



Emergency Response Plan

Township of
Clearview

Clearview Fire Services and
Emergency Management
Office

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ACRONYMS

ARES	Amateur Radio Emergency Services
CAO	Chief Administrative Officer
CCG	Emergency Community Control Group
CEMC	Community Emergency Management Coordinator
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMO	Emergency Management Ontario
EMS	Emergency Medical Services
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
IAP	Incident Action Plan
IC	Incident Command
IMS	Incident Management System
MOH	Medical Officer of Health
MP	Member of Parliament
MPP	Member of Provincial Parliament
OFMEM	Ontario Fire Marshal and Emergency Management
PEOC	Provincial Emergency Operations Centre

INTRODUCTION

The population of the Township of Clearview is 13,734 residents.

To protect residents, businesses, and visitors, the Township of Clearview requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

Emergencies are defined as:

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

The Township of Clearview Emergency Management Committee (CEMC) developed this Emergency Response Plan (ERP). Under direction of the CEMC, amendments have been made. Every official, municipal department and agency must be prepared to carry out his/her assigned responsibilities during an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Clearview important emergency response information related to:

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

Emergencies that can occur within the Township of Clearview are categorized into:

- Natural Events (i.e. climate-induced weather systems, high winds, heavy rain, floods, ice/wind storms, etc.)
- Technological
- Human Induced (i.e. labour disruptions, or events as a result of human error)

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Clearview Emergency Plan may be viewed at the Administration Centre, Library Branches and online (www.clearview.ca). For more information, please contact:

Colin Shewell

Fire Chief & Community Emergency Management Coordinator

Box 200, 217 Gideon Street
Stayner, ON L0M 1S0
705-428-6230 Ext. 403

Legislation entitled *Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9*; (hereinafter referred to as the "EMCPA") is the primary authority enabling passing of the bylaw formulating this emergency plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures and the manner in which municipal employees and other persons will respond to an emergency.

AIM AND PURPOSE

The AIM of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Clearview when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Clearview, avoiding duplication of effort, and meets the legislated requirements of the EMPCA.

The aim of the Township of Clearview's Emergency Plan to provide a framework for which response and recovery measures will be taken to:

- Save lives
- Protect the health and safety of responders
- Protect public health
- Protect infrastructure and property
- Protect the environment
- Reduce suffering
- Reduce economic and social loss

The Emergency Plan has been designed so that it is flexible and applicable to all types of emergency situations (i.e. an all-hazards plan) by:

- i. Assigning specific responsibilities to appropriate individuals, departments, agencies, and local boards, and
- ii. Providing concepts and procedures to be used by City staff in developing their respective emergency plans, which will augment this Emergency Plan.

The Emergency Plan is applicable to all departments of the Corporation and agencies and local boards under the jurisdiction of the City Council.

AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, s. 3(1) 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.”

As enabled by the EMCPA, 2003, this emergency response plan and its elements have been:

- Issued under the authority of Township of Clearview By-law 14-23; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The EMPCA prescribes procedures under and the manner in which Municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form part of the plan are:

- Expenditure of monies associated with the formulation and implementation of the emergency plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Specify procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designate other members of Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act;
- Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
- Obtaining and distributing materials, equipment and supplies during an emergency; and
- Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

MUNICIPAL EMERGENCY DECLARATION AND TERMINATION

The **Head of Council of a municipality may declare that an emergency exists in the municipality** or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Township of Clearview Emergency Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O., 1990, c. E.9, s.4.

The **Head of Council, or Council, or the Premier of Ontario may at any time declare that an emergency has terminated.** R.S.O., 1990, c. E.9, s.4.

An emergency plan shall designate one or more members of Council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the Head of Council or during his/her inability to act. R.S.O., 1990, c. E.9, s.9.; 2002, c. 14, s. 13.

The Mayor or Acting Mayor, as Head of Council, may in accordance with the provisions of the Emergency Management and Civil Protection **Act declare that an emergency exists** in the Township of Clearview. By-law 14-23, s.2.

PROVINCIAL EMERGENCY DECLARATION AND TERMINATION

Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario; R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4).

A provincial emergency is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor by order declares it to be terminated at an earlier date or extends an emergency before it is terminated for one further period of no more than 14 days. R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4)

Refer to Annex B for procedures on declaration and termination of emergencies.

POWERS OF THE PREMIER, MUNICIPAL POWERS

If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section;

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, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and

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. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4)

MUNICIPAL BY-LAW NOT REQUIRED

Despite subsection 5 (3) of the Municipal Act, 2001, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4).

EMERGENCY NOTIFICATION SYSTEM

When an emergency exists, but has not yet been declared, Fire, Police, Paramedics, Public Works etc., may take such action(s) under this emergency response plan as may be required to protect the property and health, safety and welfare of the Township of Clearview.

The Township of Clearview has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the Community Control Group and Township staff will undertake during each phase.

Township Status: ROUTINE GREEN	Declaration of Routine conditions means that the Corporation is operating under normal conditions. Under these conditions the Township maintains ongoing surveillance for abnormal events.
Township 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 Township enhances its surveillance and monitoring activities and takes appropriate related actions.
Township Status EMERGENCY RED	Declaration of Emergency conditions means that the Township is in an emergency response mode. Under these conditions the Township implements its Emergency Response Plan and activates its Emergency Operations Centre (EOC) to coordinate the appropriate response activities.
Township Status RECOVERY GREY	Declaration of Recovery conditions means that the Township is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

WHEN THE EMERGENCY PLAN MAY BE IMPLEMENTED

The Township of Clearview Emergency Plan is effective upon receipt for planning and operational purposes to assure effective response in circumstances when:

- An actual or imminent emergency, which requires a coordinated response within the Township area, requiring arrangements and procedures distinct from the normal daily operations by emergency services, whether an emergency has been declared to exist including but not limited to:
 - Large area is threatened
 - Area evacuation is required
 - Township facilities are affected and/or threatened
 - Extraordinary actions and/or expenditures are required
 - Township boundaries are crossed
 - Premier of Ontario implements the Provincial Plan, with or without declaring an emergency
- Mayor or Acting Mayor declares that an emergency exists within the Township area
- An emergency is declared by the Premier, or his or her designate
- An emergency is declared by the federal government

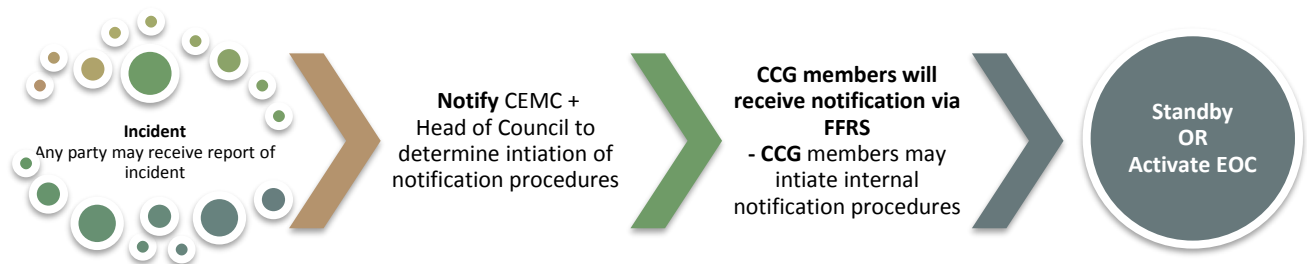
CONSIDERATIONS FOR ACTIVATING THE EMERGENCY PLAN

Any member of the CCG may be the first to become aware of an actual or potential emergency as a result of personal observation or information provided by Township of Clearview response agencies, other response agencies, Township employees, the media, or the public. In considering the need to activate the CCG, a positive response to one or more of the following criteria may indicate a situation, whether actual or anticipated, that requires the CCG and/or an emergency plan be activated:

- ❑ The situation poses an imminent threat of major proportions to the health, safety or well- being of the people or environment within the Township of Clearview.
- ❑ The situation poses an imminent threat of major proportions or is causing wide spread disruption to the conduct of normal business within the Corporation.
- ❑ The situation requires a response that exceeds, or threatens to exceed the normal capabilities of the Township of Clearview response agencies for either resources or personnel.
- ❑ The situation has the potential to expand beyond the Township of Clearview area.
- ❑ The situation poses a widespread threat to the Township of Clearview’s municipal infrastructure needed for the delivery of business-critical services.
- ❑ The current level of multi-agency response is of such duration that the widespread replacement of human resources or other resources has or will become an ongoing situation.
- ❑ The situation, actual, anticipated or perceived, is leading to large-scale public anxiety.
- ❑ The situation is likely to require extraordinary emergency spending outside of current budgetary approvals as a result of damage to property and infrastructure.
- ❑ The provincial government has declared a provincial emergency, which has an impact on Ontario as the result of a catastrophic event or situation.

WHO CAN ACTIVATE THE EMERGENCY NOTIFICATION SYSTEM?

Only a member of the Community Control Group (CCG) may initiate the notification procedure.



When a member of the CCG receives a warning of a real or potential emergency, they will immediately contact the Community Emergency Management Coordinator (CEMC) who then in consultation with the Head of Council will determine whether to initiate the Notification Procedure through the Township of Clearview Fire & Emergency Services Hub. The member initiating the call must provide pertinent details (e.g. a time and place for the CCG to meet) as part of the notification procedure.

CCG members will be notified of an emergency by text message through Clearview Fire Control communications and/or Firefighter Response System (FFRS). Members will alert that they are attending the EOC by activating their FFRS. CCG members alternately may be notified through phone call or email.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedures and place CCG members on standby.

The Township of Clearview subordinate plans may be implemented at any time in the whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting the CCG is mandatory.

EMERGENCY OPERATIONS CENTRE (EOC)

In the event of an emergency in the Township of Clearview, an Emergency Operations Centre will be established. The CCG and Support Teams and additional response agencies will work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency.

The Chief Administrative Officer may direct that an alternate EOC be activated if the primary site cannot be used for reasons such as:

- the primary EOC is in or is expected to be in the danger zone of the emergency,
- the primary EOC is not available, or,
- the circumstances indicate that the alternate EOC is more appropriate.

The Emergency Operations Centre must maintain a level of preparedness (supplies, seating plans, and communication systems) which rests with the Chair of the Community Emergency Management Program Committee.

The Township of Clearview's Emergency Operations Centre (EOC) is located at a secure facility within Clearview. An alternate location has been designated and will be used if a situation arises where the primary EOC is not accessible.

Refer to Annex C for EOC Location and Operational Requirements.

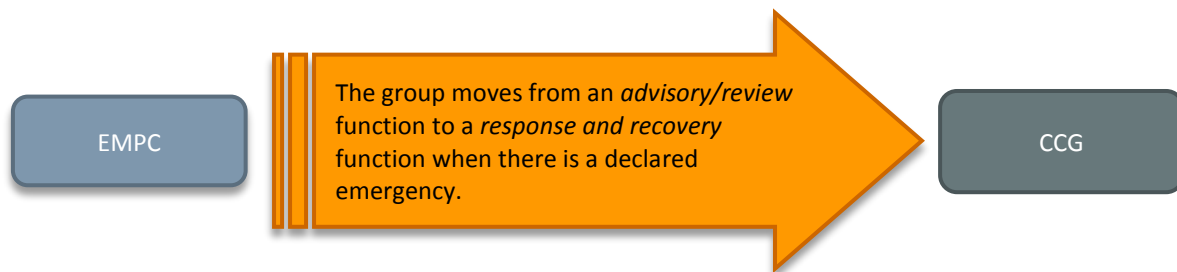
EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC) AND EMERGENCY CONTROL GROUP (CCG)

The Emergency Management Program Committee (EMPC) is responsible for providing leadership and oversight to the planning and development of the Emergency Management Program in the Township of Clearview as outlined in the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 9(d).

It is important to note that the CCG membership is the same as the Emergency Management Program Committee (EMPC) membership.

The EMPC will move from an advisory role to a response or recovery role known as the Emergency Community Control Group (CCG) O. Reg. 380/04, s. 12 (1). The CCG may be activated upon in part or in whole, depending on the nature of the event, and may call upon township staff to support emergency operations. The collective responsibility of the CCG is as follows:

- Coordination of response and recovery efforts in a large-scale emergency requiring the activation of the CCG;
- Implementing initial activities of Clearview during a large-scale emergency;
- Operates the Emergency Operations Centre (EOC) as needed; and
- Ensure appropriate communications are developed to various entities including township staff, Council, Simcoe County, Provincial Emergency Operations Centre (PEOC) and other impacted parties.



EMPC AND CCG MEMBERSHIP

Position	Primary (Tier 1)	Tier 2 (or alternates)
CCG Manager (EOC Director)	Fire Chief	CAO of Clearview
Legal Advisor	Clerk	Deputy Clerk
Liaison/CEMC	Fire Chief	Deputy Fire Chief
Emergency Information Officer	Communications Coordinator	OPP Resource
Head of Operations	Fire Chief	Public Works
Head of Planning	Clerk	Deputy Clerk/GIS Specialist
Head of Logistics	General Manager of Transportation/Recreation	Water/Parks and Recreation
Head of Finance and Administration	Treasurer	Deputy Treasurer/Human Resources

The Township of Clearview’s CCG shall provide strategic direction to the Township’s response in an emergency, including implementation of the Emergency Plan.

The CAO shall be the Manager of the CCG and in that capacity also act as Manager of the Emergency Operations Centre (EOC) overseeing all emergency response activities.

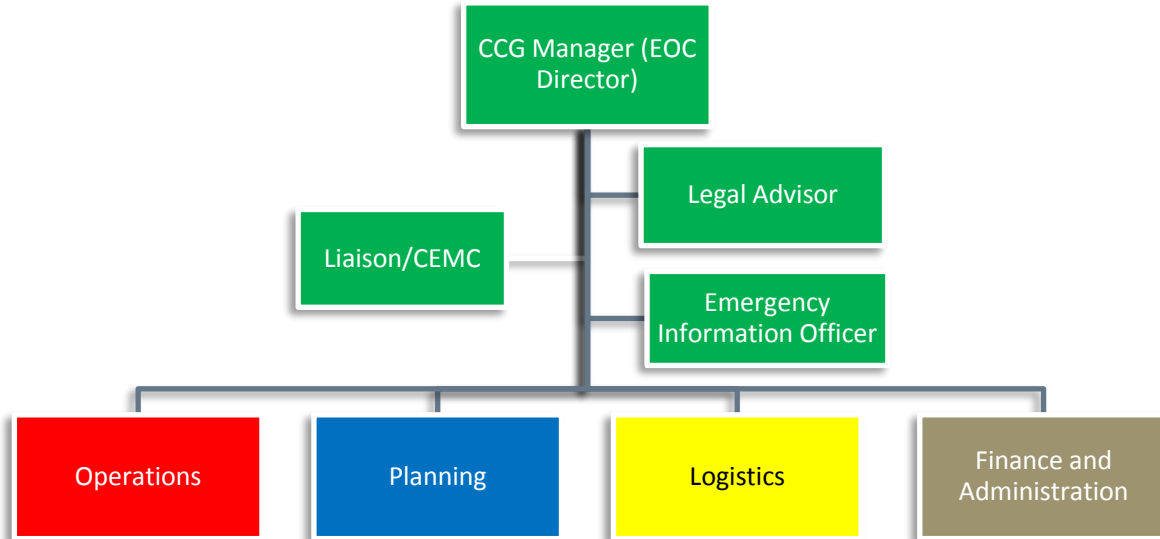
Depending on the type and extent of the emergency, the CCG may consist of persons within the Executive Management Team in the Township of Clearview.

Each member of the CCG will also designate at least one alternate who, in their absence, will have the knowledge and authority to make decisions and exercise the full responsibilities assigned to the CCG member.

EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM

The Township of Clearview’s Emergency Management System is based upon the Provincial Incident Management System (IMS). Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.

The membership of the CCG will fill the IMS roles as appropriate and determine sufficient personnel for their respective departments to handle in-coming and out-going communications or assist as otherwise required.



It is important to note that not all functions or positions are required for all emergencies. Only those functions and positions that are needed to effectively handle the emergency should be activated.

EMERGENCY SITE RESPONDERS/MANAGEMENT TEAM

During an emergency, emergency service personnel will meet at the scene and work together to mitigate the situation. Emergency operations of each agency represented at the emergency scene will be performed within their respective chain of command structure, with the senior ranking officials from each agency establishing an agency Command Posts at each emergency site. However, an Emergency Site Management Team must coordinate all operations at the emergency site in order to ensure that emergency site operations are conducted in a well-organized and efficient manner. This requires the addition of a unified command location.

The Emergency Site Management Team generally consists of persons holding the following positions or their appropriate representatives:

- Emergency Site Coordinator when appointed by the Emergency Community Control Group
- Alternate Emergency Site Coordinator, if required.
- Agency On-Scene Commander or "Officer in Charge" from all agencies and departments present at the scene
- On-Site Media Spokesperson.

Additional person added to the Emergency Site Management Team may include any other officials, experts or representatives deemed necessary by the Emergency Site Manager in consultation with the Emergency Community Control Group.

The ESM will designate one Command Post as the primary communications centre, from which he/she will operate to coordinate the response, in co-operation with various agency's OSC. All interagency communication will be channelled through this Command Post and a direct link (radio and/or telephone) will be established with the CCG at the EOC.

OPERATIONAL CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator will establish the frequency of meetings and agenda items.

Six components of a CCG meeting:

- i. **An assessment and prognosis of the situation:**
 - a. What is happening?
 - b. What is required?
- ii. **The establishment of priorities:**
 - a. What is important?
 - b. What can be done in a timely manner?
 - c. What are the alternatives?
- iii. **The setting of objectives.**
- iv. **The determination of an action plan:**
 - a. Who does what?
 - b. What task is required?
 - c. What is a reasonable timeframe?
- v. **Timelines for the implementation of assigned tasks.**
- vi. **Monitoring and reporting:** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.



Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. When a meeting ends each member of the CCG carries out the assigned tasks/objectives and gathers information for the next scheduled meeting. The Community Emergency Management Coordinator Assistant/Alternate will maintain status boards and maps that will be prominently displayed and kept up to date.

OPERATIONAL PRIORITIES

Priorities when conducting emergency response operations are:

- Saving lives, and protecting property and the environment;
- Meet people's immediate needs, i.e. rescue, medical care, food, shelter, and clothing;
- Temporarily restoring facilities, publicly and privately owned, that are essential to the health, safety, and welfare of people (e.g. medial, sanitation, water, electricity, and emergency road repair); and, mitigating hazards that pose further threat to life, property, the economy and/or the environment.
- Restore and recover to normal operations.

REQUEST FOR ASSISTANCE

The Township of Clearview may request assistance to augment existing resources or provide specialized expertise at any time, without any loss of control or authority of the emergency, from any person or agency including, without limitation, the following:

- public sector (i.e., neighbouring municipalities, Simcoe County, adjacent counties, Provincial Government, Federal Government)
- volunteer agency sector
- private sector

Where reciprocal agreements with another municipality, private sector agency, or any person for the provision of any personnel, service, equipment or material during an emergency are in place, they may be invoked in accordance with their terms.

The Township of Clearview may request assistance, in the form of personnel, services, equipment and material, from neighbouring municipalities and townships within Simcoe County, as outlined in the Simcoe County Mutual Aid Agreement. The Simcoe County Mutual Aid agreement sets the terms and conditions of the assistance which may be requested or provided, in advance of an emergency. Please refer to Annex G – Mutual Aid Agreements.

Under certain circumstances and/or when the combined resources of the County of Simcoe are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Office of the Fire Marshal and Emergency Management (OFMEM).

Assistance may be requested from OFMEM at any time. OFMEM maintains a 24 hour duty roster and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

Upon declaration of an Emergency by the Head of Council, OFMEM will deploy a liaison team to the CCG to provide advice and assistance.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as Annex A.

NEIGHBOURING MUNICIPAL ASSISTANCE

Any requests for emergency assistance made by the Township of Clearview to a neighbouring municipality / from a neighbouring municipality to the Township of Clearview should be made, through normal channels of communication, by either:

- Head of Council to Head of Council
- Chief Administrative Officer to Chief Administrative Officer
- Fire Chief to Fire Chief
- Police Chief to Police Chief.

Once a request for emergency assistance is received, the City will determine its capability to assist. The PEOC and County EOC should be informed about the request to ensure that resource allocations are monitored.

If the request for emergency assistance is made after an activation of this Plan, the Emergency Community Control Group will evaluate the request and make recommendations regarding the capability of the City to assist. All requests for assistance from the City will be initiated through the CCG and communicated to other municipalities through the CAO as the head of the CCG. This task can be delegated to support staff.

REGIONAL ASSISTANCE

Refer to Annex G for Simcoe County Mutual and Automatic Aid Plan.

When this Plan is activated, certain agencies or departments of Simcoe County may be involved in emergency operations. These agencies are expected to provide representation as part of the Emergency Control/Support Structure as required. These regional stakeholders could include but are not limited to:

- Simcoe Muskoka District Health Unit (SMDHU)
- Emergency Social Services Department
- Simcoe County Paramedic Services

The representatives of the above agencies in cooperation and consultation with the County EOC and/or County CEMC are responsible for co-ordination of County assistance to the City at the Emergency Operations Centre.

PROVINCIAL ASSISTANCE

Assistance may also be requested from the Office of the Fire Marshal and Emergency Management (OFMEM) at any time without any loss of control or authority. A request for assistance should be made by contacting OFMEM'S PEOC.

When Provincial assistance is required, which is outside of normal departmental or service working arrangements requests will be made by contacting Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre (PEOC) Duty Officer or through the Duty Officer at O.P.P. General H.Q. (24 hours).

OFMEM will communicate with the appropriate Provincial agencies, determine the capability to provide assistance and report the outcome to the Township of Clearview.

Some ministries of the Ontario Government have been assigned special responsibilities by Order-in Council for monitoring the state of emergency preparedness in Ontario and for reviewing at regular intervals the state of emergency planning within their own ministries. The following lists ministries and their respective special responsibilities

When emergencies occur, municipal officials should avail themselves of the expertise and resources that can be provided by the local offices of the Ministries that have special responsibilities. All provincial agencies can be contacted through OFMEM via the PEOC.

FEDERAL ASSISTANCE: DEPARTMENT OF NATIONAL DEFENCE (DND)

Federal Assistance, including that of the Department of National Defence, cannot be obtained directly by a municipality but must be requested through the Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre.

The Department of National Defense is responsible for all matters relating to national defense, including Aid to Civil Power. Request for information or assistance are to be made via Office of the Fire Marshal and Emergency Management. Possible DND assistance could include:

- Airlifts, medical evacuations and disaster assistance.
- Large quantities of equipment and personnel for fire purposes.

EMERGENCY INFORMATION AND THE MEDIA

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information for the news, media, issue authoritative instructions to the public, and respond to our redirect requests for, or reports on, 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
- Citizen Inquiry Supervisor

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located at the Administration centre, under the supervision of the CEMC.

Refer to Annex F for the Emergency Information Plan.

MESSAGING INFORMATION

The EIO, either through preformatted messages for television or radio, or through prepared messages, may relay the following types of information:

- Date, time and location of the emergency and the area impacted.
- Basic information about the emergency and its seriousness and advice to remain calm and await further instructions.
- Information on the response to the emergency.
- Instructions for public actions such as evacuation or sheltering, if required.
- Identification of communication channels (radio, television, telephone info lines) through which further information can be obtained by the public.
- Request for volunteers.

Media release will be clear and concise – not speculative or opinionated.

EMERGENCY TELECOMMUNICATIONS STRATEGY

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

The Emergency Telecommunications Coordinator for the Township of Clearview is pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon their contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the EOC. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the OFMEM.

Communications between the EOC and the other responding agencies will be with the support of a runner, all messages are to be written on approved forms and logged.

Should the Township of Clearview lose all telephone communications, pre-arranged communications (Fire Department radios), which will act as a relay to the EOC and emergency site.

TERMINATION OF EMERGENCY

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

- The Head of Council for the County of Simcoe
- County of Simcoe 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
- Ministry of Community Safety and Correctional Services
- Township Council
- County Warden, as appropriate
- Public, as required
- Neighbouring community officials, as required
- Other respective parties as appropriate

Refer to Annex B for Termination of Emergency procedures and forms.

POST EMERGENCY: RECOVERY

The recovery will focus initially on the immediate and short-term needs of the disaster victims and the rapid and orderly restoration of critical infrastructure and essential public services. Later in the recovery process, efforts will focus on the longer-term needs of the disaster victims and the restoration of all infrastructure, public facilities and services.

DISASTER RELIEF: MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

The Ministry of Municipal Affairs and Housing administers the Disaster Recovery Assistance Program through two methods:

(1) MUNICIPAL DISASTER RECOVERY ASSISTANCE PROGRAM

The Municipal Disaster Recovery Assistance program under the Ministry of Municipal Affairs and Housing reimburses municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Municipal Disaster Recovery Assistance is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding. The program offers assistance for extraordinary operating and capital costs arising from a natural disaster. Eligible operating costs are those incurred to protect public health, safety and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place (such as regular municipal salary costs) are ineligible under the program.

(2) DISASTER RECOVERY ASSISTANCE FOR ONTARIANS PROGRAM

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 and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

Refer to Annex K for Disaster Recovery Assistance Program guidelines.

EMPLOYEE ASSISTANCE AND CRITICAL INCIDENT STRESS COUNSELLING

The Director of Human Resources will assist and coordinate, as required, through support agencies the provision of Employee Assistance and Critical Incident Stress Counseling programs. Counseling and psychological support (assessment and referral) will be arranged for staff as well as emergency volunteers and evacuees, as required, during and after the emergency, for mental health disorders, emotional trauma and shock suffered as a result of the emergency.