of water droplets or smoke, suspended in the atmosphere, at or near the earth's surface, restricting or obscuring visibility. Across the northern parts of Ontario is where summer fogs most prevail; in southern Ontario the foggiest time is fall and winter;

Hail: Precipitation consisting of particles of ice, typically having a diameter of 5 mm or greater. The average hail fall lasts from 6-8 minutes and it typically occurs in heavy but localized showers associated with mature thunderstorms;

Hurricanes/Tropical Storms: Intense low pressure centres with maximum surface winds of 118 km/h or greater and tropical storms are tropical cyclones with maximum surface winds between 64 km/h and 118 km/h. Hurricanes do

not occur frequently in Ontario, but are considered a risk given the potential for significant damage over a wide area caused by the accompanying high winds and excessive rainfall;

Ice Storms: An intense formation of ice on objects by the freezing, on impact, of rain or drizzle. Occurrences of freezing precipitation in Ontario vary from 10 days each winter in the north to 20 days in the south;

Severe Thunderstorms: An important consideration in most locations in Ontario, but south-western Ontario has the highest frequency of lightning and thunderstorms in Canada;

Snow storms: A period of rapid accumulation of snow, often accompanied by high winds, cold temperatures, and low visibility;

Tornadoes: Intense rotating columns of air that extend from the base of a severe thunderstorm to the ground. Canada's area of highest tornado activity is in south-western Ontario, but northern Ontario is another area of enhanced tornado activity. March to September is the prime tornado period in Ontario with the peak season in June and early July; tornadoes are rare in winter;

Windstorm: Severe windstorms contain gusty winds of 90 kilometres per hour or greater.

Impacts of Hazards

There are several possible impacts of hazards depending on the time of year:

- Heat Stroke;
- Flooding;
- Building Damage;
- Damaged transmission Lines;
- Forest Fires;
- Food Security;
- Access to source of Heat/Cooling;
- Ice jams potentially leading to floods;
- Collapsed Building;
- Motorists Trapped in their Cars;
- Collapsed Buildings;
- Major Traffic Accidents;
- Interruption of Critical Infrastructure Systems;

- People Isolated in their residences;
- Alternate heating sources may not be safe or may not be used properly, leading to injury;
- Power outages;
- Transportation problems;
- Utility and communications disruptions;
- Public safety;
- Flying debris;
- Falling trees;
- Storm surge and waves;
- Disruption to movement and supply of critical goods and services.

These impacts can affect the community in a number of ways. Services might be reduced and residents may not be able to provide themselves with the necessities of life. The chart below shows several possible challenges the Hazards might present to our Community, depending on the time of year.

Emergency Management Considerations based on Impacts

- Building Damage;
- Long Term Shelter;
- Multiple Deaths;
- Long Term Care Facilities;
- Healthcare Facilities;
- Large public gatherings;
- Need for Shelter or Cooling Centres;
- Need for Cooling/Heating Equipment;
- Water Supply, Distribution and Rationing;
- Debris Clean Up and disposal;
- Evacuation;
- School closures;
- Closed Roads;
- Lack of External Support;
- Disposal of spoiled food supplies;
- Need for Generators;
- Drop in/ Reception Centres;
- Emergency Shelters including assistance for stranded motorists;
- Response to Building Collapse Emergencies;
- Search and Rescue;

- Damage to Institutions;
- Reduced Travel;
- Alarm Systems;
- Disruption to Movement and Supply of Critical Goods and Services;
- Medium to Long Term Accommodations;
- Emergency Medical Services;
- Care and Protection of Animals;
- Body/Corpse Removal.

Response

Monitoring

Environment Canada (Ontario Storm Prediction Centre) is mandated to issue various types of severe weather alerts including watches and warnings.

A **Severe Weather Watch** means there is a **potential for severe weather** and a **Severe Weather Warning** means that severe weather **will soon occur or is occurring**.

Radio

Weatheradio Canada is operated by Environment Canada's Meteorological Service and broadcasts weather and environmental information 24 hours a day in both official languages on 7 dedicated frequencies within the VHF public service band. This permits the transmission of a tone and Specific Area Message Encoding (SAME) codes ahead of a warning message that will activate the Weatheradio receiver and alert you to an incoming important message.

Radio frequencies for this area are:

VHF - 162.550 Mhz

FM – 88.9

Smartphone Based Apps

Weathercan is an app created by Environment Canada and features forecasts and localized weather emergency alerts.

Some MECCG members have been provided with a smartphone by the Township and are required to have the Weathercan App for monitoring purposes. All senior staff are encouraged to monitor Weatheradio when possible.

Implementation of Response Plan

Upon receipt of a warning of a potential emergency, the responding municipal department will immediately contact the Community Emergency Management Coordinator (CEMC).

Upon notification of the impending situation, the CEMC will decide the scale of the emergency. The Emergency Information Officer (EIO) will be responsible to contact the required Municipal Emergency Control Group (MECCG) personnel according to the scale as decided by the CEMC.

The Emergency Plan for the Township of Seguin contains an Emergency Status section. When a Severe Weather Alert is received, the CEMC will decide whether to change the EM Status from Normal (Green) to Enhanced (Yellow). Should the EM Status be increased to Enhanced, all potential Emergency Command Group members will be notified and report back with their availability. The CEMC will notify the CAO and Head of Council of the change in status.

Upon being notified of a possible impending emergency, it is the responsibility of all MECCG officials to notify their staff and volunteer organizations of the situation.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as APPENDIX H of the Seguin Emergency plan. It will be the responsibility of the CEMC to maintain the list of staff, volunteers and external partners.

Functional Roles and Responsibilities

Departments and agencies that may be involved in a response include (but is not limited to) Fire, Police, Emergency Medical Services, Public Works, Emergency Social Services, Amateur Radio Emergency Services, volunteer agencies (e.g. Canadian Red Cross, Salvation Army, etc.), provincial ministries (e.g. Ministry of Natural Resources and Forestry), and utility companies. The table below provides a sample of responsibilities that may need to be assigned.

	Task	Responsibility	24/7 Contact
Emergency Scene	Perimeter Control	OPP	705-746-4225 (Parry Sound Office)
	Evacuation	OPP	705-746-4225 (Parry Sound Office)
	Road Clearing	Public Works	Public Works Supervisor
	Search and Rescue	OPP & JRCC	911 JRCC -1-800-267-7270
	Triage	EMS	911
	Body Removal	OPP	705-746-4225 (Parry Sound Office)
	Electrical Concerns	Hydro One	1-888-664-9376 or 1-800-434-1235
	Tree Removal	Public Works	Public Works Supervisor
Evacuation Centres	Set-up/ Administration	Municipal Staff	Community Services Director

	Health Checks	West Parry Sound Health Centre	705-746-4540 Ext.4132 (Administration) 705-746-9321 (Receptionist)
	Mental Health Concerns	Parry Sound CMHA	705-746-4264
Warming/Cooling Centres	Set-up/ Administration	Municipal Staff	
	Health Checks	West Parry Sound Health Centre	705-746-4540 Ext.4132 (Administration) 705-746-9321 (Receptionist)
	Mental Health Concerns	Parry Sound CMHA	705-746-4264
Shelters	Set-up	Red Cross	1-800-850-5090
	Administration	Red Cross	1-800-850-5090
Ancillary	Alternate modes of transportation	EOC Logistics Sector	Hammond 705-645-5431
	Alternate heat sources	EOC Logistics Sector	See local rental companies

	Spoiled food disposal assistance	Public Works	Public Works Supervisor
	Animal Control - Domestic	By-Law Enforcement	By-law Supervisor
	Animal Control - Livestock	W-Ranch	705-746-6693

Operational Plan

- 1) Establish Emergency Operations Centre (EOC).
- 2) Request necessary assistance. - FIRE, EMS, OPP, Public Works, Red Cross.
- 3) Secure the emergency area and maintain the perimeter.
- 4) Establish routes for emergency vehicles.
- 5) Establish Staging Area and assign manager.
- 6) Determine need for Evacuation and establish evacuation areas.
- 7) Provide barricades to close off access to evacuated areas.
- 8) Coordination and administration of incoming aid.
- 9) Eliminate hazards from damaged utilities.
- 10) Establish a priority for essential requirements (e.g. power restoration, telecommunications).
- 11) Control the allocation of auxiliary power.
- 12) Identify and set up Reception Centres, Evacuation Centres and Responsibilities.
- 13) Provide Emergency lodging.
- 14) Develop Plan for pets/livestock.
- 15) Consider hazard impact on evacuation routes.
- 16) Assess the impact on the health of the public.
- 17) Notify other agencies and senior levels of government of health matters relating to the emergency.
- 18) Establish salvage operations of essential items, if necessary.
- 19) Establish assistance to special needs populations.

- 20) Liaise with host communities for evacuations.
- 21) Liaise with other community organizations.
- 22) Detail the extent of municipal assistance that would be considered in assisting evacuees (financial, logistics/advice).

Safety Plan

The Safety Officer will develop a plan to identify risks and mitigation strategies that will address all identifiable hazards including the following:

- Traumatic Stress;
- Heat Stress;
- Hazmat Concerns;
- Fatigue;
- Immunizations;
- Motor Vehicles and Machinery Safety;
- Clean up Hazards.

Evacuation Planning

High Population Areas

The areas of concern will be the 4 local settlement areas of Humphrey, Rosseau, Orrville and Foley as the most congested residential areas and other seasonally operated areas such as Oastler Lake and Massassauga Provincial Parks, which could have up to 600 transient campers during their operational season.

There are multiple seasonal youth camps scattered throughout the Township that could be of concern as most campers are under the age of 18 and from out of town.

Other large resort type/campground areas to consider include Tappattoo, Rocky Crest and the KOA campground.

Transportation Routes

Highways 400, 141, 518 and 632 – Are the main Provincial corridors into and through the Township. There is no alternate “land based” evacuation routes for some areas.

Evacuation of portions of the Township may have to occur due to an unsafe environment being presented as a result of hazards created by a severe weather event, such as dwellings severely damaged or substantial damage to infrastructure needed for continuity of the necessities of life.

Evacuation/ reception centres may need to be set up to accommodate individuals and families who are in need of housing. These centres will be set-up to provide assistance on a temporary basis with a focus on the following services:

- Family reunification;
- Transition to temporary housing;
- Transportation assistance;
- Food and water.

Evacuation Centre Location

The four Seguin Community Centers are designated as Evacuation/Reception Centres. They are capable of hosting up to 100 people each and have appropriate washroom facilities.

Alternate Locations:

Depending on the time of year and the possibility of severe weather impact in neighbouring communities these locations may be available:

- Humphrey Public School – Municipality of Seguin;
- Bobby Orr Community Centre – Town of Parry Sound;
- The Hub – Not-For Profit Housing – Town of Parry Sound.

Evacuation Centre Protocols

These Centres will be run by the Red Cross.

Shelter in Place:

Whenever possible and if safe to do so, people should shelter in place during the severe weather events. It is rarely safe to leave permanent dwellings during a severe weather watch and during the event. Because of this, all residents and visitors should be prepared to provide themselves with the necessities of life and shelter in place for at least three days. An information campaign will be in place to advise the population when community infrastructure has been restored and it is safe to travel. Evacuation and Shelter-In-Place Information is listed in Appendix A of this plan.

Accommodation – Every effort will be made to locate emergency accommodation in our area Hotels/Motels/Tourist Resorts. Evacuation/Reception Centres will be used as a last resort.

Pandemic/Infection Control Concerns

Pandemics will present many challenges when providing care and assistance to mass casualty and evacuation events. Members of the public and First Responders will need to be protected. Protocols and stockpiles of Personal Protective Equipment (PPE) will need to be established in order to achieve this goal.

Protocols

Infection Control

- Contact between EOC Staff will be kept to a minimum. Social distancing and face coverings will be utilized to allow interaction during meetings.
- Minimum PPE for staff and volunteers interacting with the public will be: Surgical Masks, gloves, safety glasses.
- Hand sanitizer will be available for all responders and at EOC and Evacuation Centres.

Emergency Information and Communications

Emergency Information

The Emergency Information Officer (EIO) shall be responsible for the distribution of all information to the media and members of the public.

News Releases		
Outlet	Contact Name	Contact 24/7 Information
Moose FM		705-746-2163
CTV Barrie		705-734-3300 barrienews@ctv.ca
CTV Northern Ontario		705-674-8301 newsforthenorth@ctv.ca
Email Blast	Emergency Information Officer (EIO)	See Staff Listing
Facebook	Emergency Information Officer (EIO)	See Staff Listing
Website Update	Emergency Information Officer (EIO)	See Staff Listing

Public Inquiry Service

This service will be set-up and monitored by the EIO. The Public will be able to make inquiries by telephone or email.

Media monitoring and liaison:

The EIO will monitor the media outlets and be the liaison for all media inquiries

The EIO will arrange press conferences and provide talking points to the CAO or Head of Council. All Press Releases/Communications will be reviewed by Incident Command to ensure accuracy. Pre-scripted News Releases and other Emergency Communications can be found in Appendix M of the Seguin Emergency Response Plan.

Finance

Extra-ordinary expenditures

Liaise with other Treasurers from neighbouring municipalities to see if some costs can be shared. Ensure that records of expense are maintained for future claim purposes. Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during a severe weather emergency.

Collect as much documentation as possible and supporting information. Link the extraordinary costs to the natural disaster. Collect reports/assessments from staff and external experts on the specific damage to property of infrastructure. Hire an engineer if major capital damage was done to obtain a detailed damage report and appraisal of costs to restore the damaged property. Take numerous photos and videos of pre-disaster, post-disaster and post cleanup conditions. Submit maps of impacted areas. Keep documentation of costs such as invoices, procurement and employee contracts, equipment logs and purchase requisitions. Tie in asset management plan and other documentation that might be helpful in a claims submission.

Immediately begin to separate incremental operating and capital costs related to the disaster from ordinary municipal expenditures. Establish a segregated

General Ledger account to track incremental disaster-related expenses easily. All invoices and receipts must be submitted to the finance department.

Expenditure Authorities

Any staff member or volunteer can sign a purchase order if direction has been given to them by Incident Command or Sector Leads.

Procurement By-law 2024-118:

1. In the event of an Emergency as defined by this policy, the Chief Administrative Officer, Treasurer, Directors and their designates are authorized to enter into purchase agreements without the requirement for a formal competitive process.
2. Emergency procurements in excess of \$50,000 must be reported to Council at the next scheduled meeting following the Emergency.
3. The Director responsible for the Emergency procurement is required to forward an appropriate purchase order to the Treasurer within five business days after the date of the purchase agreement.

Human Resources Considerations

All staff must maintain a log. Employees will document all hours and volunteer's hours will be tracked by relevant Sector Heads. All time will be tracked in the 24 hour clock format. There must be consideration taken into place when determining working hours vs rest hours and what the acceptable rest period is between shifts.

Potential Cost Recovery (*eg. Third party liability*)

Contact insurance provider to determine what damage they cover.

The Federal Government has developed the Federal Emergency Response Plan (FERP) to harmonize emergency response efforts by the Federal and Provincial / Territorial Governments, Non-Governmental Organizations and the private sector. Requests for personnel or resources from the Federal Government are made through the PEOC.

The Municipal Disaster Recovery Assistance (MDRA) program is in place to help municipalities address extraordinary emergency response costs and damage to essential property or infrastructure such as bridges, roads and public buildings as a result of a natural disaster. These would be costs in addition to any approved budget and for items not covered by insurance. A resolution must be passed by Council to be eligible for the claim.

The Disaster Recovery Assistance for Ontarians (DRAO) program may assist individuals, small businesses, farmers, and not-for profit organizations who have experienced damage to, or loss of, essential property as a result of a natural disaster.

Location and procedure for accessing emergency petty cash

A petty cash fund of \$200 will be stored in the safe in the Seguin Administration Building. This will enable departments to make small, emergency purchases where a purchase order is not cost effective or a credit card cannot be used. All receipts and change must be returned to the safe when possible.

Donations management

Early in the recovery stage, establish with the public exactly what is needed. If a press release goes out to the public for donations, it is strongly recommended that only financial donations are requested as they are easy to manage logistically and the funds can be sent from anywhere. Another option is to partner with a third party non-government organization to manage financial donations such as the Red Cross or Salvation Army.

If material goods are necessary, ensure the following:

- Be very specific about goods requested;
- Food donations must be professionally packaged with security seals intact and prior to their expiration date (no personally prepared food donations);
- Warehousing and security of all donations must be considered.

All donations must be tracked by the finance department in a spreadsheet to track the following information: donor, item donated, value, where the donation was applied and the donor's information.

Recovery

Efforts will be made to return the community to normality following a severe event. With an understanding that our ultimate goal is have a resilient community, recovery efforts will be guided by a “build back better” philosophy. These efforts may include:

- Restoring public infrastructure (e.g. downed power lines, tree debris, clear roadways);
- Addressing the emotional, social, economic and physical well-being of those involved.

Preparedness

The preparedness program for our municipality will be as follows:

Awareness – Regular training will be conducted to educate members of the Community and Staff concerning Severe Weather Event tracking and reporting.

Education – The General Public will be made aware of best practices regarding being prepared for Severe Weather Events. Messaging will be distributed by a variety of media including all social media outlets used by the Township, emails and regular media advertising. The messages will include the following:

Preparedness Kits

Stay Alive for Five – Being prepared for 5 days with food, water, medication.

Shelter in Place during Severe Weather

Contact Information during Emergencies.

Business Continuity Planning

Seguin Township BCP – APPENDIX L of Seguin Emergency Plan

Disaster Recovery Programs

Post-Event Activities will include:

- Debriefs
- Quick tactical de-briefing (hot-wash)
- Detailed operational de-briefing

A questionnaire will be distributed to volunteers, contractors, media, owners of facilities used, etc. and staff to identify gaps and future considerations for improvement.

Development of an After Action Report; including a financial report, and a report to program committee/council will be authored by Incident Command and the CEMC. This report will also include conclusions drawn from the after incident inquiries and relevant information will be included in the next review of the Severe Weather Event Plan.

Support Agreements:

Mutual Assistance Agreement

Mutual Aid Fire Department Agreements

Red Cross Agreement

SEGUIN TOWNSHIP

EMERGENCY CONTROL GROUP & SUPPORT STAFF

CONTACT INFORMATION

Title	Name	Cell	Office Extension	Email
Head of Council	Ann MacDiarmid		285	amacdiarmid@seguin.ca
CAO	Jason Inwood		230	jinwood@seguin.ca
Fire Chief/CEMC	Sean Carroll		234	scarroll@seguin.ca
Deputy Fire Chief/Alternate CEMC	Kevin Harmer		252	kharmer@seguin.ca
Director of Public Works	Tom MacLeod		256	tmacleod@seguin.ca
Facilities/Evacuation Centre Coordinator	Dominique O'Brien		262	dobrien@seguin.ca
Emergency Information Officer	Valerie Iancovich		240	viancovich@seguin.ca
Finance	Michele Fraser		228	mfraser@seguin.ca
Director of Planning	Taylor Elgie		248	telgie@seguin.ca
Chief Building Official	Curtis Livingstone		237	clivingstone@seguin.ca
Administrative Resource Officer	Ana Collins		257	acollins@seguin.ca
	Katie Caughell		259	kcaughell@seguin.ca
Clerk's Department Staff	Craig Jeffery		222	cjeffery@seguin.ca
	Andrea Spinney		232	aspinney@seguin.ca
	Donna McLeod		221	dmcleod@seguin.ca
IT Support	Forrest Pengra		273	fpengra@seguin.ca
	Chris Mahon (GIS)		274	cmahon@seguin.ca
	Lee Young		242	lyoung@seguin.ca

APPENDIX C

Criteria in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management Act*, R.S.O. 1990, Chapter E.9, as amended 2003)

** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice B it is merely a reference tool.*

An emergency is defined under the *Emergency Management Act* as Aa 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@ [Section 1, definition of an emergency].

Under the *Emergency Management Act*, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Public Safety and Security) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria *may* indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- **Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to Atake such action and make such

- orders as he or she considers necessary and are not contrary to law@ during an emergency.]
- **Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
 - **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]
 - **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council=s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Service Act* provides for the creation of special policing arrangements during an emergency.]
 - **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an Aemergency@ is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
 - **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that Ano action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency.@ Section 11

(3), however, states Asubsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipalityY.@]

- **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered Aworkers@ under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to Atake such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.@ Section 13 (3) empowers a municipal council to Amake an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.@]
- **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the Acouncil of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.@]
- **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the

opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.

- **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Minister of Public Safety and Security, with the approval of the Lieutenant Governor in Council, to enter into mutual assistance agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Public Security.]
- **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Public Security.]
- **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management Act* may provide municipal councilors and employees with certain protections against personal liability.]
- **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The

rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

- **Is an event likely to have a long term negative impact on a community=s economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that Awhere money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or costY.@]



SEGUIN TOWNSHIP EMERGENCY PLAN

Declaration of an Emergency **(Fax form to 416-314-0474)**

I, _____, _____ of
(insert name) (insert title)

_____,
(insert name of community)

declare that an emergency in accordance with the Emergency Management Act, R.S.O. 1990, Sec.4 (1) (2) (4), exists in the area of (define area using street names and/or boundaries)

in the community of

due to (explain the emergency situation)

DATED this _____ day of _____.

Signature of Head of Council

Name of Head of Council (printed or typed)

APPENDIX D



SEGUIN TOWNSHIP EMERGENCY PLAN

Termination of a Declared Emergency

(Fax form to 416-314-0474)

I, _____, _____ of
(insert name) (insert title)

_____,
(insert name of community)

**declare an emergency terminated in accordance with the Emergency Management Act,
R.S.O. 1990, Sec.4 (1) (2) (4), in the area of (define area using street names and/or boundaries)**

in the community of

_____,
due to (explain the emergency situation)

DATED this _____ day of _____, _____.

Signature of Head of Council

Name of Head of Council (printed or typed)

APPENDIX E

HIRA Assessment Sequin

Definitions:

Hazard: An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Likely: The listed hazard has occurred in recent memory and is likely to occur again.

Possible: The listed hazard has not occurred in recent memory but could occur based on prior incidence or “expert” assessment (e.g., a nuclear facility, terrorism, an earthquake).

Unlikely: The hazard has never occurred and likely will not occur in the foreseeable future (e.g. a mine emergency where there is no mine).

Hazard	Classification - Natural - Technological - Human - Other	Probability Ranking	
		Likely	Possible Unlikely
Snowstorm/Blizzards	Natural	Likely	
Ice/Sleet Storms	Natural	Likely	
Water Emergencies	Natural	Likely	
Fires (Forest & Wildland-Urban Interface)	Natural	Likely	
Windstorms	Natural	Likely	
Human Health Emergencies & Epidemics	Natural	Likely	
Explosions/Fires	Technological	Likely	
Drought	Natural	Likely	
Private Road Network	Technological	Likely	

Fog	Natural	Possible
Hailstorm	Natural	Possible

Lightning Storm	Natural	Possible
Tornadoes	Natural	Possible
Extreme Heat/Cold	Natural	Possible
Cyber Attack	Technological	Possible
Hazardous Materials – Fixed Site	Technological	Possible
Hazardous Materials – Transportation Incident	Technological	Possible
Transportation Accidents (road, rail, air, marine)	Technological	Possible
Critical Infrastructure Failures	Technological	Possible
Public and Private Assemblies	Technological	Possible

Hurricanes	Natural	Unlikely
Earthquakes	Natural	Unlikely
Erosion	Natural	Unlikely
Landslides/Mudslides	Natural	Unlikely
Subsidence	Natural	Unlikely
Agricultural and Food Emergencies	Natural	Unlikely
Floods	Natural	Unlikely
Building Structural Collapse	Technological	Unlikely
Dam Failures	Technological	Unlikely
Energy Emergency	Technological	Unlikely
Nuclear Facility Emergencies	Technological	Unlikely
Radioological Emergencies	Technological	Unlikely
Mine Emergencies	Technological	Unlikely
Oil/Gas Well Emergencies	Technological	Unlikely
Petroleum/Gas Pipeline Emergencies	Technological	Unlikely
Space Object Crash	Technological	Unlikely
Terrorism	Human Events	Unlikely
Sabotage	Human Events	Unlikely
Civil Disorder	Human Events	Unlikely
Special Events	Human Events	Unlikely
War and International Emergencies	Human Events	Unlikely

[illegible]

APPENDIX F

**Township of Seguin
Municipal Critical Infrastructure Listing**

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Transportation	Parry Sound Airport	Economic, 2 nd Alternate EOC, Transportation	Airport Road	Airport Commission Neil Pirie	3
	Municipal Roads	Transportation	All public municipal roads within the Township of Seguin	Seguin Township Public Works Tom McLeod	1
	Lake Access Points	Emergency Access and Evacuation, Transportation	Multiple locations municipal maintained and privately maintained	Municipal Maintained Dominique O'Brien See Private Marina List	2
	Recreational Trail System	Emergency Access and Evacuation, Transportation	Multiple locations municipal maintained and privately maintained	Municipal Maintained Dominique O'Brien	3
	Private Road Network	Emergency Access and Evacuation, Transportation	All privately owned and maintained roadways within the Township of Seguin	Private roads owned by property owners providing access to one or more properties	1

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Continuity of Government Services	Municipal Office	Emergency Operations Center, Administrative Services	5 Humphrey Dr.	Township of Seguin 705-732-4300	1
	Public Works Depots	Humphrey Garage	11 Humphrey Dr.	Township of Seguin 705-732-4300	2
		Orrville Garage	33 Star Lake Rd	Township of Seguin 705-732-4300	2
		Foley Garage	68 Rankin Lake Rd	Township of Seguin 705-732-4300	2
	Waste Management	Humphrey Waste Transfer Site	175 Highway 141	Township of Seguin 705-732-4300	2
		Brooks Rd Waste Transfer Site	51 Brooks Rd	Township of Seguin 705-732-4300	2
		Bon Echo & Salmon Lake Waste Transfer Site	2 Bon Echo Rd	Township of Seguin 705-732-4300	2
		Christie Waste Transfer and Landfill Site	23 Depot Rd	Township of Seguin 705-732-4300	1
		Turtle Lake Waste Transfer Site	737 Highway 141	Township of Seguin 705-732-4300	2
		Stanley House Rd Waste Transfer Site	1 Stanley House Rd	Township of Seguin 705-732-4300	2
		Airport Rd Waste Transfer Site	23 Airport Rd	Township of Seguin 705-732-4300	2
	IT Infrastructure	Township Servers	5 Humphrey Dr.	Township of Seguin 705-732-4300	1
	Alternate Emergency Operations Center	Humphrey Fire Hall	115 Hwy141	Township of Seguin 705-732-4300	1

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Continuity of Government Services cont.	Community Hall	Humphrey Community Center	15 Humphrey Dr.	Township of Seguin 705-732-4300	1
	Community Hall	Foley Community Center	60 Rankin Lk. Rd	Township of Seguin 705-732-4300	2
	Community Hall	Rosseau Memorial Hall	2 Victoria St.	Township of Seguin 705-732-4300	2
	Community Hall	Orville Community Center	1207 Hwy 518	Township of Seguin 705-732-4300	2
Public Safety & Security	Emergency Service	Foley Firehall Station 10	58 Rankin Lk. Rd.	Township of Seguin 705-732-4300	1
		Rosseau Firehall Station 20	4 Victoria St.	Township of Seguin 705-732-4300	1
		Christie Firehall Station 30	1040 Hwy 518	Township of Seguin 705-732-4300	1
		Humphrey Firehall Station 40	115 Hwy 141	Township of Seguin 705-732-4300	1
		Radio Tower Sites	5 locations municipal maintained and privately maintained	Fire Services Sean Carroll 705-732-4300	1
	Medical Services	Rosseau Nurses Station			1
Municipal Equipment Resources	Municipal Vehicle/Equipment Pool	Seguin Township	Located at all Public works, Community Services and Fire Department facilities	Township of Seguin 705-732-4300	1

Sector	Type of Critical Infrastructure	Component	Location	Owner/Operator	Priority
Third Party Operated Infrastructure	Hydro Grid	Hydro Services	Throughout Township	Hydro One	1
	Natural Gas Grid	Foley & Orrville Settlement NG Supply	Foley and Orrville settlement areas	Township of Seguin 705-732-4300	2
	Communications Infrastructure	Cell & Internet Connectivity	Throughout Township	Township of Seguin 705-732-4300	2
	MTO Highways	Transportation	Hwy 400 Hwy 141 Hwy 632 Hwy 518 Lake Joseph Rd	Fowler Construction for Ontario Ministry of Transportation	1
	Access Routes to Rose Point Road and adjoining Roads	Transportation	Area is accessed through Town of Parry Sound Road Network	Town of Parry Sound	1
	Privately Owned Marina's	Transportation & Emergency Access	See private Marina's list in WP SERP	See private Marina's list in WP SERP	3

After hours call out 705-751-0050 (Northern Communications 24/7 Answering Service)

Seguin Township
Management Staff & Elected Officials Contact
List

Management Staff

Name	Position	Department	Contact info
Jason Inwood	CAO	All	
Michele Fraser	CFO	Treasury	
Christine Dixon	Deputy	Treasury/HR	
Tom Macleod	Director	Public Works	
John Chisholm	Supervisor	Public Works	
Debi Allen	Supervisor	Public Works	
Sean Carroll	Fire Chief	Fire Services/By-law	
Kevin Harmer	Deputy Fire Chief	Fire Services	
Dominique O'Brien	Director	Facilities	
Ken Griffiths	Supervisor	Facilities	
Talyor Elgie	Director	Planning	
Curtis Livingstone	CBO	Building	
Valerie Iancovich	Communications Specialist		

Elected Officials

Name	Position	Area	Contact Info
Ann MacDiarmid	Mayor	All	
Ken Adams	Councilor	Ward 1	
Mario Buszynski	Councilor	Ward 2	
Greg Getty	Councilor	Ward 3	
Terry Fellner	Councilor	Ward 4	
Ted Collins	Councilor	Ward 5	
Gail Finnon	Councilor	Ward 6	

Community Resources Contact List

Title	Emergency Contact #	Other Contact #	Other Contact #
Adam's Brothers (Spills Clean-up)	705-746-2962 (After Hours / Emergencies)		
Canada Coast Guard	705-746-2196 (Parry Sound)	800-265-0237	
Canada Post		705-732-4323 (Rosseau)	705-746-9044 (Parry Sound)
Canadian Nuclear Safety Commission	613-995-0479 (Duty Officer)		
Canadian Red Cross	705-472-5760 (North Bay Branch)	705-840-8614 (Emergency Management Coordinator)	800-850-5090 (Duty Officer)
CANUTEC	613-996-6666 (24hrs)	888-226-8832	
Children's Services	705-746-7777	800-461-4464	705-472-0910 (North Bay)
CNR Police	800-465-9239 (24hrs)		
Community Care Access Centre	705-773-4602	800-440-6762	
Constable Towing & Recovery	705-746-7021		
CPR Police	800-716-9132 (24hrs)		
District Social Services Administration Board	705-746-7777		
Emergency Management Ontario	866-314-0472		
Emergency Medical Services		911 (after hours)	
Enbridge Gas	866-763-5427		
Fire Marshall's Office			
Hydro-One	800-434-1235 (24hrs Power Outages)		
Ministry of Environment	416-325-4000	800-663-8477 (Spills-24hrs)	
Ministry of Natural Resources		877-847-7667 (Violation Reporting)	
Ministry of Transportation	705-789-2391 (Parry Sound Office)	800-255-7814 (Operational Services)	
MPAC	866-296-6722		
Near North School Board	800-278-4922	705-732-4801 (Humphrey School)	
North Bay Parry Sound District Health Unit	705-474-1400 (North Bay)	800-563-2808	
Northern Communication (Answering Service)	705-751-0050		
Ontario Provincial Police (OPP)	705-746-4225	888-310-1122 (24hrs)	911 (Emergency Calls Only)
Parry Sound Housing Corporation	705-774-9600	877-767-6060	
Parry Sound Moose FM	705-746-2163 (Office)	705-746-4291 (Studio)	
Parry Sound Municipal Airport	705-378-2897		
Poison Control Centre	844-764-7669 (General Public)	800-268-9017 (Health Care Providers)	

Title	Emergency Contact #	Other Contact #	Other Contact #
Rural Community Immigration (North Bay)		800-465-1882	
Salvation Army			705-746-5391 (Parry Sound Local Detachment)
Seguin Towing	705-774-1656		
Telehealth Ontario	866-797-0000		
Transport Canada (Aviation Incident)	819-994-3741	800-387-3557	
West Parry Sound Health Centre	705-746-9321(24hrs)	705-746-5801	800-563-2808



Ontario's quick reference guide to
Non-Governmental Organizations
with active roles in
Emergency Management.

PARTNER AGENCIES:



St. John Ambulance



Society of
Saint Vincent de Paul
Ontario Regional Council

2020-2021 HANDBOOK

EMERGENCY SERVICE USE ONLY

PURPOSE



CHAIR: Steve Elliott

AGENCY: Samaritan's Purse Canada
sellcott@samaritan.ca

Emergencies and disasters in Ontario are becoming more frequent, more complex, and are in need of a comprehensive, efficient, and cost effective response and recovery strategy.

The NGO Alliance of Ontario is a network of non-governmental organizations that are active participants in Ontario's Emergency Management landscape.

The purpose of the NGO Alliance of Ontario is to support municipal and provincial emergency planning and preparedness, response and recovery efforts through coordination, cooperation, collaboration, and communication.

By valuing their independence and neutrality, and by utilizing their collective knowledge, experience and resources, the Alliance members remain committed to supporting municipal and provincial emergency management jurisdictions when disasters strike in the Province of Ontario.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE CLEAN-UP & DEBRIS MGMT. CLOTHING DONATION FOOD MEDICAL PSYCHOSOCIAL REBUILDING SHELTER SERVICES UNMET NEEDS

ANIMAL WELFARE



24-Hour Phone: 310-SPCA (7722)

SPCA Animal Rescue provides crisis intervention services to respond to the needs of vulnerable animals in urgent situations, such as fires, floods or hurricanes and, on the local level, in situations of hoarding. The Ontario SPCA and Humane Society is available to offer support for municipal emergency preparedness planning, as well as during a community emergency. We are your community support for animal protection.

Ontario SPCA Support Services provides a variety of critical, animal-related services to support vulnerable animals in times of crisis. This service is offered across Ontario.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE
CLEAN-UP &
DEBRIS MGMT.
CLOTHING
DONATION
MGMT.
FOOD
SERVICES
MEDICAL
SUPPORT
PSYCHOSOCIAL
SUPPORT
REBUILDING
SHELTER
SERVICES
UNMET
NEEDS

CLEAN-UP & DEBRIS MANAGEMENT



**Mennonite
Disaster
Service**

Office: 1-866-261-1274
mdscn@mds.mennonite.net

Mennonite Disaster Service specializes in clean-up of residences and neighbourhoods after floods, windstorms and fires. MDS can clean up and remove debris from yards and fields after floods and windstorms using a large pool of volunteers, leadership and equipment (tool trailer with pumps, generators, chainsaws, etc).



Samaritan's Purse

Office: 1-800-663-6500
24-Hour Contact: 403-770-7470

In Ontario, Samaritans Purse Canada is able to provide assistance to remove damaged and/or destroyed content, clean out and remediate flooded basements, mold sanitization, installation of roof tarps to protect damaged roofs, cutting, chipping and removal of organic debris, yard clean-up, and spiritual and emotional support and prayers. We operate a Disaster Response Unit (DRU), which is a tractor trailer outfitted with an office, generators, pumps, hand tools, and safety gear that we utilize to equip staff and volunteers to help those affected by disaster.



operations@teamrubiconcan.org

Team Rubicon leverages the abilities and experiences of our highly skilled volunteers to support communities and organizations affected by natural disaster. These capabilities include, but are not limited to, Incident Management Assistance Teams to aid in crisis planning and disaster management; Infrastructure Support, hazard mitigations, light demo, debris removal and mold remediation; and Disaster Mapping. All of our teams deploy as self-sustaining units with all equipment and resources necessary to provide our capabilities, ensuring minimal impact and burden on the affected communities.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION FOOD MEDICAL PSYCHOSOCIAL REBUILDING SHELTER UNMET NEEDS SERVICES

CLOTHING



**For immediate support or planning purposes,
contact your local Salvation Army.**

Divisional HQ: 1-888-696-5386

The Salvation Army's Emergency Disaster Services personnel are equipped to provide vouchers for clothing and other practical household provisions, redeemable at any Salvation Army Thrift Store, helping residents to meet their individual needs in a dignified manner - when they are ready. When needed, and if available, emergency clothing can be brought in to a reception centre from a local Thrift Store.



Office: 905-890-1000

24 Hour Contact: 416-209-0432

The Canadian Red Cross can support people impacted by a disaster or an emergency by providing basic clothing to meet their needs. This can happen in several ways, which may include purchasing items, providing vouchers, or referral to other agencies.



**Society of
Saint Vincent de Paul**
Ontario Regional Council

Office: 1-866-997-7787

24 Hour Contact: 613-218-4377

The Society of Saint-Vincent de Paul has volunteers equipped to provide vouchers to obtain material help such as clothing & accessories; other material help such as furniture is also available.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES SUPPORT MEDICAL PSYCHOSOCIAL SUPPORT REBUILDING SHELTER SERVICES UNMET NEEDS

DONATION MANAGEMENT



Primary Contact: 416-725-9451
Secondary Contact: 1-888-274-2372

The ACS Disaster Response program has developed a step by step process to manage in-kind donations early on so it doesn't become a second disaster. The process includes collection, triage, identification, packaging, temporary storage, transportation, and distribution of all in-kind donations sent in the context of emergencies and disasters. This process has been used many times in situations all over the US as well as the 1996 Saguenay, QC floods and the 2016 Fort McMurray, AB fire.



**For immediate support or planning purposes,
contact your local Salvation Army.**

Divisional HQ: 1-888-696-5386

The Salvation Army is a leader in collecting, sorting and distributing donated goods through its 60+ Thrift Store locations in Ontario. Through the Emergency Disaster Services program and the use of Salvation Army Thrift Stores, we can accept and transport small and large amounts of donated goods from across Ontario, when providing other emergency support services.



Office: 905-890-1000
24 Hour Contact: 416-209-0432

The Canadian Red Cross can support communities with financial donation management.



Office: 1-866-997-7787
24 Hour Contact: 613-218-4377

The Society of Saint-Vincent de Paul is equipped to receive monetary donations and has in-kind donation locations available at Thrift stores or at different donation bins to provide another life to the donations. Upon reception, triage is performed and made available for persons in need via vouchers.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES MEDICAL SUPPORT PSYCHOSOCIAL SUPPORT REBUILDING SERVICES SHELTER UNMET NEEDS

FOOD SERVICES



**For immediate support or planning purposes,
contact your local Salvation Army.**

Divisional HQ: 1-888-696-5386

The most visible service of The Salvation Army's Emergency Disaster Services is the provision of hot meals and refreshing beverages to evacuees and emergency personnel. The Salvation Army has a dedicated and custom fleet of food trucks positioned all across Ontario, along with caterers in major urban centers. Using our volunteer base, we can provide dozens, hundreds or thousands of freshly prepared meals virtually anywhere with road access within hours. As well, we make every attempt to address allergies, food sensitivities, and cultural sensitivities.



Office: 905-890-1000

24 Hour Contact: 416-209-0432

The Canadian Red Cross can provide emergency feeding services during emergencies. The Red Cross is careful to ensure to the best of its ability that food meets the nutritional needs of at-risk groups, in particular infants, children, pregnant and breast-feeding women, the elderly, individuals with dietary restrictions and emergency workers. We also work to respect the culture of the population affected.

***GLOBALMEDIC**

Office: 416-916-0522

24 Hour Contact: 647-885-7311

GlobalMedic's domestic food program, McAntony's Menu, provides packaged dry foods to food banks and social service organizations around the country, and this product would be available to deploy to communities affected by disaster. Additionally, GlobalMedic has a variety of point of source and point of use water purification units that available for deployment.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES MEDICAL SUPPORT PSYCHOSOCIAL SUPPORT REBUILDING SHELTER SERVICES UNMET NEEDS

MEDICAL RESPONSE SUPPORT



St. John Ambulance

24-Hour Pager: 1-888-249-8531

St. John Ambulance has the capability of providing the following services in times of disaster, public health crisis or civil emergency:

- Medical first response and health care support services
- Health-related screening and residential inspections during public health emergencies (i.e. SARS, Pandemic Influenza, etc.)
- Assisting with the transportation of ill, injured or vulnerable persons in support of the public ambulance system.
- Assisting in the evacuation of hospitals and other health care facilities.
- Assisting in the search for missing or lost persons.



Office: 905-890-1000

24 Hour Contact: 416-209-0432

The Canadian Red Cross can facilitate access to medical care or provide for personal needs such as renewing a prescription for essential medications, replacing or repairing eyeglasses, prosthetics, hearing aids or mobility assistance equipment, where no other financial resources are available. In situations where vulnerable people have been affected, we can also mobilize volunteers to do check-ins.

GLOBALMEDIC

Office: 416-916-0522

24 Hour Contact: 647-885-7311

GlobalMedic has rapidly deployable shelters that can be used as field hospitals and clinics, medical equipment, and supplies, in addition to our Rapid Response Team members who are available for deployment and are medically trained as paramedics, first responders, doctors, nurses, etc.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES MEDICAL SUPPORT PSYCHOSOCIAL SUPPORT REBUILDING SHELTER SERVICES UNMET NEEDS

PSYCHOSOCIAL SUPPORT



**For immediate support or planning purposes,
contact your local Salvation Army.**

Divisional HQ: 1-888-696-5386

The Salvation Army is on hand to provide pastoral care by providing chaplaincy through a wide variety of professional experience and certification. Emotional & Spiritual Care means compassion through listening, and maintaining a "ministry of presence" among those affected by a disaster. In times when The Salvation Army, as a Christian Church, cannot meet the spiritual needs of an individual or community, we actively work with many faith groups to ensure residents are respected in their beliefs.



Office: 905-890-1000

24 Hour Contact: 416-209-0432

Through the Canadian Red Cross Safety & Wellbeing program, Red Cross can support beneficiary and community priorities by addressing the immediate psychosocial needs of the affected population. To accomplish this goal in relief operations, direct services can include psychosocial support and community outreach.



Samaritan's Purse®
INTERNATIONAL RELIEF

Office: 1-800-663-6500

24-Hour Contact: 403-770-7470

Emotional distress and trauma are common and local Samaritan's Purse volunteers are positioned to provide the relational support that people need as they get back on their feet. Through our compassionate volunteers, families not only receive clean-up services, they also receive valuable human interaction and a shoulder to lean on to provide hope for the future.



More...

EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES MEDICAL SUPPORT PSYCHOSOCIAL SUPPORT REBUILDING SERVICES SHELTER SERVICES UNMET NEEDS

PSYCHOSOCIAL SUPPORT



Office: 416-725-9451

24-Hour Contact: 1-888-274-2372

The ACS Crisis Care concept is a service offering emotional support where people can come and express their feelings in total confidentiality and respect of personal issues and beliefs. This service is provided one on one to the individuals after a traumatic experience through the participation of specially trained crisis response counselors, usually from the church pastoral teams, and chaplains, who provide their services on a volunteer basis. The counselors receive extensive training and a strong emphasis is included on the aspect of this service being offered regardless of spiritual beliefs or denominational affiliation of the clients.



**Mennonite
Disaster
Service**

Office: 1-866-261-1274

mdsn@mds.mennonite.net

Mennonite Disaster Service offers caring, compassionate relationships and support of clients during clean-up, restoration, and rebuilding.



24-Hour Contact: 1-800-293-3717

As a Christian Ministry, our Rapid Response Team (RRT) of Chaplains are trained for Emotional and Spiritual care during times of disaster and crisis. Our trauma-trained Chaplains, utilizing skills taught in recognized Critical Incident Stress Management courses, come alongside those going through a tragic event. Chaplains with the RRT Chaplaincy come from varied backgrounds in ministry fields, serving as Chaplains, Pastors, Psychotherapists, and/or Grief Counsellors. All Chaplains come alongside those in the community and, as necessary, link them to ongoing community resources for any ongoing assistance. Chaplains play a unique role in the way they respond to by coming alongside the communities' church leadership and its Emergency Services Chaplains during these times.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD MEDICAL PSYCHOSOCIAL REBUILDING SHELTER SERVICES UNMET NEEDS

REBUILDING



**Mennonite
Disaster
Service**

Office: 1-866-261-1274
mdsn@mds.mennonite.net

Mennonite Disaster Service offers free labour and leadership for repair or rebuilding of homes for home owners who cannot rebuild with their own resources, after floods, windstorms and fires. MDS comes fully equipped with a tool trailer for restoration, rebuilding and finishing in collaboration with long-term recovery organizations.



Samaritan's Purse®

Office: 1-800-663-6500
24-Hour Contact: 403-770-7470

Samaritan's Purse can provide no-cost, volunteer home repair and restoration services as part of an integrated recovery program post-disaster. Through effective case management, each homeowner receives an accurate needs assessment and is encouraged to utilize their own resources first towards their own rebuild. Samaritan's Purse can help fill the gap to get homes to a safe, warm and dry condition through the use of volunteer labour and occasionally funding materials.



**World
Renew**
LIVING JUSTICE • LOVING MERCY • SERVING CHRIST

**DISASTER
RESPONSE
SERVICES**

Office: 1-800-848-5818
24-Hour Contact: 519-614-2238

World Renew Disaster Response Services can supply reconstruction teams for repair and rebuilding. Generally, these teams may be at a location for one to two years. However, a short term reconstruction service lasting a month or two is also a possibility.

More...



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE
CLEAN-UP & DEBRIS MGMT.
CLOTHING
DONATION MGMT.
FOOD SERVICES
MEDICAL SUPPORT
PSYCHOSOCIAL SUPPORT
REBUILDING
SHELTER SERVICES
UNMET NEEDS

REBUILDING



Office: 905-890-1000

24 Hour Contact: 416-209-0432

RECOVERY:

The Canadian Red Cross recognizes that the recovery process can take years for a community impacted by a disaster. To help the most vulnerable people recover from the long-term impacts of emergencies, communities can call on the Red Cross to provide the following assistance:

- Transitional Shelter Support
- Direct Aid for Basic Needs
- Safety and Wellbeing Support
- Community Projects and Initiatives
- Economic Resilience and Recovery Programs (for individuals and businesses)

BUILDING RESILIENCE:

Through education and training programs, the Canadian Red Cross is working alongside government and community leaders to build stronger, safer and healthier communities that will be more resilient the next time an emergency occurs.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES MEDICAL SUPPORT PSYCHOSOCIAL SUPPORT REBUILDING SHELTER SERVICES UNMET NEEDS

SHELTER SERVICES



Office: 905-890-1000

24 Hour Contact: 416-209-0432

Center Management

The Canadian Red Cross can provide management services for shelters and reception centres. These services include the planning, set-up, operations, and close-down of temporary facilities to either house or ensure service delivery to those impacted by disasters.

Lodging/ Shelter Services

The Canadian Red Cross can also provide safe and secure temporary accommodations for those affected by disaster. Evacuees who cannot stay with relatives, friends or neighbours can benefit through the provision of commercial, congregate and transitional shelter solutions. This service can also support the individuals' return to home process.

Registration & Family Reunification

The Canadian Red Cross can provide registration services including digital registration. Registering with the Red Cross ensures people impacted by an emergency or disaster are accounted for, can be contacted while away from home, and can be reached with information and assistance on further Red Cross services that may be available during a time of need. It can also help to restore contact between family and household members, thereby reducing the anxiety and fear of those separated from their loved ones.

 **GLOBALMEDIC**

Office: 416-916-0522

24 Hour Contact: 647-885-7311

GlobalMedic has a selection of large field tents available for deployment, to support critical infrastructure and logistical needs.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLEAN-UP & CLOTHING DONATION MGMT. FOOD SERVICES SUPPORT MEDICAL PSYCHOSOCIAL SUPPORT REBUILDING SHELTER SERVICES UNMET NEEDS

UNMET NEEDS



Office: 905-890-1000

24 Hour Contact: 416-209-0432

Personal Services

The Canadian Red Cross can provide various types of personal assistance to people in addition to the services already outlined. The Red Cross provides these services based on needs of people impacted by emergencies, ensuring that no one is left behind.



Office: 1-800-663-6500

Samaritan's Purse Canada ("SPC") can deploy staff that work with external helping organizations and government entities to facilitate an inter-organizational Unmet Needs Committee. In keeping with the goal of strengthening community capacity over the recovery process, local management of the committee is encouraged. SPC Case Managers use a strengths-based approach that encourages individuals to assess their strengths and resources and take ownership over their recovery journey. The Case Manager, together with the Unmet Needs Committee, is also able to connect individuals with various kinds of community support. As Unmet Needs can be 'hidden' from mainstream organizations, case finding is a significant part of Samaritan's Purse's Case Manager role.



**DISASTER
RESPONSE
SERVICES**

Office: 1-800-848-5818

24-Hour Contact: 519-614-2238

World Renew - Disaster Response Services has a strength in the area of Unmet Needs Assessment. This is accomplished by conducting a community survey to identify those with unmet needs, generally several months after a disaster when a local recovery group is operational and most homeowners know the financial assistance they will be receiving from insurance and the government. The results of the community survey are compiled into a searchable database. This information is then used by the local recovery group to respond to and meet the needs of those in their community.



EMERGENCY SERVICE USE ONLY

ANIMAL WELFARE DEBRIS MGMT. CLOTHING DONATION FOOD MEDICAL PSYCHOSOCIAL REBUILDING SERVICES SHELTER UNMET NEEDS



**NGO Alliance of Ontario 2020 Handbook
and information contained within
is not for public use.**

For EMERGENCY planning, response and recovery ONLY.

NGO Alliance of Ontario 2020-2021 Leadership

CHAIR:

Steve ELLIOTT [Samaritan's Purse]
selliott@samaritan.ca

HANDBOOK CONCEPT & DESIGN:

Mark D. EVANS
[Volunteer]

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SEGUIN TOWNSHIP EMERGENCY PLAN

LOCAL Volunteer Registration Form**Personal Information**

First Name: _____ Last Name: _____ (M/F) _____

Home Address: _____ Home Phone# _____

City & Province _____ Bus Phone # _____

Postal Code _____ Cell Phone # _____

Email Address _____ Pager # _____

Emergency Contact Numbers: 1. Name _____ # _____

2. Name _____ # _____

General Information

Are you 18 years of age and over? Yes _____ No _____ Are you currently employed? Yes _____ No _____

Where do you work? _____

What volunteer job are you applying for? _____

Previous volunteer jobs: _____

Do you have any special skills or training? _____

What is your availability? _____

Any additional information or comments: _____

Release of Liability Statement:

I assume full responsibility for my conduct and actions including any injury or damage that may result while assisting the Township of Seguin. I hereby agree to indemnify, defend and hold harmless the Township of Seguin, its officers, agents and employees from any and all claims, actions, suits or liability whatsoever arising out of my assistance in the Township of Seguin.

I will abide by all safety instructions and information provided to me. I understand and agree that failure to abide by such safety instructions and information may result in my immediate dismissal from the program without recourse

The information on this form is collected under the authority of the Ontario Emergency Program Act. I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.

Volunteer Signature: _____ Date: _____

Parent or Guardian Signature if under 18: _____ Date: _____

DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

PANDEMIC PLAN

TO BE USED IN CONJUNCTION WITH THE BUSINESS CONTINUITY
PLAN

SEPTEMBER 2009
DANIELLE VILLENEUVE
HEALTH & SAFETY COORDINATOR

BACKGROUND

Each year many strains of influenza viruses circulate throughout the world, causing local flu outbreaks and regional epidemics. Canadians are infected by many different influenza strains throughout their lives, and while the virus may change slightly from year to year, most people develop a defense against the slightly altered seasonal flu virus.

When a new influenza virus appears against which the human population has no immunity, an influenza pandemic may occur. Because the virus is new and humans have no immunity to it, the illness and death rates are more severe. An influenza pandemic is a flu outbreak distinguished from seasonal influenza by its scope and seriousness. It becomes a worldwide epidemic, or *pandemic*, when a disease spreads easily and rapidly through many countries and regions of the world and affects a large percentage of the population where it spreads

Seasonal Influenza VS. Pandemic Influenza:

Ordinary Flu	Influenza Pandemic
Seasonal flu happens every year.	An influenza pandemic happens only two or three times a century
Season flu is usually around from November to April- and then stops.	An influenza pandemic usually comes in two or even three waves several months apart. Each wave lasts about two months.
About 10% of Ontarians get ordinary seasonal flu each year.	About 35% of Ontarians may get the influenza over the course of the outbreak.
Most people who get seasonal flu will get sick, but they usually recover within a couple of weeks.	About half of the people who get influenza during a pandemic will become ill. Most will recover, but it may take a long time. Some people will die.
Seasonal flu is hardest on people who don't have a strong immune system: the very young, the very old and people with chronic illnesses.	People of any age may become seriously ill with influenza during a pandemic. This depends on the virus
There are annual flu shots that will protect people from seasonal flu.	There is no existing vaccine for an influenza pandemic. It will take four to six months after the pandemic starts to develop a vaccine.
There are drugs that people can take to treat seasonal flu.	These same drugs may also help people but we will not know their full effectiveness until the virus is identified.

****www.health.gov.on.ca Emergency Management Branch****

Historically a new strain appears about every 30 or +0 years, the last one being the "Hong Kong Flu" 1968-1969. As it has been nearly +0 years since the last pandemic influenza outbreak, scientists believe that it is only a matter of time before the next pandemic occurs.

A pandemic outbreak will have serious consequences on our work sites. Estimates of how many people will be sick or absent from work vary from 35% (Public Health Agency of

Canada) to a high of 50% during the peak of a significant pandemic (New Zealand Ministry of Health).

Given the nature of DSSAB employee's work with tenants, clients and children (and the increased likelihood of any influenza to spread through daycare centres) it is not unreasonable to expect that the number of sick or absent employees of the DSSAB may be higher.

In Canada, it is estimated that between 15 and 35 percent of Canadians could become ill, 34,000 to 138,000 individuals may need to be hospitalized; and between 11,000 and 58,000 deaths could occur.

Planning for a pandemic flu outbreak is therefore essential as part of the DSSAB's commitment to Business Continuity. This pandemic plan is intended to compliment the existing Business Continuity plan to form an effective response in the event of a pandemic. All decisions, communications and business continuity efforts will follow the original Business Continuity Plan.

DIRECTION AND COMMUNICATION

1. Direction

In the event of any health emergency, the DSSAB takes direction from the North Bay Parry Sound District Health Unit (Health Unit), the Government of Ontario and the Government of Canada; as well as the appropriate provincial ministries where situations warrant.

In the event of a possible pandemic, the DSSAB will monitor all press releases and communications from all three agencies. The health unit will be the lead agency in making determinations on the closure of the Early Learning and Child Care programs in our district.

Provincial Status Indicators will be monitored, as well as the World Health Organizations six phases of pandemic alert. These levels will be helpful in determining the required response by the DSSAB.

Provincial Status Indicators

The Provincial Status indicators are a method of informing Ontarians of a developing or existing health emergency.

Provincial Status ROUTINE

Declaration of **Routine Conditions** means that the healthcare system is operating under normal conditions. Under these conditions the ministry maintains ongoing surveillance for abnormal events.

Provincial Status ENHANCED

Declaration of **Enhanced Conditions** means that a potential emergency is developing at a local level. Under these conditions the ministry enhances its surveillance and monitoring activities and takes appropriate related actions.

**Provincial Status
EMERGENCY**

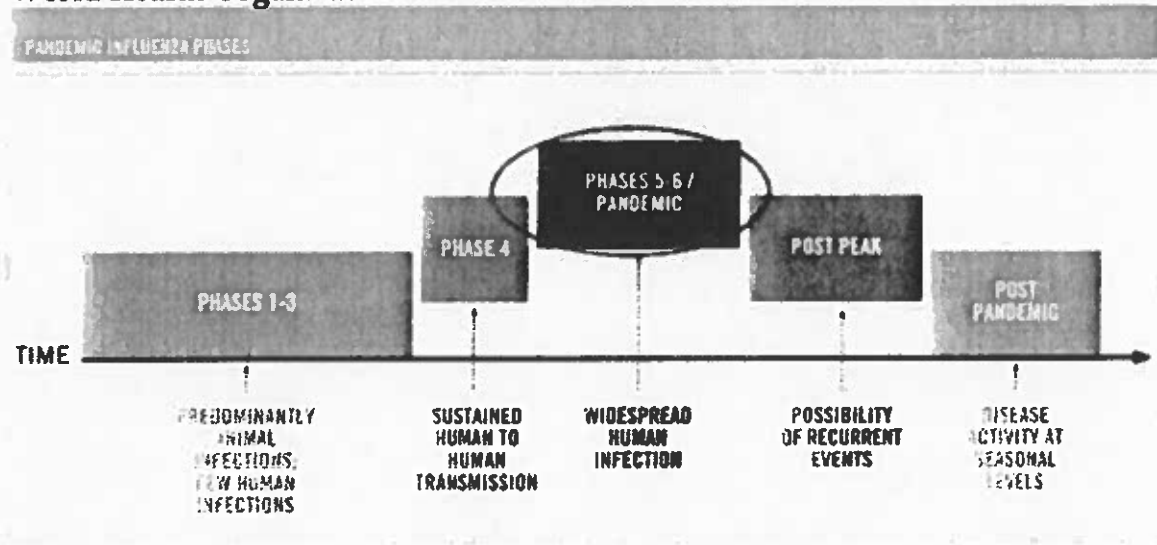
Declaration of **Emergency Conditions** means that the province is in an emergency response mode. Under these conditions the ministry activates its Emergency Plan and takes appropriate related actions.

**Provincial Status
RECOVERY**

Declaration of **Recovery Conditions** means that the ministry is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

**** Ministry of Health & Long Term Care****

World Health Organization



The Business Continuity Team will make decisions based on the declared stages by these two agencies as well as the risk and infection level in the District of Parry Sound, which will be provided by the health unit.

ACTIVATING THE PANDEMIC PLAN:

The pandemic plan will be activated by the BCP team based on information received from the above noted agencies. The BCP team will decide, based on the threat of the spread of infection, which sections of the plan need to be utilized and communicated to DSSAB staff, clients, tenants and parents.

COMMUNICATION:

As information is received from the above agencies, the DSSAB will keep employees informed of the local situation via the internal website, email, faxes to programs for posting, and supervisor updates. All press releases from the health unit will be posted on the internal website, as well as changes in policies and processes within the DSSAB.

Once the lead agencies have declared a pandemic outbreak, Supervisors will hold daily meetings to keep employees apprised of the situation and the DSSAB response.

Communication to clients, tenants and parents will also be important in the event of a pandemic. Signs will be posted at all child care programs as well as the Ontario Works and

Housing offices. Signs will include information on the current level of services available, screening and hygiene requirements. Signs should direct the public to contact the health unit for further information regarding the pandemic. Departments may also choose to mail out newsletters to keep their clients, tenants and parents informed.

All external communication with the media, public and the Board shall follow the Business Continuity Plan and will be the responsibility of the CAO's office.

The Health & Safety Coordinator will assist with the dissemination of information, appropriate health and safety decisions and will keep in regular contact with the appropriate agencies and the BCP team.

The Health & Safety Coordinator shall ensure that the Joint Health & Safety Committee is updated regularly and shall assist the committee members in dealing with employee complaints and concerns. The committee members should maintain constant contact with the coordinator.

Communication For Managers & Supervisors

- Keep in contact with all employees during the pandemic.
- Keep an updated record of employee contact information.
- Ensure employees know how to obtain information during an emergency.
- Ensure all communications for the health & safety coordinator, BCP team and CAO's office are distributed to and understood by all of your employees.
- Be available to respond to employee questions before, during and after the pandemic.
- Be in regular contact with your Joint Health and Safety Committee Representative.

Supervisors shall hold daily meetings with staff to discuss updates on the situation and any concerns the employees may have.

Communication For Employees

- Do everything you can to protect your own health and the health of your family and colleagues.
- Approach your supervisor if you have questions on any communication materials or directions that have been issued before, during or after the pandemic.
- Keep your supervisor informed about the status of your work.
- Provide updates on your contact information to your supervisor.
- Contact your supervisor if you have fallen ill and are not coming to work.

- Immediately notify your supervisor if you develop symptoms or begin to feel ill while at work.

INFLUENZA PREPAREDNESS

1. Employee Education

The DSSAB is committed to maintaining a healthy workplace year round, especially during the cold and flu seasons. Each year, in anticipation of the flu season (which begins in November), the DSSAB will engage in an employee education plan to help reduce the spread of illness in the workplace.

In the months of September and October, the DSSAB will engage in aggressive training by developing and disseminating materials covering influenza fundamentals. Topics such as hand hygiene, cough etiquette and staying home when ill will be covered.

Hand washing posters are required in the washrooms year round, but posters for proper hygiene cough etiquette and other topics will be widely used for educating employees on the topic of influenza.

When there is an immediate threat of a pandemic, education efforts will be increased and will include pandemic fundamentals such as signs & symptoms, screening and personal preparedness.

The Joint Health and Safety Committee shall receive training on the control and prevention of infection as it relates to influenza, from the health unit.

While direct contact with clients will be limited during a pandemic, training and the resources to protect staff are still critical in preventing the spread of infection between co-workers and family members.

2. Hand Sanitizer

At the beginning of every flu season (September/October) the DSSAB shall ensure that the supply of hand sanitizer is up-to-date and that extra quantities have been ordered. The current recommendation for sanitizer that will be effective against new and emerging viruses has an alcohol content of 70%. For example, Purell hand sanitizer, which has an alcohol content of 60%, has been proven ineffective against the Noro virus and H1N1 flu.

In office settings, pumps will be placed in the reception areas, at several common areas (kitchens, photocopier & printer areas) and each employee shall have a hand pump at their desk. Staff that travel out of the office shall be provided with a small bottle for their car.

In the child care settings, the sanitizer provided shall be alcohol free. This is to ensure the health and safety of children in the area. Child care centres will be provided with the 70% alcohol sanitizer for staff rooms, or areas where children are not permitted.

The DSSAB recognizes that hand washing is a more effective means of preventing the spread of infection and will continue to educate employees on the importance of frequent

hand washing. Hand sanitizer should not be used as an alternative to proper hand washing, the use of hand sanitizer is encouraged when hand washing cannot be immediately accessed.

PANDEMIC CONTAINMENT ACTIVITIES

1. Reducing direct contact at the worksite.

In the event that a pandemic situation is declared, staff will be asked to reduce the need for direct interaction with clients and tenants.

Face-to-face appointments will be postponed and replaced, in the interim, with telephone calls.

A secured drop box will be placed outside of the buildings for collection of income statements, pay stubs, rent cheques and other information usually brought into the building. Tenants can be mailed receipts for their payments. A sign will be posted advising all clients /tenants that such information will not be collected inside and must be left in the drop box (to encourage cooperation).

If clients/tenants/visitors do enter the worksite, screening shall be performed and all employees having direct contact with the individual shall make use of hand washing and hand sanitizer to reduce the risk to the employee. If the employee is concerned that the client/tenant is infected or exhibiting signs of the influenza, they may ask the client/tenant to wear a mask – clients/tenants who refuse to wear the mask may be asked to leave the building.

2. Screening

The health unit and the appropriate government agencies will release screening tools in the event of a pandemic. These "checklists" are to be used on EVERY person entering a worksite, EVERY day.

DSSAB EMPLOYEES:

At the beginning of the work day, Supervisors will be required to meet employees upon arrival and perform the screening. If a supervisor is concerned by the results of an employee's screening, they may advise the employee to return home and come back to work only when they have been free of ALL symptoms for 24 hours.

Supervisors must advise the HR manager of all employee absences and illnesses on a daily basis, at minimum. The HR Manager will advise the CAO, BCP team and Health & Safety Coordinator.

CLIENTS/TENANTS/VISITORS:

DSSAB management shall set up a screening area outside of or just inside of the main entrance to all buildings. Employees monitoring the screening area must do so on a voluntary basis and will not be forced to perform screening.

Employees in the screening area must wear gloves and masks at all times. Employees must also be diligent about hand washing as gloves and masks are not guaranteed protection against any influenza.

All persons wishing to enter the worksite must complete the screening. If there are concerns or symptoms present, they will not be permitted into the building.

3. Social Distancing

Social distancing, self-shielding and voluntary isolation (self quarantine) are all methods that limit the close proximity between infected and healthy individuals. They provide individuals with a measure of personal control over their own exposure to a potential pandemic.



Social Distancing shall be enforced once a pandemic has been declared. All committee meetings shall be suspended and social gatherings cancelled/postponed.

Where possible, employees should limit their exposure to other people within 6 feet.

One example of a social distancing practice is limiting functions that require assembling many people into a single indoor space, such as all management meetings and group training or information sessions. Here are some examples of social distancing practices that should be considered:

Avoid handshakes

Handshaking as a customary greeting enables virus transmission through skin-to-skin contact. Substitute something else — smile, wave or bump elbows.

Avoid the lunchroom rush

Whether you eat lunch in the employee dining room or at a restaurant, avoid the rush, and the hour immediately following. Eat earlier or later, or eat with just a few people in a conference room or large office.

Substitute telemeetings for face-to-face meetings

Reducing the number or duration of face-to-face meetings reduces the opportunity for virus transmission. Shift as much of the agenda as possible to email or teleconference.

Use larger conference rooms

If you must meet face-to-face, use the largest available conference room. Larger rooms have better ventilation, and there's more room to spread out.

Avoid using public pens

Public pens are found at the retail counter, at the building or hotel guest registration, at the bank, in the benefits office, and many other places. Use your own pen. In conference rooms, don't use the public whiteboard markers. Carry your own.

4. Self-Quarantine

Employees who are ill or showing symptoms of the influenza should not come to work.

Coming to work when ill puts co-workers and their families at risk.

No employee is so indispensable that he or she should risk bringing the virus into the workplace.

Supervisors and Managers must communicate this message to staff on an on-going basis.

The U.S. Centers for Disease Control and Prevention (CDC) now recommends that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications (i.e., medications containing acetaminophen or ibuprofen).

This is a change from the previous recommendation that ill persons stay home for 7 days after illness onset or until 24 hours after the resolution of symptoms, whichever was longer. The new recommendation applies to camps, schools, businesses, mass gatherings, and other community settings where the majority of people are not at increased risk for influenza complications. This guidance does not apply to health care settings where the exclusion period should be continued for 7 days from symptom onset or until the resolution of symptoms, whichever is longer.

5. Travel Policy

In the event of a declared pandemic, all non-essential travel will be cancelled/postponed.

Employees who travel between offices will be required to work solely from one location for the period of the pandemic.

Employees will also be required to cancel or postpone all home visits for clients and tenants, unless deemed essential by management.

Housing employees who are required to attend the residence of a tenant – to perform essential services only- must be provided with appropriate personal protective equipment (mask, gloves, hand sanitizer) and must perform the screening tool on the tenants before entering the premises. If the tenants exhibit symptoms of the pandemic illness, employees must not proceed with the appointment.

Travel to conferences and other meetings should be avoided.

6. Cleaning

During the flu season, and especially in the event of a pandemic, cleaning measures should be increased across the agency. Disinfecting ALL surfaces on a daily basis is important in both office settings and in child care centres. Supervisors responsible for the cleaning should review the list of what is being disinfected daily to ensure that it is adequate. Employees are not permitted to refuse daily cleaning of their workspace.

Clorox wipes, or another type of disinfectant should be available for staff use at all sites.

MINISTRY OF NATURAL RESOURCES AND FORESTRY

Parry Sound District

EMERGENCY RESPONSE OVERVIEW - 2015

DISTRICT AND PROGRAM OVERVIEW

The Parry Sound District's administrative boundary is located either entirely or partially in the following Ontario jurisdictions:

Township of Algonquin Highlands	Township of Machar
Township of the Archipelago	Municipality of Magnetawan
Township of Armour	Township of McDougall
Town of Bracebridge	Township of McKellar
Village of Burk's Falls	Township of McMurrich / Monteith
Township of Carling	District Municipality of Muskoka
Township of Dysart et al	Township of Muskoka Lakes
Township of Georgian Bay	Town of Parry Sound
Town of Gravenhurst	Township of Perry
County of Halliburton	Township of Ryerson
Town of Huntsville	Seguin Township
Township of Joly	Village of South River
Town of Kearney	Township of Strong
Township of Killarney	Village of Sundridge
Township of Lake of Bays	Township of Whitestone

The Ministry of Natural Resources and Forestry (MNR) is responsible for the management and protection of Ontario's provincial parks and protected areas, forests, fisheries, wildlife, mineral aggregates, petroleum resources, renewable energy and the Crown lands and waters that make up 87 per cent of the province. The Ministry's mission is to manage those natural resources in an ecologically sustainable manner to ensure they are available for the enjoyment and use of future generations. A key role for the Ministry is to ensure that "human life, property, and natural resource values are protected from a number of emergency situations." The Parry Sound Office has also agreed to provide, upon request, emergency assistance to the First Nation communities of:

Henvey Inlet First Nation
Magnetawan First Nation
Moose Deer Point First Nation
Shawanaga First Nation
Wahta Mohawks First Nation
Wasauksing First Nation

Emergency Response Roles & Responsibilities

The Emergency Management and Civil Protection Act and Order-in-Council 1492/2005 assigned MNR lead ministry responsibility for seven emergency situations: flooding; forest fires; low water/drought; dam failure; crude oil and natural gas exploration and production, natural gas and hydro carbon underground storage and salt solution mining emergencies; erosion; and unstable soils and bedrock. MNR will also assist other ministries with their assigned emergency roles. The Ministry has a predetermined support role in nuclear emergencies, foreign disease outbreaks and hazardous spills.

If a flood or fire emergency escalates beyond the local event stage, the head of council (or the Community Emergency Management Coordinator) of the affected municipality or community should contact **Provincial Emergency Operations Centre (PEOC)** at 1-866-314-0472 to request provincial assistance. The PEOC duty officer will contact MNR to advise of the request for assistance. Upon

agreeing with the need for provincial assistance, the MNRF District Manager may invoke the MNRF District Managers Emergency Response Plan and commit resources as deemed appropriate.

In areas not serviced by Conservation Authorities, the Ministry of Natural Resources and Forestry is responsible for flood forecasting and warning within the district to provide key information and sufficient lead-time to local municipalities and other first-responders in order to prepare or respond to any flood emergency including communications and support to the local community as may be necessary.

There are three levels of flood messages that could be issued by the Parry Sound District Ministry of Natural Resources and Forestry. The general meaning of the messages are described below, additional content is contained within the messages specific to the event being experienced:

FLOOD WARNING: flooding is *imminent or occurring* within specific watercourses and municipalities.

FLOOD WATCH: *potential for flooding exists* within specific watercourses and municipalities.

WATERSHED CONDITIONS STATEMENT: *general notice of conditions* that pose a risk to personal safety or built shoreline structures, such as high river flows and high lake levels. *There are two types of Statements*:

- **WATER SAFETY STATEMENT**: *high river flows, high lake levels or other factors* that pose a risk to users such as boaters, anglers and swimmers but flooding is not expected.
- **FLOOD OUTLOOK STATEMENT**: *early notice of the potential for flooding* based on weather forecasts predicting heavy rain, rapid snow melt or other adverse conditions.

A summary of flood messages issued in Ontario can be accessed through the following link:
<http://www.mnr.gov.on.ca/en/Business/EmergencyManagement/2ColumnSubPage/239496.html>

For flood emergencies the local Municipality is initially responsible for responding to flooding. Once a local emergency is declared, and Parry Sound District support and assistance is required (i.e. evacuation of residents), the municipality should contact **PEOC** at 1-866-314-0472. MNRF will receive direction from PEOC to work directly with the municipality and provide support in accordance with the MNRF District Emergency Response Operations Plan.

For local wildfire situations, municipalities (and the public) should call 1-800-310-FIRE (3473) to report the wildfire. If an emergency declaration is made and Parry Sound District support and assistance is required (i.e. evacuation of residents), the municipality should contact **PEOC** at 1-866-314-0472.

The Province closely monitors low water/drought situations. If a low water/drought emergency is impending, the Parry Sound District will work with local government and stakeholders to form Low Water Response Teams and Ministry staff will function as an integral part of those Teams.

The four additional emergency situations (dam failure; oil and gas wells, salt solution; erosion; and unstable soils and bedrock) have more recently been assigned by Order-in-Council. MNRF's Emergency Management program continues to formulate response actions for those emergencies. If a municipality requires assistance for any of these emergencies, **PEOC** at 1-866-314-0472 should be contacted to request provincial assistance.

RESOURCES AVAILABLE

At the District level, MNR's mandate is achieved by:

- advisories and warnings to municipalities (drought/low water & flood);
- providing early commitment of staff for liaison and support to municipalities and First Nation communities as appropriate or required;
- emergency support to other ministries and agencies;
- assigning District Emergency Response Team(s) to co-ordinate MNR efforts;
- co-coordinating with MNR regional and provincial operations centers and Provincial Emergency Management Centre.

If requested through PEOC, MNR may be able to provide the following resources:

- district and regional staff, fire crews, specialists (ie. Incident Command expertise)
- emergency response teams (district, regional)
- vehicles, boats, generators, chainsaws, pumps, and camping equipment
- telecommunication equipment including radios (low band), satellite and cellular telephones
- mobile units including kitchens, offices, warehouse and washroom units
- helicopters and fixed wing aircraft (passenger and water bombing)
- maps and mapping services (GPS)
- access to private contractors who can supply firefighters and full or partial base camp operations (remote command centres that can include offices, kitchen facilities and washroom facilities).
- sandbags during a flood emergency may be available, however, municipalities that have identified flooding as a concern would be showing due diligence as first-responders by having a predetermined number of sandbags available for use during an emergency.

CONTACTS:

Primary:

PEOC at 1-866-314-0472
(preferred first contact; after hours)

MNR Parry Sound District Contacts (during regular business hours)

Primary Contact: Amanda Vincent
IRM Technical Specialist
Bracebridge Field Office

Office: 705-646-5531
Fax: 705-645-8372
E-mail: amanda.vincent@ontario.ca

Alternate Contact: Steve Taylor
IRM Technical Specialist
Bracebridge Field Office

Office: 705-646-5509
Fax: 705-645-8372
E-mail: steve.taylor@ontario.ca

Alternate Contact: Matt Bancroft
IRM Technical Specialist
Parry Sound District Office

Office: 705-773-4226
Fax: 705-746-8828
E-mail: matthew.bancroft@ontario.ca

Electricity System Restoration & Safety Information for Community Emergency Management Coordinators



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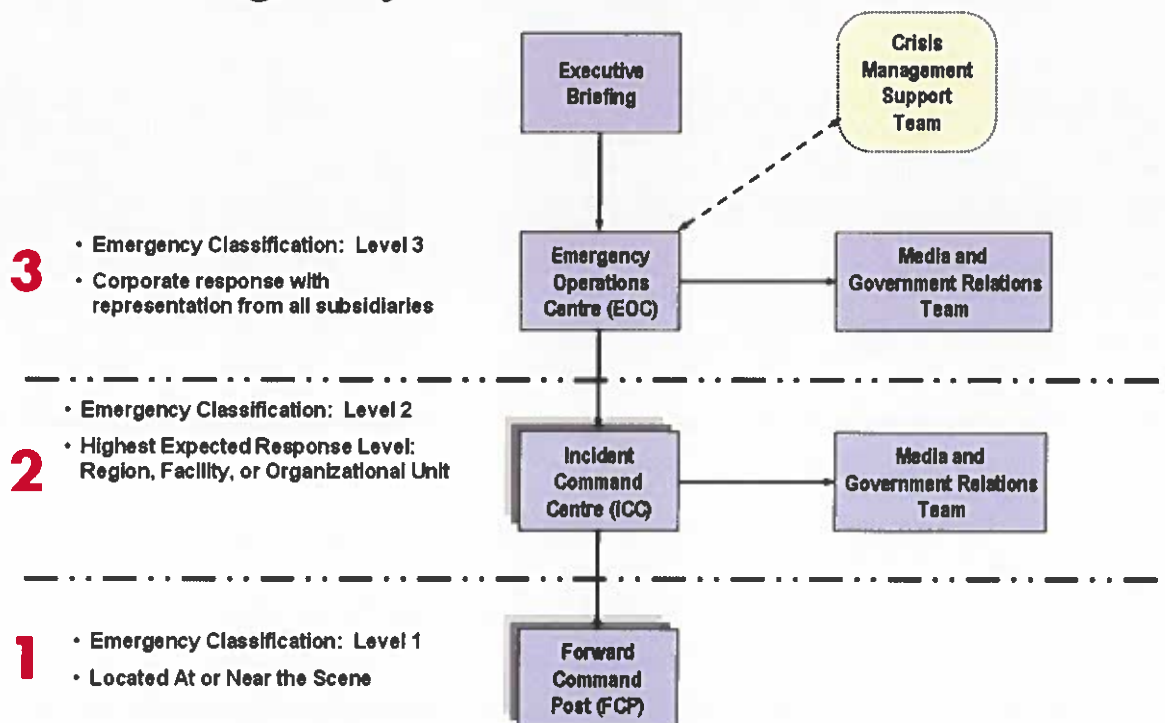
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Emergency Preparedness Planning & Management of Response

Ice storms, blackouts, terrorism, pandemics, and countless severe weather events are the bases behind our preparedness and response planning. Risk management is planning for resiliency; the events are variables, our emergency preparedness allows for the recovery to be systematic. Hydro One's ongoing management of emergency situations utilizes a three tiered structure for levels of response as shown in the chart below. The criteria for activation is for all hazards however most notably it is based on number of customers interrupted and the amount of transmission system load interrupted. As the severity of a situation increases and additional resources are needed, the level is increased accordingly. A couple examples of Level 3 emergency classifications are the 1998 ice storm and the August 2003 blackout. It is important that our stakeholders, such as Community Emergency Management Coordinators, are aware of its existence. However, please respect that this system is not shared or reported externally.

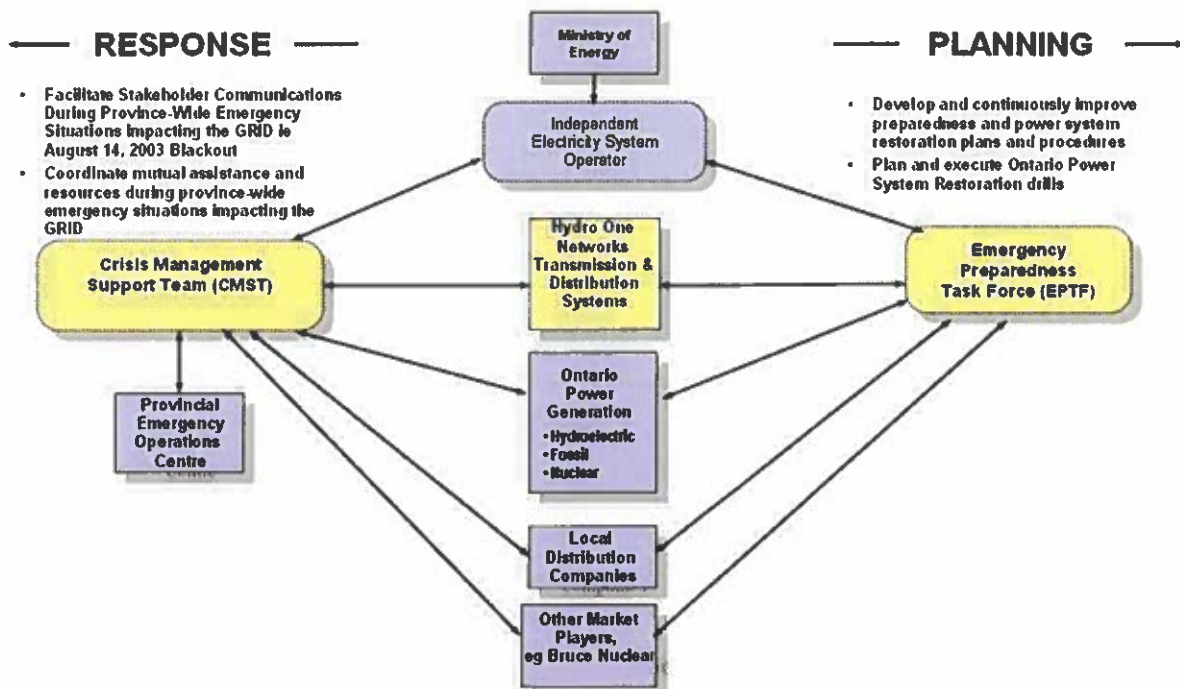
Emergency Classification Levels



Power Outage Emergencies

During emergency situations and significant numbers of customers power is interrupted, Hydro One crew's restoration work focuses on restoring power to the greatest number of customers, and as circumstances allow priority is given to customers who are dependent on electricity. For these situations, we have a number of communication methods available to convey power outage and restoration information. Please refer to the contact page provided at the end of document for relevant telephone numbers. In the event of an extraordinary situation, special arrangements can be made to facilitate appropriate levels of support to you and your community. For such an event, please contact Dave Baumken, or Brie Courtney. Our communication methods are very effective and in the past eight years we have only received a few requests for additional support. Developing relations with local Hydro One staff is encouraged and can be an asset. For example, if you have a matter that is causing significant threat to the public, our staff's safety, or both, your local contact could be most timely. Please be aware that during emergency situations, such as severe weather storms, you should not rely on these local contacts, our staff is often relocated throughout the province, and need to focus on their specific tasks. Hydro One's distribution system services residential and commercial customers in 318 of the 444 Ontario municipalities. The communities that are not serviced by Hydro One's distribution system are serviced by one of the 83 other Local Distribution Companies, who have their own ways and means of supporting your emergency management requirements. There are regulatory requirements administered by the Independent Electricity System Operator for emergency preparedness that identifies the obligations and requirements, for amongst other things, the management of emergency situations. Below is a diagram of their Emergency Management framework.

Ontario Electricity Sector – Emergency Management Framework





Distribution System Outage Management Process

Our distribution system operations staff utilizes a state of the art Outage Response Management System (ORMS). This system is able to group outages based on their connectivity within the distribution system and determines the failed device and it's location. When an outage occurs, Hydro One relies on customers to call in and report they are out of power. When customers call in to report a loss of power, their information is entered into ORMS. ORMS will group outage calls based on the network connectivity and predict where the likely failed device or devices are located. This predetermination of the failure location(s) allows the crews to effectively prioritize and restore power to more customers at any given time. There is direct communication throughout, between the operations dispatch staff and the field crews. The repair progress is constantly updated in ORMS to give our customers and the Customer Contact Center (CCC) the most current information regarding the status of their outage. For example, estimated time of arrival, crew on site, and estimated time of restoration. By calling back into the CCC and providing their Hydro One Account Number (found on their bill) via telephone prompt, customers may find out the estimated time of restoration and details pertaining to their outage. The ORMS is also linked to an Interactive Voice Response (IVR) system and will automatically conduct customer call backs when power is restored to confirm that the power has in fact been restored. If the power is still out, the customer is prompted to indicate they have no power and a new outage ticket is automatically created and our operations dispatchers will dispatch the crew to the site. Often the original crew will wait for confirmation that all power has been restored before leaving the area. Another important duty of our staff is to continually monitor for severe weather and, as appropriate, and redeploy crews to facilitate timely restoration

New Power Outage Notification Methods

The addition of the power outage notifications by email will be coming into effect summer 2010. The new email system enables us to transmit notifications much more efficiently and quickly than our Fax Notification system allows. Emails can be directed to home addresses or blackberries to ensure you have the latest information at your fingertips. Many municipalities included their municipal, public works, CAO/clerk, CEMC or fire chief's email addresses to receive the notifications. Since storms frequently happen during nights and weekends, an email address that is checked often is recommended.

During large-scale power interruptions, Hydro One will regularly send out system status and restoration information to communities through our fax and email notification system. We do our best at estimating restoration times so that customers and Community Emergency Management Coordinators can make appropriate response actions and mitigation measures. Typically, Hydro One provides the fax/email notifications during large scale power interruptions three to four times over a 24 hour period.

Note: Hydro One's fax notification requires a dedicated fax machine/line, and will not function using a shared telephone/fax line.



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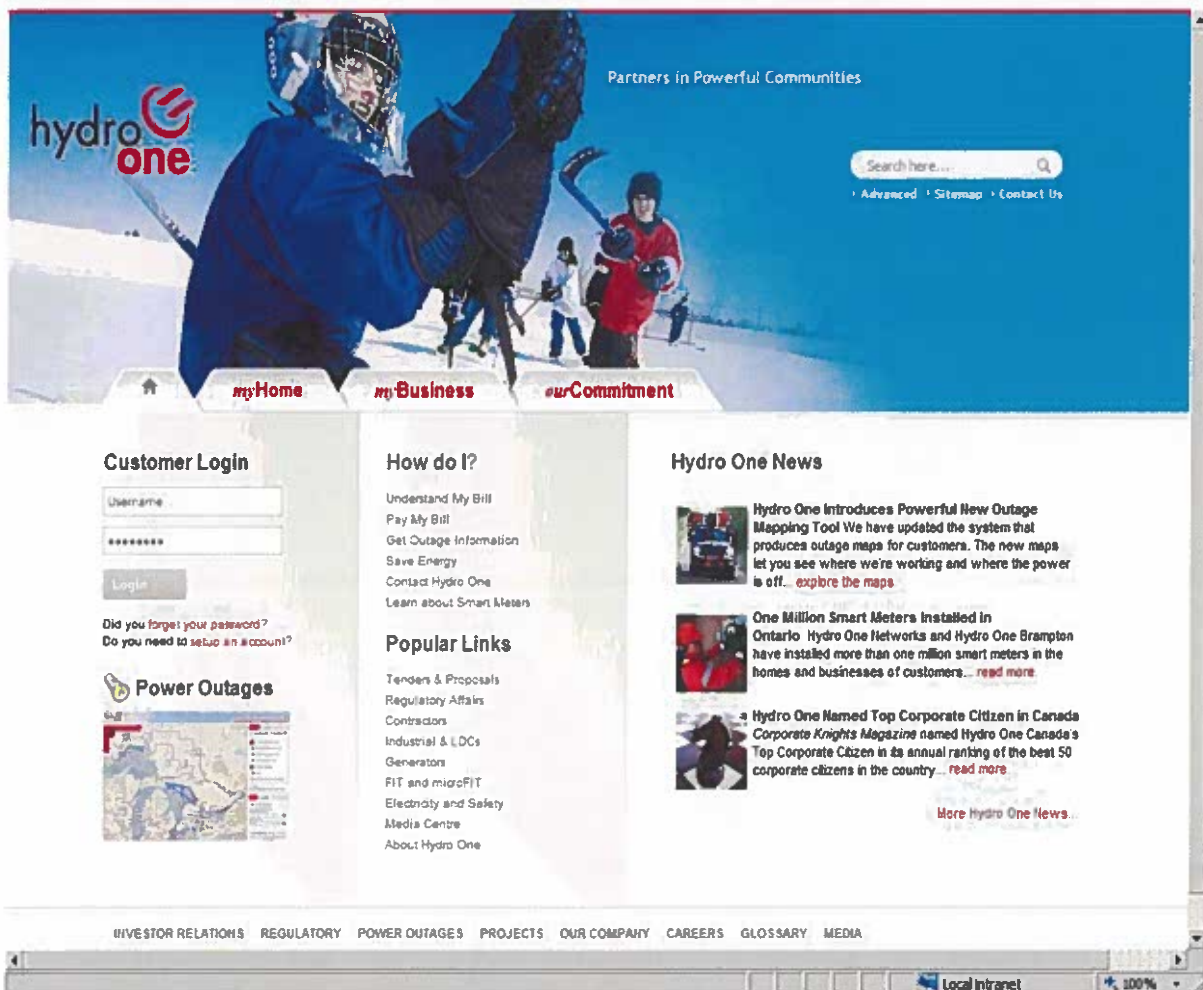
New Website

We continue to improve our customer and stakeholder notification and communication processes and tools. Forced and planned power system interruption information is available through our new modernized Internet site. We recommend that you visit and familiarize your self with this site.

www.HydroOne.com

Our new website now illustrates outages on a detailed interactive map of Ontario. To locate the outage map, go to the Hydro One home page under the heading “How do I ?” Click on the “Get Outage Information” and then click on “Power Outage Map”.

On the Power Outage webpage you can enter your address or a region to find fast and up-to-date information on your community. You can click on the triangle markers to find out the following: customers affected, estimated restoration time, crew status, and cause. Search for your area by entering your address or region.



Power Outages Contingency Situations

There are three relief measures available when the electricity system demand is forecasted to exceed the available supply or in the event of a major system equipment failure. The balance of supply and demand for electricity is monitored by The Independent Electricity System Operator, who connects all participants of Ontario's power system. There is a limit to the amount of electricity consumption in Ontario and when the demand exceeds the electrical system capability, it can create emergency situations. In order to maintain reliability, the IESO and Hydro One Networks rely on contingency strategies such as making public appeals, voltage reductions, or rotating blackouts.

Public Appeals:

The IESO will issue a public appeal for electricity conservation when demand exceeds the available supply of electricity. Public appeals are typically made during extreme weather temperatures or in the event of major electrical equipment failure. Appeals can be made with general businesses as well as to specific companies who have previously agreed to cut back electricity use on short notice.

Examples of easy ways to cut back electricity usage in your community include:



- Turning off non-essential lights
- Setting air conditioners to 26° Celsius or higher or using fans as an alternative
- Closing curtains and blinds to close out the sun and retain cooler air inside
- Avoiding or limiting the use of major power-consuming equipment and appliances (dishwashers, washing machine, dryers and swimming pool pumps between the hours of 8am to 8pm)

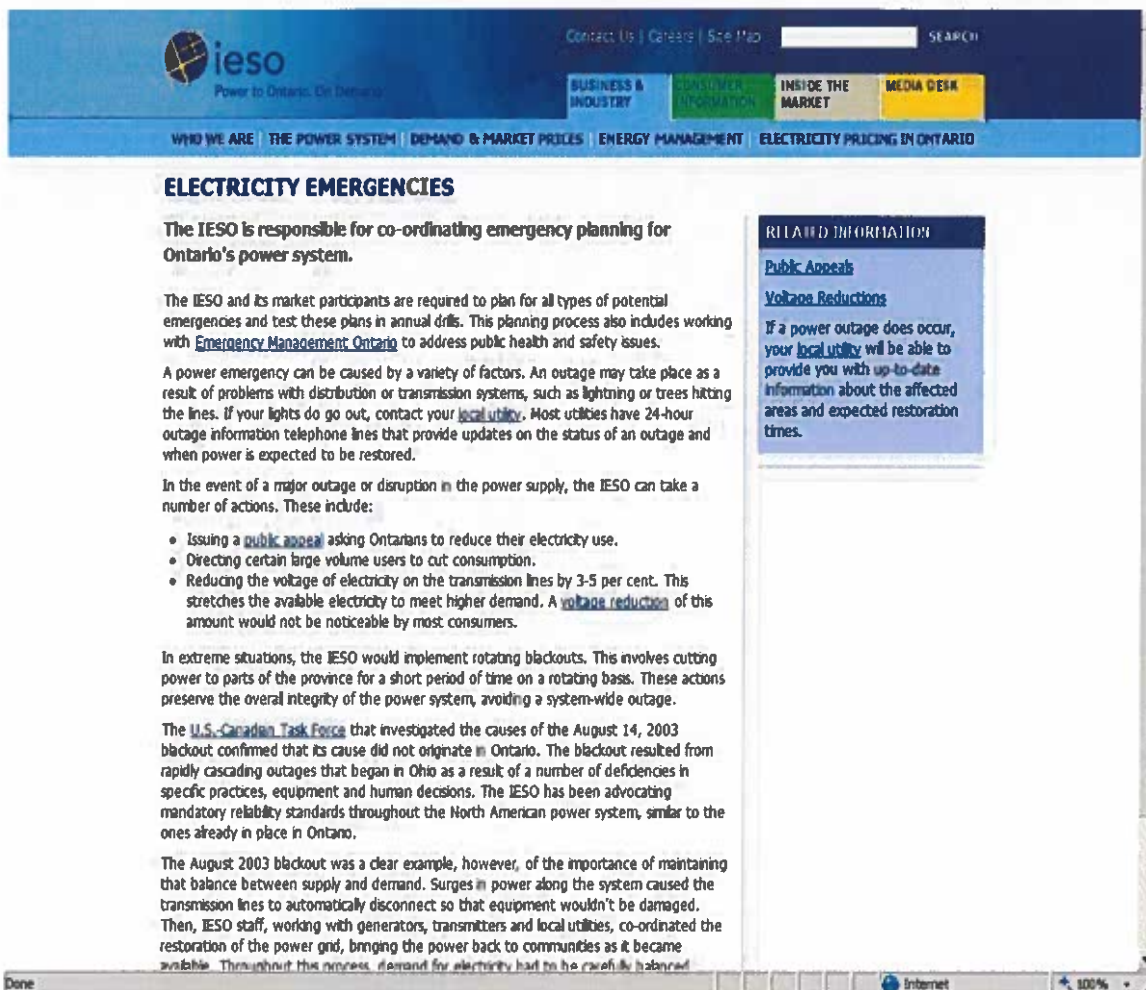
Voltage Reduction:

When electricity demands supersede electricity availability, the IESO will implement voltage reduction as an emergency control action to manage the reliability of the electrical grid. From the direction of the IESO, Hydro One and other applicable local distribution will apply voltage reductions of 3% or 5% as an emergency control action. Province wide reduction voltage of 5% will have the affect of reducing the overall loading on the electricity grid by 500 MW. The majority of customers will not notice voltage reductions because there are industry standards in place for electrical equipment used by residential and commercial consumers to handle a 5% reduction. In extreme cases, a consumer may request a temporary exclusion from voltage reductions by contacting their local distribution company. Temporary exclusion will be granted when possible; however, it is a requisite for the customer to work with their LDC to make appropriate changes to equipment and/ or operations so it can withstand a 5% voltage reduction. Excluding one consumer usually means excluding all consumers connected through the shared upstream transformer and this can severely reduce the effectiveness of voltage reductions as an emergency control action. In the event that voltage reductions do not provide the necessary relief, rotating blackouts are the next emergency control action used by the IESO.

Rotating Blackouts:

Rotating Blackouts involves cutting power on a rotating basis to parts of the province for a short period of time. They are initiated as a last resort to avoid large power outages. Hydro One, in conjunction with other distribution companies, develops and maintains the load cutting schedules. The distribution companies are responsible for determining the equitable treatment of sensitive loads within their service territory. If a situation arises that threatens the life or well being of the public, a temporary exclusion may be possible by calling the Hydro One Customer Communication Centre or the servicing Local Distribution Company.

For Information please visit the IESO website: www.ieso.ca



The screenshot shows the IESO website with the following content:

ieso
Power to Ontario. On Demand.

Contact Us | Careers | Site Map | SEARCH

BUSINESS & INDUSTRY | CUSTOMER INFORMATION | INSIDE THE MARKET | MEDIA DESK

WHO WE ARE | THE POWER SYSTEM | DEMAND & MARKET PRICES | ENERGY MANAGEMENT | ELECTRICITY PRICING IN ONTARIO

ELECTRICITY EMERGENCIES

The IESO is responsible for co-ordinating emergency planning for Ontario's power system.

The IESO and its market participants are required to plan for all types of potential emergencies and test these plans in annual drills. This planning process also includes working with [Emergency Management Ontario](#) to address public health and safety issues.

A power emergency can be caused by a variety of factors. An outage may take place as a result of problems with distribution or transmission systems, such as lightning or trees hitting the lines. If your lights do go out, contact your [local utility](#). Most utilities have 24-hour outage information telephone lines that provide updates on the status of an outage and when power is expected to be restored.

In the event of a major outage or disruption in the power supply, the IESO can take a number of actions. These include:

- Issuing a [public appeal](#) asking Ontarians to reduce their electricity use.
- Directing certain large volume users to cut consumption.
- Reducing the voltage of electricity on the transmission lines by 3-5 per cent. This stretches the available electricity to meet higher demand. A [voltage reduction](#) of this amount would not be noticeable by most consumers.

In extreme situations, the IESO would implement rotating blackouts. This involves cutting power to parts of the province for a short period of time on a rotating basis. These actions preserve the overall integrity of the power system, avoiding a system-wide outage.

The [U.S.-Canadian Task Force](#) that investigated the causes of the August 14, 2003 blackout confirmed that its cause did not originate in Ontario. The blackout resulted from rapidly cascading outages that began in Ohio as a result of a number of deficiencies in specific practices, equipment and human decisions. The IESO has been advocating mandatory reliability standards throughout the North American power system, similar to the ones already in place in Ontario.

The August 2003 blackout was a clear example, however, of the importance of maintaining that balance between supply and demand. Surges in power along the system caused the transmission lines to automatically disconnect so that equipment wouldn't be damaged. Then, IESO staff, working with generators, transmitters and local utilities, co-ordinated the restoration of the power grid, bringing the power back to communities as it became available. Throughout this process, demand for electricity had to be carefully balanced.

RELATED INFORMATION

[Public Appeals](#)

[Voltage Reductions](#)

If a power outage does occur, your [local utility](#) will be able to provide you with up-to-date information about the affected areas and expected restoration times.

Power Outages, Safety & Emergencies

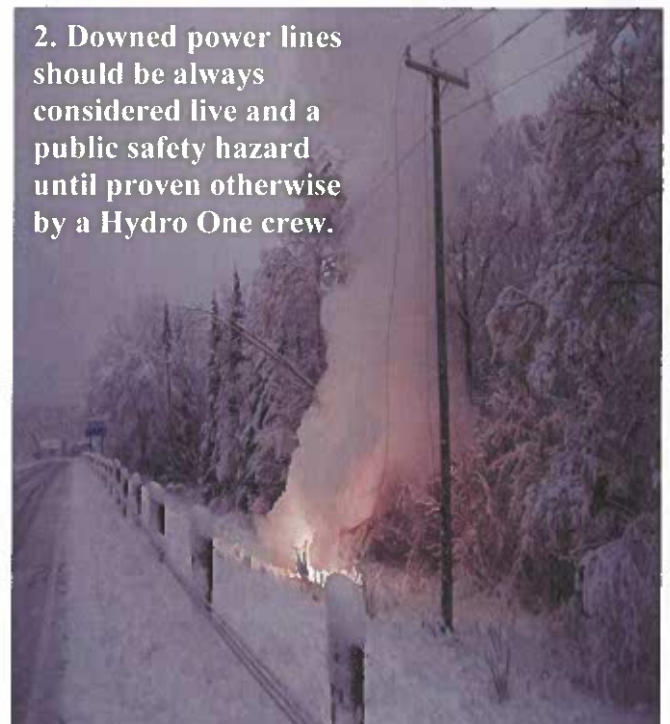
Hydro One's web site contains a vast array of useful information. You are encouraged to review this information now and also reference it during emergency situations. Of particular concern and importance to ensure the safety of both Hydro One crews and the public, is the safe use and operation of portable generators. There are a number of hazards that must be avoided. Key among these is generators which are improperly connected to the main electrical service panel. Improperly connected generators can "back feed" power from the generator (including RV generators) into utility lines and create an electrical hazard which can injure a neighbor, or utility crews working to restore service. It can also cause property damage.



Incorrect connection of portable generators can cause back feeding which poses a significant safety hazard to Hydro One crews (or other utility staff) restoring service.



1. Downed power lines pose a significant public safety hazard. People should remain in their vehicles until instructed by Hydro One crews or emergency services personal that it is safe to leave their vehicles.



2. Downed power lines should be always considered live and a public safety hazard until proven otherwise by a Hydro One crew.



How to Contact Hydro One

Hydro One Power Outage & Emergency Line: # 1-800-434-1235

Customers are a key source for identifying service interruptions. Hydro One's Customer Communication Center is staffed 24 hours a day, seven days a week. Hydro One's customers are asked to call to report interruptions to their service and to get restoration status information (the phone number is printed on the customer account statement). While Hydro One cannot guarantee the continuous supply of electricity, we recognize that there are citizens that have a dependency on electricity. Due to this, the 'Critical Customer' designation can be assigned when someone in the household has a life threatening medical need and would be medically affected by a power outage. These Hydro One customers should contact our Customer Communications Center to request that their account be designated as "Critical". Our Customer Communications Center agent will mail a Medical Condition Information Form to be completed and returned, along with a doctor's certificate stating that a member of the household has a life threatening medical condition. Hydro One will attempt to contact all critical customers regarding any planned or unplanned service interruptions. However, these customers are strongly recommended to have a back-up power generation source or be able to make alternate arrangements in the event of a power interruption. During forced power interruptions (typically as a result of severe weather), circumstances permitting, Hydro One crews will do their best to give higher priority service restoration to customers designated as critical.

Hydro One Government and Community Relations Phone Numbers:

Hydro One's Government and Community Relations staff is available to answer questions and concerns of Mayors, Reeves, etc.

Monday–Friday # 1-416-345-6799
1-877-345-6799

After Hours # 1-888-254-3992
& Weekends

In the event that you do not receive our power outage notifications and/or you require additional information, please contact Hydro One's Emergency Preparedness and Business Continuity Planning Department:

Emergency Situations Requiring Hydro One's Assistance: # 1-877-363-7464

- ***Confidential Number, only to be used by Emergency Services.***

Emergency Services, typically fire departments, requiring emergency assistance (e.g. lines down), have been provided with a confidential phone number. This number is answered by Hydro One's Call Centre agents, and receives top priority by going directly to the top of the call queue. ***This number is strictly for the use of emergency services entities requesting Hydro One's assistance to a public hazard or other emergency type situation.***

New this year, when Emergency Services call this number, they will be asked if possible to provide a poll number. This number identifies location as well as valuable information about equipment on the pole. The pole numbers are a six character alpha numeric code located on a silver plate about 5 feet from the ground. ***Emergency Services are not to place themselves in a dangerous situation to get the number.*** If a pole number is not obtainable, a 911 municipal address or the closest intersection is acceptable alternatives.

We sent the annual correspondence with Emergency Services letter via email to Ontario fire departments and chiefs this fall. If they have not received this letter and would a like copy, please call or send us an email.

Example of Poll
Number →



Hydro One Contact Phone Numbers:

Hydro One Power Outage & Emergency Line: 1-800-434-1235

Hydro One Government & Community Relations:

Monday to Friday Office Hours: 1-416-345-6799

1-877-345-6799

After Hours & Weekend Pager: 1-888-254-3992

Hydro One Emergency Preparedness Department:

Cell

Email _____

Cell

Email _____

Emergency Services: 1-877-363-7464

- **Confidential number, only to be use by Fire, Police, and Ambulance**

Additional Information:

We recommend that you familiarize yourself with these websites. They contain educational information that can help you increase your understanding and be better prepared for power outage emergencies.

Hydro One Networks

www.hydroonenetworks.com

Electrical Safety Authority ESA

www.esainspection.net

IESO – Independent Electricity System Operator website:

www.ieso.ca



Ontario Emergency Management Process and Contacts

CALL 1-800-850-5090

The above 800# can be given out to anyone, fire departments, police, operational staff, and the public. It is available 24/7 for you to reach our response team and/or the provincial Duty Officer to help with all disasters (individual, small or large events).

Procedure

1. Fire Departments/Police/Victim Services/Landlords/ can be given our 1-800 number phone number who will contact our local branch team to activate responders.
2. Impacted Individuals can call the 1-800 number and get assessed for basic needs at the time of the disaster.

Example:

Municipalities, Fire Departments, Police, Victim Services, and other referral agencies will contact the Canadian Red Cross through the 800# available 24/7 and a team of EM volunteers will be dispatched to the scene to conduct the assessments and assist the beneficiaries. We will operate in the field or support the impacted people virtually if we cannot respond in person.

Important contacts

National Emergency Management Call Centre	available 24/7	1.800.850.5090
Emergency Management Coordinator for the Nipissing, Parry Sound and First Nation Communities		
Regional Operations Manager, Emergency Management, North		
Main Branch Phone North Bay:		1.705.472.576
Provincial Duty Officer Duty Officer (Direct Line)		1.800.850.5090

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

BY-LAW NO. 2020-039

Being a By-law to authorize the execution of a Mutual Assistance Agreement between The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone.

WHEREAS Section 13.(3) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E. 9. (the Emergency Management and Civil Protection Act) provides that the council of a municipality may make an agreement with the council of another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS the parties wish to provide for mutual aid and assistance through the provision of personnel, services, equipment or material to one or the other within the meaning of the Emergency Management Act;

AND WHEREAS each of the parties has an emergency plan pursuant to the Emergency Management Act;

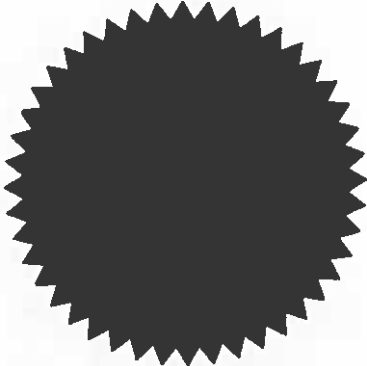
AND WHEREAS Council deems it desirable to enter into a Mutual Assistance Agreement between The Corporations of the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago and the Municipality of Whitestone, for mutual aid and assistance through the provision of personnel, services, equipment or material to one or the other;

NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

- 1. THAT** the Mayor and Clerk are hereby authorized and directed to execute on behalf of The Corporation and under Seal of The Corporation the Mutual Assistance Agreement between The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone.

2. **THAT** this By-law shall come into force and take effect on the final day of passing thereof.

READ a FIRST, SECOND and THIRD TIME, PASSED and ENACTED this 20th day of April, 2020.





**Ann MacDiarmid,
Mayor**



**Craig Jeffery,
Clerk**

THIS MUTUAL ASSISTANCE AGREEMENT made this 1st
day of April , 2020.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF CARLING

and

THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

and

THE CORPORATION OF THE TOWNSHIP OF MCKELLAR

and

THE CORPORATION OF THE TOWN OF PARRY SOUND

and

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

and

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

and

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE
(collectively, the "parties")

WHEREAS Section 13.(3) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9. (the "Emergency Management and Civil Protection Act") provides that the council of a municipality may make an agreement with the council of another municipality for the provision of any personnel, service, equipment or material during an Emergency;

AND WHEREAS the parties wish to provide for mutual aid and assistance through the provision of personnel, services, equipment or material to one or the other within the meaning of the *Emergency Management Act*;

AND WHEREAS each of the parties has an emergency plans pursuant to the *Emergency Management Act*;

NOW THEREFORE in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Definitions

1.1 In this Agreement,

- 1.1.1 "Assisted Municipality" means the municipality receiving aid or assistance pursuant to this Agreement;
- 1.1.2 "Assisting Municipality" means the municipality providing aid or assistance pursuant to this Agreement;
- 1.1.3 "Emergency", "Emergency Area" and "Emergency Plan" shall have the same meanings as in the *Emergency Management Act*;
- 1.1.4 "Agreement" means this Mutual Assistance Agreement and the attached Schedule(s) which embody the entire Agreement between the parties;
- 1.1.5 "Requested Party" means the municipality which has been asked for aid, assistance or both pursuant to this Agreement;
- 1.1.6 "Requesting Party" means the municipality asking for aid, assistance or both pursuant to this Agreement;
- 1.1.7 "Emergency Command Group" means the organizational entity, as defined in their respective Emergency Plans, responsible for directing and controlling the Assisted Municipality's response to an Emergency.

2. Role of the Solicitor General

- 2.1 The parties acknowledge that pursuant to the *Emergency Management Act* the Minister of the Solicitor General for the Province of Ontario is responsible for the administration of the Act and is the principal contact for all Emergencies.

- 2.2 The Requesting Party also agrees to notify that as soon as is reasonably practicable, Emergency Management Ontario of any request for assistance made under this Agreement.

3. Authorization to Request/Offer Assistance

- 3.1 Each party hereby authorizes its Chief Administrative Officer/Clerk, or such other senior officer of the party as the Chief Administrative Officer/Clerk has designated (hereinafter "CAO/Clerk") to request assistance, to accept requests for assistance, to offer to provide assistance, or to accept offers to provide assistance pursuant to this Agreement on behalf of that party.

4. Requests for Assistance

- 4.1 The parties agree that in an Emergency, a Requesting Party may request assistance in the form of qualified personnel, services, equipment, or material from any other party.
- 4.2 The request for assistance shall be made by Incident Command or the delegated Command Group member (Logistics) of the Requesting Party to the CAO/Clerk of the Requested Party. The CAO/Clerk may make the initial request for assistance orally; however, a written request should follow as soon as reasonably practicable. The Requested Party may request such reasonable additional information as it considers necessary to confirm the existence of the Emergency and to assess the type, scope, nature and amount of assistance to be provided.
- 4.3 The Requested Party shall respond to the request within 1 day, and may in its sole discretion determine the type and scope, nature and amount of assistance, if any it will provide. The Requested Party may respond to the request orally however a written response should follow as soon as reasonably practicable. (See Section 4.5)
- 4.4 The agreement to provide assistance shall be confirmed in writing as soon as reasonably practicable using the form set out in Schedule "A" attached hereto. Incident Command or the delegated Command Group member (Logistics) of the Requesting Party shall complete, sign and forward the form to the CAO/Clerk of the Requested Party, who shall then return a

signed copy. The written confirmation shall set out in detail the specific personnel, services, equipment or material that has been requested as assistance, and which the Assisting Municipality has agreed to provide.

- 4.5 The parties may by mutual agreement amend the assistance to be provided to the Assisted Municipality under the Agreement. Amendments to the scope, type, nature or amount of assistance shall be confirmed in writing by the parties using the form set out in Schedule "A" attached hereto within three (3) days of being agreed upon.

5. Limitations on Assistance Provided

- 5.1 Nothing in this Agreement shall require or obligate or be construed to require or obligate a party to provide assistance. Each party shall retain the right to refuse the request to provide assistance, and the right to offer alternative suggestions to the assistance that has been requested.
- 5.2 No liability shall arise against the Requested Party if it fails, for any reason whatsoever, to respond to a request for assistance made under this Agreement.
- 5.3 When assistance has been offered or provided by the Assisting Municipality, the Assisting Municipality shall not be obligated to provide any further assistance or to do anything or take any action beyond that which is specifically agreed to by the acceptance of the request for assistance.
- 5.4 Nothing in this Agreement shall prevent the Assisting Municipality, in its sole discretion, from withdrawing any or all assistance being provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall only be made upon twenty-four (24) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality immediately without notice.
- 5.5 The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

6. Term, Termination and Withdrawal

- 6.1 This Agreement shall be in effect for a period of 10 years from the date on which the last party signs the Agreement unless renewed in writing before then.
- 6.2 Despite any other section of this Agreement, any party may withdraw from and terminate its participation in this Agreement upon sixty (60) days' written notice to the other parties. The effective date of any such withdrawal and termination shall be the end of the notice period. In the event of the withdrawal and termination of any party, this Agreement shall survive and continue among the remaining parties.

7. Costs

- 7.1 The parties agree that there is no charge to receive assistance from the Emergency Command Group under the West Parry Sound Emergency Response Plan 2018. All other costs will be directed to the Assisted Municipality. Such costs shall include all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable in the circumstances. In addition a flat 10% surcharge of actual wages will be used to offset the costs of benefits.
- 7.2 The Assisted Municipality shall also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the Assisted Municipality under this Agreement. The Assisted Municipality shall be responsible for the cost of replacing equipment or material furnished by the Assisting Municipality if damaged beyond reasonable repair.

- 7.3 The Assisting Municipality shall provide to the Assisted Municipality, if practical, an estimate of the cost of providing the assistance.

8. Payment

- 8.1 Payment by the Assisted Municipality for costs incurred for the Assistance provided, shall be subject to the Assisted Municipality's receipt of an invoice from the Assisting Municipality. Such invoice shall set out in sufficient detail the costs actually incurred by the Assisting Municipality in providing assistance, and where practically available, receipts for disbursements shall be forwarded in support of the invoice.
- 8.2 The Assisted Municipality shall remit payment of the amount owing for the assistance provided within thirty (30) days of the receipt of the Assisting Municipality's invoice.
- 8.3 Any amount remaining unpaid and outstanding after the thirty (30) day period referred to in sub-section 8.2 of this Agreement shall bear interest at the rate of 1% per month.

9. Employment Relationship

- 9.1 Despite the fact that the employees, contractors, servants and agents (collectively "the workers") of the Assisting Municipality may be assigned to perform duties for the Assisted Municipality, and the fact that, for the duration of the Emergency, the Assisted Municipality shall reimburse the Assisting Municipality for the costs of the wages, salaries and expenses of the workers, in all other respects the workers of the Assisting Municipality retain their employment or contractual relationship with the Assisting Municipality. The parties acknowledge and agree that the Assisted Municipality is not to be deemed the employer of the Assisting Municipality's employees, agents, or contractors or servants, under any circumstances or for any purposes whatsoever. The Assisting Municipality shall remain responsible for all statutorily required deductions, contributions and/or payments, such as E.I. CPP, etc.

10. Indemnity

- 10.1 The Assisted Municipality shall indemnify and save harmless the Assisting Municipality from all claims, costs, all manner of action or actions, cause and causes of action, accounts, covenants, contracts, demands or other proceedings of every kind or nature whatsoever at law or in equity arising out of this Agreement and out of assistance provided pursuant to this Agreement except for damage caused by the negligence of the Assisting municipality or their employees. The indemnity herein provided shall include all costs, including but not limited to duties, dues, accounts, demands, penalties, fines and fees.

11. Insurance

- 11.1 During the term of this Agreement, each party shall obtain and maintain in full force and effect, general liability insurance issued by an insurance company authorized by law to carry on business in the Province of Ontario, providing for, without limitation, coverage for personal injury, public liability and property damage. Such policy shall:
- 11.1.1 have inclusive limits of not less than Five Million Dollars (\$5,000,000) for injury, loss or damage resulting from any one occurrence;
 - 11.1.2 contain a cross-liability clause endorsement and severability of interests clause of standard wording;
 - 11.1.3 name the other parties as an additional insured with respect to any claim arising out of the Assisted Municipality's obligations under this Agreement or the Assisting Municipality's provision of personnel, services, equipment or material pursuant to this Agreement; and
 - 11.1.4 include a Non-Owned Automobile endorsement.
- 11.2 During the term of this Agreement, each party shall obtain and maintain in full force and effect, automobile liability insurance in the amount of Two Million Dollars (\$2,000,000.00) for injury, loss or damage resulting from any one occurrence.
- 11.3 Upon the request of any other party, each party shall provide proof of insurance in a form satisfactory to the requesting party's CAO/Clerk.

- 11.4 In the case of any conflict between the provisions of this document and any other provisions speaking to contractual indemnity or insurance clauses, the provisions of this Agreement will govern.

12. Collective Agreements

- 12.1 Each Party agrees to review the provisions of this Agreement with its appropriate local bargaining units for the purpose of seeking amendments to local agreements, if necessary, to reflect the terms of this Agreement. Each party further agrees to advise the other party as soon as practicable if it becomes aware of any impediments or obstacles to meeting its obligations under this Agreement imposed by its local agreements.

13. Liaison and Supervision

- 13.1 The Assisting Municipality shall have the right, to be exercised in its sole discretion, to assign an employee or agent (the "Liaison Officer") of the Assisting Municipality to the Emergency Control Group of the Assisted Municipality. The Liaison Officer shall provide a liaison between the Assisting Municipality and the Emergency Control Group of the Assisted Municipality. The parties acknowledge that the role of the Liaison Officer shall be to permit communication between the Assisted and Assisting Municipalities. Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, the Liaison Officer shall be permitted to inform the Assisting Municipality on the status of the Emergency and the actions taken by the Assisted Municipality. The Liaison Officer shall have the right to obtain information about the Emergency and the use of the assistance provided in order to report to the Assisting Municipality, during and after the provision of assistance and the Emergency. The Assisting Municipality shall keep confidential and not disclose any information concerning the Emergency or the assistance provided, without the prior written consent of the Assisted Municipality, except as may be legally required.
- 13.2 The Assisting Municipality shall assign its personnel to perform tasks as requested by the Emergency Control Group of the Assisted Municipality. The Assisting Municipality shall have the right to assign supervisory personnel to operate or supervise the

operation of any of the Assisting Municipality's personnel and or equipment furnished as assistance to the Assisted Municipality. Such supervision shall be in accordance with the instructions of the Emergency Control Group.

14. Information Sharing

- 14.1 If requested, and subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), each party shall respond to the other party's request for information regarding specified types of personnel, services, equipment or material in the possession of each party that may be used in the provision of assistance under this Agreement. All such information shall be provided without any warranty of any kind as to its accuracy, reliability, usefulness or other characteristics.

15. Food and Lodging

- 15.1 For the duration of the assistance provided under this Agreement, the Assisted Municipality shall be responsible for providing all food, lodging and accommodation required by the personnel furnished pursuant to this Agreement. Where food and lodging cannot be provided in-kind, the Assisted Municipality shall pay a reasonable *per diem* to personnel for any food and lodging purchased by personnel of the Assisting Municipality. The per diem shall be no less than the Assisted Municipality pays to its own employees as a matter of policy or agreement.

16. Notice

16.1 Any, written notice to be given pursuant to this Agreement shall be addressed,

in the case of notice to the Township of Carling, to:

**The Chief Administrative Officer/Clerk
The Township of Carling
2 West Carling Bay Road
R.R. 1
Nobel, Ontario
P0G 1G0
Fax: 705-342-9527**

in the case of notice to the Municipality of McDougall, to:

**The Chief Administrative Officer
The Municipality of McDougall
5 Barager Boulevard
McDougall, Ontario
P2A 2W9
Fax: 705-342-5573**

in the case of notice to the Township of McKellar, to:

**The Chief Administrative Officer/Clerk
The Township of McKellar
P.O. Box 69, 701 Highway #124
McKellar, Ontario
P0G 1C0
Clerk: 705-389-2842
Fax: 705-389-1244**

in the case of notice to the Town of Parry Sound, to:

**The Chief Administrative Officer
The Town of Parry Sound
52 Seguin Street
Parry Sound, Ontario
P2A 1B4
Fax: 705-746-7461**

in the case of notice to the Township of Seguin, to:

The Chief Administrative Officer/Clerk
The Township of Seguin
5 Humphrey Dr., R.R.#2
Seguin, Ontario
P2A 2W8
Fax: (705) 732-6347

in the case of notice to the Township of The Archipelago, to:

The Chief Administrative Officer/Clerk
The Township of The Archipelago
9 James Street
Parry Sound, Ontario
P2A 1T4
Fax: 705-746-7301

in the case of notice to the Municipality of Whitestone, to:

The Chief Administrative Officer/Clerk
The Municipality of Whitestone
General Delivery 21 Church Street
Dunchurch, Ontario
P0A 1G0
Fax: 705-389-1855

- 16.2 If hand delivered, the notice is effective on the date of delivery; if faxed, the notice is effective on the date and time the receipt of the fax is confirmed; and if mailed, the notice is deemed to be effective on the fifth business day following the day of mailing.
- 16.3 Any notice given shall be sufficiently given if signed by the CAO/Clerk or by a person authorized by or acting under the direction or control of the CAO/Clerk.

17. Rights and Remedies

- 17.1 Nothing contained in this Agreement shall be construed as restricting or preventing either party from relying on any right or remedy otherwise available to it under this Agreement, at law or in equity in the event of any breach of this Agreement.

18. Binding Effect

18.1 This Agreement shall enure to the benefit of, and be binding upon the parties and their respective successors, administrators and assigns.

18.2 This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties, and no third party shall have any right of action arising in any way or manner under this Agreement for any cause whatsoever.

19. Incorporation of Schedules

19.1 This Agreement and the attached Schedule "A" embody the entire Agreement.

20. Provisions Surviving Termination

20.1 Sections 2, 5.2, 7, 8, 9, 10, 11, 16, 17, 20, 21 and 22 of this Agreement shall survive termination of this Agreement.

21. Governing law

21.1 The parties agree to be governed by the laws of the Province of Ontario and Canada.

22. Arbitration

22.1 The parties herein agree that in the event of any dispute arising under or pursuant to this Agreement, which dispute cannot be resolved by the mutual agreement of the parties' CAO/Clerks, the CAO/Clerks shall refer the dispute to the respective Heads of Council of the parties for resolution. In the event that the Heads of Council cannot resolve the dispute, either party may, on providing ninety (90) days' written notice to the other, refer the dispute to a third party arbitrator of their mutual choice for resolution. Such arbitration shall be conducted pursuant to the *Arbitration Act, 1991*, S.O. 1991 c. 17, as amended.

This day of
2020.

Mayor/Reeve

This day of
2020.

Mayor/Reeve

This ^{20th} day of April
2020.

Mayor/Reeve

This day of
2020.

Mayor/Reeve

13

This day of
 2020.

This day of
 2020.

This day of
 2020.

This 7th day of April
 2020.

TOWNSHIP OF CARLING

 Mayor/Reeve

 Chief Administrative Officer/Clerk

 MUNICIPALITY OF MCDOUGALL

 Mayor/Reeve

 Chief Administrative Officer/Clerk

 TOWNSHIP OF MCKELLAR

 Mayor/Reeve

 Clerk/Administrator

 TOWN OF PARRY SOUND

 Mayor

 Clerk

[illegible]**Mayor/Reeve**

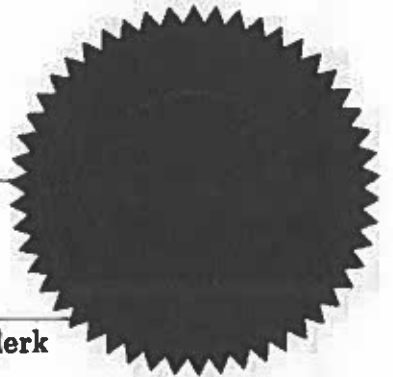
**TOWNSHIP OF THE
ARCHIPELAGO**

~~Mayor~~/Reeve

~~Chief Administrative Officer/Clerk~~

Mayor/Reeve

Chief Administrative Officer/Clerk



**This day of
2020.**

Mayor/Reeve

This 15th day of April
2020.

Mayor

Clerk

This day of
2020.

Mayor/Reeve

**This day of
2020.**

Mayor/Reeve

13

This 7th day of April
2020.

Mayor/Reeve

This day of
2020.

Mayor/Reeve

This day of
2020.

Mayor/Reeve

This day of
2020.

TOWN OF PARRY SOUND

Mayor/Reeve

Chief Administrative Officer/Clerk

SCHEDULE "A"

Mutual Assistance Agreement

I, _____, Chief Administrative Officer/Clerk/Designated Official of
_____, duly authorized to do so by the Council of _____
_____, do hereby confirm my request of _____
_____, to provide assistance in the form of

_____ PERSONNEL
_____ SERVICES
_____ EQUIPMENT
_____ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on _____, and
which assistance _____ has agreed to provide.

Dated at _____ this _____ day of _____, _____.

Chief Administrative Officer/Clerk

(Assisted Municipality)

Confirmed at _____ this _____ day of _____, _____

Chief Administrative Officer/Clerk

(Assisting Municipality)

SEGUIN TOWNSHIP EMERGENCY PLAN

Definitions/Acronyms

CANUTEC	Canadian Transport Emergency Centre
CAO	Chief Administration Officer
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
CNR	Canadian National Railway
CPR	Canadian Pacific Railway
DSSAB	District Social Services Administration Board
ECC	Evacuation Centre Coordinator
EI	Emergency Information
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EMP	Emergency Management Program
EMPC	Emergency Management Program Committee
EMS	Emergency Medical Services
EOC	Emergency Operation Centre
EP	Emergency Plan
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
IC's	Incident Commanders
IMS	Incident Management System
LO	Liaison Officer
MAA's	Mutual Aid Agreements
MCG	Municipal Control Group
MCSCS	Ministry of Safety and Correctional Services
MEOC	Municipal Emergency Operation Centre
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PW	Public Works

APPENDIX T

SEGUIN TOWNSHIP EMERGENCY PLAN

Plan Distribution List

NAME	TITLE	NUMBER OF COPIES
Ann MacDairmid	Mayor	1
Jason Inwood	Chief Administrative Officer	1
Sean Carroll	Director of Emergency Services/Fire Chief/CEMC	1
Primary EOC	Humphrey Fire Station 40	4
Secondary EOC	Foley Community Hall	4
Valerie Iancovich	Communications Specialist	1
Michele Fraser	Chief Financial Officer	Digital
Craig Jeffery	Clerk	Digital
Dominique O'Brien	Director Community Services	Digital
Tom MacLeod	Director of Public Works	Digital
Forrest Pengra	Director of Strategic Initiatives	Digital
Taylor Elgie	Director of Planning	Digital
Curtis Livingstone	Chief Building Official	Digital
Christine Dixon	HR Manager	Digital
Ana Collins Andrea Spinney	Administration Resource Officer	Digital
Kevin Harmer	Deputy Fire Chief/Alt CEMC	1