

# **The Corporation of the Township of**

## **Admaston/Bromely By-law 2023-49**

### **Emergency Management Program and Emergency Response Plan By-law**

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

---

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

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as its Emergency Management Program Coordinator;
- Establish an Emergency Management Program Committee;
- Establish an Emergency Community Control Group;
- Establish an Emergency Operations Centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

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

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

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley hereby enacts as follows:

#### **Emergency Management Program**

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

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

#### **Emergency Response Plan**

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

#### **Community Emergency Management Coordinator**

6. CAO/Clerk Jennifer Charkavi, is hereby appointed as the primary Community Emergency Management Coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. Alternate CEMCs will be appointed once they are identified and trained, to act in place of the primary CEMC.

#### **Emergency Management Program Committee**

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

#### **Community Control Group**

11. The persons holding the following positions in the municipality shall be members of the Community Control Group (CCG):
  - a) Mayor of Township of Admaston/Bromley, or designate;
  - b) Operations Officer (CAO/Clerk);
  - c) Community Emergency Management Coordinator (CEMC) or alternate
  - d) Liaison Officer – (Treasurer-Deputy CAO/Clerk or CEMC);
  - e) Safety Officer – (CEMC or alternate);
  - f) Public Works Superintendent;
  - g) Fire Chief or designate;
  - h) Emergency Information Officer;
  - i) Others as required (example: County Officials, OPP, Utilities Reps, etc.).

**Emergency Operations Centre**

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

**Emergency Information Officer**

13. The Township's Finance Clerk, Meagan Jessup is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

**Administration**

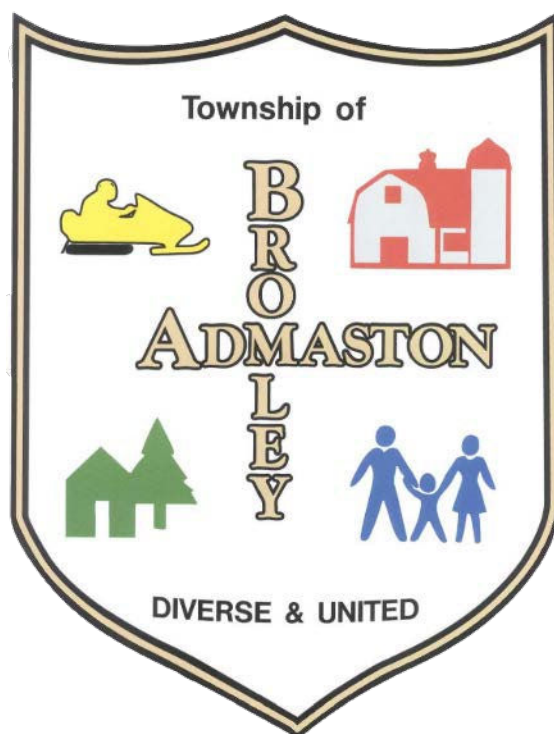
14. The Plan shall be made available to the public for inspection and copying at the Admaston/Bromley Municipal Office, 477 Stone Road Road during regular business hours and on the Township's website [www.admastonbromley.com](http://www.admastonbromley.com).
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. By-laws 2000-07, 2018-03 and 2022-14 are hereby repealed.

READ a first and second time this 5<sup>th</sup> day of October, 2022.

READ a third time and passed this 5<sup>th</sup> day of October, 2022.

  
MAYOR Michael Donohue  
CAO/CLERK Jennifer Charkavi

## Schedule "A" to By-Law 2023 - 49



### TOWNSHIP OF ADMASTON/BROMLEY

### EMERGENCY RESPONSE PLAN

Revised:  
October 5, 2023

## Table of Contents

Preface .....	4
Part One: Administration .....	5
1.1 Aim .....	5
1.2 Authority .....	5
1.3 Definition of an Emergency .....	5
1.4 Township of Admaston/Bromley Declaration .....	6
1.5 Termination of Emergency.....	6
Part Two: Emergency Operation and Procedures .....	7
2.1 Community Control Group (CCG). .....	7
2.1.1 Membership .....	7
2.1.2 Operating Cycle .....	8
2.1.3 Collective Responsibilities of the Community Control Group .....	8
2.1.4 Emergency Notification Procedures.....	8
2.2 Activation of the Emergency Response Plan.....	9
2.3 Emergency Operations Centre (EOC).....	9
2.3.1 Emergency Operations Centre Procedures.....	9
2.3.2 Operations Cycle .....	10
2.4 Roles and Responsibilities of the Community Control Group .....	11
2.4.1 Mayor or Designate.....	11
2.4.2 Operations Officer – Chief Administrative Officer/Clerk .....	11
2.4.3 Community Emergency Management Coordinator or Alternate.....	12
2.4.4 Safety Officer – Community Emergency Management Coordinator or Alternate .....	12
2.4.5 Liaison Officer - Community Emergency Management Coordinator/Alternate.....	12
2.4.6 Fire Chief or Designate .....	13
2.4.7 Public Works Manager .....	13
2.4.8 Emergency Information Officer – Administrative/Planning Assistant .....	14
2.4.9 Other Members as Required.....	14
2.5 Telecommunications.....	15

Part Three: Legislative Compliance .....	15
3.1 Emergency Management and Civil Protection Act.....	15
3.2 Freedom of Information and Protection of Privacy .....	16
3.3.1 Employee Indemnification .....	16
3.3.2 Municipal Liability .....	16
3.4 Plan Maintenance .....	17
3.5 Accessibility.....	17
Part Four: Annexes.....	18
4.1 Annex 1 - Check List in Consideration of a Declaration of an Emergency.....	18
4.2 Annex 2 - Declaration of an Emergency.....	20
4.3 Annex 3 - Termination of an Emergency.....	21
4.4 Annex 4 - Hazard Identification and Risk Assessment (HIRA).....	22
4.5 Annex 5 - Critical Infrastructure.....	23
4.6 Annex 6 - Quick Contacts for Emergencies .....	25
4.7 Annex 7 - Municipal Council and Staff Contacts.....	26
4.8 Annex 8 - Provincial Agencies .....	27
4.9 Annex 9 - Federal Agencies .....	28
4.10 Annex 10 - Equipment and Supplies .....	29
4.11 Annex 11 - Evacuation Centres .....	31
4.12 Annex 12 - Resource Directory and Services.....	32
4.13 Annex 13 - Distribution List.....	38

## Preface

Emergencies are defined as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”. Emergencies affect public safety – the health, welfare, and property, as well as the environment and the economy of the Township of Admaston/Bromley.


The Emergency Response Plan is comprised of distinct arrangements, emergency operations and procedures, from the normal day-to-day operations of the township and its departments and address the elements of a fully developed Incident Management System In the event of an emergency significantly implicating the resources of the township, every official, department, municipal partner, and external agency must be prepared to carry out specific and assigned roles and responsibilities.

The Township of Admaston/Bromley Emergency Response Plan has been prepared to provide important emergency response information related to roles and responsibilities during an emergency, and arrangements, services, and equipment.

This plan will contain supporting annexes, which define procedures and agency responsibilities to be implemented when dealing with specific hazards.

It is important that the residents, businesses and interested visitors be aware of these provisions. Copies of the Township of Admaston/Bromley's Emergency Response Plan may be viewed at the municipal township office.

DATE: October 5, 2023

Signed:   
Mayor Michael Donohue

## Part One: Administration

### 1.1 Aim

The aim of the Township of Admaston/Bromley Emergency Response Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Admaston/ Bromley when faced with an emergency resulting from the effects of a natural, technological, or human- caused disaster. This plan meets the legislated requirements of the Emergency Management Act.

The Township of Admaston/Bromley Emergency Response Plan has been developed to address the elements of a fully implemented Incident Management System and reflects the hazards to affect the township. The Emergency Management Committee has defined these hazards during an in-depth Hazard Identification and Risk Assessment Study which was revised in Oct. 2023

For further details contact the Community Emergency Management Coordinator.

### 1.2 Authority

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario. The Act states that:

“The head of council of the municipality may declare that an emergency exists in the municipality or 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.”

As enabled by the Emergency Management Act, 2003, this Emergency Response Plan and its elements have been:

- Issued under the authority of the Township of Admaston/Bromley By-law # 2000-07, and.
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### 1.3 Definition of an Emergency

An emergency is defined under the Emergency Management and Civil Protection Act as “An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an international act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.



#### 1.4 Township of Admaston/Bromley Declaration

The Mayor of the Township of Admaston/Bromley or their designate, has the authority to declare a State of Emergency for the Township of Admaston/Bromley. The designate for the mayor has been named as the Deputy Mayor of the Township of Admaston/Bromley. The decision to declare a State of Emergency is usually made in consultation with the CAO/Clerk/CEMC and other available members of the Community Control Group (CCG). The Checklist for Declaration is noted in Annex 1 and the Declaration Form is noted in Annex 2.

The declaration of a State of Emergency at the Township level will likely occur in certain instances, including but not limited to the following:

- A situation compromising the critical infrastructure of the Township.
- A general health issue identified by the local Medical Officer of Health that may affect the entire Township.
- A general situation, such as severe weather which affects a significant proportion of the Township's residents and/or property; and
- At the request of the Province of Ontario.

As a resource to assist the Mayor, Emergency Management Ontario has prepared a Checklist in Consideration of a Declared Emergency for use. Upon declaring an emergency, the mayor will notify:

- Emergency Management Ontario.
- The Minister of Community Safety and Correctional Services.
- The Ministry of the Solicitor General
- Council of the Township of Admaston/Bromley.
- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as appropriate.
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

#### 1.5 Termination of Emergency

The Emergency Management and Civil Protection Act defines that a municipal emergency may be terminated by the:

- Mayor of the Township of Admaston/Bromley or designate.
- Council of the Township of Admaston/Bromley; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the Community Control Group (CCG). Upon termination the Mayor or Designate will notify:

- Emergency Management Ontario.
- The Minister of Community Safety and Correctional Services.
- The Ministry of the Solicitor General

- Council of the Township of Admaston/Bromley.
- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as appropriate.
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

The Termination of Emergency Form is noted in Annex 3.

## Part Two: Emergency Operation and Procedures

### 2.1 Community Control Group (CCG)

The Community Control Group (CCG) is responsible for the direction and control of the overall emergency response at the Township level. In keeping with the elements of an Incident Management System, the CCG assumes the functions of: Command, Operations, Planning and Logistics. The CCG ensures the provision of essential services to minimize the impact of the emergency on the community. The CCG is responsible for implementing the Township of Admaston/Bromley's Emergency Response Plan.

#### 2.1.1 Membership

The Community Control Group is made up of the following members:

- Mayor of Township of Admaston/Bromley or designate.
- Operations Officer (CAO/Clerk).
- Community Emergency Management Coordinator (CEMC) or alternate
- Liaison Officer – (Treasurer-Deputy CAO/Clerk or CEMC).
- Safety Officer – (CEMC or alternate).
- Public Works Superintendent.
- Fire Chief or designate.
- Emergency Information Officer (EOI); and
- Others as required (example: County Officials, OPP, Electrical Utility etc.).

The CCG may function with only a limited number of people depending upon the nature of the emergency. While the CCG may not require the presence of all members, all members must be notified whenever the plan is activated. The CCG may also require the assistance of external organizations and/or professionals to provide an effective response. Representatives from: the Ontario Provincial Police; Renfrew County Mutual Aid (Fire Services); Renfrew County & District Health Unit; Emergency Management Ontario; Environment Canada; Electrical Utility Representatives; Telecommunications Coordinator; Ministry of Natural Resources and Forestry and the County of Renfrew, Provincial Ministries and/or Agencies may be invited to participate in an advisory capacity to the CCG.

Members of the CCG are required to have designated alternates to respond if the primary

member is unavailable. All responsibilities of the primary member extend to the alternate member when acting in such capacity.

### 2.1.2 Operating Cycle

The Operations Officer (CAO/Clerk) will establish the frequency of meetings and agenda items.

Members of the CCG will convene at regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature. The Emergency Information Officer will maintain status board and maps which will be prominently displayed and kept up to date.

### 2.1.3 Collective Responsibilities of the Community Control Group

The members of the CCG are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the Township of Admaston/Bromley's Emergency Response Plan, in whole, or in part, to respond to an impending, potential, or existing emergency.
- 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.
- Ensuring support to the Incident Management System by offering equipment, staff, and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, altering landfill hours of operation etc.
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.
- Maintaining individual logs outlining decisions made and actions taken related to the emergency and submitting the original log to the CAO/Clerk and copy to the CEMC within one week of the termination of the emergency, as required.
- Participating in the operational debrief of the emergency, upon termination.

### 2.1.4 Emergency Notification Procedures

Upon activation of the Emergency Response Plan the Operations Officer (CAO/Clerk) will contact the mayor, or designate, and the CEMC or alternate. The CEMC is responsible for notification of the CCG.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or alternate and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details as part of the notification procedure.

## 2.2 Activation of the Emergency Response Plan

The activation of Township of Admaston/Bromley's Emergency Response Plan will result in the CCG convening in the designated Emergency Operations Centre (EOC). Any member of the CCG or council may request that the plan be activated. The request will be made to the mayor, or the CAO/Clerk, or the CEMC or alternate. Only the Mayor, or designate, the CAO/Clerk and the CEMC or alternate have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the mayor, or designate. Activation of the plan includes:

- Notification of the CCG
- Determination of the appropriate EOC

**At the scene, an Emergency Site Commander will be established as per the Incident Management System. The Emergency Site Commander will coordinate with the CCG.**

- Set up of the EOC; and
- Any other actions required to implement the plan.

Township of Admaston/Bromley's Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

## 2.3 Emergency Operations Centre (EOC)

The EOC is the central command for the Township of Admaston/Bromley's emergency response. The EOC is a secure meeting room, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The EOC will be in the Council Chambers located at the Municipal Office at 477 Stone Road, Renfrew. The Barr Line Community Centre located at 1766 Barr Line, Douglas, is the alternate EOC.

### 2.3.1 Emergency Operations Centre Procedures

The CEMC, with the assistance of the Operations Officer (CAO/Clerk) and other members of the CCG, will ensure that the EOC is operational within 120 minutes.

Upon arrival at the EOC, each CCG member will:

- Attendance of participants will be recorded in the meeting minutes by the EOI.
- Retrieve the designated EOC Kit.
- Check telephone/communications devices.
- Open personal log.

- Contact own department/agency and obtain a status report, if applicable.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Communicate the CCG decisions to department and/or agency staff.
- Continuing participation in the EOC Operations Cycle.

Upon leaving the EOC, each CCG member will:

- Provide location/contact information for the interim.
- Fully brief any replacement/relief, as required.

### 2.3.2 Operations Cycle

Emergency management is cyclical in nature and the Operations Cycle is how the CCG manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The Operations Cycle meetings are to be chaired by the Operations Officer (CAO/Clerk). The Operations Officer (CAO/Clerk), in conjunction with the mayor, or designate, and CCG, will determine the meeting schedule. It is important to

note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The CCG will convene at the EOC, usually around a planning board or a map, at which time they will in turn report to their departments or agencies status to the mayor, or designate, and Operations Officer (CAO/ Clerk). In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The CCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

Specifically, the agenda for each Operations Cycle meeting should consistently include:

- 1) Current Status of each CCG member area of responsibility; including 1st and 2nd priority issues for decision/action.
- 2) List of 1st Priority Items.
- 3) Determination of decision/action for 1st Priority Items.
- 4) List of 2nd Priority Items.
- 5) Determination of decision/action for 2nd Priority Items.
- 6) Discussion of emerging issues for future planning.
- 7) Determination of Key Messages for EOI.

#### 8) Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and partner agencies to pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG members will begin the process of acting on decisions, gathering information and preparing for the next Operations Cycle meeting.

### 2.4 Roles and Responsibilities of the Community Control Group

The membership of the CCG may be supplemented as required. The Operations Officer (CAO/Clerk) may make requests for participation in CCG meetings of other staff, municipal partners, county partners, provincial stakeholders, and allied agencies.

In addition to the collective responsibilities outlined in section 2.1.3, there are distinct responsibilities for each member of the CCG.

#### 2.4.1 Mayor or Designate

- Declaring an emergency.
- Terminating an emergency.
- Notifying the Minister of Community Safety and Correctional Services of the declaration and termination of the emergency.
- Ensuring the members of Council are advised about the declaration and termination of an emergency.
- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements, and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

#### 2.4.2 Operations Officer – Chief Administrative Officer/Clerk

During an emergency the CAO/Clerk is referred to as the Operations Officer in the EOC and CCG. The Operations Officer performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Coordinating the activities of the EOC, including security of the EOC.
- Chairing the CCG Operations Cycle meetings.
- Advising the Mayor, or designate, on Township of Admaston/Bromley policies and procedures, as required.
- Reviewing with, and advising the mayor, or designate, on the key messages, major announcements, and media releases; in the absence of the Mayor or Designate, approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the CCG.

- Initiating and maintaining a business cycle format during emergency operations.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the CEMC, ensuring that all essential services of the Township of Admaston/ Bromley are maintained, and that business continuity is minimally disrupted. This may include calling out additional staff to aid, as required.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

#### 2.4.3 Community Emergency Management Coordinator or Alternate

The CEMC is responsible for:

- Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- Providing information, advice, and assistance to members of the CCG on Emergency Management programs and principles; also to provide administrative support to the Operations Officer.
- Providing support to the CCG and assisting to ensure proper operation of the EOC.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- In conjunction with the CAO/Clerk, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- Ensuring a master record of all events and actions taken is maintained (main events board).
- Maintaining a personal log.

#### 2.4.4 Safety Officer – Community Emergency Management Coordinator or Alternate

The Safety Officer is responsible for performing the functions of Safety Officer in the Incident Management System as well as:

- Alerting the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Providing directions to the CCG related to their Health and Safety.
- Providing leadership to the CCG members to ensure that the health and safety standards of the emergency site(s) and responders are maintained.
- Liaising with municipal, provincial, and federal agencies, as required.
- Liaising with Mutual Assistance partners.
- Maintaining a personal log.
- Participating in the post-emergency CCG de-brief sessions.

#### 2.4.5 Liaison Officer - Treasurer-Deputy CAO/Clerk or CEMC

The liaison officer is responsible for:

- Activating and arranging the EOC.
- Ensuring that security is in place for the EOC and registration of CCG members.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring liaison with community support agencies.
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

#### 2.4.6 Fire Chief or Designate

The Fire Chief, or designate, is responsible for:

- Alerting the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Provide the CCG with information and advice on firefighting and rescue matters.
- Depending on the nature of the incident, assign the Incident Commander and inform the CCG.
- Establish ongoing communication link with the senior fire official at the scene of the emergency.
- Inform Mutual Aid Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, as required.
- Determine if additional or special equipment is required and recommend possible sources of supply.
- Aid other township and community departments and being available to contribute to non-firefighting operations, if necessary.
- Establish Incident Command, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

#### 2.4.7 Public Works Superintendent

The Public works Superintendent is responsible for:

- Alerting the CEMC, the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve Township resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.



- Managing the Public Works response of the Township.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, township roads, bridges, structural integrity, traffic plans and other matters related to the department's responsibilities.
- Maintaining communication and providing information to the EOC.
- Ensuring that the health and safety standards of the Public Works Department staff responding to emergencies are maintained.
- Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

#### 2.4.8 Emergency Information Officer

The Emergency Information Officer is responsible for:

- Requesting activation of the Emergency Response Plan to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the EOC, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Act as recording secretary to the CCG.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the CCG during Operation Cycle meetings.
- Coordinating interviews and media conferences for CCG members, as required, and approved by the Operations Officer (CAO/Clerk).
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news reports and interviews during and following an emergency.
- Monitoring news coverage.
- Maintaining a personal log.
- Participating in post-emergency CCG de-brief sessions.

#### 2.4.9 Other Members as Required

- A Community Officer of Office of the Fire Marshal and Emergency Management Ontario.
- Representatives from the Ontario Provincial Police
- Renfrew County & District Health Unit
- County of Renfrew Paramedic Service
- County of Renfrew Social Services
- Medical Officer of Health
- County of Renfrew CEMC

- Renfrew County Mutual Aid Committee
- Other appropriate Federal and Provincial Ministries are also available as resources to the CCG.
- Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, Hydro One, Ontario Power Generation etc.) may also be requested to participate.

## 2.5 Telecommunications

The primary methods of communicating to and from the Emergency Operations Centre will be by text message, telephone, or e-mail. In the event that landline and/or cellular telephone service is not available, radio communications provided through the Township of Admaston/Bromley Public Works may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services (ARES) may also be activated to support the necessary communications between the CCG members and the Site. The Public Works Superintendent is responsible for activating the ARES and providing for their needs.

## Part Three: Legislative Compliance

### 3.1 Emergency Management and Civil Protection Act

The Emergency Management and Civil Protection Act is the legal authority for the Township of Admaston/Bromley's Emergency Response Plan. The Emergency Management and Civil Protection Act states that:

*"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 the property of the health, safety and welfare of the inhabitants of the emergency area."*  
R.S.O. 1990, E.9, s.4 (2).

With the determination of such authority, the Emergency Management and Civil Protection Act also prescribes that every municipality shall:

- Develop and implement an emergency management program and the council of the municipality shall, through by-law, adopt the emergency management program. 2002, c.14, s. 4.
- The emergency management program shall consist of:
  - an emergency plan.
  - training programs and exercises; for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.
  - public education on risks to public safety and on public preparedness for emergencies; and.
  - any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s.4.
- 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 c14, s.4.

- 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-law adopt the emergency plan. 2002, c. 14, s.5 (1).
- 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 (2).
- Review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- Submit a copy of the emergency plan and of any revision to the emergency plan to the Chief, Office of the Fire Marshal and Emergency Management Ontario and shall ensure that the Chief, Office of the Fire Marshal, and Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c.14, s.10.

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

- Issued under the authority of the County of Renfrew By-Law (85-13)
- In conformity to the plan formulated by the Lieutenant Governor in Council; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### 3.2 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing, and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

#### 3.3.1 Employee Indemnification

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act* protects individual members of council and staff of municipalities from personal liability.

*“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).”*

#### 3.3.2 Municipal Liability

In accordance with the *Emergency Management and Civil Protection Act* a municipality is not relieved from liability as stated in Section 11, subsection 3:

*“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of*

*council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.” 2006, c. 13, s.1 (6)*

### 3.4 Plan Maintenance

It is essential that the plan be kept current and viable by adherence to a maintenance schedule. Responsibility for the maintenance of the plan rests with CEMC or alternate who may delegate tasks accordingly.

The emergency contact lists will be reviewed, and the notification system will be tested annually. The plan will be exercised and reviewed annually as a legislative requirement.

The CCG will receive training and participate in an exercise annually as a legislative requirement.

### 3.5 Accessibility for Ontarians with Disabilities Act/Ontario Regulation 429/11 and 191/11

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format.

The Township of Admaston/Bromley shall provide Emergency Response Plan information in an accessible format upon request in accordance with the Township’s Multi-Year Accessibility Policy.

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to Emergency Response Plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information:

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

## Annex 1 – Checklist in Consideration of a Declaration of an Emergency

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

### **GENERAL AND GOVERNMENT:**

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services (ex., energy, potable water, sewage treatment/containment, supply of goods or medical care?)
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

### **LEGAL:**

- Might legal action be taken against municipal employees or Councillors related to their actions during the current crisis?
- Are volunteers assisting?

### **OPERATIONAL:**

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the federal government (ex, military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?
- Will your municipality be receiving evacuees from another community?

### **ECONOMIC AND FINANCIAL**

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic

viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to reestablish commercial activity?

- Is it possible that a specific person, corporation, or other party has caused the situation?

Annex 2 – Declaration of an Emergency

MANAGING THE EMERGENCY -  
DECLARATION OF AN EMERGENCY

Municipality: TOWNSHIP OF ADMASTON/BROMLEY Phone: 613-432-2885 Fax: 613-432-4052

I, \_\_\_\_\_ hereby declare a state of local Emergency  
Mayor or alternate

in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4. (1)  
due to the emergency described herein: *(nature of emergency)*

\_\_\_\_\_  
\_\_\_\_\_

for an Emergency Area or part thereof described as: *(geographic boundary)*

\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_ at \_\_\_\_\_ *(Time)*

in the Municipality of: \_\_\_\_\_