THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 24/2023

Being a By-law to adopt an Emergency Management Program for the Municipality of Port Hope, pursuant to Section 2.1 (1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, c, E.9

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province 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 an emergency control group.
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency.
- 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 national 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 Municipality of Port Hope 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 and national best practices, including the five core components of emergency management, namely: mitigation, prevention, 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 Plan

3. The Emergency Plan, which has been developed in accordance with the requirements of the Act and national 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 (CEMC) and the Municipality’s 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, municipal employees and the 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 the municipality.

Community Emergency Management Coordinator

6. The Director of Protective Services is hereby appointed as the primary Community Emergency Management Coordinator (the “CEMC”) responsible for the Emergency Management Program for the Municipality of Port Hope including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act. The CEMC is hereby appointed as Chair of the Emergency Management Program Committee.

   The Fire Chief is hereby appointed as the alternate CEMC to act in place of the primary CEMC in their absence.

Emergency Information Officer

7. The Municipality of Port Hope Manager of Communications 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.

Municipal Emergency Control Group

8. The Municipal Emergency Control Group (MECG) is responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Response Plan. The persons holding positions in the MECG are outlined in Schedule A – Emergency Response Plan.

Emergency Management Program Committee

9. The Emergency Management Program Committee (EMPC) shall oversee the development, implementation and continuous improvement of the Municipality’s Emergency Management Program. The persons holding positions in the EMPC are outlined in Schedule B – EMPC Terms of Reference.

Emergency Operations Centre

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

Administration

11. The Plan shall be made available to the public on the municipal website at www.porthope.ca.

12. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

13. By-law 07/2018 is hereby repealed.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 16th day of May, 2023.

_____
Olena Hankivsky, Mayor

_____
Brian Gilmer, Clerk

Schedule ‘A’ – Emergency Response Plan



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Table of Contents

Administration **1**
Plan Administration 1
Plan Locations 2
Distribution List 2
Annexes 2
Glossary of Terms 3

1.0 Introduction **7**
1.1 Overview of the Municipality of Port Hope 7
1.2 Overview of the Emergency Response Plan 7
1.3 Community Emergency Management Coordinator Contact Information 8
1.4 Purpose of the Emergency Response Plan 9
1.5 Authority Over the Emergency Response Plan 9
1.6 Confidentiality 9
1.7 Hazard Identification Risk Assessment 9
1.8 Maintenance and Revision 9
1.9 Emergency Management Program Committee 10

2.0 Incident Management System **11**
2.1 Overview of the Incident Management System 11

3.0 Notification Procedure **14**
3.1 Emergency Monitoring Status Indicators 14
3.2 Notification System 14

4.0 Emergency Operations Centre **16**
4.1 Municipal Emergency Control Group 16
4.2 Setting Up the Emergency Operations Centre 17
4.3 Emergency Operations Centre Support 18
4.4 Emergency Operations Centre Meetings 19

5.0 Emergency Site Management **20**
5.1 Definition of an Emergency Site 20
5.2 Responsibilities of the Emergency Site Manager 20

6.0 Responsibilities of the Municipal Control Group **22**
6.1 Emergency Operations Centre Manager 22
6.2 Chief Administrative Officer 23
6.3 Head of Council/Acting Head of Council 24
6.4 Liaison Officer 25
6.5 Safety Officer 27
6.6 Emergency Information Officer 29
6.7 Scribes 30
6.8 Operations Section 31

6.9 Planning Section 33
6.10 Logistics Section 34
6.11 Finance & Administration Section 35
7.0 Responsibilities of Municipal Emergency Control Group Support 36
7.1 Councillors 36
7.2 Police Services 37
7.3 Paramedic Services 38
7.4 Emergency Social Services 39
7.5 Medical Officer of Health 40
7.6 Emergency Site Manager 42
7.7 Community Emergency Management Coordinator 43

List of Tables

Table 1. Record of amendments. 1
Table 2. General IMS positions and responsibilities. 12
Table 3. Emergency monitoring status indicators. 14

List of Figures

Figure 1. Organizational structure of the IMS. 11
Figure 2. IMS organizational structure for the Municipality of Port Hope. 17
Figure 3. Recommended one-hour work cycle for the MECG. 19
Figure 4. Diagram of a suggested emergency site layout. 20

Administration

Plan Administration

The Municipality of Port Hope must review its Emergency Response Plan as often as necessary to ensure that all instructional and contact information remains current. As per the Emergency Management and Protection Act, R.S.O. 1990, c.E.9, the Municipality of Port Hope must review the plan annually (at a minimum). Amendments to the plan should be recorded in Table 1.

Whenever the Municipality of Port Hope updates its Emergency Response Plan, it must provide updated copies to the locations and groups identified in the Distribution List (see the following page).

Table 1. Record of amendments.

#	Date Reviewed	Amendment	Approved By
1	September 2022	Emergency Response Plan updated	Director, Protective Services
2	May 2, 2023	New Emergency Response Plan based on Incident Management System	Council
3			
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Plan Locations

The Municipality of Port Hope retains copies of its Emergency Response Plan at the following sites:

- the primary Emergency Operations Centre (one hard copy)
- the alternate Emergency Operations Centre (one hard copy)
- Fire Station #1 (one hard copy)
- Municipality of Port Hope shared drive (digital copy)

Distribution List

The Municipality of Port Hope must distribute copies of its Emergency Response Plan to the following persons and groups:

- Emergency Management Ontario (one digital copy)

All parties in the preceding list must retain their copy of the Emergency Response Plan. The Municipality of Port Hope will issue updated copies of the document as required.

Annexes

In addition to the main document, the Municipality of Port Hope Emergency Response Plan has supplementary annexes. Those annexes contain information, forms, and checklists for the Port Hope Municipal Emergency Control Group. The annex documents are as follows:

- Annex A: Municipal Emergency Control Group Activation – Checklists & Forms
- Annex B: Contact Numbers
- Annex C: Emergency Operations Centre Logistics
- Annex D: Emergency Declaration and Termination – Checklists & Forms
- Annex E: Hazard Identification and Risk Analysis
- Annex F: Critical Infrastructure Identification
- Annex G: Alert and Notification Procedures
- Annex H: Mutual Assistance Agreements
- Annex I: Business Continuity Plan
- Annex J: Supplementary Plans and Documents

Note: The annex documents contain personal and proprietary information and must remain confidential.

Glossary of Terms

The following definitions apply to terms used throughout the Municipality of Port Hope Emergency Response Plan.

Business continuity plan (BCP): Business continuity plans ensure that communities can maintain the continued availability of essential services, operations, programs, and resources. The plans contain strategies communities can implement to ensure a rapid and cost-effective resumption of critical functions. Business continuity plans are activated during or immediately after an emergency or other disruption.

Chief Administrative Officer (CAO): The chief administrative officer is the individual with the administrative management responsibilities for the Municipality of Port Hope.

Command Group: The Command Group is the team that manages an incident. These individuals include the EOC Manager, Liaison Officer, Safety Officer, and Emergency Information Officer.

Community Emergency Management Coordinator (CEMC): A community emergency management coordinator is the individual designated by a town or municipal council who is responsible for developing and implementing the community's emergency management program.

Community: In this Emergency Response Plan, the term community refers to the Municipality of Port Hope, including its residents, businesses, and visitors.

Critical infrastructure (CI): Critical infrastructure refers to the interdependent, interactive, interconnected networks of institutions, services, systems, and processes. Critical infrastructure helps meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity and confidence in the government.

Disaster Recovery Assistance for Ontarians: A provincial financial assistance program intended to help individuals, small owner-operated businesses, farms, and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster.

Emergency: An emergency is a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial property damage. An emergency can refer to an event caused by the forces of nature, a disease or other health risk, an accident, or a willfully malicious act.

Emergency Information Centre (EIC): A facility that is set up to issue media briefings during an emergency. This location is also referred to as a media centre.

Emergency Information Officer (EIO): This individual who acts as a liaison between the Municipal Emergency Control Group and the public, media, and other agencies.

This individual is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public to ensure its accuracy.

Emergency management (EM): Emergency management refers to the organized and comprehensive programs and activities implemented to handle actual or potential emergencies. Emergency management can be mitigation against, preparedness for, response to, and recovery from emergencies.

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9: The legislative act that requires all municipalities to have an emergency management program.

Emergency Management Ontario: An organization within the Ministry of Community Safety and Correctional Services that is a part of the government of the Province of Ontario. Emergency Management Ontario monitors, coordinates, and assists with developing and implementing emergency management programs throughout the province.

Emergency notification: A fan-out procedure used to notify the Municipality of Port Hope's Municipal Emergency Control Group of an emergency or impending emergency.

Emergency Operations Centre Commander: This role is the overall manager of the Emergency Operations Centre, its Command staff, and its general staff. This individual also supports the site manager.

Emergency response plan (ERP): A risk-based plan that is developed and maintained to provide instructions for emergency responses. The plan outlines steps to guide the response efforts, identifies persons, equipment, and resources for activation in an emergency, and outlines how resources and personnel will be coordinated.

Emergency management program (EMP): A comprehensive program based on the hazard identification and risk assessment process. An emergency management program is focused on four core components: mitigation/prevention, preparedness, response, and recovery.

Emergency Management Program Committee (EMPC): A committee that oversees the development, implementation, and maintenance of the community emergency management program in conjunction with the Community Emergency Management Coordinator.

Emergency Operations Centre (EOC): The facility wherein the Municipal Emergency Control Group conducts its emergency management functions. Both primary and secondary EOC locations should be identified to ensure operational viability.

Emergency site: The location where an emergency occurs; this area is also referred to as an incident site or scene.

Emergency site manager/incident commander: A public sector official (usually from the fire, police, ambulance, or public works sector) present at an emergency site who is responsible for coordinating resources and formulating actions to resolve the emergency.

Evacuation centre: A facility that is set up to provide emergency shelter, food, recreation, and basic requirements for people who have been evacuated from an area because of an emergency.

Finance & Administration Section: The individual or individuals who are responsible for managing the financial costs and human resource concerns of the incident. The section is led by a Finance & Administration Section Officer.

Hazard: (1) A risk that is a threat. (2) An event or physical condition that can potentially cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, environmental damage, business interruptions, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA): Identification of the hazards or risks present to public safety, public health, the environment, property, critical infrastructure, and economic stability from natural, human-caused, and technological sources/activities. The HIRA also evaluates the best way to maintain the continued operation of the community during each identified hazard/risk and identifies how vulnerable the community is to each threat.

Head of Council (HOC): The individual who is responsible for declaring or terminating an emergency. In the absence of the Head of Council, this role can be filled by the Acting Head of Council.

Incident action plan (IAP): An oral or written plan that contains general objectives regarding the strategy for managing a specific emergency.

Incident Management System (IMS): The operational framework used for emergency responses. The IMS facilitates communication, response activities, and cooperation within and between organizations; it also allows for incidents to be managed in a cohesive manner.

Liaison Officer (LO): The individual who is responsible for maintaining communications between the Municipal Emergency Control Group and other agencies. This role is normally delegated to an individual within the Municipal Emergency Control Group.

Logistics Section: The individual or individuals responsible for facilitating the effective and efficient management of an incident by ordering resources from off-site locations, as well as providing facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders. This section is led by a Logistics Section Officer.

Municipal Emergency Control Group (MECG): The Municipal Emergency Control Group is responsible for managing an emergency on a community-wide basis. As detailed in the Emergency Response Plan, the group's membership comprises all key decision-makers and officials who have the authority to direct or coordinate human and material resources within the community.

Municipal Disaster Recovery Assistance: A provincial financial assistance program intended to reimburse municipalities for the extraordinary costs associated with emergency responses and repairs to essential property and infrastructure following a natural disaster.

Mutual aid agreements: An agreement between two or more emergency services (usually between two fire services) to render aid to the parties of the agreement when needed. These types of agreements can include private-sector emergency services, when appropriate.

Mutual assistance agreement: An agreement between two or more jurisdictions to render assistance to the parties of the agreement when needed. Jurisdictions covered under these types of agreements can include neighbouring cities, regions, provinces, or nations.

Operations Section: The individual or individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and implementing steps for restoring normal operations. This section is led by an Operations Section Officer.

Planning Section: The individual or individuals responsible for the collection, evaluation, and dissemination of incident information and intelligence, as well as maintaining the status of resources, preparing status reports, displaying situational information, and developing and documenting the incident action plan. This section is led by a Planning Section Officer.

Reception centre: A facility that is set up to receive evacuees, provide refreshments, and provide temporary shelter. The centre's primary purpose is to register evacuees and, if necessary, direct them to an evacuation centre.

Safety Officer (SO): The individual or individuals responsible for monitoring safety conditions and developing safety measures for the overall health and safety of everyone involved with the incident.

Site Manager/Incident Commander: The individual ultimately responsible for overseeing the emergency site. Multiple site managers can be designated if multiple emergency sites exist.

Scribe: The individual or individuals responsible for keeping accurate documentation of the Municipal Emergency Control Group's actions and decisions.

1.0 Introduction

1.1 Overview of the Municipality of Port Hope

The Municipality of Port Hope (the Municipality) is situated in Northumberland County and has a land area of 278.87 km^2. On its official website, the Municipality describes itself as follows:

> We are a remarkably picturesque community located on the shore of Lake Ontario and the Northumberland Hills. With a population of approximately 16,500 and thriving business and tourism sectors, our municipality is well-positioned for long-term growth and sustainability.
>
> […] Our inspiring culture provides our residents and visitors with a diverse range of activities and associations to suit every interest. Our urban/rural heritage figures prominently in our dedication to preserving our past and embracing our future. We have attracted widespread recognition for our historical architecture, including being named “best-preserved Main Street in Ontario,” and we feature over 270 designated heritage buildings, the highest number per capita in Canada. Port Hope’s vibrant urban core is surrounded by spectacular rambling rural countryside with farmland, rural hamlets and the beautiful Ganaraska Forest.
>
> […] Residents enjoy numerous opportunities to suit every lifestyle, with a wide variety of employment opportunities, leisure, and education pursuits, all complemented by an exceptional quality of life.

1.2 Overview of the Emergency Response Plan

The Loomex Group has prepared this emergency response plan (ERP) for the Municipality as part of a comprehensive emergency management program (EMP). The ERP provides instructions and procedures for prompt, coordinated responses to all types of emergencies that may occur within the Municipality and adversely affect residents, businesses, and visitors in the community.

In some cases, depending on the nature of an emergency, the Municipality provides a coordinated emergency response with several external stakeholders. In those scenarios, all parties work together closely and under the direction of the Municipal Emergency Control Group (MECG). These arrangements and procedures are distinct from regular day-to-day operations.

The ERP provides key departments and officials within the Municipality – as well as external stakeholders – with important emergency response information related to the following:

- services and equipment

- resource management
- roles and responsibilities during an emergency
- hazard-specific response plans

The ERP reflects the public safety requirements of the community and is structured to allow the Municipality to use, review, update, or re-write sections independently or collectively. To effectively use and implement the ERP, all municipal officials, staff, and external stakeholders must understand its contents. These groups must also prepare themselves to fulfill their roles and responsibilities in the event of an emergency or potential emergency.

Under the legislation of the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 (the EMCPA), members of the MECG must participate in emergency training and exercises. By completing training and exercises, the MECG members will gain a better understanding of their roles in an emergency, which will allow them to fulfill those roles more effectively when needed. The members and agencies affiliated with the designated control group are expected to develop their own internal notification lists, procedures, and contingency plans to fulfill the responsibilities of their department or agency.

It is important that the Municipality's residents and businesses, as well as any interested visitors, are aware of the provisions set forth in the ERP. Copies of the Municipality ERP may be viewed on the Municipality's website (www.porthope.ca).

1.3 Community Emergency Management Coordinator Contact Information

For more information on emergency management within the Municipality, please contact one of the following:

Community Emergency Management Coordinator

Jason M. Williams
Director, Protective Services and Emergency Management
Municipality of Port Hope
245 Ontario Street
Port Hope, ON L1A 2V9
905-885-6104

Alternate Community Emergency Management Coordinator

Jeff Ogden
Fire Chief
245 Ontario Street
Port Hope, ON L1A 2V9
905-753-2230

1.4 Purpose of the Emergency Response Plan

The ERP provides the Municipality with information to make extraordinary arrangements and take measures to respond to an emergency or potential emergency. These actions will help protect the health, safety, welfare, and property of the Municipality's residents, businesses, and visitors. The ERP also establishes the steps that the Municipality should take to facilitate a centralized, controlled, and coordinated response to emergencies or potential emergencies.

The ERP also incorporates supplementary plans (Annexes), which provide detailed response procedures for the threats identified by the Municipality's hazard identification and risk assessment (HIRA).

1.5 Authority Over the Emergency Response Plan

The ERP was developed and implemented in accordance with the EMCPA. The Municipality of Port Hope Council (Council) has adopted the ERP through bylaw and has filed the ERP with Emergency Management Ontario (EMO).

1.6 Confidentiality

The Municipality of Port Hope ERP is a public document. The Municipality of Port Hope ERP Annexes are confidential (due to the personal and proprietary information those documents contain).

Any personal information collected for the ERP is collected under the authority of the EMCPA. This information shall be used solely for the following purposes:

- emergency planning and preparation
- emergency response
- training exercises

1.7 Hazard Identification Risk Assessment

Under the EMCPA, the Municipality must review its HIRA annually. That review determines the probability and consequence levels of the Municipality's identified hazards. See Annex E: Hazard Identification and Risk Analysis for a list of the hazards identified by the Municipality's HIRA.

1.8 Maintenance and Revision

The Municipality's Emergency Management Program Committee (EMPC) must review the ERP annually.

The Municipality's Community Emergency Management Coordinator (CEMC) is authorized to make administrative revisions to the ERP or changes to the Annexes as

required. (If the ERP requires substantial changes, Council must approve the revisions through a bylaw.) The CEMC will also determine a maintenance schedule regarding the frequency of the ERP's review.

The annual review will include the following:

- testing the listed emergency telephone numbers to ensure they are current
- testing the notification system
- updating the vital services and local services directories
- reviewing the Municipality's HIRA and critical infrastructure
- conducting a tabletop or large-scale exercise for the MECG
- training the MECG support staff on components of the ERP as needed

Additionally, each department and agency that provides a service as part of the ERP must prepare emergency procedures or guidelines that detail how they will fulfill their responsibilities under the ERP during an emergency. Each department and agency must also designate a staff member to maintain its own emergency procedures or guidelines.

1.9 Emergency Management Program Committee

The EMPC, in conjunction with the CEMC, will oversee the development, implementation, and maintenance of the Municipality's emergency management and business continuity programs.

The EMPC will recommend the following for the Municipality:

- an emergency plan that includes strategies for protecting the health, safety, welfare, and economic strength of residents, businesses, and visitors during an emergency (**Note:** This plan should also consider environmental impacts.)
- a business continuity plan that ensures municipal services can continue operating during an incident

The EMPC will comprise the following members (as approved by Council through a bylaw):

- Community Emergency Management Coordinator
- Protective Service Committee representative
- fire services representative
- municipal police service representative
- administrative assistant (Protective Services)

2.0 Incident Management System

2.1 Overview of the Incident Management System

The Municipality's MECG has adopted the Province of Ontario's Incident Management System (IMS) as the process it will use to manage emergency responses.

The IMS has the following five functions:

- Command
- Operations
- Planning
- Logistics
- Finance & Administration

Figure 1 illustrates the positions and hierarchy of the IMS for the Municipality's Emergency Operations Centre (EOC).

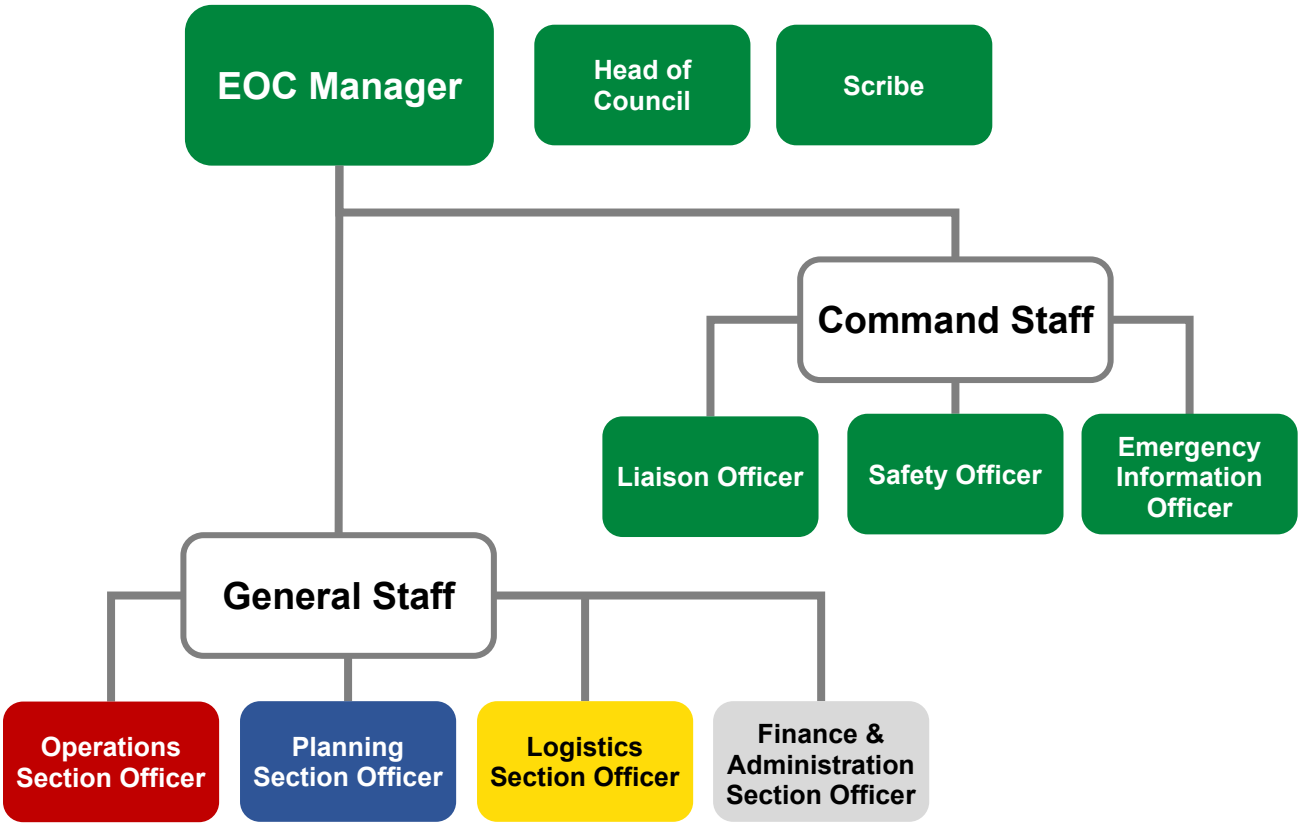

Figure 1. Organizational structure of the IMS.

Table 2 summarizes the general responsibilities for each IMS position.

Table 2. General IMS positions and responsibilities.

Function	Colour ID	General Responsibilities
EOC Manager	**Green**	• Oversee the management of the EOC facility. • Oversee the management of the EOC's assigned resources. • Support to the site incident commander. • Designate a member of the MECG to act as the Risk Manager and provide advice regarding risk exposure, due diligence, and claims-handling procedures.
Head of Council (HOC)	**Green**	• Keep Council informed about the status of an emergency. • Make policy decisions based on the MECG's recommendations. • Act as the lead spokesperson during the emergency response.
Safety Officer (SO)	**Green**	• Monitor safety conditions. • Develop safety measures regarding the overall health and safety of all responders. • **Note:** The SO must have the knowledge and professional experience to control or reduce occupational hazards and exposures.
Emergency Information Officer (EIO)	**Green**	• Develop emergency information regarding the incident and release that information to the public. • **Note:** The EOC Manager must approve all emergency information that the EIO releases.
Liaison Officer (LO)	**Green**	• Serve as the primary contact for any assisting/supporting organizations. • Advise the EOC Manager of issues related to outside support, including current or potential inter-organizational needs.
Scribe	**Green**	• Keep accurate documentation of the MECG's decisions and actions during the response.

Function	Colour ID	General Responsibilities
Operations Section Officer	**Red**	• Provide the overall supervision and leadership of the Operations Section. • Oversee the implementation of the EOC incident action plan. • Manage the organization and assignment of all Operations Section resources.
Planning Section Officer	**Blue**	• Provide the overall supervision and leadership of the Planning Section. • Manage the organization and assignment of all Planning Section resources. • Coordinate the development of the EOC incident action plan for each operational period. • Collect, collate, evaluate, analyze, and disseminate incident information.
Logistics Section Officer	**Yellow**	• Provide the facilities, services, and materials needed to support response efforts. • Participate in the development of the logistics-related section of the EOC incident action plan. • Activate and supervise the EOC branches and units. • Manage the organization and assignment of Logistics Section resources.
Finance & Administration Section Officer	**Grey**	• Provide financial and administrative support during emergency responses (including all business processes, cost analyses, and financial and administrative aspects). • Ensure compliance with financial policies and procedures is met. • Provide direction and supervision to the Finance & Administration Section's staff (including managing their organizational structure and assignment).

3.0 Notification Procedure

3.1 Emergency Monitoring Status Indicators

As part of its notification system, the Municipality has established four emergency monitoring status indicators (summarized in Table 3). The indicators identify the phases of an emergency and the actions or monitoring that the MECG should complete during each phase.

Table 3. Emergency monitoring status indicators.

Condition	Colour ID	Definition
Routine	**Green**	Notification of routine conditions means that the Municipality is operating under normal conditions. Under these conditions, the Municipality maintains ongoing surveillance for abnormal events.
Enhanced	**Yellow**	Notification of enhanced conditions means that an abnormal event or a potential or actual emergency has been detected or is in development. Under these conditions, the Municipality enhances its monitoring and takes appropriate related actions. The Municipality could also activate its ERP and EOC under these conditions.
Emergency	**Red**	Notification of emergency conditions means that the Municipality is in an emergency response mode. Under these conditions, the Municipality implements its ERP and activates its EOC to coordinate the appropriate response activities.
Recovery	**Grey**	Notification of recovery conditions means that the Municipality is working to ensure a smooth transition from enhanced or emergency conditions back to routine conditions.

3.2 Notification System

When a member of the MECG receives a warning of a real or potential emergency, that member shall contact the CEMC to initiate the following notification procedures.

For routine or enhanced conditions:

- Use the system provided by Rave Mobile Safety to complete the notifications.
- All MECG members are responsible for notifying their staff of the emergency (if required).

For emergency conditions or to activate the EOC:

- The MECG member making the notification must contact the CEMC or alternate CEMC. The contacted CEMC will then begin the notification process by using the Municipality's notification system (provided by Rave Mobile Safety). All MECG members must respond to the activation and state whether they will report to the EOC.
- When the CEMC initiates the notification process, they will provide the following details to the MECG:
    - the date and time they activated the system
    - the nature of the emergency (if possible)
    - the location of the EOC (specifying whether it is the primary or alternate facility)
    - the time the MECG will meet
    - the need to standby, call-to-assemble, or log in virtually
    - a list of items to bring to the EOC
    - any special precautions (such as whether there is a need to take alternate transit routes or be aware of health hazards)

The Municipality must keep records of the date and time the MECG members were contacted and the times they arrived at the EOC.

See Annex A: Municipal Emergency Control Group Activation Checklists & Forms for a sample notification script.

See Annex B: Contact Numbers for a list of contact phone numbers and addresses for the primary MECG members (and their alternates).

4.0 Emergency Operations Centre

4.1 Municipal Emergency Control Group

The MECG is responsible for monitoring and controlling emergency responses. All MECG members will attend the EOC at the initial level of activation. The EOC Manager will then select the staff and resources needed for the emergency response based on the scale of the incident and the potential impact on the community.

The MECG consists of the following functions:

- EOC Manager
- Chief Administrative Officer (CAO)
- Head of Council
- Liaison Officer
- Safety Officer
- Emergency Information Officer
- Operations Section Officer
- Planning Section Officer
- Logistics Section Officer
- Finance & Administration Section Officer
- Scribe

The MECG will staff those functions according to the contact list in Annex B: Contact Numbers.

Figure 2 illustrates the IMS positions and organizational structure used by the Municipality. In the Municipality's organizational structure, the CAO supports the EOC Manager and acts as the link with Council. See section 6.2 for a complete list of the CAO's roles and responsibilities regarding emergency management.

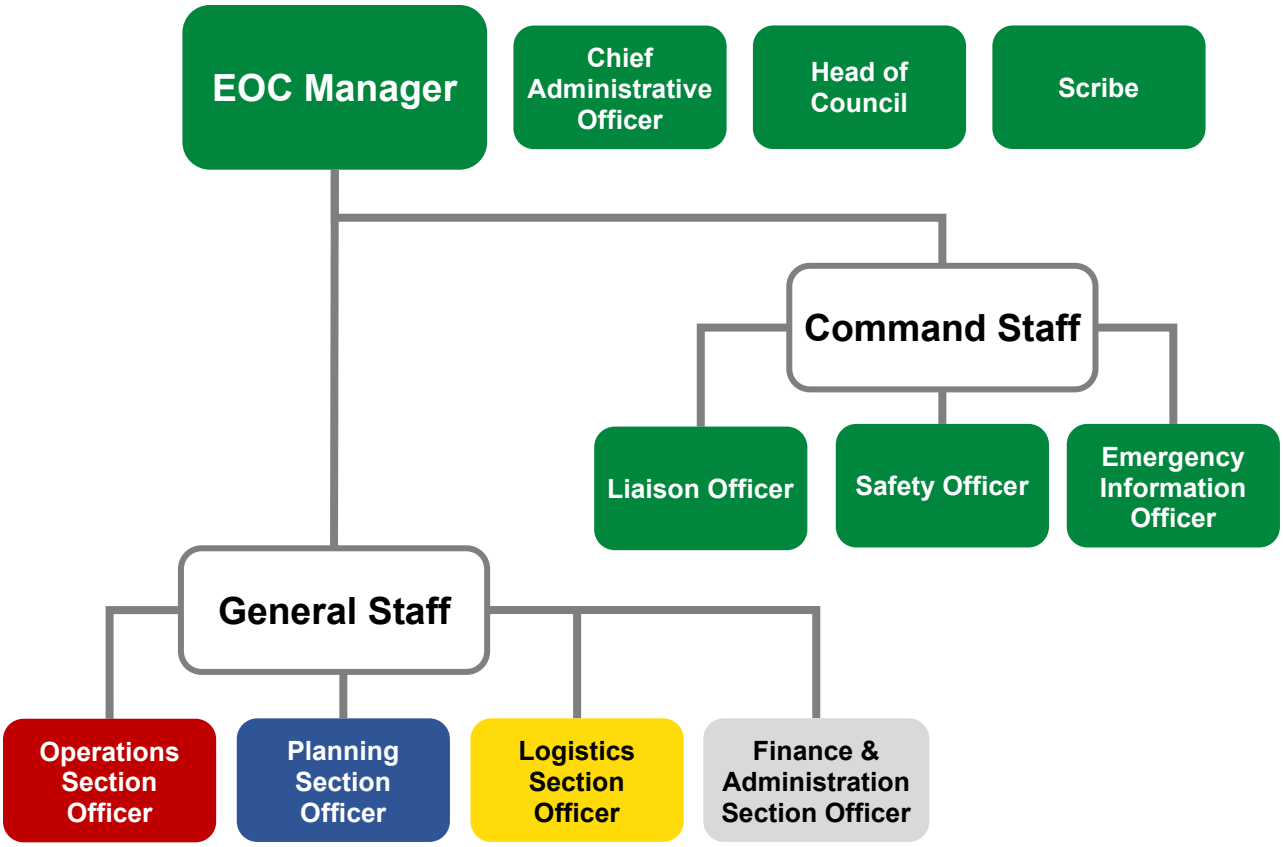

Figure 2. IMS organizational structure for the Municipality of Port Hope.

4.2 Setting Up the Emergency Operations Centre

The Municipality has both primary and secondary EOCs. If the primary EOC is not suitable due to the location and scope of the emergency, the CEMC will designate a secondary EOC at the time of the emergency. See Annex C for the Municipality's EOC locations.

Once the MECG receives confirmation to activate the EOC, any of its members can begin setting up the facility as soon as it is practical. The EOC Manager and the CEMC will work together to determine the layout and equipment needed for the response.

Upon arrival at the EOC, each MECG member will complete the following steps:

1. Sign in.
2. Check phone/devices for any messages delivered prior to your arrival.
3. Obtain a personal log.
4. Contact your agency to obtain a status report, then activate the departmental plan (if necessary).
5. Participate in the initial briefing.

6. Participate in planning the initial response and decision-making process.
7. Relay MECG decisions to your department or organization.
8. Continue participating in the EOC operations cycle.

Upon leaving the EOC, each MECG member will complete the following steps:

1. Conduct a handover with the person relieving you (if applicable).
2. Sign out.
3. Inform the CEMC where they can contact you (in case you are needed at the EOC again).

The MECG does not need all its members present to function; however, each member must still be contacted when an emergency notification is given. The MECG can begin functioning upon the arrival of any three of its members at the EOC. As members continue to arrive, they will join the operation in progress.

Once the EOC is set up, the EOC Manager will assign a scribe to maintain the EOC's status boards, maps, and master event log. The scribe will display these documents in a prominent place and ensure they are kept current.

The Municipality must ensure that its EOC facilities meet the following criteria:

- The facility must be comfortable.
- The facility must have an effective communication system and communication capabilities.
- The facility must be secure from unnecessary distractions.

Only MECG members and support staff should have access to the EOC. All other persons and groups must receive authorization from the MECG to enter the EOC. No media presence is allowed in the EOC.

4.3 Emergency Operations Centre Support

Depending on the emergency, the EOC may require expertise or support from additional sources to help mitigate the incident. The EOC can request assistance from the following external contacts:

- Council
- Northumberland County Paramedic Service representative
- Ontario Provincial Police representative
- Northumberland County CEMC

- Haliburton Kawartha Pine Ridge Health representative
- Northumberland County Social Services representative
- municipal staff
- Emergency Management Ontario
- IT support
- Amateur Radio Emergency Service

Note: The EOC Manager can request other experts to attend the EOC as they see fit.

4.4 Emergency Operations Centre Meetings

The MECG members will gather at regular intervals to inform each other of actions taken and problems encountered since their previous meeting. The EOC Manager will establish the frequency of these meetings and their agenda items. Meetings will be as brief as possible to allow time for the MECG members to carry out their responsibilities.

Figure 3 illustrates the recommended hourly activities for MECG (barring any disruptions to EOC operations).

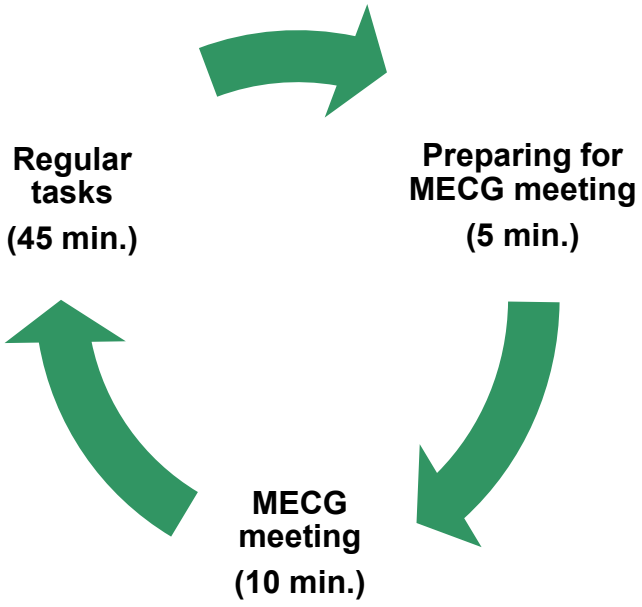

Figure 3. Recommended one-hour work cycle for the MECG.

5.0 Emergency Site Management

5.1 Definition of an Emergency Site

An emergency site is the location of an emergency. The emergency site also includes an area called “buffer space,” which is the area around the emergency where response activities are conducted.

Although each emergency site differs, Figure 4 illustrates a general diagram of an emergency site and how to set up the site’s buffer space. (**Note:** The diagram is included for reference purposes only.)

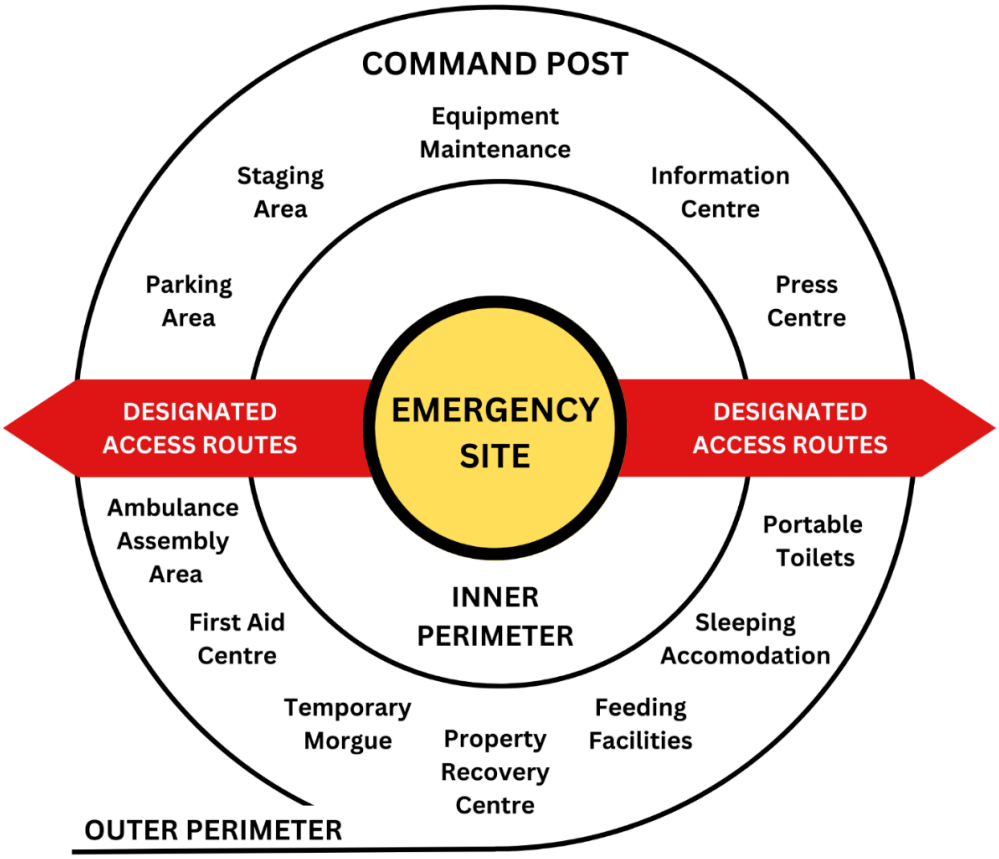

Figure 4. Diagram of a suggested emergency site layout.

5.2 Responsibilities of the Emergency Site Manager

An emergency site manager (ESM) is an individual appointed to control the operations at an emergency site. If the incident involves more than one emergency site, each site will have its own ESM. The on-scene responders at the emergency site initially select the ESM based on the type of emergency that has occurred. Once the responders appoint an ESM, the MECG must approve the selection.

After they are appointed, the ESM has the following responsibilities:

- Take control of the emergency site.
- Assume the ultimate responsibility for all aspects of the emergency site.
- Limit responsibilities/activities to actions conducted within the perimeter of the emergency site. (Anything outside those boundaries must be handled by the appropriate off-site response personnel.)

Overall, the ESM's objective is to take control of their designated emergency site and coordinate the response in that area.

See section 7.6 for a full list of the ESM's responsibilities.

6.0 Responsibilities of the Municipal Control Group

6.1 Emergency Operations Centre Manager

The Emergency Operations Centre (EOC) Manager has the following responsibilities:

- Assess the incident and determine the appropriate activation level for the Municipal Emergency Control Group (MECG).
- Establish the EOC's priorities, strategies, and goals based on the level of response needed.
- Coordinate all operations within the EOC, including scheduling regular meetings.
- Chair MECG meetings.
- Determine the required IMS sections and then assign section officers as appropriate.
- Approve the implementation of the incident action plan (IAP). This task includes reviewing the IAP for completeness and accuracy, verifying that its objectives are prioritized, and signing the IAP.
- Ensure that an EOC check-in procedure is established.
- Establish the operational period and briefing schedule.
- Ensure that an incident organization chart is posted and completed.
- Monitor the activities of the Command Staff and General Staff to ensure that they are taking appropriate actions during the response and recovery phases of the emergency.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Authorize the demobilization of sections, branches, and units when they are no longer required.
- Ensure that all required forms and reports are completed prior to demobilization.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.2 Chief Administrative Officer

The Chief Administrative Officer has the following responsibilities:

- Support the Emergency Operations Centre (EOC) Manager and the Municipal Emergency Control Group (MECG).
- Determine the status of any emergency declaration/termination and any delegation of authority.
- Advise the Head of Council regarding the need to declare or terminate an emergency. Provide any required information, including policies and procedures, as appropriate.
- Provide information and briefings to senior and elected officials as required.
- Work with the Head of Council to approve major announcements and media releases prepared by the Emergency Information Officer.
- Designate a member of the MECG as the Risk Manager to provide advice regarding risk exposure, due diligence, and claims-handling procedures.
- Ensure the appropriate legal and statutory requirements are followed.
- Review requests for critical resources. Confirm ordering authority within the organization and confirm all orders requiring authorization from the EOC Manager.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.3 Head of Council/Acting Head of Council

The Head of Council/Acting Head of Council has the following responsibilities:

- Declare an emergency and designate its area.
- Terminate the declared emergency (when appropriate).
- Ensure that all Council members are advised of all emergency declarations and terminations and are kept informed of the operational situation during the emergency.
- Ensure that the Ministry of the Solicitor General and the Ontario Fire Marshal and Emergency Management both receive notification of all emergency declarations and terminations.
- Ensure that the local member of parliament and the local member of provincial parliament both receive notification of all emergency declarations and terminations.
- Request assistance from neighbouring municipalities, Northumberland County, and the provincial and federal government as required.
- Act as the lead spokesperson for press conferences or media interviews as required.
- Work with the Chief Administrative Officer and the Emergency Information Officer to develop media releases.
- Call and convene emergency Council meetings as required.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.4 Liaison Officer

The Liaison Officer has the following responsibilities:

- Identify the current organization of the Emergency Operations Centre (EOC) and the emergency response efforts by using an incident organization chart, an organization assignment list, and a resource assignment list.
- Determine the organizations involved with the incident (such as governmental, non-governmental, and private sector agencies).
- Determine the following:
    - Are the involved organizations assisting with emergency response efforts (by providing personnel, services, or other assistance/resources to the agency directly responsible for managing the incident)?
    - Are the involved organizations supporting emergency response efforts (by providing support services to the agency directly responsible for managing the incident, but not providing any direct support to the incident response efforts)?
- Obtain information from supporting organizations, such as:
    - contact persons (including email addresses and phone numbers)
    - radio frequencies
    - cooperative agreements
    - resource types and availability
    - number and condition of personnel and equipment
    - organizational constraints/limitations
- Liaise with external agencies as required.
- Contact and brief the supporting organizations' representatives.
- Interview representatives from the supporting organizations regarding resources, capabilities, and restrictions on use. This responsibility includes providing information at planning meetings as needed.
- Monitor incident operations to identify potential inter-organizational problems. Keep the EOC Manager informed of such issues.
- Provide the Municipal Emergency Control Group (MECG) with information and advice regarding emergency social services functions, including the management of evacuation centres.
- Ensure the well-being of residents displaced from their homes by arranging emergency lodging, clothing, food, registration, inquiries, and personal services as required.

- Supervise the opening and operation of any temporary or long-term evacuation centres and ensure that they are adequately staffed.
- Contact emergency social services staff and voluntary support agencies and then place them on standby. (Support agencies include the Canadian Red Cross, Salvation Army, St. John Ambulance, Victim Services, and local volunteer supports.) Activate and register the agencies upon receiving appropriate notification.
- Maintain a list of supporting and assisting organizations and ensure that it remains current.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.5 Safety Officer

The Safety Officer has the following responsibilities:

- Work with the Operations Section to ensure that responders are as safe as possible given the circumstances of the incident.
- Advise the Emergency Operations Centre (EOC) Manager of any safety issues.
- Ensure that adequate levels of personal protective equipment are available. This responsibility includes ensuring that staff receive proper training on using their assigned personal protective equipment and that they are using the equipment as intended.
- Staff and organize high-risk operations that require the assistance of safety officers at each emergency site (as appropriate).
- Identify and then correct or terminate any potentially unsafe acts. Coordinate corrective actions with the EOC Manager and the Operations Section regarding the implementation of these actions.
- Assist in the review of the incident action plan (IAP) to identify safety concerns.
- Liaise with the Ministry of Labour and Joint Health and Safety Committee as required.
- Investigate any injuries that occur during the incident. Ensure the accident scene is preserved and the investigation is documented correctly.
- Obtain updates from all on-site assistant safety officers prior to any planning meetings.
- Complete an incident safety analysis.
- Participate in planning meetings and review the tactical options being considered. If any tactical option is potentially unsafe, help identify protective actions or alternate tactics. Discuss accidents/injuries to date and then recommend preventative or corrective actions if required.
- Complete the following documents as necessary:
    - incident medical plan
    - incident objectives
    - safety messages
    - safety plan
- Coordinate staff wellness and critical incident stress debriefings as required.
- Secure the scene of any workplace accident and investigate the incident with the Ministry of Labour and the Joint Health and Safety Committee as required.

- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.6 Emergency Information Officer

The Emergency Information Officer has the following responsibilities:

- Provide the Municipal Emergency Control Group (MECG) with information and advice regarding matters raised by public inquiry or the media.
- Develop all media releases in consultation with the MECG. Seek approval from the Emergency Operations Centre (EOC) Manager before distributing any information.
- Prepare the initial information summary as soon as possible after the EOC is activated.
- Ensure public inquiry lines are set up and staffed (including 211).
- Assess the need for special alerts and warning efforts, including for persons with special needs.
- Provide direction and regular updates to public inquiry personnel to ensure that the most accurate and current information is disseminated to the public.
- Establish an emergency information centre or media area at a distance from the emergency site and the EOC.
- Coordinate interviews and media conferences for members of Council and the MECG.
- Work with the Head of Council and the Chief Administrative Officer (CAO) to ensure that all information released to the media, public, Council, and staff is consistent, accurate, and has CAO approval.
- Monitor news coverage and social media channels to correct any misinformation that is shared.
- Establish a schedule for news briefings linked to the operational period.
- Maintain a copy of all media releases.
- Ensure that internal staff receive regular updates about the status of the emergency.
- Develop pre-authorized messages to distribute during the initial stages of the emergency.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.7 Scribes

Scribes have the following responsibilities:

- Support the Emergency Operations Centre (EOC) Manager, the Head of Council, and the Chief Administrative Officer with information flow and resource tracking.
- Record all key decisions and actions made by the Municipal Emergency Control Group (MECG).
- Record all decisions and proceedings made by the MECG on the EOC's master event log.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.8 Operations Section

The Operations Section has the following responsibilities:

- Assist the Emergency Operations Centre (EOC) Manager with determining objectives and strategies.
- Identify the current organization and location of resources and assignments.
- Determine the location of the current staging area and its assigned resources.
- Ensure that the Operations Section is equipped with the appropriate personnel, equipment, and supplies.
- Ensure that the Operations Section is functioning efficiently, maintaining the safety of its members, and maintaining an adequate level of control.
- Work with the EOC Manager to establish the operational period.
- Coordinate and conduct operations briefings.
- Assign Operations Section personnel per the incident action plan (IAP).
- Work with members of the Municipal Emergency Control Group (MECG) to coordinate operational activities.
- Initiate mutual aid agreements as required.
- Liaise with external fire agencies.
- Coordinate emergency vehicles and resources as required.
- Determine if additional or specialized resources or equipment are required (such as Heavy Urban Search and Rescue and Chemical, Biological, Radiological, Nuclear and Explosive teams). Request any needed resources through the Provincial Emergency Operation Centre (PEOC).
- Establish and maintain ongoing communications with all emergency sites and emergency site managers.
- Develop and manage tactical operations to meet incident objectives. Complete an operational planning worksheet or EOC tactics worksheet.
- Evaluate the situation and provide updates to the EOC Manager and the Planning Section regarding the location, status, and assignment of resources. Relay the effectiveness of tactics and desired contingency plans and the need for any additional resources.
- Ensure that resource orders and logistical support needs are communicated to the Logistics Section in a timely fashion.
- Upon the EOC Manager’s instruction, inform the Planning Section Officer regarding the operational portion of the written IAP. Identify the specific tactical assignments and resources needed to accomplish assignments.

- Notify the Liaison Officer of any issues regarding cooperation in the EOC and amongst assisting organizations.
- Keep the Safety Officer involved in tactical decision-making.
- Keep the Incident Commander informed about the status of operational efforts.
- Coordinate field visits with the Emergency Information Officer.
- Attend tactical meetings with the Planning Section Officer, Safety Officer, and Incident Commander to review strategies and discuss tactical options before planning meetings are held.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.9 Planning Section

The Planning Section has the following responsibilities:

- Determine the status of available resources.
- Determine if the emergency response necessitates a written or verbal incident action plan (IAP) and then develop the required IAP.
- Work with the Emergency Operations Centre (EOC) Manager to determine the time and location of business planning cycle meetings.
- Ensure the EOC facility has the proper setup and is ready for operations.
- Ensure that all members of the Municipal Emergency Control Group (MECG) have the necessary plans, resources, supplies, maps, and equipment to fulfill their responsibilities.
- Conduct long-range or contingency planning by reviewing the incident and the current and projected resource availability. Develop alternative strategies and identify the resources needed to implement contingency plans.
- Ensure that municipal facilities are available to serve as evacuation or reception centres if required.
- Develop plans for business resumption, demobilization, and recovery.
- Display incident status summary information.
- Prepare and distribute the written IAP and the minutes from the business planning meetings.
- Ensure that the Emergency Information Officer has immediate access to EOC status reports and displays.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.10 Logistics Section

The Logistics Section has the following responsibilities:

- Review the situation and resource status of the personnel assigned to the incident. Review the current organizational structure and determine which incident facilities are activated or require activation.
- Ensure that the Logistics Section has the appropriate equipment and supplies in place, including maps, status boards, vendor references, and other resource directories.
- Work with the Operations Section to identify the immediate need for resources.
- Obtain and track any resources that the Operations Section has identified as necessary.
- Work with the Operations Section to prioritize and validate resource requests.
- Arrange for any additional fleet needs as required, including fuel and parts. Arrange to receive additional fleet needs from other municipalities or rental companies if required.
- Obtain, maintain, and account for essential personnel, equipment, and supplies beyond those immediately accessible to the Operations Section.
- Provide the Municipal Emergency Control Group (MECG) with information regarding the geography of the emergency site, including the number of homes and businesses in the affected area.
- Provide updates on resource availability, support needs, identified shortages, and the estimated time of arrival for key resources.
- Identify future operational needs (both primary and contingent) to anticipate logistical requirements.
- Help prepare a transportation plan (if required).
- Provide the MECG with information and advice on public works, utilities, facilities, water and wastewater, environmental concerns, and building services.
- Provide engineering assistance, such as the construction, maintenance, and repair of public roads, and assist with road closures and roadblocks.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

6.11 Finance & Administration Section

The Finance & Administration Section has the following responsibilities:

- Provide financial and cost analysis support during the incident.
- Identify and track sources of funding.
- Arrange to advance funds to those in need and arrange for the recovery of those funds as required.
- Issue payment for all emergency-related expenditures as required.
- Track timesheets for all response personnel and equipment.
- Maintain accurate and detailed records of all emergency-related expenditures.
- Analyze the impact of the emergency on the municipal budget.
- Prepare insurance claims on behalf of the Municipality of Port Hope. Prepare claims for provincial and federal funding as applicable.
- Ensure that records of human resources and administrative details involving financial liability are completed.
- Analyze the potential for legal claims that may arise from the incident or the response activities.
- Meet with any assisting or supporting organizations to determine potential cost-sharing agreements or financial obligations as required.
- Initiate, maintain, and ensure the completeness of the documentation needed to support claims for emergency funds. This responsibility includes auditing and documenting labour, equipment (rented or purchased), materials, services, and expendable supplies.
- Assist the Logistics Section with resource procurement, identifying vendors for which open purchase orders or contracts must be established, and negotiating ad-hoc contracts.
- Provide telecommunication/IT services and resources during the incident.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.0 Responsibilities of Municipal Emergency Control Group Support

7.1 Councillors

Councillors on the Municipality of Port Hope Council have the following responsibilities:

- Assist the Head of Council (HOC) as requested.
- Act as HOC when required.
- Attend all emergency council meetings called by the HOC.
- Provide comfort and support to residents affected by the emergency.
- Advocate the community's needs during an emergency to Council.
- Disseminate the communication/messages approved by the Municipal Emergency Control Group (MECG) to Council and the community to ensure that the Municipality of Port Hope receives consistent and appropriate messages throughout the emergency.
- Participate in MECG-approved press conferences or media interviews as required.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.2 Police Services

The Port Hope Police Service and the Ontario Provincial Police provide police services for the Municipality of Port Hope. The police services representatives have the following responsibilities:

- Provide the Municipal Emergency Control Group (MECG) with information and advice regarding policing and security matters.
- Assume the role of Emergency Site Manager (depending on the nature of the emergency).
- Establish and maintain ongoing communications with the senior police representative at the emergency site.
- Ensure that there are established perimeters (both inner and outer), security, and crowd control at the emergency site.
- Provide traffic control to facilitate the movement of emergency vehicles.
- Alert persons in danger due to the emergency and coordinate evacuation procedures (including evacuation routes).
- If an evacuation is needed, contact the residents in the affected areas and advise them of the need to evacuate. Enforce the evacuation of occupants (if appropriate).
- Protect lives, property, and the provision of law and order.
- Provide police services in evacuation centres, morgues, and other facilities as required.
- Notify the coroner of fatalities.
- Liaise with external police agencies as required.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.3 Paramedic Services

The Northumberland County Paramedic Services provide paramedic services for the Municipality of Port Hope. The paramedic services representatives have the following responsibilities:

- Ensure that emergency medical services are available at the emergency site, including triage, treatment, and the transportation of patients to the appropriate receiving facilities.
- Assume the role of Emergency Site Manager (depending on the nature of the emergency).
- Establish and maintain ongoing communications with the senior paramedic official at the emergency site.
- Obtain additional paramedic and medical support from other municipalities or senior levels of government as required.
- Advise the Municipal Emergency Control Group (MECG) if other means of transportation are required for large-scale responses.
- Liaise with the Ministry of Health and Long-term Care Central Ambulance Communications Centre to ensure a balanced emergency coverage is always available throughout the community.
- Liaise with receiving hospitals and the local health integration network to coordinate support for affected hospitals and health services as required.
- Liaise with the Medical Officer of Health as required.
- Liaise with the Ministry of Health and Long-term Care Emergency Management Branch as required.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.4 Emergency Social Services

Northumberland County Emergency Social Services provide social services for the Municipality of Port Hope. The emergency social services representative has the following responsibilities:

- Provide the Municipal Emergency Control Group (MECG) with information and advice regarding emergency social services and their related functions, including managing evacuation centres within the scope of approved services at the county level.
- Contact emergency social services staff and voluntary support agencies and place them on standby. (Support agencies include the Canadian Red Cross, Salvation Army, and Victim Services at the county level.) Activate the agencies upon receiving appropriate notification.
- Help ensure the well-being of displaced residents by arranging emergency lodging, clothing, food, registration, inquiries, and personal services as required.
- Supervise the opening and operation of any temporary or long-term evacuation centres. Ensure that the facilities have adequate staffing at the county level.
- Maintain a log of all decisions and actions taken during the response and recovery phases of the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.5 Medical Officer of Health

The Medical Officer of Health for the Municipality of Port Hope is the Haliburton Kawartha Pine Ridge Health Unit Medical Officer of Health (or their alternate). The Medical Officer of Health has the following responsibilities:

- Coordinate public health services with the Emergency Operations Centre (EOC), emergency and support services, and other responding agencies.
- Provide a staff member to attend the emergency site command post (if required).
- Liaise with the Ontario Ministry of Health Public Health Division and the Chief Medical Officer of Health as required.
- Liaise with the appropriate public health agencies to coordinate an augmented public health response as required.
- Provide advice regarding issues that may adversely affect public health within Northumberland County.
- Coordinate the response to communicable disease-related emergencies or anticipated epidemics as per the directions of the Ministry of Health.
- Coordinate agency resources to prevent and control the spread of disease during emergencies in Northumberland County.
- Coordinate vaccine storage, handling, and distribution across Northumberland County.
- Initiate mass vaccination campaigns during disease outbreaks in affected municipalities in Northumberland County.
- Liaise with the Logistics Section Officer (or alternate) within the EOC to ensure that potable water, community sanitation, maintenance, and sanitary facilities are available.
- Arrange inspections of any established evacuation centres. Make recommendations and initiate remedial action regarding the following:
    - accommodation standards related to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, facility layout, and facility operation
    - food handling, storage, preparation, and service
    - general health and safety practices regarding injury prevention
- Liaise with local social service agencies on areas of mutual concern regarding evacuation centres, such as:
    - victim assessment, support, and referral
    - public health information and community networks

- Work with municipal representatives of affected communities to inspect and provide advice regarding evacuating residential buildings that pose a public health threat.
- Liaise with the coroner to coordinate the morgue activities in the community. Assist where necessary.
- Provide instructions and health information through public service announcements and information networks.
- Hold debriefing sessions post-emergency and liaise with the MECGs from each involved municipality. Determine how effectively and efficiently each responding agency executed its response efforts.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.6 Emergency Site Manager

The Emergency Site Manager (ESM) has the following responsibilities:

- Set up a unified command post and establish communications with the Operations Section Officer and the other on-site agencies.
- Organize a management team and arrange a management cycle.
- Determine the inner and outer perimeters of the emergency site and ensure they are established.
- Organize the layout of the emergency site.
- Confer with the heads of the other on-site agencies to ascertain the situation and the response needed.
- Relay information to the Operations Section Officer about the status of the emergency site. Request any necessary resources.
- Relay directions and information from the Operations Section Officer to the on-site responders.
- Coordinate the activities of the on-site responders.
- Arrange a relief system for the on-site responders.
- Facilitate media visits to the emergency site (as requested by the Emergency Information Officer).
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

7.7 Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) has the following responsibilities:

- Ensure that the Municipality of Port Hope complies with the Emergency Management and Civil Protection Act.
- Complete all training required by the Ontario Fire Marshal and emergency management practices.
- Coordinate the development and implementation of the Municipality of Port Hope Emergency Management Program (EMP).
- Maintaining the Municipality of Port Hope EMP to the applicable provincial standards.
- Arrange and document all meetings with the Operations Advisory Committee discussing emergency management issues or plan reviews.
- Submit the required annual documents to the province to maintain the Municipality of Port Hope's program standard certifications.
- Maintain a log of all decisions and actions taken during the response to the emergency.
- Prepare and submit a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Municipality of Port Hope Emergency Response Plan or supplementary plans.

Schedule 'B' – EMPC Terms of Reference

Mission:

To oversee the development, implementation and continuous improvement of the Municipality's Emergency Management (EM) Program.

Background:

The Community Emergency Management Program Committee was established in 2005, in order to achieve compliance with the *Emergency Management and Civil Protection Act*. The committee membership was endorsed by Council Resolution No. 161/2005 on June 28, 2005.

The growth and changing demographics of the municipality, evolving risks and hazards, and changes to requirements issued by the Province of Ontario have driven changes to the committee objectives, composition and activities since then. This Terms of Reference reflects the efforts of the committee to keep the Municipality of Port Hope in line with these changes while striving to continuously improve the Emergency Management Program with best practices.

Objectives:

- Develop and continuously improve an emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation preparedness, response and recovery;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Municipality of Port Hope that may occur as the result of an emergency;
- To facilitate communication between the Municipal Emergency Control Group and all Support Agencies; and
- To advise Council on the development and implementation of the EM Program

Composition:

The persons from time to time holding the following positions in the Municipality, or their designates, shall be members of the Emergency Management Program Committee:

a. Community Emergency Management Coordinator
b. Fire Services representative
c. Municipal Police Service representative
d. Committee of the Whole Chair of Protective Services
e. Administrative Assistant (Protective Services)

Terms of Office:

A Councillor will be appointed as Committee of the Whole Chair of the Protective Services Department for each term of Council after the Municipal Election to sit on the Emergency Management Program Committee.

Quorum:
A quorum shall consist of 50 percent of the voting members who are staff of the Municipality of Port Hope.

Motions:
Decisions made during Emergency Management Program Committee meetings are by making a motion, having it seconded and having it voted on and passed by the Committee.

Meetings of the Committee shall be governed by Procedural By-law, Legislation, and Robert's Rules of Order

Chair:
It is generally accepted that the CEMC is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the CEMC at a given meeting the alternate CEMC will be the chairperson for that meeting.

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule
- Preparation of meeting agendas and minutes of meetings
- Facilitate meetings
- Ensure completion of tasks by Committee members

Role of Members

The members of the Emergency Management Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits
- Participate in discussion and planning and share in the workload of the Committee
- Provide expertise in their professional area of responsibility
- Provide regrets to the Chairperson if unable to attend
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

Sub-Committee:

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary.

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

1) Through the minutes of the meetings;
   or
2) As deemed necessary by the Committee for submission.

Frequency of Meetings:

The meetings of the Committee shall occur as required to ensure compliance with this By-law.

Closed Sessions:

Due to the nature of activity, portions of a meeting may be closed from time to time.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Budget:

Funds for the Emergency Management Program are included in the operating budget of the Protective Services Department for Emergency Planning and Program Training.

Activities and Responsibilities:

The 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 and national best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery. The Emergency Management Program Committee shall:

1. Develop, implement and maintain an emergency plan as required by Section 3 (1) of the *Emergency Management and Civil Protection Act.*
2. Provide 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. Training and a risk-based exercise shall be delivered annually to the Municipal Emergency Control Group.
3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes.
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the Municipality, and make recommendations for any changes.

6. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.
7. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.