

## THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

### BY-LAW 24-70

Being 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 or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operation 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 Malahide 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 Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Malahide.

### **Community Emergency Management Coordinator**

6. The Director of Fire & Emergency Services is hereby appointed as the primary community emergency management coordinator (the "CEMC"), responsible for the emergency management program for the Township of Malahide including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The District Fire Chief (Township of Malahide), Fire Administrative Assistant (Township of Malahide), Manager of Emergency Management & Elgin-Middlesex Regional Fire School (County of Elgin), and Emergency Management Program Coordinator (County of Elgin) are hereby appointed as alternate CEMCs to act in

place of the primary CEMC in his/her absence or where delegated by service agreements.

### **Emergency Management Program Committee**

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
  - a. Mayor (Head of Council)
  - b. Deputy Mayor
  - c. Chief Administrative Officer (EOC Manager)
  - d. Director of Fire & Emergency Services (CEMC)
  - e. Manager of Legislative Services / Clerk (EIO)
  - f. Director of Public Works
  - g. Director of Corporate Services / Treasurer
  - h. Human Resources Manager
  - i. Fire Administrative Assistant (Alternate CEMC)
9. The Mayor 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.

### **Municipal Emergency Control Group**

11. The persons holding the following positions in the municipality shall be members of the Municipal Emergency Control Group (MECG):
  - a. Mayor (Head of Council)
  - b. Chief Administrative Officer (CAO)
  - c. Director of Fire & Emergency Services (CEMC)
  - d. Manager of Legislative Services / Clerk (EIO)

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the MECG 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**

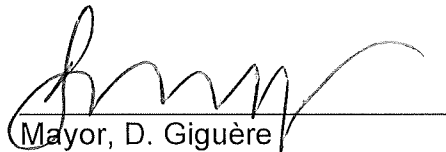
13. The Manager of Legislative Services / Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying at the Township of Malahide Administration Office, 87 John St S. during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the The Treasury Board Secretariat via Emergency Management Ontario as identified in the Act.
16. By-law 23-56- Emergency Management Program and Emergency Response Plan is hereby repealed in its entirety.
17. By-law 23-89- Use of County CEMC is hereby repealed in its entirety.

**READ a FIRST and SECOND** time this 5<sup>th</sup> day of December, 2024.

**READ a THIRD** time and **FINALLY PASSED** this 5<sup>th</sup> day of December, 2024.



Mayor, D. Giguère



Clerk, A. Adams

# **Township of Malahide Emergency Response Plan**

By-law No. 24-70 Schedule A

Revised October 2024

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## **DEFINITIONS:**

### **Municipal Emergency Control Group (MECG) (ERP Appendix 1G)**

A designated group of individuals mandated to address the ongoing, or potentially expanding threat to the broader community; including health, safety and well-being of persons; property and infrastructure; essential services; the environment; and local economy; and to instill a level of confidence to the public.

### **Council**

Means the individuals sworn in as Council Members of The Corporation of the Township of Malahide.

### **Emergency**

“*emergency*” means 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; (“situation d’urgence”) *Emergency Management and Civil Protection Act, R.S.O. 1990*

### **Emergency Area**

A geographic area within which an emergency has occurred or is about to occur, and which has been identified, delineated, and designated to receive emergency response actions.

### **Emergency Management Program Committee**

A management team appointed by the Council to oversee the development, implementation, and maintenance of the Township of Malahide Emergency Management Program.

### **Emergency Operations Centre (EOC) (ERP Appendix 4)**

A facility where the Community Control Group assembles to manage an emergency.

### **Evacuation Centre (Shelter) (ERP Appendix 7)**

A facility to provide shelter, food, and other services to a group of people who have been evacuated from an emergency area.

### **Inner Perimeter**

A restricted area in the immediate vicinity of the emergency area as established by the On-Site Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in response.

### **Media Information Centre**

A facility or location near the Emergency Operations Centre, but not in, where the media may assemble for media releases and press conferences.



**On-Site Incident Commander**

A public sector official or designate (usually fire, police, ambulance, or public works) at the emergency area, responsible for coordinating resources and developing actions to resolve the emergency situation.

**On-Site Media Centre**

A designated facility or location at or near the emergency area where the media may assemble for media releases and press conferences.

**On-Site Media Spokesperson**

A person appointed by the On-Site Incident Commander to coordinate the expedient and accurate dissemination of information to the media from the On-Site Media Centre.

**Outer Perimeter**

A designated geographic area within the emergency area located directly adjacent to the inner perimeter and serving as a coordination and assembly point for essential emergency personnel and equipment.

**Reception Centre**

A reception centre is a facility usually located outside the emergency area and provides a place where evacuees can go to register, receive assistance for basic needs, information, and referral to an evacuation centre if required.

**INTRODUCTION:****THE PURPOSE**

The purpose of this plan is to provide elected officials, personnel, and emergency response agencies with an overview of the guidelines to their expected response and responsibilities to an emergency situation within the Township of Malahide. For this plan to be effective, it is imperative that all officials, departments, and agencies be aware of their respective roles and be prepared to carry out their assigned responsibilities.

For the purposes of this plan, “emergency” means 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. (Emergency Management and Civil Protection Act, R.S.O. 1990)

While many emergencies could occur within the Township of Malahide, the most likely to occur are listed below (refer to ERP Appendix 22):

- Fire or explosion
- Cyber attack
- High wind
- Extreme heat
- Flood

- Lightning
- Water quality emergency
- Structural failure
- Tornado
- Water or waste disruption

## **THE AUTHORITY**

The Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990, which provides for the development and implementation of an emergency management program by the Council of the Township of Malahide.

### ***This Act***

- makes provision for the Head of Council to declare that an emergency exists in the Township;
- provides the Head of Council with the authority to take such action or deliver such orders as he/she considers necessary, provided such action is not contrary to the laws which implement the emergency plan of the Township;
- provides for the designation of one or more Members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or inability to act.

## **THE AIM**

The focus of this plan is to provide a guideline for the most effective response to an emergency situation in the Township of Malahide, and in so doing safeguard the health, safety, welfare, and property of its populace. This plan will govern the provision for requested services during an emergency.

## **GENERAL OVERVIEW OF THE TOWNSHIP OF MALAHIDE**

### **POPULATION**

The population of the Township is: 9,308 (Statistics Canada Census 2021).

The number of households is estimated at 3,178 (Statistics Canada Census 2021).

The total land area is 395 square kilometres.

### **EDUCATION**

The Township's educational facilities consist of three (3) elementary public schools and approximately six (6) private schools with both elementary and secondary students. The Township also has one (1) post-secondary educational facility (Ontario Police College).

### **MEDICAL CARE**

The Township is serviced by the St. Thomas-Elgin General Hospital, Tillsonburg District Memorial Hospital, and full-time physicians located at the Medical Centre in Aylmer.

The Township's long-term care facilities include: Terrance Lodge located near the Town of Aylmer and Port Bruce Manor located in the Village of Port Bruce.

## **PROTECTIVE SERVICES**

The Township of Malahide Fire Services provides fire protection services.

Ontario Provincial Police is contracted to provide law enforcement services.

## **PUBLIC UTILITIES**

### ***Electricity***

Hydro One and Erie Thames Power provide electricity.

### ***Natural Gas***

Epcor is the major distributor of natural gas to residents of the Township.

Union Gas distributes gas to a small number of residents in the northernmost areas of the Township.

### ***Municipal Water***

The Elgin Area Primary Water System (EAPWS) provides potable water to municipalities within Elgin County, St. Thomas, and London. Secondary systems that have ownership of the Township's water systems include Aylmer Area Secondary Water Supply System (AASWSS) and Port Burwell Area Secondary Water Supply System (PBASWSS).

The Township of Malahide is responsible for maintaining the water distribution systems for the Villages of Port Bruce, and Hamlets of Copenhagen and Orwell.

Other areas of the municipality rely on private wells for potable water resources.

### ***Sewer/Septic***

The Township of Malahide operates and maintains a sanitary sewer system for residents in the geographic boundaries of the Village of Springfield.

Other areas/properties rely on private septic systems for sanitary disposal.

## **COMMUNICATIONS**

Primarily Eastlink, Bell Canada and Uplink provide telephone and Internet service.

Primarily wireless phone service is provided by Rogers Communications, Bell Mobility, and Telus.

## **CONSERVATION AUTHORITY**

Catfish Creek Conservation Authority has jurisdiction over the majority of the waterways throughout the municipality.

A small portion of the Township falls within the watershed area under the responsibility of the Long Point Region and Kettle Creek Conservation Authorities.

## **EMERGENCY MEDICAL SERVICES**

Emergency medical services and patient transportation services are provided primarily by Medavie EMS Elgin – Medavie Health Services (St. Thomas & Aylmer) and supplemented by both Oxford County Paramedic Services (Tillsonburg) and Norfolk County Paramedic Services when necessary.

## **DECLARATION OF AN EMERGENCY**

### **ACTION PRIOR TO DECLARATION**

When an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of the Township of Malahide.

### **MUNICIPAL EMERGENCY**

The Head of Council of the Township of Malahide is responsible for declaring that a municipal emergency exists within the geographic boundaries of the Township. This decision is made in consultation with other members of the Township of Malahide Municipal Emergency Control Group (MECG).

Upon such declaration, the Head of Council, or designate shall notify (ERP Appendix 2):

- Township of Malahide Council Members
- Treasury Board Secretariat (TBS), through Emergency Management Ontario
- County Warden, County CAO, and County CEMC
- Members of the public and media, and (as needed)
- Neighboring municipal officials (as needed).

The Head of Council may request assistance from the County of Elgin, without activating the County of Elgin Emergency Response Plan, by contacting the County Warden, County CAO, or County Community Emergency Management Coordinator (CEMC).

When a local emergency has been declared and Township resources are deemed insufficient to control the emergency, the Head of Council may request the County Warden, County CAO, County CEMC, or their alternates to activate the County of Elgin Emergency Response Plan.

For coordination, if the emergency affects more than one Elgin County municipality, or one or more municipality(s) and the City of St. Thomas, the County Emergency Response Plan will be activated.

The designated Staff of the Township of Malahide will form the Township of Malahide MCEG and provide support to the Head of Council or the designated Senior Municipal Official, and carry out the roles and responsibilities of the Township of Malahide MCEG/Emergency Operations Centre (EOC). In the event that a listed member of the Township's MCEG is unavailable, their pre-determined alternates will fulfill their roles and responsibilities until otherwise determined by Head of Council.

All decisions by the Township of Malahide MCEG (as appropriate) affecting the lives and property of the inhabitants within the Township of Malahide shall be made in consultation with the Head of Council of the Township.

## **TERMINATION OF EMERGENCY**

A Township emergency may be declared terminated at any time by the:

- Head of Council,
- Municipal Council, or
- Premier of Ontario.

Upon termination of a Township emergency, the Head of Council shall notify (ERP Appendix 2) the:

- Township of Malahide Council Members
- Treasury Board Secretariat (TBS), through Emergency Management Ontario
- County Warden,
- Members of the public and media, and
- Neighboring municipal officials.

## **REQUEST FOR PROVINCIAL/FEDERAL ASSISTANCE**

The Township may request additional resources from the Province if local resources, including resources available from bordering municipalities and/or the County of Elgin, are insufficient to meet emergency requirements.

The Treasury Board Secretariat, through Emergency Management Ontario (EMO), is the focal point for provincial assistance during an emergency. It **should** be notified if the threat of an emergency exists and **must** be notified when an emergency has been declared. While it will not take over and manage the emergency, it can provide liaison and coordination, and a central point for contact with other provincial ministries and the federal government if required.

All requests for Provincial and Federal assistance should be directed through Emergency Management Ontario, Provincial Emergency Operations Centre (PEOC) at 1-866-314-0472 or 416-314-0472).

## **MUNICIPAL EMERGENCY CONTROL GROUP (MECG) OPERATIONS**

### **EMERGENCY OPERATIONS CENTRE (EOC)**

The Township shall identify primary and alternate locations (ERP Appendix 4) to establish an EOC for the MECG to assemble in the event of an emergency.

The MECG will assemble at an EOC as designated by the Head of Council and Chief Administrative Officer, or designates.

MECG Members shall assemble at the designated EOC when notified and determine if the site is an appropriate location for the MECG to conduct business appropriate for the type and location of the emergency area. If this site is not appropriate, the MECG will choose an alternate location to conduct EOC business.

### **COMMUNICATIONS ROOM**

A separate communications room shall be established in close proximity to the designated EOC.

MECG members should designate one or more persons as communicators, depending on the nature and scope of the emergency, to facilitate in-coming and out-going communications to assist MECG members, as required.

Communicators will be responsible for operating telephones and radios within the communications room and relaying information between their respective representatives on the MECG.

### **OPERATING CYCLE**

The MECG shall meet regularly to share information and make decisions related to the emergency and continuity of municipal business and services.

The Chief Administrative Officer will be responsible for establishing the frequency of EOC meetings and agenda items. Meetings will be kept as brief as possible to allow MECG members to carry out their individual responsibilities.

Each meeting of the MECG should include the following:

- An assessment and prognosis of the emergency situation,
- The establishment of priorities,
- The setting of objectives,
- The determination of an action plan,
- Timelines for the implementation of assigned tasks, and
- Monitoring and reporting.

When a meeting ends, each member of the MECG will carry out their assigned tasks/objectives and gather information for the next scheduled meeting.

It is important for all MECG members to function as a team to establish the most effective response to the emergency situation. To enhance effectiveness, MECG members should be relieved of their duties at regular intervals.

## **MUNICIPAL EMERGENCY CONTROL GROUP (MECG) NOTIFICATION SYSTEM**

Upon notification of an emergency incident, the following may activate the Emergency Notification Protocol as established by the Township (ERP Appendix 16):

- Mayor (Head of Council)
- Chief Administrative Officer (EOC Manager)
- Director of Fire and Emergency Services (CEMC)

## **MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

The following municipal officials will make up the Township of Malahide MECG (ERP Appendix 1):

- Mayor (Head of Council)
- Chief Administrative Officer (EOC Manager)
- Director of Fire and Emergency Services (CEMC)
- Manager of Legislative Services/Clerk (EIO)

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all persons listed as members of the MECG, all members of the MECG must be notified.

The MECG may request assistance from one or more agencies/organizations and include representatives in EOC operations (ERP Appendix 1).

## **MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES**

Some or all of the following actions/decisions should be considered and dealt with by the MECG:

- Determining the status of the emergency situation by acquiring and assessing information;
- Advising the Head of Council as to whether the declaration of an emergency is recommended;
- Mobilizing emergency services, personnel, and equipment;
- Appointing an On-Site Incident Commander;
- Coordinating and providing emergency and municipal services and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Coordinating and/or overseeing the evacuation of inhabitants considered to be in danger and establishing a Registration and Inquiry System to handle requests regarding evacuees;
- Arranging for services and equipment from local agencies not under Township control (i.e. private contractors, volunteer agencies, services clubs);

- Notifying and requesting assistance from various levels of government and any public or private agencies not under Township control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring pertinent information regarding the emergency is promptly forwarded for dissemination to the media and public;
- Determining the need to establish advisory group(s) and/or sub-committees;
- Authorizing expenditure of funds required to deal with the emergency for the preservation of life and health;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Arranging for emergency accommodation and/or welfare services for residents temporarily evacuated from their homes;
- Establishing a Reporting and Inquiry System to handle individual requests concerning any aspect of the emergency;
- Ensuring all emergency personnel are advised of the termination of the declared emergency;
- Ensuring Critical Incident Stress Management resources are available to emergency responders;
- Ensuring the emergency is reviewed and a recovery plan, if required, is in place before the local emergency is terminated;
- Participating in the debriefing following the emergency; and
- Addressing the emotional trauma to the Community by providing residents access to additional resources as required.

## **COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP**

### **MAYOR (HEAD OF COUNCIL)**

The Head of Council will be responsible for the following duties:

- Implementing the Emergency Response Plan (ERP) in response to a request for assistance from a member of the MCEG, or emergency response agency;
- Declaring an emergency to exist;
- Declaring the emergency has terminated;
- Notifying the Treasury Board Secretariat via Emergency Management Ontario, of the declaration of an emergency, and termination of the emergency;
- Requesting assistance from senior levels of government and from other municipalities not involved with the emergency, when required;
- Ensure all Members of Council are kept apprised of the emergency and the Township's response to the emergency;
- Chairing the meetings of the MCEG; and
- Maintaining a personal log of all actions taken.



## **CHIEF ADMINISTRATIVE OFFICER (EOC MANAGER)**

The CAO will be responsible for the following duties:

- Ensuring all required members are present when the MCEG is assembled;
- Organizing and supervising the EOC during the emergency, including arrangements for feeding and relief of Centre personnel;
- Coordinating all operations within the EOC, including the scheduling of regular meetings;
- Making decisions, determining priorities, and issuing direction to the Heads of Departments;
- Approving and making news releases and public announcements in conjunction with the Emergency Information Officer (EIO);
- Ensuring all members of the MCEG are kept apprised of developments as soon as possible;
- Arranging for effective communications to and from the emergency site;
- Providing identification cards to MCEG members and Support Staff;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Coordinating the maintenance and operation of feeding, sleeping, and meeting areas of the MCEG, as required;
- Providing advice to the MCEG on legal matters;
- Acting as principal staff officer to the Head of Council;
- Coordinating and processing requests for human resources;
- Under the direction of the MCEG, coordinating offers of and appeals for volunteers;
- Selecting the most appropriate sites for the registration of human resources;
- Ensuring records of human resources and administrative details are completed;
- When volunteers are involved, ensuring Volunteer Registration Forms are completed and a copy of the form retained for Municipal records;
- Arranging for transportation of human resources to and from sites;
- Obtaining assistance, if necessary, from other government departments, public and private agencies, and volunteer groups;
- Compiling reports for Council;
- Organizing any required debriefing sessions;
- Requesting mutual assistance as appropriate; and
- Maintaining a personal log of all actions taken.

## **DIRECTOR OF FIRE & EMERGENCY SERVICES (CEMC):**

The Director of Fire & Emergency Services (CEMC) will be responsible for the following duties:

- Providing security and ensuring it is in place for the EOC and registration of MCEG members;
- Regularly reviewing the contents of the ERP to ensure the plan is up to date and in conformity with Provincial procedures;
- Organizing and coordinating training and participation in drills and exercises;
- Assisting in activating/setting up and arranging the EOC;
- Ensuring MCEG members have necessary ERP, resources, supplies, maps and equipment;

- Providing advice and clarifications about the implementation details of the ERP;
- Ensuring liaison with community support agencies;
- Ensuring the operating cycle is met by the MCEG and related documentation is maintained and kept for future use;
- Addressing any action items resulting from the activation of the ERP and keeping MCEG informed of implementation needs;
- Ensuring records and logs are maintained by MCEG members for the purpose of debriefing and post emergency reporting; and
- Providing advice on fire fighting and rescue matters to the MCEG;
- Confirming local fire fighting, rescue and lifesaving resources are sufficient for the operational situation, and arranging for further assistance as required;
- Providing advice to Township departments to bring into play other equipment and skills needed to cope with the emergency;
- Coordinating assistance from the Mutual Aid Fire System and Office of the Fire Marshal of Ontario as required;
- Ensuring Switchboards (Dispatch) for Emergency Services are advised of emergency accordingly
- Maintaining liaison with flood control, conservation and environmental authorities and preparing for relief or preventative measures;
- Determining if special equipment or supplies, not available can be located elsewhere and advising the MCEG;
- Coordinating assistance of fire equipment and personnel with other departments and agencies in large scale non-firefighting operations (rescue, first aid, casualty collection);
- Liaising with the Ministry of the Environment on fires involving potentially dangerous materials;
- Liaising with the Ministry of Natural Resources on forest fires;
- Designating an On-Site Incident Commander if required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment; and
- Maintaining a personal log of all actions taken.

### **MANAGER OF LEGISLATIVE SERVICES/CLERK (EIO)**

The Clerk, will be responsible for the following duties:

- Acting in the capacity of the Emergency Information Officer (EIO);
- Recording minutes of EOC/MCEG business meetings;
- Providing assistance/advice to Head of Council, CAO and Department Heads as required;
- Processing documentation as required, e.g. Declaration of Emergency;
- Establishing, as necessary, communications infrastructure for the MCEG, On-Site Incident Commander, and as directed by the MCEG.
- Liaising with government agencies/officials, as directed;
- Setting up EOC upon activation of MCEG;
- Maintaining a record of actions taken by the MCEG in dealing with the emergency;
- Maintaining an event board/log during EOC meetings;
- Coordinating additional Support Staff for MCEG members and EOC, as required;
- Establishing a Public Inquiry System/Program;

- Liaising with local communications groups (e.g. EARS);
- Providing the CAO with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
- Providing assistance to the designated communicators in relation to communications equipment problems, where possible and practical;
- Coordinating and prioritizing the flow of messages between the Communications Room and the MECG members and other desired groups or locations;
- Maintaining a chronological log of significant communications and events;
- Maintaining a situation or status board;
- Maintaining a map(s) containing vital information related to the emergency;
- When possible, establishing and ensuring telephone communication needs are provided to the EOC, emergency site, and anywhere else required;
- Establishing a communications link with the On-Site Media Spokesperson, the Citizen Inquiry Representative, and any other Media Coordinator(s) (i.e. Provincial, Federal, private industry, etc.) involved in the incident;
- Liaising with 211 Ontario to connect residents to local community programs and social services;
- The dissemination of information, and planning for news releases at appointed times;
- Ensuring all information released to the media and public is consistent and accurate;
- Appointing an assistant to attend the On-Site Media Information Centre, and appointing any other personnel required;
- Designating and coordinating a Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- Briefing the MECG on how the Media Information Centre will be set up;
- Liaising regularly with the MECG to obtain the appropriate information for media releases, coordinate individual interviews, and organize press conferences;
- Establishing telephone numbers for media inquiries and ensuring that the following are advised accordingly:
  - o Media
  - o MECG
  - o On-Site Media Spokesperson
  - o Township Citizen Inquiry Representatives
  - o Any other appropriate persons, agencies, or businesses;
- Providing direction and regular updates to the Citizen Inquiry Representative to ensure the most accurate and up-to-date information is disseminated to the public;
- Ensuring all information released to the media and public is first approved by the CAO/EOC Manager;
- Monitoring news coverage and correcting any erroneous information;
- Coordinating the release of information with the On-site Media Spokesperson in conjunction with the On-Site Incident Commander; and
- Maintaining a personal log of all actions taken.

## **SUPPORT & ADVISORY STAFF**

Staff from the following Support and Advisory Services may be required to provide support, logistics and advice to the MCEG:

### **DIRECTOR OF PUBLIC WORKS**

The Director of Public Works will be responsible for the following duties:

- Providing the MCEG with information and advice on engineering and public works matters;
- Advising the MCEG on issues related to zoning, planning, mapping, etc.;
- Providing advice on water/wastewater related issues;
- Liaising with appropriate Provincial Agencies as required;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- Providing advice or liaising with consultants to provide the MCEG with advice on engineering matters;
- Arranging for dispatch of Roads Staff and equipment to assist in responding to the emergency situation if required;
- Arranging for the clearing of emergency road routes and the marking of obstacles if required;
- Arranging for engineering materials and equipment from the County and Provincial resources, from neighboring municipalities, and from private contractors when necessary;
- Assisting firefighting authorities in dealing with special hazards such as chemical spills, explosions or noxious fumes;
- Re-establishing essential road services at the end of the emergency period;
- Ensuring roads are maintained and accessible during an emergency;
- Providing an On-Site Incident Commander, if required;
- Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the MCEG and the Support and Advisory staff;
- Ensuring a record is maintained of drivers and operators involved in the emergency;
- Liaising with Ontario Works Representative for the operation of reception centers;
- Liaising with local Boards and Agencies for access to facilities for evacuation and reception centers, as necessary;
- Constructs, maintains and repairs Township buildings;
- Arranging for assistance and equipment as necessary;
- Maintaining the emergency communications and private sector communications equipment and facilities within the Township, which could in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency; and
- Maintaining a personal log of all actions taken.

## **HUMAN RESOURCES MANAGER**

The Human Resources Manager will be responsible for:

- Coordinating and processing requests for human resources;
- Coordinating efforts of, and appeals for, volunteers with the support of the MCEG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where applicable;
- Facilitating access to Reception/Evacuation Centres for Canadian Red Cross (mobilized by St. Thomas-Elgin Social Services)
- Assisting Canadian Red Cross in set up of Reception/Evacuation Centres
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from other government departments, public and private agencies and volunteer groups; and
- Maintaining a personal log of all actions taken.

## **DIRECTOR OF FINANCE**

The Director of Finance & Corporate Services, will be responsible for the following duties:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring municipalities;
- Providing advice to the MCEG on financial matters;
- Acting as purchasing agent, responsible for providing and securing equipment and supplies not owned by the Township
- Authorizing expenditures and the acquisition of equipment and personnel when necessary;
- Liaising with purchasing agents from other municipalities;
- Compiling records of costs incurred as a result of emergency action;
- Ensuring records of expenses are maintained for future claim purposes;
- Reviewing the Ontario Disaster Relief Assistance Program directives on a regular basis;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Initiating the necessary action to ensure the telephone system at the Township Office functions as effectively as possible, as the situation dictates; and
- Maintaining a personal log of all actions taken;

## **ONTARIO PROVINCIAL POLICE (OPP)**

The Police Representative will be responsible for the following duties:

Providing advice on police (law enforcement) matters to the MCEG;

- Arranging for assistance to local authorities in implementing traffic control to permit rapid movement of emergency equipment;

- Coordinating police operations and responses with Municipal Departments and with neighbouring police authorities;
- Establishing security around the emergency area to control access and protect property;
- Sealing off the area of concern, controlling and, if necessary, dispersing crowds within the emergency area;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Liaising with the St. Thomas-Elgin Social Services Representative regarding the establishment and operation of Reception/Evacuation Centres;
- Providing law enforcement services in Reception/Evacuation Centres, morgues, and other facilities, as required;
- Liaising with other Municipal, Provincial or Federal police agencies as required;
- Informing the MCEG on the actions taken by the Police;
- Providing an On-Site Incident Commander if required; and
- Maintaining a personal log of all actions taken.

### **PUBLIC UTILITIES REPRESENTATIVE(S)**

The Public Utilities Representative will be responsible for the following duties:

- Providing the MCEG with advice on utility (hydro, natural gas, telephone, etc.) matters;
- Arranging for the dispatch of staff and equipment to assist in containing the emergency situation if required;
- Maintaining liaison with public and private utility companies (hydro, gas, telephone, etc.) and making recommendations for discontinuation of any utilities, public or private, when necessary in the interest of public safety; and
- Maintaining a personal log of all actions taken.

### **MEDAVIE EMS ELGIN ONTARIO (AMBULANCE) REPRESENTATIVE**

The EMS Representative will be responsible for the following duties:

- Providing information on the movement of casualties from the emergency area;
- Advising MCEG on requirements for additional casualty transportation means, beyond ambulance resources;
- Providing additional medical resources as needed for casualty management at the emergency site, in consultation with the Medical On-Site Coordinators, and initiating requests for such with medical authorities;
- Authorizing additional Ministry of Health resources required by any facility, which operates under the direction of the Ministry of Health in accordance with Ministry procedures;
- Maintaining a personal log of all actions taken.

### **SOUTHWESTERN PUBLIC HEALTH**

The Health Representative will be responsible for the following duties:

- Providing advice to the MCEG on health matters;
- Keeping Public Health Staff informed;

- Providing Staff at each Reception/Evacuation Centre to assist the Manager of each Reception/Evacuation Centre in Public Health matters, and in assisting evacuees;
- Providing a 24-hour Nurse at each Reception/Evacuation Centre housing more than 50 evacuees;
- Arranging for mass immunization where needed;
- Arranging for precautions in regard to water supplies when warranted;
- Notifying other agencies and senior levels of government about health-related matters in the emergency;
- Ensuring the safety of food supplies and the safe disposal of sewage and waste;
- Ensuring adequate general sanitation and personal hygiene at emergency Reception/Evacuation Centre(s);
- Ensuring proper burial of the dead;
- Coordinating the response of Public Health Staff, services, and facilities;
- Liaising with the local hospital representative to implement their respective Hospital Disaster Plan, if required;
- Liaising with the Health and Ambulance Representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Liaising with the Ministry of Health, as appropriate; and
- Maintaining a log of all actions taken.

### **CONSERVATION AUTHORITY**

The Conservation Authority will be responsible for:

- Providing advice on the abatement of flood emergencies; and
- Assisting in acquiring resources to assist in flood emergencies.

### **THE SOLICITOR**

The Solicitor for the Municipality will be responsible for:

- Providing advice to any member of the MCEG on matters of a legal nature as they may apply to the actions of the Municipality in its response to the emergency, as required.

### **PROVINCIAL MINISTRY**

Provincial Ministry Representatives will be responsible for:

- Providing advice on matters of Provincial concern to members of the MCEG;
- Assisting in the garnering of resources; and
- Coordination of Provincial response agencies (EMO responsibility).

### **OTHER OFFICIALS, EXPERTS, OR REPRESENTATIVES**

Other Officials, Experts, or Representatives will be responsible for:

- Any special advice or expertise necessary to abate the emergency situation as required by the MCEG.

### **ST. THOMAS-ELGIN SOCIAL SERVICES**

The St. Thomas-Elgin Social Services Representative will be responsible for the following duties:

- Providing advice to the MCEG on Ontario Works matters;

- According to the nature of the emergency, in consultation with the Canadian Red Cross, Salvation Army, and St. John Ambulance, be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:
  - Emergency clothing to provide adequate protection from the elements,
  - Emergency lodging to provide adequate temporary accommodation for the homeless,
  - Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
  - Emergency feeding to sustain those without food or adequate food preparation facilities,
  - Liaising with the Health Representative on areas of mutual concern required during operations in Reception/Evacuation Centres, and
  - Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- In consultation with the Health Representative, establish an 'outreach program' for victims of the emergency;
- Providing staff to operate Citizen Inquiry Service;
- Liaising with public and private nursing care homes as, required;
- Notifying the Police of the number and locations of the Emergency Reception/Evacuation Centres;
- Contacting and providing direction to volunteer agencies able to assist in welfare functions, such as Red Cross, Women's Institutes, etc.; and
- Notifying senior levels of government of Ontario Works matters in the emergency.

## **CANADIAN RED CROSS**

The Canadian Red Cross will receive requests for support from the St. Thomas-Elgin Social Services Representative. The responsibilities of the Canadian Red Cross Representative during an emergency are to:

- Activate the Canadian Red Cross emergency alert system;
- Co-ordinate the Canadian Red Cross response in co-operation with the St. Thomas-Elgin Social Services Representative, if an evacuation is required;
- Provide registration and inquiry services to meet the following objectives:
  - Collect accurate and reliable information and answer inquiries as to the condition and whereabouts of disaster victims in co-operation with local hospitals and Reception/Evacuation Centres; and
  - Assist in reuniting separated family members as quickly as conditions permit;
- Operate an inquiry bureau to deal with national and international requests as directed by the Canadian Red Cross National Office;
- Set up and operate Reception/Evacuation Centre(s), upon the request of the St. Thomas-Elgin Social Services;
- Assist with first aid established at Reception/Evacuation Centre(s), if required; and
- Ensure volunteers are properly registered so that Workplace Safety Insurance Board coverage is provided during an emergency.



## **ELGIN AMATEUR RADIO SOCIETY (E.A.R.S.)**

The Elgin Amateur Radio Society Representative will be responsible for:

- Providing additional communication requirements to supplement the Municipality and emergency communications systems, as required;
- Contacting other communications experts, as required.

## **ST. JOHN AMBULANCE**

The St. John Ambulance will receive requests for support from the St. Thomas-Elgin Social Services Representative or Ambulance Representative during an emergency to:

- Activate the Division's emergency alert system;
- Co-ordinate the Division's response in co-operation with the Health Representative;
- Provide first aid;
- Establish first aid posts at Reception/Evacuation Centre(s), as required; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

## **SALVATION ARMY REPRESENTATIVE:**

The Salvation Army will receive requests from the St. Thomas-Elgin Social Services Representative. The responsibilities of the Divisional Commander or alternate of the Salvation Army during an emergency are to:

- Activate the Division's emergency alert system;
- Coordinate the Division's response in cooperation with the St. Thomas-Elgin Social Services Representative, if an evacuation is required;
- Coordinate and feeding of personnel at the disaster site and reception centre(s);
- Provide bedding and clothing, in cooperation with St. Thomas-Elgin Social Services;
- Provide and coordinate clergy assistance; and
- Ensure volunteers are properly registered so Workplace Safety Insurance Board coverage is provided during an emergency.

## **ON-SITE INCIDENT COMMANDER**

The On-Site Incident Commander's task is to coordinate resources and develop a strategy and action plan to resolve the emergency situation at the emergency area. Once appointed by the Director of Fire & Emergency Services (CEMC), the On-Site Incident Commander should be relieved of all other duties, and will remain in control of the scene unless the MCEG deems it necessary to appoint a replacement.

Some of the duties of an On-Site Incident Commander include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;
- Establishing authority and supervising all operations within the outer perimeters of the site;
- In consultation with all emergency response agencies at the emergency area, develop a response strategy and action plan to facilitate the efficient and effective response of emergency personnel and equipment to mitigate the impact to life and property in the emergency area;

- Organizing a management team and arranging a management cycle;
- Determining the inner and outer perimeters, and ensuring they are set up;
- Organizing the layout of the site;
- Conferring with the heads of the other agencies at the site, to ascertain what is happening and what is needed;
- Providing updated status reports and requests for resources to the EOC, and passing direction and information from the EOC to others at the site;
- Directing and coordinating the activities of the response agencies at the site;
- Determining what resources are necessary, and asking the EOC to provide them;
- Arranging a system of relief, rest areas, food, etc., for site workers;
- Ensuring worker and volunteer safety;
- Coordinating an appropriate location for the On-Site Media Information Centre with the EIO;
- Designating an On-Site Media Spokesperson;
- Planning ahead for site activities and the resources to support them; and
- Maintaining a log of all actions.

## **MEDIA AND PUBLIC RELATIONS**

It is important to coordinate the release of accurate information or instructions to the news media, the public and individual requests for information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions may be established:

- On-Site Media Spokesperson
- Citizen Inquiry Representative

Depending on the scope of the emergency, there may be a need for an On-Site Media Centre near the emergency site, and a Media Information Centre near, but not in, the EOC. In some cases, a joint Emergency Information Centre may be more desirable.

## **ON-SITE MEDIA SPOKESPERSON**

If necessary an On-Site Media Spokesperson shall be appointed by the On-Site Incident Commander and is responsible for:

- Establishing a communication link and regular liaison with the Emergency Information Officer (EIO) at the EOC;
- Responding to inquiries from the media pertaining to the scene only, and only after clearance by the EIO;
- Redirecting all inquiries regarding decisions made by the MCEG and the emergency as a whole to the Citizen Inquiry Representative;
- Establishing and coordinating an on-site media information centre in a safe, appropriate location, at or near the site, for the media to assemble;
- Advising the following persons and agencies of the location and telephone number(s), as available, of the On-Site Media Information Center:
  - o Media

- MEEG
- Switchboard (Dispatch) for Emergency Services
- Township Citizen Inquiry Representatives
- Any other appropriate persons, agencies, or businesses;
- Ensuring media personnel arriving at the site are directed to the site information centre;
- Where necessary and appropriate, coordinating media photograph sessions at the scene; and
- Coordinating on-scene interviews between emergency services personnel and the media.

## **THE CITIZEN INQUIRY REPRESENTATIVE**

The Citizen Inquiry Representative will be provided for by the St. Thomas-Elgin Social Services Representative and shall be responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the EIO of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Advertising public information phone numbers through the media as quickly as possible, and advising 9-1-1 is not to be used as an inquiry line;
- Apprising the affected emergency services and the MEEG of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Liaising with the EIO to obtain current information on the emergency;
- Responding to, and redirecting inquiries and reports from the public based upon information from the EIO;
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries, or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in Reception/Evacuation Centre(s) to the registration and inquiry telephone number(s); and
- Procuring staff to assist as required.

## **PUBLIC INFORMATION & INQUIRY**

Depending on availability, information concerning an emergency situation will be communicated to the public through a number of means. These include newspaper, radio, television, public addressing system, telephone, newsletter, and individual visitation.

The MEEG will conduct public meetings, as necessary, to provide information regarding an emergency situation, to members of the public.

## **EVACUATION PLANNING**

In an emergency, it may be necessary for residents to be temporarily evacuated. When such an evacuation is deemed necessary, one or more emergency Reception/Evacuation

Centre(s) may need to be opened in a safe area (ERP Appendix 8). The County of Elgin also has an agreement with the Thames Valley District School Board, which guarantees their institutions may be used as temporary reception centres in the event of an emergency. Refer to ERP Appendix 16 for The Township of Malahide's detailed Emergency Evacuation Plan.

## **RECOVERY PLANNING**

This plan assigns responsibilities and outlines activities that may be required to bring the municipality back to its pre-emergency state. The plan will be activated (in whole or part) at the direction of the MEEG. 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.

## **PLAN REVIEW, TESTING, and MAINTENANCE**

This plan shall be reviewed annually and, where necessary, shall be revised by the Emergency Management Program Committee.

Each time the plan is revised, it must be forwarded to Council for approval; however, revisions to an appendix or minor administrative changes can be made without Council approval.

The Township of Malahide Emergency Management Program Committee will determine when exercises will be conducted to test the overall effectiveness of the plan and to provide training to the members of the Community Control Group.

## MALAHIDE EMERGENCY RESPONSE PLAN SCHEDULE OF APPENDICES

| Appendix No. | Title                                                    | Last Edited      |
|--------------|----------------------------------------------------------|------------------|
| 1            | EM Program Contacts                                      | October 23, 2024 |
| 2            | Declaration of Emergency<br>Notification Contact List    | October 3, 2023  |
| 3            | Additional Resources Contact List                        | October 23, 2024 |
| 4            | EOC Locations                                            | October 3, 2023  |
| 5            | EOC Communications when County<br>of Elgin Plan in place | July, 2018       |
| 6            | Setting up the EOC                                       | July, 2018       |
| 7            | Evacuation Centre (Shelter)<br>Locations                 | October 4, 2023  |
| 8            | Road Closure Contact List                                | October 4, 2023  |
| 9            | Amateur Radio Emergency Service<br>Agreement             | (Not Dated)      |
| 10           | <i>Emergency Management and Civil<br/>Protection Act</i> | October 4, 2023  |
| 11           | Provincial Emergency Operation<br>Centre                 | October 23, 2024 |
| 12           | Elgin County Fire Mutual Aid<br>Agreement                | August 31, 2011  |
| 13           | Emergency Notification Protocol                          | October 23, 2024 |
| 14           | Declaration of an Emergency<br>(Template and Checklist)  | November 2021    |
| 15           | Termination of an Emergency<br>(Template)                | November 2021    |
| 16           | Emergency Evacuation Plan                                | October 10, 2024 |
| 17           | Malahide Website Update<br>Instructions                  | November 2021    |
| 18           | One Call Now Instructions                                | October 12, 2023 |
| 19           | MFS Station Door Codes                                   | October 24, 2024 |
| 20           | MECG Meeting Protocol &<br>Emergency Considerations      | October 4, 2023  |
| 21           | Mutual Assistance Agreement                              | 2010             |

Annex 1                      Malahide Flood Response Plan  
Annex 2                      County of Elgin Emergency Response Plan  
Annex 3                      Provincial Emergency Response Plan