The Corporation of The City of Quinte West

Community Emergency Response Plan

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Emergency Plan approved by Council By-law 12-149 dated July 11, 2016.
This Emergency Plan is a public document with the exception of all Appendices. All appendices are deemed CONFIDENTIAL (See Section 2 – Authority)

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Emergency Plan
Forward

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

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and primary responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed for the designated Community Control Group to utilize an Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly and safely as possible.

All municipal officials of the City of Quinte West, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

Section 1
Purpose:

The purpose of this Emergency Plan is to:

a) Comply with the *Emergency Management and Civil Protection Act, Section 3 (1)* and *Ontario Regulation 380/04* that require a municipality to have an Emergency Plan and an Emergency Response Plan in place;

b) Establish, by By-law, a Council-approved policy document titled: "Municipal Emergency Plan". The Municipal Emergency Plan shall be used during an emergency, and shall include:

   i.   the approval of Incident Management System (IMS) as the response system/process to be used to provide a co-ordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. IMS can also be used prior to the declaration of an emergency and through the recovery stage of an emergency;

   ii. the establishment of a procedure for the formal declaration and termination of an emergency within the municipality;

   iii. the establishment of a Community Control Group (CCG) and an Emergency Operations Centre (EOC) with a mandate to:
   - provide support to the emergency incident site(s),
   - provide for the requirements of the broader affected area,

   iv. the provision of both an effective training program and the deployment of all resources required in an emergency situation in the City of Quinte West.

Section 2
Authority:

(Compliance with Legislation / Regulation / Policy Statements / Standards / By-law)
Authority for the development, content, and implementation of the Municipal Emergency
Plan is provided or referenced in the following:

Emergency Management and Civil Protection, Act;

2.1
1) Every municipality shall develop and implement an emergency management
   program and the council of the municipality shall by by-law adopt the emergency
   management program. 2002, c. 14, s. 4.

Same

2) The emergency management program shall consist of,
   a) an emergency plan as required by section 3;
   b) 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;
   c) public education on risks to public safety and on public preparedness for
      emergencies; and
   d) any other element required by the standards for emergency management
      programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification
3) In developing its emergency management program, every municipality shall
   identify and assess the various hazards and risks to public safety that could give
   rise to emergencies and identify the facilities and other elements of the
   infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Confidentiality for defence reasons
4) Subject to subsection (5), a head of an institution, as defined in the *Municipal
   Freedom of Information and Protection of Privacy Act*, may refuse under that Act
   to disclose a record if,
   a) the record contains information required for the identification and assessment
      activities under subsection (3); and

b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

Same

(5) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not disclose a record described in subsection (4),

a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;

b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

Confidentiality of third party information

(6) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

a) contains information required for the identification and assessment activities under subsection (3); and

b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

Meetings closed to public

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

Application of Municipal Freedom of Information and Protection of Privacy Act

(8) Nothing in this section affects a person's right of appeal under section 39 of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 4.

Municipal emergency plan

3. (1) 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. 2002, c. 14, s. 5 (1).

(2) REPEALED: 2002, c. 14, s. 5 (1).

Co-ordination by county

(3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

Specific emergencies may be designated

(4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

Review of plan

(6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

Declaration of emergency

4. (1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

Declaration as to termination of emergency

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

    (4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

Ontario Regulation 380 /04;
Part II
Municipal Standards

Emergency management program co-ordinator

10. (1)Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10 (2).

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10 (3).

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10 (4).

Emergency management program committee

11. (1) Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11 (1).

(2) The committee shall be composed of,

    (a) the municipality's emergency management program co-ordinator;

    (b) a senior municipal official appointed by the council;

    (c) such members of the council, as may be appointed by the council;

    (d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and

    (e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11 (2).

(3) The persons appointed under clause (2) (e) may only be,

     (a) officials or employees of any level of government who are involved in emergency management;
     (b) representatives of organizations outside government who are involved in emergency management; or
     (c) persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).
(4) The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).
(5) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).
(6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

Municipal emergency control group
12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).
(2) The emergency control group shall be composed of,
  (a) such officials or employees of the municipality as may be appointed by the council; and
  (b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).
(3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).
(4) The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).
(5) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).
(6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).
(7) If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).
(8) The group may at any time seek the advice and assistance of the following:
  1. Officials or employees of any level of government who are involved in emergency management.

2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

Emergency operations centre

13. (1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 13 (2).

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04, s. 14 (2).

Emergency response plan

15. (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan. O. Reg. 380/04, s. 15 (1).

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

Municipal By-Law 12-10

Being A By-Law To Amend By-Law 09-01 As Amended, Being A By-Law To Establish An Emergency Management Program And Emergency Response Plan For The Protection Of Public Health And Safety, The Environment, Critical Infrastructure And Property And To Promote Economic Stability And A Disaster-Resilient Community.

Issued under the authority of City of Quinte West By-law 12-108. See bylaw for details contained within.

Section 3
Application:

All elected or appointed municipal officials of the City have an obligation to be fully aware of the contents of this Emergency Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

Section 4
Confidentiality of Plan

The City of Quinte West Emergency Plan is a public document, excluding the appendices, which are deemed confidential. See *Section 2* for applicable Acts and reference material.

Section 5
Incident Management Systems (IMS)

a) IMS Overview:

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

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

The five functions of the Incident Management System as listed in the following chart (Sec 5 b) are the responsibility of the Emergency Operations Centre (EOC) Commander. The first arriving Community Control Group (CCG) member will assume the function of the EOC Commander. The EOC Command function may be transferred as other members of the CCG arrive. The EOC Commander has the authority to delegate functions as required (tool box approach) and in doing so may establish each level as the need arises. The general practice is the more complex the incident; the larger the command structure in order to effectively and efficiently manage the incident.

It is important to note the EOC Commander is responsible for ensuring all functions of the IMS are completed regardless if he/she chooses to delegate the function or not.

b) IMS Key Functions:

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

Note: Detailed responsibilities for each of the IMS Functions are found starting in Section 7 as well as in Appendix B.

Key IMS Functions & Responsibilities

Function	General Responsibilities
EOC Commander	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to Site Incident Command.
Safety Officer *Command Staff*	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. (usually not delegated, remains as the I/C responsibility)
Emergency Information Officer *Command Staff*	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases.
Liaison Officer *Command Staff*	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Municipal Operations Centre Action Plan (MOC AP), as well as the organization and assignment of all operations resources.
Planning Section Chief	Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the MOC AP for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related Section of the MOC AP, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.

Finance & Administration Section Chief	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

c) IMS Principles

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

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

d) EOC Standard Colours and Identification

The City of Quinte West Emergency Operations Centre (EOC) adopts the Colour identification system set out in the Province of Ontario IMS Doctrine.
EOC Commander, Command Staff, and Section Chiefs will wear a "Coloured Vest" with Function I.D. name and/or a Coloured Tag and Function I.D. Name.

All other management, subordinates, and staff will be identified by lanyards with a Coloured Tag and Function I.D. Name

Function I.D.	Colour
EOC Commander & Command Staff	Green
Operations Section Chief	Red
Planning Section Chief	Blue
Logistics Section Chief	Yellow
Finance / Admin. Section Chief	Grey

e) IMS Functional Structure
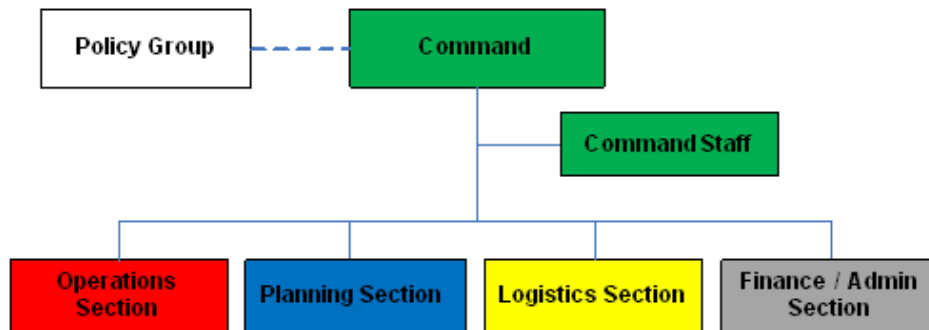
f) EOC Functional Process

The following list outlines a typical functional cycle within the EOC. The IMS is reliant upon an approved EOC Action Plan (Sec 5 i) with specific objectives and operational period of time.

i. Establish Command Function
ii. Set up EOC
iii. Begin information gathering process (size up) (Incident Briefing)
iv. Perform Planning Function (expand as required)
v. Determine Primary Objectives & Strategy
vi. Develop EOC Action Plan & Operational Period (acquire approval)
vii. Perform Logistics Function (expand as required)
viii. Perform Operations Function (expand as required) (Operations Briefing)
ix. Perform Finance Administration Function (expand as required)
x. Evaluate, Adjust, and Re-Evaluate

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

g) Establishing Command

The "function" of EOC Command will be assumed by the first arriving CCG member based on the above noted hierarchy. The CCG member shall remain as the EOC Commander until relieved by the arrival of a senior or higher ranking CCG member or when a shift change is necessary.
The CAO has the authority to assume and/or delegate EOC Command as he/she determines the emergency situation requires.

Quinte West EOC Locations

Primary
Quinte West City Hall
7 Creswell Drive, Trenton, ON

Alternate
Quinte West OPP Detachment
3 Dixon Drive, Trenton, ON

*Upon Completion of the consolidated public works facility on North Murray Street in Trenton, the alternate EOC will be relocated to that location.
177 North Murray Street, Trenton, ON

h) Transfer of Command

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

i) EOC Action Plan

The EOC Commander is responsible for the development of the EOC Action Plan (EOC AP), either personally or by delegation with the assignment of a Planning Section Chief. The EOC AP will identify the strategy and objectives of the CCG for a specified operational period. The EOC AP requires final approval of the EOC Commander prior to implementation. Once approved, the EOC AP shall be posted for all members of the CCG to reference throughout the duration of the event.
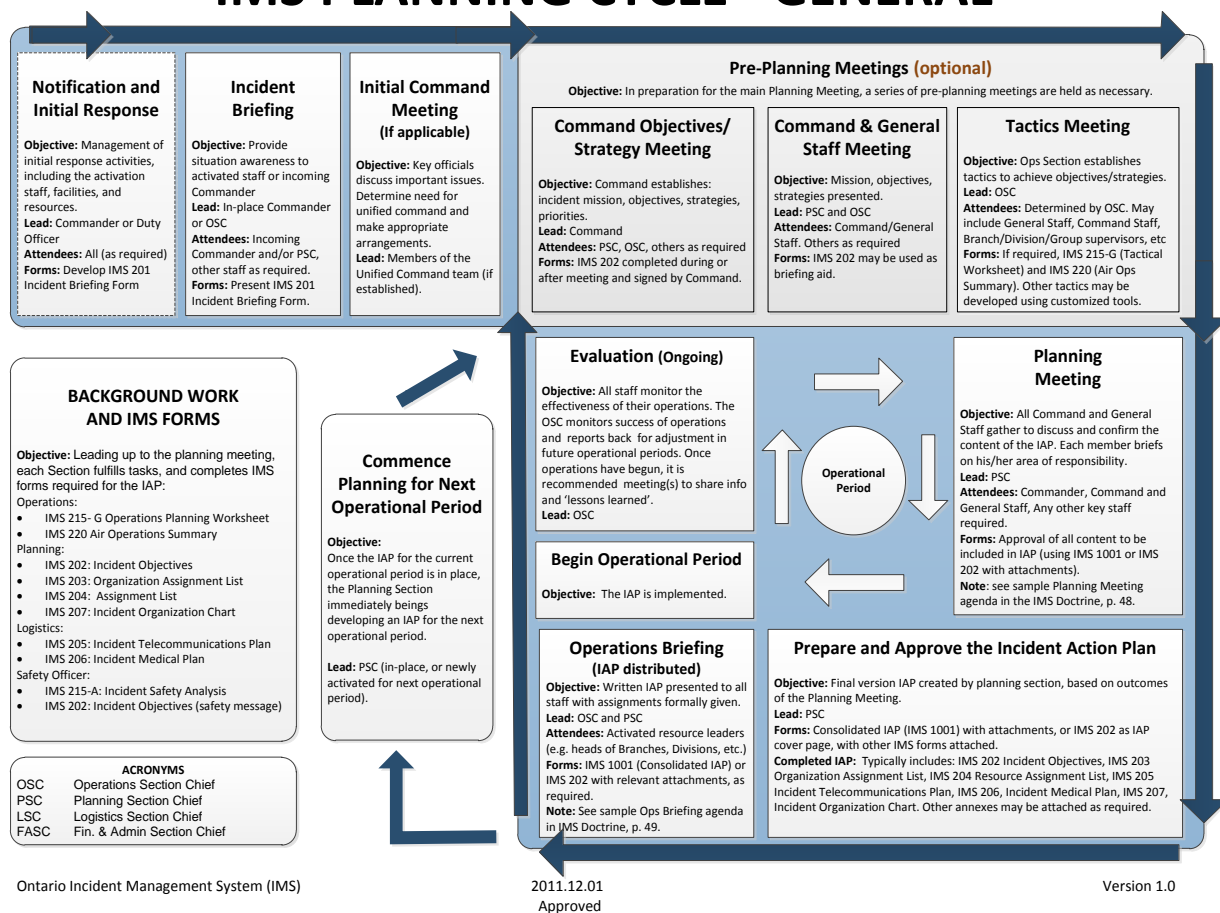
j) Operating Period

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period in order to achieve the objectives of the EOC AP.

The EOC Commander will establish the frequency of briefings/meetings based on the EOC AP and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

Under the direction of the EOC Commander and/or the Planning Section Chief, the Scribe will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

Example: EOC Action Plan and Operational Period Development

IMS PLANNING CYCLE - GENERAL

Notification and Initial Response

Objective: Management of initial response activities, including the activation staff, facilities, and resources.
Lead: Commander or Duty Officer
Attendees: All (as required)
Forms: Develop IMS 201 Incident Briefing Form

Incident Briefing

Objective: Provide situation awareness to activated staff or incoming Commander
Lead: In-place Commander or OSC
Attendees: Incoming Commander and/or PSC, other staff as required.
Forms: Present IMS 201 Incident Briefing Form.

Initial Command Meeting (If applicable)

Objective: Key officials discuss important issues. Determine need for unified command and make appropriate arrangements.
Lead: Members of the Unified Command team (if established).

Pre-Planning Meetings (optional)

Objective: In preparation for the main Planning Meeting, a series of pre-planning meetings are held as necessary.

Command Objectives/ Strategy Meeting

Objective: Command establishes: incident mission, objectives, strategies, priorities.
Lead: Command
Attendees: PSC, OSC, others as required
Forms: IMS 202 completed during or after meeting and signed by Command.

Command & General Staff Meeting

Objective: Mission, objectives, strategies presented.
Lead: PSC and OSC
Attendees: Command/General Staff. Others as required
Forms: IMS 202 may be used as briefing aid.

Tactics Meeting

Objective: Ops Section establishes tactics to achieve objectives/strategies.
Lead: OSC
Attendees: Determined by OSC. May include General Staff, Command Staff, Branch/Division/Group supervisors, etc
Forms: If required, IMS 215-G (Tactical Worksheet) and IMS 220 (Air Ops Summary). Other tactics may be developed using customized tools.

BACKGROUND WORK AND IMS FORMS

Objective: Leading up to the planning meeting, each Section fulfills tasks, and completes IMS forms required for the IAP:
Operations:
• IMS 215- G Operations Planning Worksheet
• IMS 220 Air Operations Summary
Planning:
• IMS 202: Incident Objectives
• IMS 203: Organization Assignment List
• IMS 204: Assignment List
• IMS 207: Incident Organization Chart
Logistics:
• IMS 205: Incident Telecommunications Plan
• IMS 206: Incident Medical Plan
Safety Officer:
• IMS 215-A: Incident Safety Analysis
• IMS 202: Incident Objectives (safety message)

ACRONYMS

OSC	Operations Section Chief
PSC	Planning Section Chief
LSC	Logistics Section Chief
FASC	Fin. & Admin Section Chief

Commence Planning for Next Operational Period

Objective:
Once the IAP for the current operational period is in place, the Planning Section immediately beings developing an IAP for the next operational period.

Lead: PSC (in-place, or newly activated for next operational period).

Evaluation (Ongoing)

Objective: All staff monitor the effectiveness of their operations. The OSC monitors success of operations and reports back for adjustment in future operational periods. Once operations have begun, it is recommended meeting(s) to share info and 'lessons learned'.
Lead: OSC

Begin Operational Period

Objective: The IAP is implemented.

Operational Period

Operations Briefing (IAP distributed)

Objective: Written IAP presented to all staff with assignments formally given.
Lead: OSC and PSC
Attendees: Activated resource leaders (e.g. heads of Branches, Divisions, etc.)
Forms: IMS 1001 (Consolidated IAP) or IMS 202 with relevant attachments, as required.
Note: See sample Ops Briefing agenda in IMS Doctrine, p. 49.

Planning Meeting

Objective: All Command and General Staff gather to discuss and confirm the content of the IAP. Each member briefs on his/her area of responsibility.
Lead: PSC
Attendees: Commander, Command and General Staff, Any other key staff required.
Forms: Approval of all content to be included in IAP (using IMS 1001 or IMS 202 with attachments).
Note: see sample Planning Meeting agenda in the IMS Doctrine, p. 48.

Prepare and Approve the Incident Action Plan

Objective: Final version IAP created by planning section, based on outcomes of the Planning Meeting.
Lead: PSC
Forms: Consolidated IAP (IMS 1001) with attachments, or IMS 202 as IAP cover page, with other IMS forms attached.
Completed IAP: Typically includes: IMS 202 Incident Objectives, IMS 203 Organization Assignment List, IMS 204 Resource Assignment List, IMS 205 Incident Telecommunications Plan, IMS 206, Incident Medical Plan, IMS 207, Incident Organization Chart. Other annexes may be attached as required.

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k) Expansion of the CCG & IMS

The EOC Commander shall be responsible to assign and delegate the primary functions of the IMS. In many instances the Base Model (Level 1) may be all that is required as determined by the EOC Commander. However, as the incident grows more assistance may be required in all or some of the functional areas. This process is governed by the "span of control" and modular organization. For example; the addition of branches, divisions and/or sectors may be required.

Example of Level 1 EOC activation: Incident Commander, Logistics Chief, Operations Chief. Base Model (Level 1) EOC's are used for scaled down events that can easily be handled by a few key people. It may be an event that only affects a small area of the municipality, yet needs special attention of the CCG.

The IMS Structure may be expanded or contracted as required based on the span of control as needed.

Note: CEMC is to be present in the EOC to liaise with the PEOC/EMO until responsibility transferred.

Section 6
Community Control Group (CCG) /Emergency Operations Centre (EOC)

a) Community Control Group (CCG) Responsibilities:

The general responsibilities of the CCG during an emergency are:
1. Providing support to the incident site, including:
- Setting priorities and strategic direction,
- Information collection, collation, evaluation and dissemination,
- The management of resources,
- Finance and Administration approvals.

2. Providing for the Corporation and the Community at Large:
- Ensuring that business continuity and essential services are maintained and/or restored Corporately, and for the Community at large, including where possible, the areas impacted by the emergency

3. Under specific circumstances, the CCG may also exercise the following functions.
- Performing an Area Command role for multiple Incident Sites
- Performing an Incident Command role.

Additional Responsibilities:

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

- Calling out and mobilizing their emergency services, agency and equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Community Control Group are appropriate;
- Establishing direct and continuous communications with the Policy Group and the Incident Site.
- Advising the Head of Council (Mayor) as to whether the declaration of an emergency is recommended;
- Advising the Head of Council (Mayor) on the need to designate all or part of the municipality as an emergency area;
- Ensuring that an Incident Commander (I/C) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies and non-governmental organizations (NGO) i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;

- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.
- Notifying the County Control Group as required.

b) Emergency Operations Centre (EOC)

Upon notification, the Community Control Group shall report to the primary Emergency Operations Centre, in the event this operation centre cannot be used, the alternate EOC shall be activated. The primary and secondary EOC locations are identified in Appendix. The EOC is a facility that the Community Control Group (CCG) has strategically predetermined as its location and equipped to facilitate executive decision-making and coordination. The EOC is equipped with technological communication devices and equipment that is readily available to the members of the Community Control Group to assist them in carrying out their assigned functions and duties.

	Primary	Alternate
Policy Group	Head of Council (Mayor)	Deputy Mayor
EOC Commander	CAO	Finance Director
Safety Officer	Health and Safety Manager	HR Manager
Liaison	Fire Chief/CEMC	Deputy Chief/ACEMC
Scribe (Documentation)	Executive Assistant - Mayor	Executive Assistant - Fire
Emergency Information Officer	Supervisor, Tourism & Special Events	Economic Development Manager
Operations	Police Inspector, Fire Chief, Public Works Director,	Police Ops Manager, Fire DC, Public Works Manager,
Planning	Planning Director	City Planner
Logistics	Police Inspector, Fire Chief, Public Works Director,	Police Ops Manager, Fire DC, Public Works Manager, Facilities Manager
Admin / Finance	Finance Director	Finance Manager

c) Notification Procedure of the Community Control Group (CCG)

The City of Quinte West Community Control Group (CCG) are notified via direct phone calls or by the municipal emergency auto dialing notification system (PRISM).

The Municipal Emergency Plan and the Emergency Operations Centre may be activated in response to a variety of problems and any one of the members of the Community Control Group (CCG) may call and/or initiate activation.

Notification Purpose:

The purpose of the Notification Procedure is to alert members of the CCG of the emergency and to relay that information to the rest of the Community Control Group in a timely manner.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is also attached in Appendix.

d) Requests for Assistance

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

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Provincial Emergency Operations Center (PEOC).

Assistance may be requested from other Municipalities who are participating in the Municipal Mutual Assistance Agreements. Assistance may be requested from other Municipalities who are participating in the Hastings County Fire Services Emergency Plan, commonly referred to as the Mutual Aid Plan.

e) Declared State of Emergency (Notification)

The Head of Council (Mayor), or in his/her absence the Deputy Mayor, of the City of Quinte West, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group.
Upon declaring or terminating an emergency, the Head of Council will notify:

- The Office of the Fire Marshal and Emergency Management (OFMEM);
- Council;
- County Warden, as appropriate;
- Public through media and/or other means;
- Neighboring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);

A municipal emergency may be terminated at any time by:
- Head of Council (Mayor) or in his/her absence the Deputy Mayor; or
- Council; or
- Premier of Ontario.

Declaration forms and termination forms can be found in, along with the *Checklist in Consideration of a Declaration of Emergency* form from the Office of the Fire Marshal and Emergency Management (OFMEM). This form is designed to assist in determining if an emergency should be declared.

Section 7
Policy Group

Policy Group Members:

The Head of Council (Mayor) or designate, Clerk, Protective Services Committee Chair (Councilor), members of Council, Legal.

The Head of Council (Mayor) and/or his/her designate are members of the Policy Group in order to fulfill legislative duties, and shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

Policy Group Function:

The Policy Group is an intricate and required part of the IMS Structure during a Municipal State of Emergency. The purpose of the Policy Group is provide a structure to allow a functional avenue for advice and assistance, as required, to the EOC Command Team in order to make the best informed decisions regarding the emergency situation. The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Head of Council (Mayor) to seek and request assistance as required.

Responsibilities:

1. The Head of Council (Mayor) and/or his/her designate as head of the Municipal Council of the City of Quinte West has designated authority under legislation when a potential or real state of emergency exists within the City.
2. The Head of Council (Mayor) and/or his/her designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the EOC Commander throughout the emergency.
3. The Head of Council (Mayor) and/or his/her designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor) and/or his/her designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor) and/or his/her designate shall provide information to the Municipal Council and other levels of government with regards to impacts of an emergency, as required.
6. The Head of Council (Mayor) and/or his/her designate will provide information necessary to keep the media and public informed in concert with the EOC Command.

Section 8
EOC Commander
Reports to: Policy Group

Responsibilities:

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the EOC.
2. Determine EOC priorities and objectives in consultation with CCG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the EOC are established and maintained to support organizational effectiveness.
5. Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
6. Maintain communication link with Policy Group.

Section 9
Safety Officer "SO"– (Command Staff)
Reports to: EOC Commander

Responsibilities:

1. Ensure that good risk management practices are applied throughout the EOC and that every function contributes to the management of risk.
2. Protect the interests of all EOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
4. Provide advice on safety issues.
5. Ensure the implementation of appropriate safety measures and worker care practices in the EOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, and notify the EOC Commander of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

Section 10
Liaison Officer "LO"– (Command Staff)
Reports to: EOC Commander

Responsibilities:

1. In consultation with the ECG, ensure procedures are in place for working and communicating with the Hastings County Emergency Operations Centre and other government and Non-Government Organization (NGO) agency representatives.
2. Request agency representatives for the EOC, as required by the CCG, to ensure all necessary roles and responsibilities are addressed, enabling the EOC to function effectively and efficiently.
3. Maintain a point of contact, and interact with representatives from other agencies arriving at the EOC.
4. Liaise with relevant operation/coordination centers or agencies/departments not represented in the EOC.
5. Assist and advise the EOC Commander and the CCG as needed, and provide information and guidance related to external agencies and organizations.

6. In coordination with the Emergency Information Officer, assist the EOC Commander in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the EOC facility.

7. Liaise with local authorities, other EOCs and Provincial and Federal organizations and share information in accordance with EOC and organizational policies.

Section 11
Emergency Information Officer "EIO"– (Command Staff)
Reports to: EOC Commander

Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
2. Ensure that the public within the affected area received complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.
3. Coordinate media releases with officials representing other affected municipalities, county and emergency response agencies and other levels of authority.
4. Develop the format for news conferences and briefings in conjunction with the EOC Commander.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.
6. In consultation with EOC Commander and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
7. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centers and with external agencies.
8. As directed, activate a Public Inquiry Center.

Section 12
SRIBE – (Command Staff)
Reports to: EOC Incident Commander

Note: If/when the Functions of Logistics and/or Planning have been assigned the Scribe will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/ information to Planning.

Further; to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the EOC Commander should give consideration to splitting the responsibilities of this position between two persons.

General Responsibility:
The Scribe supports the efficient functioning of the Emergency Operations Centre and IMS Structure.

Responsibilities:

1. Perform Check-in/ Check-out registration functions for the EOC, and record the arrival and departure of the CCG members.
2. Keep a sequential events time log/documentation of information on the main events status board and other required forms.
3. Ensure log supplies, forms and office supplies are of adequate supply for the EOC.
4. Ensure CCG members individual Position Logs are being completed and collected at the end of each shift.
5. Establishes a shift change schedule for the CCG members and alternates.

Section 13
Operations Section Chief
Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination and supervision of all required functions within the EOC Operations Section.
2. Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
3. Ensure that Section objectives and assignments identified in EOC Action Plans are carried out effectively.
4. Maintain a communications link between Incident Commanders (sites) and the EOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to EOC Commander, and as assigned Planning Section.
6. Keep the EOC Commander informed of significant issues relating to the Section.
7. Conduct periodic briefings for the EOC Commander and the CCG.
8. Supervise Operations Section personnel.

Section 14
Planning Section Chief
Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Planning Section.
2. Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in EOC Action Plans are carried out effectively.
4. Ensure the EOC Commander is informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that Situation Reports are submitted to Planning Section and used as the basis for the EOC Action Plans.
6. Supervise Planning Section personnel.

Section 15
Logistics Section Chief
Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the MOC Logistics Section.
2. Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
3. Ensure Section objectives/assignments in the EOC Action Plans are carried out.
4. Keep the EOC Commander informed of significant issues relating to the Logistics Section.
5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for EOC and site personnel.
8. Supervise Logistics Section personnel.

Section 16
Finance/Administration Section Chief
Reports to: EOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC Finance/Administration Section.
2. Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in the EOC Action Plans are carried out effectively.
4. Keep the EOC Commander informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

Section 17
Municipal Services/Resources

The following subsections identify/assign responsibilities for the provision of inherent Municipal Services and Resources in support of the Incident Management System and EOC Command in the event of the EOC activation. Municipal managers, staff and other agencies are to provide the following as needed:

a) Chief Administrative Officer "CAO"

The Services of the CAO continue to be:
The CAO oversees the management of the Municipal Corporation, the individual departments within the corporation, and all staff. The CAO is responsible for maintaining the Business Continuity of the Municipal Corporation and the Municipal Community during an emergency incident, as well as providing support and participating in the IMS.

The responsibilities of the Chief Administrative Officer are, but not limited to, maintaining and providing the following:
- Arrange and provide for Mutual Assistance as required.
- Maintain and provide contact lists and directories for Administrative Level government and agencies.
- Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.

- Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group and IMS Structure.
- Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.
- Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
- Ensure the Municipal Corporate Business Continuity Plan is maintained and available.
- Perform and provide other such CAO Functions as required.

b) Police Services "OPP"

The Services of the Police continue to be:
The Protection of life and property through, Preservation of the Peace, Prevention of Crime, Crowd and traffic control, and Investigation of Crime.

The responsibilities of the Police are, but not limited to, maintaining and providing the following:
- The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
- Control and disperse crowds within the Emergency Area.
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.
- Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
- Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the Community Control Group.
- Prevent unauthorized entry into the Emergency Area and maintain law and order, and prevent looting within the Emergency Area.
- Maintain order in any evacuation centre.
- Provide notification of fatalities to the coroner.
- Provide assistance to the coroner in the location and operation of a temporary morgue.
- Provide communications between the EOC and Police Command.

c) Fire and Emergency Services

The Services of the Fire Department continue to be:

The Protection of Life, Property, and the Natural Environment, through Fire Prevention, Public Education, Code Enforcement, and Emergency Fire and Rescue Response.

The responsibilities of the Fire Service are, but not limited to, maintaining and providing the following:
- Provide for the activation of Mutual Aid as required.
- Provide operations connected with the fighting of fires.
- Provide rescue and extrication operations.
- Provide Medical Aid in concert with EMS and the Departments Level of Training.
- Provide a list of personnel, equipment and apparatus for the Fire and Emergency Services.
- Provide equipment and manpower to assist in pumping operations, conditions permitting.
- Activate the Hastings and Prince Edward County Emergency Fire Services Plan (Mutual Aid), as required.
- Provide interpretation, advice and assistance on the Transportation of Hazardous Materials through CANUTEC, the M.O.E. Spills Action Centre and the Emergency Response Guide.
- Provide Building information through departmental pre-plans and inspection records.
- Activate Provincial HUSAR Response Team, as required.
- Activate Provincial HAZMAT Response Team, as required.
- Provide Hydro related updates as required through usage of protected contact numbers.

d) Public Works

The Services of Public Works include those areas of operation associated with general construction, maintenance and repair of roadways, physical infrastructure, urban and rural forestry, solid waste collection and disposal, landfill sites, street lighting, and municipal water supply systems.

The responsibilities of Public Works are, but not limited to, maintaining and providing the following:
- Provide an inventory of equipment and personnel available to assist in the response to an emergency.

- Ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.
- Ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.
- Ensure that all vehicles, equipment and personnel are available for assistance.
- Provide barriers and flashers for control for the Emergency Area.
- Clear debris, snow or other obstructions in and around the Emergency Area.
- Arrange delivery of emergency water supplies for human consumption.
- Conduct emergency pumping operations, sandbagging and other flood and water control measures.
- Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.
- Assess the potential impacts of emergency conditions in Intake Protection Zones as Wellhead protection Areas and take appropriate measures.
- Provide supplies of fuel and oil for emergency services vehicles.
- Arrange for the provision of portable washrooms and other sanitary facilities and provide essential waste disposal.
- Maintain essential streets and access routes for pedestrian and vehicular access.
- Arrange and provide transportation for evacuation, as required.
- Provide equipment and personnel to assist in the clearing of trees and property.
- The Manager of Water and Waste Water Services will provide the Municipal Control Group with information as to the operations, capabilities, and safety of Municipal Supply Systems.

Section 18
Allied Agencies

a) Emergency Social Services

Activation
The Hastings County Emergency Social Services (ESS) Team may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Hastings Emergency Operations Centre. When an ESS Team representative is required to attend the County of Hastings Emergency Operations Centre, they will be assigned to the Logistics sector.

General
The responsibilities of the Emergency Social Services Team include those areas of operation associated with:

a. Provision of Reception/Evacuation centre services, including registration and inquiry, emergency feeding, emergency clothing, emergency lodging and personal services.
b. Co-ordination of supply and demand of ESS human resources, both volunteer and compensated.

Resources
The City of Quinte West Community Emergency Management Coordinator will maintain a list of equipment and ESS personnel available to assist in the response to an emergency, including volunteer and community partner agencies

Evacuation Centres
The City of Quinte West Community Emergency Management Coordinator will maintain a list of City of Quinte West facilities that have been identified as suitable Reception/Evacuation Centre sites. The Hastings County Community Emergency Management Coordinators' will identify and provide details of sites in Hastings County, which are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

Responsibilities

The responsibilities of Emergency Social Services staff in the City Emergency Operations Centre shall be:
- Establish Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required ESS functions and necessary human resources.
- Work with the impacted area to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
- Coordinate transportation for ESS Team human resources, as required.
- Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services.
- Maintain a log of all actions taken.

b) Medical Officer of Health

Activation
The Medical Officer of Health may be activated either directly or during a multi-municipal event, via the CCG Liaison Officer, through the Hastings County Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the appropriate IMS Sector by the EOC Commander.

General

The responsibilities of the Medical Officer of Health include those areas of operation associated with:

- Communicable Diseases
- Health Inspection Services
- Advice on Medical Services
- Public Health Advisory

Responsibilities of the Medical Officer of Health

The office of the Medical Officer of Health shall:

- Provide information and instructions to the County Control Group (C.C.G.) and the population on matters concerning public health.
- Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- Continue delivery of established programs to ensure continuity of care and general health protection.

c) Emergency Medical Services (EMS)
General Responsibilities:

The general responsibilities of Emergency Medical Services include those areas of operation associated with:

- Ensuring provision of emergency medical services at the site of the emergency
- Ensuring continuity of emergency medical services coverage is maintained throughout the remainder of the community/county.
- Liaise with the Peterborough Regional Health Centre to help facilitate medical services at the hospital.

Responsibilities of the Emergency Medical Services:

Emergency Medical Services shall ensure the following:

- Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
- Obtain EMS from other Municipalities for support, if required.
- Ensuring sufficient resources are available and assigned in order to perform triage treatment and transportation for the emergency.

- Advising the CCG if other means of transportation is required for a large-scale response.
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
- Assist other health institutions to deliver emergency services to victims of the emergency.
- Ensure liaison with the receiving hospitals.
- Ensure liaison with the Medical Officer of Health, as required.
- Ensure distribution of casualties in an appropriate and effective way.
- Maintain a log of all actions taken.

Section 19
Non-Government Organization(s) (NGO)

a) Canadian Red Cross (CRC)

Activation
The Canadian Red Cross may be activated as directed by the EOC Commander, via the CCG Liaison Officer by following the activation directions found in the Red Cross agreement.

General
- To provide registration and inquiry services at evacuation/reception centres in support of the emergency response.
- To provide staff and resources to perform the emergency lodging requirements at designated reception/evacuation centres.
- To provide other such services as described within the agreement.

Responsibilities of the Canadian Red Cross (CRC)
Upon receiving notification by the EOC Commander, the Red Cross shall:
- Activate the local Red Cross Emergency Response Plan.
- Establish and maintain contact with the CCGin the EOC.
- Provide staffing and management of reception and information centres.
- Provide an emergency lodging service that organizes safe, temporary lodging to persons in need.
- Maintain a record of all actions taken.

b) Salvation Army

Activation

The Salvation Army may be activated either directly or during a multi-municipal event, via the CCG Liaison Officer, through the Hastings County Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the Logistics sector.

General
- To provide immediate food, drink and clothing to persons in need, due to the emergency.

Responsibilities of the Salvation Army:

Upon receiving notification from the Community Control Group, the Salvation Army shall:
- Activate the local Salvation Army's emergency response system.
- Establish and maintain contact with the EOC or County EOC Commander.
- At the request of the CCG or the County control group, provide food and clothing at the reception and evacuation centres.
- Mobilize and co-ordinate the response of Salvation Army personnel from outside the Hastings County area, if required.
- Maintain a log of all actions taken.

c) St. John Ambulance

Activation

The St John Ambulance Service may be activated either directly or during a multi-municipal event, via the CCG Liaison Officer, through the County of Hastings Operations Centre. When a representative is required to attend the EOC they will be assigned to the Logistics sector.

Responsibilities of the St. John Ambulance

St John Ambulance shall:
- Upon receiving notification, activate the organization.
- Provide assistance as required in the delivery of triage, first aid and casualty handling, at the Reception Centres and/or Evacuation Centres.
- Maintain a log of all actions taken.

d) Amateur Radio (ARES)

Activation

The Amateur Radio Emergency Services may be activated either directly or during a multi-municipal event, via the CCG Liaison Officer, through the County of Hastings Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the Logistics sector.

Responsibilities of the Amateur Radio Emergency Service

Under the direction of the Logistics Officer, the Amateur Radio Emergency Service shall:
- Provide radio communication where needed, in support of the municipal emergency response.
- Designate operators to report to the Emergency Operations Centre.
- Activate all ARES members to monitor the appropriate frequency and to remain on stand-by.
- Maintain a record of all activity and IN/OUT@ message register.

Section 20
Incident Commander "I/C" - (Site)
Reports to: EOC Commander

Activation:
The first arriving agency, officer or senior personnel will establish Incident Command. The Incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

Transfer of Command:

The transfer of command will take place as per agency protocols; normally the arrival of higher ranking officers will initiate the transfer of command.

The transfer of command will take place with a detailed face to face briefing.

Incident Command

There is one Incident Commander per Incident/Site. In the event there is more than one Incident location/site there will be an Incident Commander (I/C) established for each location/site.

Area Command may be established in the event of multiple sites.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (IMS).

Responsibilities of the Incident Commander

The I/C shall:

- Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
- Implement the IMS and direct, control and coordinate the on-site emergency response.
- Establish and provide for Planning, Logistics, Administration and Operations, as required.
- Establish an Incident Command Post (ICP).
- Establish and maintain emergency response communications.
- Establish and maintain communications with the Municipal Operations Centre.
- Provide Situational Reports to on-site personnel and agencies.
- Provide Situational Reports to the Municipal Control Group.
- Conduct size-up and develop an Incident Action Plan and set the Operational Period.
- Conduct the necessary briefings as required.
- Seek approval from EOC on financial limits for procurement of resources.
- Provide for site visits and tours of Municipal and other Government Officials, as required.
- Take such action as deemed necessary to minimize the effects of the emergency or disaster.
- Maintain a log of all actions taken.

Section 21
Community Emergency Management Coordinator (CEMC)

Responsibilities of the Community Emergency Management Coordinator (CEMC) include:

- Successfully complete all training, as required by the Office of the Fire Marshal and Emergency Management, and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a Community Emergency Management Program Committee.
- Conduct the community's Hazard Identification and Risk Assessment process.
- Prepare community emergency response plan and submit changes to the OFMEM.
- Ensure the designation and development of an appropriate community Emergency Operations Centre.
- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability, and identify and attempt to address additional needs.
- Conduct annual training for the members of the Community Control Group and Emergency Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) to act as community emergency information staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.
- Provide emergency management expertise and administrative support to the Municipal control group during an emergency.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the OFMEM Loyalist Sector Field Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.

- Monitor the community's level of mandated emergency program achievements and process the required verification documents to the Office of the Fire Marshal and Emergency Management.
- Ensure that equipment and supplies are available in the designated (EOC) emergency operations centre.
- Compile a final report on the emergency.
- Complete form C-1 and submit to OFMEM on an annual basis.

Section 22
Appendix A

Information only found in Confidential Copy

Section 23
Appendix B

Information only found in Confidential Copy