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# 1 INTRODUCTION

## 1.1 *Definition of an Emergency*

Per the Emergency Management and Civil Protection Act, 2006 (EMCPA, 2006), an emergency means “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to person or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”.

## 1.2 *General*

This Manual entitled "**TOWNSHIP OF TAY EMERGENCY MANAGEMENT PROGRAM**" has been produced to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency.

This Emergency Management Program is designed to deal with a situation, or the threat of an impending situation, which would abnormally affect the lives and property of the residents of the Township of Tay. The emergency situation would be of such magnitude that normal operations associated with Police and Fire Departments would be unable to effectively cope with the situation, and would require a controlled and co-ordinate response from a number of agencies, both government and private, under the direction of the Township.

The Township of Tay, population approximately 9,748 with 5000 households is approximately situated thirty two (32) miles north of Barrie on Georgian Bay surrounded by the Town of Midland the Townships of Georgian Bay, Severn, Tiny and Oro-Medonte. It forms a natural gateway to the 30,000 Islands of the north shores of Georgian Bay. Access to Tay Township is via Highway 400, from the east and Hwy 93 from the west both joining highway #12 throughout the Township.

The Program does not provide Emergency Management Programs for School Boards, Institutions and Industry. It is expected that these organizations will develop their own Emergency Management Program in co-operation with the municipal program.

The Program shall be reviewed on an annual basis and updated if deemed necessary.

## **2 AIM**

### **2.1 *General***

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

This plan is designed to enable a centralized, controlled and coordinated response to emergencies in the Township of Tay to meet the requirement of *The Emergency Management and Civil Protection Act* R.S.O. 1990, Chapter E.9, as amended.

### **2.2 *Hazards***

A Hazard Identification and Risk Analysis has been completed and analyzed by the Emergency Management Program Committee. Hazards most likely to occur which may result in an emergency are as follows:

- Energy Emergency: Summer Power Outage, Winter Heating Fuel Deficiency. Winter Power Outage
- Hazardous Materials: Fixed Site, Transportation
- Human Health Emergencies: Ground & Surface Water, Infectious/Contagious Diseases
- Transportation: Air, Road
- Petroleum/Gas Pipeline/Storage Facility Emergency,
- Severe Storms
- Terrorism
- Winter Storms

Note: In the event of a pandemic emergency the Simcoe Muskoka Pandemic Emergency Plan shall take effect and the County of Simcoe shall act as the lead agency and direct municipal response as required.

## **3 AUTHORITY**

### **3.1 *The Emergency Management and Civil Protection Act***

*The Emergency Management and Civil Protection Act* is the legal authority for an emergency management program in Ontario.

Section 2.1 (1) states that:

Every municipality shall develop and implement an emergency management program and the Council of a municipality shall by By-law adopt the Emergency Management Program. 2002, c.14,s.4.

Section 2.1 (2) states that:

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.*

### **3.2 Adopting By-law**

As required by *The Emergency Management and Civil Protection Act* this emergency response plan and its elements have been:

- i) Adopted under Township of Tay By-law # 2009- ----, and as such is affixed to the By-law as Schedule 'A'.
- ii) Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

## **4 ACTIONS PRIOR TO DECLARATION**

### **4.1 *Actions of Township of Tay Employees***

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under the Emergency Response Plan as may be required to protect property and the health, safety, and welfare of the Township of Tay.

## **4.2 Notification Procedures**

### **4.2.1 Responsibility**

Any member of the Community Control Group (CCG) being aware of a warning of a real or potential emergency shall immediately contact the Township's Emergency Call-Out Service (see Appendix 1) to request that the CCG emergency notification process be implemented. The request should include the following information;

- Identify themselves as a CCG member
- State the type of notification i.e. Advisory, Convene, Cancellation
- A brief description of the emergency, i.e. location and type
- Any immediate safety concerns
- Any immediate security concerns
- Any requirements for immediate emergency service response. (police, fire, emergency medical services)

### **4.2.2 Emergency Notification Process**

Upon receipt of a request for initiating the CCG notification procedure the Township's Emergency Call-Out Service shall contact the CCG members in the following order of priority:

1. Mayor
2. Community Emergency Management Coordinator
3. Community Emergency Management Coordinator Alternate
4. Chief Administrative Officer
5. Clerk
6. Director of Public Works
7. OPP Staff Sergeant

All calls shall provide the following information:

- Identify that a CCG member activated the notification process
- State the type of notification i.e. Advisory, Convene, Cancellation
- The type and location of the situation
- The CCG is assembling at the primary (or secondary), Emergency Operations Centre (EOC) as appropriate.

### 4.2.3 Levels of Notification

Emergency incidents may occur suddenly with little or no warning whereas advanced warning of potential incidents may be provided or recognized.

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which the Community Control Group can be alerted. The levels of notification are as follows:

- i) “Advisory Alert” – Under an “Advisory Alert” either all or selected members of the Community Control Group are contacted. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.
- ii) “Convene Alert” – Under a “Convene Alert” either all or selected members of the Community Control Group, and instructed to assemble at an Emergency Operation Center at a given time or as soon as possible if only select Community Control Group members are required.
- iii) “Cancellation” – When an advisory alert has been issued a notice of cancellation will also be provided once the threat or development of an emergency situation has stabilized.

<u>Scales of Emergency</u>				
<u>Level #</u>	<u>Level Name</u>	<u>Situation Details</u>	<u>Notification and Plan Implementation</u>	<u>Responders</u>
1	Normal	<i>An incident or threat of an incident that is managed within the normal course of normal day to day operations.</i>	<ul style="list-style-type: none"> <li>• No Notification</li> <li>• Responders expected to control situation</li> </ul> <i>No Plan implementation</i>	<ul style="list-style-type: none"> <li>• Agency(ies) providing normal service(s) to the community</li> </ul>
2	Advisory	<i>An incident or threat of an incident that:</i> <ul style="list-style-type: none"> <li>• is confined to a small area and poses a limited threat to life, property or environment</li> <li>• does not require evacuation, other than any involved structures or the immediate outdoor area or surrounding structures with no expectation for requiring shelter</li> <li>• may require the enactment of mutual aid/assistance on a limited basis</li> <li>• has potential to result in or expand to an event which may cause damage, injuries or deaths of major proportions should it occur or materialize</li> </ul>	<ul style="list-style-type: none"> <li>• Advisory Notification provided to the Community Control Group</li> <li>• Responders expected to control situation</li> <li>• No Plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Agency(ies) providing normal service(s) to the community with minimal assistance from external agencies, if required</li> </ul>

3	Convene	<p><i>An incident or threat of an incident that:</i></p> <ul style="list-style-type: none"> <li>• involves a greater hazard or larger area that poses a potential threat to life, property and/or the environment</li> <li>• may require a limited evacuation and possibly shelter for the surrounding area</li> <li>• may require the Community Control Group to make key decisions</li> <li>• may require aid/assistance from some external agency(ies)</li> <li>• has potential to result in an event which may cause damage, injuries or deaths of major proportions</li> </ul>	<ul style="list-style-type: none"> <li>• Convene Notification provided to the Community Control Group</li> <li>• Responders may be able to control situation</li> <li>• No Plan implementation, but under consideration</li> </ul>	<ul style="list-style-type: none"> <li>• Agency(ies) providing normal service(s) to the community, may require minimal assistance from external agencies</li> <li>• Community Control Group</li> </ul>
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4	Emergency Declaration	<p><i>An incident or threat of an incident that:</i></p> <ul style="list-style-type: none"> <li>• resulted in or poses potential threat to cause injuries, deaths and/or damage of major proportions to property and/or the environment</li> <li>• evacuation and shelter for those in the affected area required</li> <li>• requires the Community Control Group to make key decisions</li> <li>• requires services beyond the capability of the municipality</li> <li>• requires extraordinary actions or measures and may include extraordinary expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Community Control Group assembled</li> <li>• Mayor declares emergency</li> <li>• Emergency Response Plan implemented</li> </ul> <p><i>Note - may also result in the implementation of a County, Provincial, and/or Federal emergency plan</i></p>	<ul style="list-style-type: none"> <li>• Agency(ies) providing normal service(s) to the community</li> <li>• Community Control Group</li> <li>• Aid/assistance from some external agency(ies), including County of Simcoe, Province of Ontario or Dominion of Canada</li> </ul>
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### **4.3 Action by CCG Members**

Upon being notified of a request for assembly it is the responsibility of each CCG member to assemble at the Emergency Operations Centre (EOC) within 1 hour of receiving notification.

In the event the primary and alternate representative of any agency is unable to attend the EOC within the time noted above another individual familiar with the agency services and with this plan shall be requested to attend the EOC until the primary or alternate arrives or at any other time as may be necessary.

Upon arrival at the EOC each CCG member shall establish their workstation. Once a workstation has been established the CCG member shall contact related staff at the incident to obtain a status report.

A briefing of the CCG shall take place as soon as is practical to determine the extent of the situation.



#### ***4.4 Request for County Assistance by Member or Single Tier Municipality***

The County of Simcoe Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. In order to request assistance from the County of Simcoe, the municipality's CEMC may at any time contact the County Community Emergency Management Coordinator, who in turn shall contact the County Warden and County Chief Administrative Officer.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as Appendix 2.

#### ***4.5 Request for Assistance from the Province of Ontario***

The Mayor or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority. Such a request may be made by contacting the local office of the appropriate provincial ministry or by contacting Emergency Management Ontario. Confidential contact information for EMO can be found in Appendix 10.

### **5 DECLARATION OF AN EMERGENCY**

#### ***5.1 Authority to Declare***

The *Emergency Management and Civil Protection Act* authorizes the Mayor or his/her designate, on the advice of the other members of the Emergency Operations Control Group, to officially declare an emergency to exist and may designate any area as an emergency area.

#### ***5.2 Actions to be Taken***

**In the event of such a Declaration, any of the following actions may be taken:**

1. Evacuation of residents from an "Emergency Area" which is considered to be in danger.
2. Disperse any people not directly involved with emergency operations who, by their presence, hinder in any way the efficient function of emergency services.
3. Arrange accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the emergency.
4. The calling out and employment of any municipal equipment and/or personnel which is required in the emergency.
5. Notify any utilities of the need to be discontinued or to re-establish services, depending on the circumstances.

6. Request the assistance of personnel and equipment of voluntary and other agencies not under municipal control as may be required: e.g. Red Cross, Service Clubs, Church Groups, Private Industry.
7. Establishment of an Information Centre for the issuance of accurate news releases to news media and for the issuing of authoritative instructions to the general public.

*See Appendix 11 for Declaration of Emergency Form and Checklist in Consideration of a Declaration of Emergency.*

## **6 TERMINATION OF AN EMERGENCY**

The Emergency Management and Civil Protection Act authorizes the Mayor or his/her designate, the Council of the Township of Tay and the Premier of Ontario, on the advice of the Emergency Operations Control Group, to declare the Emergency terminated.

Upon termination of the Emergency, all services will be notified and an evaluation of the operation will be completed.

*See Appendix 12 for Termination of Declared Emergency Form.*

## **7 OPERATION OF EMERGENCY OPERATIONS CENTRE (EOC)**

### **7.1 *General***

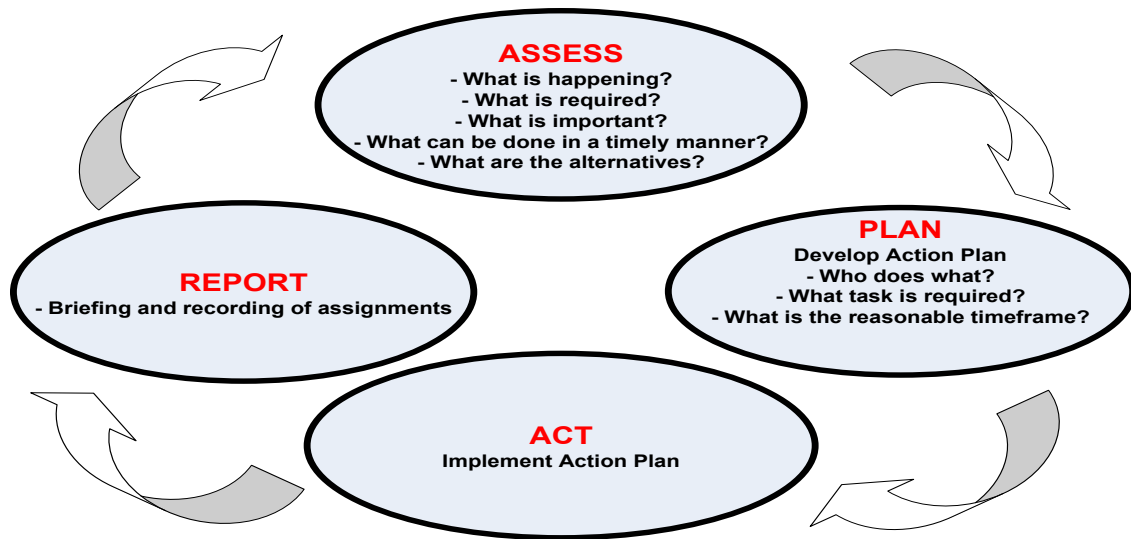
Emergency operations will be directed and controlled by the Community Control Group who shall be responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community. The CCG may function with a limited number of CCG members as is appropriate for the type of emergency faced. Although the CCG may function without all members being present, all members of the CCG must be notified.

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

## 7.2 *Operating Cycle*

Members of the Emergency Operations Control Group will gather at regular intervals to inform each other of actions to be taken and problems encountered. The frequency of meetings and determination of agenda items will be established by the **Community Emergency Management Coordinator or Alternate**. Meetings will be kept as brief as possible allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the **Community Emergency Management Coordinator or Alternate**.

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



## 7.3 *Emergency Site Manager*

The Emergency Site Manager (ESM) communicates all activities of the emergency response team at the incident site and reports with updates to the EOC. The EOC appoints the ESM, who is usually the senior official of the lead agency on scene. Specific responsibilities of the ESM include:

- a) Communicating the aim and priorities of the emergency response team to the EOC.
- b) If requested by the Site Incident Commander, communicating immediate needs for additional resources to the EOC.
- c) Establishing and maintaining communications with the EOC to ensure accurate information is relayed.

## **8 OPERATION OF INFORMATION CENTRE**

### **8.1 *General***

In any emergency situation, many inquiries and requests for information will be made by the public and the news media. To alleviate the problems associated with this area and to provide factual information to both the public and news media, an Information Office will be immediately established at the Reception Centre, or alternate location, under the direction of the Public Information Officer or Alternate.

### **8.2 *Method of Operation***

- a) The Information Centre will be located separate from the Emergency Operations Centre (EOC).
- b) The Public Information Officer, or their alternate, will be responsible for:
  - Inquiries concerning evacuees at Reception Centre.
  - General Information to public.
  - Release of information to news media.
- c) Information concerning evacuees will be handled in cooperation with the Recreation Coordinator.
- d) Information to the public and the news media will be factual information provided to the Information Office by the Public Information Officer or alternate. This will be done in the form of news releases or written statements.

All information released will be signed off by the Mayor and CAO, or their alternates, prior to release.
- e) The hours of operation of this office will be dependent on the circumstances at the time.
- f) Staff present in this office will only be those appointed by the Public Information Officer or alternate.
- g) Inquiries concerning evacuees will be documented and referred to Registration and Inquiry Services.

## **9 REGISTRATION AND INQUIRY**

### ***9.1 General***

In any emergency situation it is extremely important that all evacuees arriving at a Reception Centre are registered and that any inquiries concerning individuals are answered. This will alleviate much confusion for emergency personnel and relations alike.

### ***9.2 Method of Operation***

All evacuees arriving at the Reception Centre will be registered on the prescribed form. Registrations will be filed so as to allow quick reference to future inquires.

- a) Registrations and Inquiry will be the responsibility of Social Services or the Canadian Red Cross, as designated.
- b) Interpreters and guides may be required to ensure a smooth and orderly registration process.
- c) Evacuees leaving the reception centre will be documented so as to have a record of their whereabouts.

## **10 COMMUNITY CONTROL GROUP AND SUPPORT STAFF**

### ***10.1 Composition of Community Control Group***

All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency. This group is known as the **Community Control Group** and is made up of the following:

#### **COMMUNITY CONTROL GROUP**

1. Mayor, or Deputy Mayor
2. Community Emergency Management Coordinator
3. Community Emergency Management Alternate
4. Chief Administrative Officer (CAO), or designate
5. Public Information Officer/Clerk, or designate
6. Director of Public Works, or designate
7. OPP Staff Sergeant, or designate

**See Appendix 1, for list of Control Group Members.**

## **SUPPORT STAFF**

1. Medical Officer of Health, and/or designate
2. Hydro Electric Manager, and/or designate
3. Public Works Superintendent, and/or designate
4. Environmental Superintendent, and/or designate
5. Director of Finance, and/or designate
6. IT Technician, and/or designate
7. Secretary to C.A.O., and/or designate
8. Chief Building Official, and/or designate
9. Director of Planning and Development, and/or designate
10. South Georgian Bay/West Simcoe ARES – Emergency Coordinator and/or designate
11. County of Simcoe, Paramedic Services,
12. County of Simcoe, Social Services
13. Salvation Army, Midland & District Branch
14. Canadian Red Cross

**See Appendix 2, for list of Support Staff.**

### ***10.2 Community Control Group Responsibilities***

The actions or decisions which the members of the Community Control Group are likely to be responsible for are:

- a) Calling out and mobilizing their emergency service, agencies, and equipment.
- b) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken.
- c) Determining that the location and composition of the Community Control Group is appropriate.
- d) Advising the Mayor as to whether the declaration and termination of an emergency is recommended.
- e) Designating any area in the Municipality as an ‘emergency area’.
- f) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- g) Discontinuing utilities or services provided by public or private concerns.
- h) Arranging for services and equipment from local agencies, which are not under Municipal control, such as private contractors, volunteer agencies and service clubs.

- i) Notifying and requesting assistance from and /or liaison with various levels of government and any public or private agencies not under Municipal control.
- j) Determining if volunteers are required and if appeals for additional volunteers are warranted.
- k) Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- l) Ensuring that pertinent information regarding the emergency is promptly forwarded to the **Public Information Officer** for dissemination to the media and public.
- m) Determining the need to establish advisory groups and/or sub-committees.
- n) Authorizing expenditure of money required to deal with the emergency.
- o) Notifying the service, agency or group under their direction of the termination of the emergency.
- p) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the **Chief Administrative Officer (CAO)** within one week of the termination of the emergency.
- q) Participating in the debriefing following the emergency.

### **10.2.1 Mayor**

The Mayor will perform the following responsibilities:

- a) Perform all statutory duties as required by the *Emergency Management and Civil Protection Act* and any other legislation
- b) Activation of the emergency notification system.
- c) Sign in/out of EOC and bring identification.
- d) Arrange workstation in Emergency Operating Centre.
- e) Attend and monitor meetings of the Community Control Group, particularly in contemplation of an emergency or in a pending emergency situation.
- f) Declare an emergency exists in the municipality or on any part thereof.
- g) Provide overall leadership by making decisions and determining priorities in conjunction with the Community Control Group.
- h) Ensure the Members of Council, the County Warden, and neighbouring Mayors, as appropriate, are kept informed of the emergency situation.
- i) Request assistance from neighbouring municipalities, County of Simcoe and/or from other levels of government, when required.
- j) Ensure the timely distribution of news releases and public announcements.

- k) Terminate the emergency and ensure proper notification of all listed in Appendix 12 of this Plan and any others, as appropriate.
- l) Maintain a log of all decisions made, actions taken and instructions issued.

### **10.2.2 Community Emergency Management Coordinator (CEMC)**

The CEMC will perform the following responsibilities:

- a) Perform all statutory duties as required by the *Emergency Management and Civil Protection Act* and any other legislation
- b) Activation of the emergency notification system.
- c) Co-ordinate all emergency operations on direction of the Mayor or Designate.
- d) Assist and advise the Mayor on all decisions such as evacuation Programs, declaration of emergency areas, and requests for outside assistance.
- e) Ensure that all emergency services, as required, are represented in the Community Control Group; if necessary, contact additional services that may be required.
- f) Develop an effective system for the gathering of factual information for the use of the Community Control Group and ensure that the Group is kept up to date on new developments or decisions.
- g) With the authority of the Mayor or Designate, designate individuals as required to assist with emergency operations.
- h) Ensure that liaison is maintained with Hospitals, School Boards, and other institutions concerning the emergency situation and ensure that their individual actions are compatible with the overall Program.
- i) Act as liaison to the Emergency Site Manager.
- j) Maintain a log of all decisions made, actions taken and instructions issued.

### **10.2.3 Chief Administrative Officer**

The Chief Administrative Officer will perform the following responsibilities:

- a) Activation of the emergency notification system
- b) Organize and supervise the Operations Control Centre
- c) Provide direction to Township departments and other agencies in their response, as required.



- d) Ensure that essential municipal services are kept operating and are secured (Business Continuity).
- e) Notify the required support and advisory staff, as required.
- f) Ensure that financial records are maintained of all purchases and expenditures involved with the operation and maintains the authorization of expenditures of Township funds which may be required immediately for preservation of life, health or property.
- g) Formulate plans to assist families of emergency personnel as required.
- h) Provide municipal manpower to the Emergency Operations Control Group.
- i) Provide administrative supplies and equipment to the Emergency Operations Group as required.
- j) Inform all elected officials and department heads of the situation and keep them up to date on occurrences in their respective areas.
- k) Assume the role of Community Emergency Management Coordinator or Alternate in the event of their absence.
- l) Initiate the opening, operation and staffing of switchboard at the Municipal Office, as the situation dictates, and ensuring operators are informed of EOC Group members' phone numbers at the EOC.
- m) Ensure that the media are kept informed about the situation through the Public Information Officer.
- n) Act as liaison with Police regarding security arrangements for the EOC.
- o) Maintain a log of all decisions made, actions taken and instructions issued.

#### **10.2.4 Fire Chief**

The Fire Chief will perform the following responsibilities:

- a) Activation of the emergency notification system.
- b) Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- c) Provide advice and information on matters related to fire protection services and coordinate all Fire Department activities.
- d) Coordinate the delivery of fire protection services identical to the organization existing under normal conditions.
- e) Coordinate rescue of trapped persons, fire suppression operations, and medical aid, as required.
- f) Ensure the protection of lives, property, and the environment.

- g) Assign a senior fire official to the emergency scene and establish an ongoing communications link.
- h) Assign an Emergency Site Manager and/or a site command post, as required.
- i) Coordinate actions to eliminate sources of potential danger in the emergency area.
- j) Advise the County Fire Coordinator of the emergency and activate the Simcoe County Mutual Fire Aid System to request additional or specialized resources as required.
- k) Maintain an up to date inventory of supplies and equipment available from the Fire Department which may be utilized during an emergency indicating type, quantity, location, and method of procurement.
- l) Arrange such tests as necessary to determine the degree of hazard existing in buildings or other structures from explosive, flammable or toxic agents.
- m) Maintain a log of all decisions made, actions taken and instructions issued.

#### **10.2.5 Clerk**

The Clerk will perform the following responsibilities:

- a) Perform all statutory duties as required by the *Emergency Management and Civil Protection Act* and any other legislation.
- b) Activation of the emergency notification system.
- c) Act as 2<sup>nd</sup> Alternate Community Emergency Management Coordinator.
- d) Assist the Chief Administrative Officer, as required.
- e) Act as Public Information Officer.
- f) Ensure that all important decisions made and actions taken are recorded.
- g) Upon direction by the Mayor, ensure that all Council are advised of the declaration and termination of the emergency.
- h) Upon direction by the Mayor, arrange any special meetings of Council as required and advise members of Council of the time, date and location of the meeting.
- i) Secure and store documents of all activities and events of the EOC Group during the emergency.
- j) Maintain the records and logs of the EOC Group for the purpose of debriefings and post-emergency reporting that will be prepared.
- k) Maintain a log of all decisions made, actions taken and instructions issued.

### **10.2.6 Public Information Officer**

Public Information Officer will perform the following responsibilities:

- a) Perform all statutory duties as required by the *Emergency Management and Civil Protection Act* and any other legislation.
- b) Activation of the emergency notification system.
- c) Maintain a log of all decisions made, actions taken and instructions issued.
- d) Upon arrival at the Emergency Operations Control Centre, reporting to the Chief Administrative Officer to be briefed on the emergency situation.
- e) Establish a communication link with the site media spokesperson and any other media coordinator(s) (i.e. provincial, federal, private industry) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.
- f) Ensure that the media centre is set up and staffed. Request additional personnel, through CAO, to staff media centre and to disseminate information.
- g) Liaise with the Community Control Group to obtain up-to-date information for media releases, coordinate individual interviews, and organize press conferences.
- h) Ensure that the following are advised of the telephone number of the media centre:
  - Media
  - Community Control Group
  - Municipal Switchboard Staff
  - Municipal Emergency Services
  - Police Public Relations Officer
  - Neighbouring communities
  - Any other appropriate persons, agencies or businesses
- i) Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Public Information Centre, Community Control Group, and other key persons handling inquiries from the media.
- j) Monitor news coverage, and correcting any erroneous information.
- k) Monitor and respond to County of Simcoe (SCEIM) ‘white-board’ as required.

### **10.2.7O.P.P. Detachment Commander or Police Representative**

The O.P.P. Detachment Commander or Police Representative will perform the following responsibilities:

- a) Activation of the emergency notification system.
- b) Arrange workstation in Emergency Operating Centre. Notify the required support and advisory staff of the emergency.
- c) Provide advice and information on matters related to policing services and coordinate all Police Service activities.
- d) Coordinate policing services identical to the organization existing under normal conditions.
- e) Ensuring provision and law and order and the protection of life and property.
- f) Ensure the continuity of the emergency reporting system for receiving and dispatching of emergency calls.
- g) Ensure sources of power, heat and lighting is available to support the operation of the Southern Georgian Bay O.P.P. Detachment.
- h) Assign a senior police official to the emergency scene and establish an on-going communications link.
- i) Assign an Emergency Site Manager and/or site command post as required.
- j) Notify necessary emergency and community services, as required.
- k) Establish an inner perimeter within the emergency area.
- l) Establish an outer perimeter to be established in the vicinity of the emergency area to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- m) Provide traffic control to facilitate the movement of emergency vehicles.
- n) Alert persons endangered by the emergency and coordinate evacuations.
- o) Arrange for security and/or maintenance of law and order at any facility as required. e.g. E.O.C., evacuation centres, etc.
- p) Notify the Coroner of fatalities.
- q) In cooperation with the Mayor and Public Information Officer at the Emergency Operations Centre, arrange for the public to be alerted of persons endangered by the emergency and coordinate evacuations.
- r) Liaise with other police agencies, as required.

- s) Maintain an up to date inventory of supplies and equipment available from the Police Service which may be utilized during an emergency for police responsibilities.
- t) Maintain a log of all decisions made, actions taken and instructions issued.

### **10.2.8 Director of Public Works**

The Director of Public Works will perform the following responsibilities:

- a) Activation of the emergency notification system.
- b) Arrange workstation in Emergency Operation Centre. Notify the required support and advisory staff of the emergency.
- c) Provide advice and information on matters related to engineering, operations, transit, water, and wastewater and to coordinate all Public Works Department activities.
- d) Coordinate the delivery of engineering, operations, transit, water, and wastewater identical to the organization existing under normal conditions.
- e) Notify the required support and advisory staff of the emergency.
- f) Assign an appropriate public works official to the emergency scene and establish an ongoing communications link, as required.
- g) Assign an Emergency Site Manager and/or a site command post, as required.
- h) Liaise with other public works agencies, as required.
- i) Provisions and maintenance/repair of storm and sanitary sewers, water system, roads, streets, and necessary appurtenances e.g. snow removal.
- j) Provide barricades, traffic markers/flashers, to assist in managing traffic at the emergency site, on routes in the area of the emergency site, and evacuation routes.
- k) Provide municipal vehicles, equipment and operators as required.
- l) Report any environmental hazards, e.g. spills, leaks, etc., to the appropriate agencies.
- m) Maintain an up to date inventory of supplies and equipment that the department uses during normal operations and those which may be required in an emergency indicating type, quantity, location, and method of procurement.
- n) Provide emergency potable water, supplies and sanitation facilities as required.

- o) Liaise with the Medical Officer of Health on issues relating to potable water and sanitation.
- p) Liaison with the Fire Department regarding water supply for firefighting purposes.
- q) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
- r) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- s) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- t) Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff.
- u) Procuring staff to assist, as required.
- v) Ensuring that a record is maintained of drivers and operators involved.
- w) May provide assistance with accessing generators for essential services, or other temporary power measure.
- x) Providing information and advice on water servicing.
- y) Disconnecting water services as deemed appropriate.
- z) Assisting in obtaining emergency water supplies where practical.
- aa) Restoring water service where practical on a priority basis.
- bb) Maintain a log of all decisions made, actions taken and instructions issued.

### ***10.3 SUPPORT STAFF***

All emergency operations require additional emergency-specific support staff that is responsible for providing services to minimize the effects of the emergency.

#### **10.3.1 Medical Officer of Health**

The Medical Officer of Health will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated
- b) Assist Community Control Group as required
- c) Activates and terminates the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- d) MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit E.O.C.
- e) Assigned AMOH or covering MOH, assumes the role of MOH at the health unit E.O.C. in the absence of the MOH.
- f) Coordinates public health services with municipal E.O.C's, emergency and support service and other responding agencies.
- g) Provides an on-site manager if required and attends the site command post as necessary.
- h) Liaises with Ontario Ministry of Health and Public Health Division and Chief Medical Officer of Health as required.
- i) Liaises with appropriate public health agencies as required to augment and coordinate a public health response.
- j) Provides advice on matters, which may adversely affect public health within Simcoe Muskoka.
- k) Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health and Long Term Care policies.
- l) Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka.
- m) Coordinates vaccine storage, handling and distribution across Simcoe Muskoka.
- n) Initiates mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.

- o) Liaises with Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
- p) Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
  - ❑ Accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
  - ❑ Food handling, storage, preparation and service
  - ❑ General health and safety involving injury prevention
- o) Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
  - ❑ Victim assessment, support and referral
  - ❑ Public health information and community networks
- p) Provides inspection and advice, in collaboration with municipal representatives within the affected communities, regarding the evacuation of residential buildings which pose a public health threat.
- q) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- r) Provides instruction and health information through public service announcements and information networks.
- s) Provides resource support and consultation to emergency service workers.
- t) Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Community Control Groups from each municipality.

### **10.3.2 Hydro Electric Manager**

The Hydro Electric/Power Utility Manager will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) Advise Mayor, or Designate, on hydro electric/power matters.
- d) Dispatch on duty personnel and equipment to the scene of the emergency and, if the situation warrants, have off duty personnel alerted and placed on standby.
- e) Control hydro electric/power operations and coordinate their operations with other services.



- f) Maintain an up to date inventory of supplies and equipment that might be required by the department in an emergency indicating type, quantity, location and method of procedure.
- g) Discontinue electricity to consumers when authorized by the Mayor, or his Designate, when considered necessary and in the interest of public safety.
- h) Provide alternative supply of electricity where necessary and practical.
- i) Monitor and provide updates on the status of power outages and customers without services
- j) Provide immediate and continuing information on the development situation
- k) Arrange with other local distribution companies to discontinue service when authorized by the Community Control Group, when considered necessary and in the interest of public safety.
- l) In cooperation with the Mayor and the Public Information Officer provide information to the public regarding the status of hydro service.

### **10.3.3 Public Works Superintendent**

The Public Works Superintendent will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) Maintain an inventory of special equipment and supplies in the area that may be required in an emergency, such as water pumps, front-end loaders, contractors and their equipment, and availability of fuel.
- d) Provide Police with signs, flashers and barriers as required.
- e) Ensure that all department vehicles and equipment are topped off with gas and oil on receiving the Emergency Alert.
- f) In the event of a total evacuation of an area, arrange for a fuel depot to be established on the evacuation route. This should be arranged prior to any evacuation order with bulk plant operators and garages. Supply of gas should not be dependent on electricity as a power failure may be occurring at the time of evacuation.
- g) Ensure that portable standby generators are available at the Emergency Operations Control Centre and Reception Centres in the event of power failure.

### **10.3.4 Environmental Superintendent**

The Environmental Superintendent will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) Dispatch on-duty personnel to the scene of the emergency and, if the situation warrants, have off duty personnel alerted and placed on standby.
- d) Provide municipal vehicles and equipment, together with operators as required.
- e) Report Spills of Sewage and or hazardous materials to the Ministry of the Environment and Energy and other appropriate Government Agencies.
- f) Provide technical support in conjunction with other agencies.
- g) Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency, indicating type, quantity, location and method of procurement.
- h) Provide immediate and continuing information on the developing emergency situation in the municipality.
- i) Control water supply in accordance with directions given.
- j) Ensure that Municipal services such as water supply, and water treatment, are secured and maintained in the event of a total evacuation or crisis situation.

### **10.3.5 Director of Finance**

The Director of Finance will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) The provision of information and advice on financial matters.
- d) Act as Liaison to the Ministry of Municipal Affairs and Housing as required for the Ontario Disaster Relief Assistance Program (ODRAP).
- e) Ensuring that records of expenses are maintained for future claim purposes.
- f) Ensuring the prompt payment and settlement of all the invoices and claims incurred during an emergency as well as track all associated costs relating to response to the emergency.
- g) Under the direction of the Community Control Group, coordinating appeals for volunteers with the Recreation Coordinator.
- h) Liaison, if necessary, with the Treasurers of neighboring communities.
- i) Coordinates donation management.

### **10.3.6 IT Technician**

The IT Technician will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated
- b) Assist Community Control Group as required
- c) Coordinate the information technology requirements of the EOC
- d) Maintain the integrity of the computer network
- e) Produce area maps as required

### **10.3.7 Secretary to the C.A.O.**

The Secretary to the C.A.O. will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated
- b) Assist Community Control Group as required
- c) Act as secretary to the EOC
- d) Arrange for the printing of materials as required
- e) Maintain copies of media releases and newspaper articles pertaining to the emergency

### **10.3.8 Chief Building Official**

The Chief Building Official will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated
- b) Assist Community Control Group as required
- c) Advisor to the Mayor, or Designate, and the Emergency Operations Control Group on the overall safety of the buildings or other structures directly or indirectly affected by the incident.
- d) Arrange as directed by the Mayor or his Designate for, or conduct such tests as are necessary to determine the degree of hazard existing in buildings or other structures, from explosives, inflammable or toxic agents, in conjunction with other agencies involved.
- e) Any other duties as assigned or regulated (i.e. Building Code)

### **10.3.9 Recreation Coordinator**

The Recreation Coordinator will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) Ensure that Reception Centres under their control are suitable for this purpose, and ascertain the maximum capacity in relation to space, washrooms and kitchen facilities.

- d) Keep an up-to-date list of people able to open and staff the above mentioned buildings.
- e) Buildings to be used as Reception Centres will also be considered as staging areas, and will require security personnel for entry and exit purposes.
- f) Provide personnel to assist at the reception centres, e.g.; cleaning and maintenance, parking attendants, etc.
- g) Act as liaison between Community Control Group and all service providers responding to the emergency (i.e. Red Cross, Salvation Army, etc.)
- h) Arrange for the opening, operation, direction and supervision of reception centres.
- i) Arrange for volunteers to register all persons arriving at reception centre and to ensure persons leaving the reception centre for alternate accommodations are registered as to their whereabouts. (See Appendix 3 for list of Volunteer Groups)
- j) Arrange for all supplies required at reception centre, e.g.: food, clothing, blankets, beds, diapers, etc.
- k) Arrange for the preparation of food and beverage at reception centres and maintain a close liaison with health services in this area. (See Appendix 3 for Volunteers and Appendix 5 for Telephone Listings of Suppliers).
- l) If more than one reception centre is required, appoint persons to manage these other centres and ensure that they are carrying out their responsibilities.

### **10.3.10 South Georgian Bay /West Simcoe Amateur Radio Emergency Service**

The South Georgian Bay / West Simcoe Amateur Radio Emergency Service (ARES) will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated.
- b) Assist Community Control Group as required.
- c) Upon request, provide radio communication systems, by trained communicators, to recognized officials, agencies, public and non-profit organizations. Communication will be in the form of authorized report releases only to other recognized officials, agencies or support groups.

### **10.3.11 County of Simcoe, Paramedic Services**

Paramedic Services will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated (Note: Unless required to report to the County of Simcoe EOC. In this case an alternate may be sent).
- b) Assist Community Control Group as required.
- c) Ensure the appropriate deployment of paramedic services to the emergency site.
- d) Depending on the nature of the emergency, assigning the Paramedic Services, Incident Commander and informing the CCG.
- e) Establishing an ongoing communications link with the Paramedic Incident Commander of the emergency and the Emergency Control Group.
- f) Obtaining paramedic services from other municipalities for support, as required.
- g) Establish effective triage and transportation of casualties at the site(s).
- h) Advising the CCG if other means of transportation is required for large scale response.
- i) Liaising with the Ministry of Health and Long Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the community.
- j) Ensuring liaison with the receiving and area hospitals and provide continuous update of events as they unfold.
- k) Ensuring liaison with the Medical Officer of Health, as required.
- l) Providing an Emergency Site Manager, if required and directed by the Community Control Group.
- m) Procuring staff to assist with the transportation of persons and/or medical supplies, as required.
- n) Assist in the coordination for the evacuation of an acute care and long term care facility.

### **10.3.12 County of Simcoe, Social Services**

The County of Simcoe, Social Services Division is responsible for coordinating the service delivery of the Emergency Social Services Response Plan as set-out in the Emergency Social Services Operational Standards section of the County of Simcoe Emergency Response Plan.

The County of Simcoe Community Control Group via the General Manager of Social Services or designate(s) will be instructed to activate the Emergency Social Services Response Plan as set-out in the Emergency Social Services Operational Standards of the County of Simcoe Emergency Response Plan.

Once the Emergency Social Services Response Plan for Reception and Evacuation Centre has been activated site command and communications will follow the Incidence Management System (IMS) protocols as set-out through the County of Simcoe Emergency Response Plan.

County of Simcoe Social Services will perform the following responsibilities:

- a) Report to the Emergency Operations Control Centre as designated (Note: Unless required to report to the County of Simcoe EOC. In this case an alternate may be sent).
- b) Assist Community Control Group as required.
- c) Liaison with the municipality via the Recreation Coordinator, in conjunction with the Red Cross and Simcoe Muskoka District Health Unit regarding the funding and provision of Registration & Inquiry, Shelter Management, Emergency Clothing, Food and Personal Services in the event of an emergency.
- d) Authorize financial assistance to persons in need for the purposes of basic necessities in the event of an emergency.
- e) Authorize reimbursement to the municipality for emergency expenditures required for the purpose of providing basic necessities, such as food, supplies, etc., for evacuation centres in the event of an emergency.
- f) Maintain accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- g) Request reimbursement from the Ministry of Community and Social Services for financial expenditures incurred as a result of funding basic necessities in an emergency.

### 10.3.13 Salvation Army, Midland & District Branch

The Salvation Army Community & Family Services is prepared to assist Tay Township in responding to emergencies and disasters in the Township as requested. Although The Salvation Army has specific roles for which we are prepared, we are also willing to respond to any request of the Township (see Appendices for contact & more detailed information).

#### **Primary Role – Emergency Disaster Services**

- a) Emergency Personnel: To support the emergency personnel through providing of food, beverages and comfort at the site of a disaster.
- b) Victims: To ensure that victims of disaster have their personal needs met, including food, emergency clothing, shelter and comfort.
- c) Shelter: To assist in providing or arranging shelter away from the disaster site.
- d) Temporary: To open The Salvation Army - Midland Community Church for short term shelter (daytime or 4-6 hours night time) and provide a safe, comfortable place where victims can wait for clearance to return home.
- e) Refreshment or meals will be provided as required.
- f) Overnight: To arrange for overnight shelter at a motel (Super 8), or in co-operation of Red Cross to provide refreshment and meal at a shelter as designated by the Township.

#### **Secondary Roles– Emergency Disaster Services**

- a) Referrals: To make referrals to other agencies that are equipped to handle specific request.
- b) Special Needs: To assist in arrange “out of the box” request.
- c) Transportation: To provide or arrange transportation to shelters and/or motels.
- d) Clothing: To provide or arrange clothing to victims of events.
- e) Furniture: To provide or arrange furniture to victims of events

### 10.3.14 Canadian Red Cross

The Canadian Red Cross, through their agreement with the Township, agrees to provide the following services (see Appendices for further details):

a) **Reception and Information Services**

- Establish a checkpoint for clients, workers and visitors
- Provide information about the sites services and services available elsewhere
- Posting signs, information and notice board, information sessions, access control, messaging for residents

b) **Family Reunification Services**

- Messaging (safe and well, e-mail, phone) for clients
- Assist in reuniting separated family members as quickly as conditions permit
- Assist in reuniting families through the collection of information and answering of inquiries regarding the condition and whereabouts of missing persons
- Registration Services-this includes retaining the completed registration forms and assume responsibility for the privacy of the information on such forms
- Inquiry Services- Responding to enquiries as to the whereabouts of evacuees and missing persons;
- Provide information to other emergency response agencies offering essential services to people affected by a disaster.

c) **Emergency Lodging**

- Manage and arrange the safe, immediate, temporary lodging for homeless or evacuated persons.
- Ensuring emergency evacuation procedures are in place for the emergency shelter
- Arranging alternative accommodations (back in own home, with friends/family, commercial accommodation if appropriate)
- Set up sleep areas (group sleeping)
- Provide cots for evacuees
- Provide blankets for evacuees
- Provide hygiene kits for evacuees



- d) **Emergency Food**
  - Work with partner agencies to ensure all dietary needs are met for evacuees
  - Feed evacuees, emergency workers and disaster response volunteers;
  - The provision of grocery vouchers when necessary.
- e) **Personal Services and Health Care**
  - Provide for the initial reception of disaster victims arriving at evacuation centres
  - Provide basic toiletries, prescriptions and infant supplies such as bottles, diapers and other essentials
  - Provide care for unaccompanied children until Social Services arrives
  - Provide care for dependant adults until care giver arrives or alternative arrangements are made
  - Organize recreational activities/outings as appropriate/available
- f) **Emergency Clothing**
  - Work with partner agencies to ensure all clothing needs are met for evacuees
  - Assist with laundry services as available
  - Provide clothing/clothing vouchers until regular source of supplies are available
  - This includes detergent and other cleaning agents
  - Provide footwear suitable to season and climate
- g) **Preparedness and Training**
  - Design and implement recruitment campaigns to attract volunteers;
  - Design and implement training programmes for volunteer disaster responders.

## 11 **RECOVERY PROGRAM**

### 11.1 **General**

This Program assigns responsibilities and outlines activities, which may be required to bring the Township of Tay back to its pre-emergency state. It will be activated (in whole or in part) at the direction of the Community Control Group. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed. The following committees will be established:

- 1) **Recovery Committee**
- 2) **Human Needs Sub-Committee**
- 3) **Infrastructure Sub-Committee**
- 4) **Finance Sub-Committee**

### **11.1.1 Recovery Committee**

In the early stages, the Community Control Group as a whole may function as the recovery committee. After the emergency has been terminated, the following will form the Recovery Committee and meet at the direction of the chair as required:

- Head of Council (Chair)
- Chief Administrative Officer (CAO)
- Emergency Management Program Coordinator
- Clerk
- Chairs of sub-committees
- Red Cross representative

Representatives of internal departments, Simcoe County, the Province of Ontario, and other agencies may be added to the committee as appropriate.

***The Recovery Committee will:***

- a) Ensure that the public and elected officials of the community are informed of the status and activities of the recovery process.
- b) Ensure that elected officials from neighboring communities are kept abreast of recovery activities which may have an impact on those communities, or whose resources may be required.
- c) Receive information from, and provide direction to, the recovery sub-committees to ensure that necessary services are provided and are being coordinated.
- d) Request funding from senior levels of government.
- e) Provide recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
- f) Ensure continuity of mandated services to those residents not affected by the emergency.
- g) Decide on the termination of recovery activities and the wind-up of recovery committees.
- h) Prepare a final report on the recovery phase of the emergency for submission to Council.
- i) Make recommendations for amendments to this recovery Program.

### **11.1.2 Human Needs Sub-Committee**

The following will form the Human Needs Sub-Committee, and will meet at the direction of the chair as required:

- Simcoe County Social Services Director (Chair)
- Simcoe County Public Health representative
- Township of Tay Recreation Coordinator
- Red Cross representative

Representatives of internal departments, Simcoe County, the Province of Ontario and other agencies such as volunteer groups may be added to the committee as appropriate.

***The Human Needs Committee will:***

- a) Ensure the continued operation of the evacuation centre(s), including the provision of housing, feeding, clothing, and personal services.
- b) Assist homeless citizens to locate long-term housing and have utilities connected.
- c) Co-ordinate storage and distribution of donated materials.
- d) Ensure that the needs of “special populations” such as children, elderly, handicapped are met.
- e) Ensure health standards are maintained throughout the community.
- f) Provide counseling services as required.
- g) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- h) Assist affected citizens replace documents that may have been lost in the emergency.
- i) Arrange financial assistance to those in need of it.
- j) Ensure mail service to those within the affected area.
- k) Arrange for secure storage of residents’ property that has been recovered and cannot immediately be secured by the resident.
- l) Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
- m) Co-ordinate transportation for those in need of out-patient care or therapy.
- n) Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
- o) Ensure that detailed financial records relating to sub-committee’s activities are maintained.

- p) Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery Program.

### **11.1.3 Infrastructure Sub-Committee**

The following will form the Infrastructure Sub-Committee and will meet at the direction of the Chair as required.

- Director of Public Works (Chair)
- Public Health representative (Simcoe County)
- Emergency Site Manager
- Chief Building Official
- Roads Department representative (Simcoe County)

Representatives of internal departments, Simcoe County, the Province of Ontario, and other agencies may be added to the committee as appropriate.

#### ***The Infrastructure Sub-Committee will:***

- a) Determine, based on engineering advice, the extent of the damage to homes, municipal and commercial buildings, together with damage to roads, bridges and utilities.
- b) Ensure (in conjunction with O.P.P.) that access to unsafe areas or structures is restricted.
- c) Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.
- d) Expedite demolition permits as required.
- e) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- f) Ensure traffic controls (lights, signage) are restored.
- g) Expedite procedures to establish new housing, or rebuild/repair damaged housing or other structures.
- h) Ensure appropriate removal of debris (including hazardous and/or organic materials), and arrange for sorting and recycling of as much debris as possible.
- i) Ensure that proper sanitation (drinking water, garbage, and vermin control) measures are taken.
- j) Recommend, if appropriate, the waiving of tipping fees at waste disposal site.
- k) Ensure the safety of workers in the damaged area, including volunteers.
- l) Continue to work with utilities (hydro, gas, and phone) to permanently restore services.
- m) Co-ordinate uses of volunteer labor to assist residents with clean up on private property.

- n) Develop a list of reliable contractors.
- o) Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
- p) Ensure that detailed financial records relating to sub-committee's activities are maintained.
- q) Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery Program.

#### **11.1.4 Financial Sub-Committee**

The following will form the Financial Sub-Committee, and will meet at the direction of the Chair as required:

- Treasurer (Chair)
- A member of Council

A Social Services representative, representatives of internal departments, Simcoe County, the Province of Ontario, and other agencies may be added to the committee as appropriate.

#### ***The Finance Sub-Committee will:***

- a) Maintain accurate records of all emergency related damage and coordinate related expenditures.
- b) In the event of a natural emergency act as a "Disaster Relief Committee", in accordance with Ministry of Municipal Affairs Guidelines as required for the Ontario Disaster Relief Assistance Program (ODRAP).
- c) If required, arrange to advance funds to those in need, and arrange for recovery of these funds.
- d) In the event of a human caused emergency, prepare and submit claim against the creator of the emergency.
- e) Prepare claim for provincial and/or federal funding.
- f) Analyze the impact of the emergency on the municipal budget.
- g) Prepare insurance claims on behalf of the municipality.
- h) Assist, if required, with insurance claims on behalf of affected residents.
- i) Co-ordinate their activities with those of other sub-committees, and report regularly to the Recovery Committee.
- j) Prepare a final report on the sub-committee's activities, together with recommendations for amendments to this recovery program.