

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2018-64**

BEING A BY-LAW TO AMEND BY-LAW 2004-56, BEING A BY-LAW TO PROVIDE FOR THE ADOPTION OF AN EMERGENCY PLAN FOR THE TOWNSHIP OF SOUTH FRONTENAC.

WHEREAS the Council of the Township of South Frontenac adopted By-law 2004-56 to adopt an Emergency Plan for the Township of South Frontenac;

AND WHEREAS it is necessary to amend the section dealing with Emergency Control Group representation and affiliate members, being Sections 2.0, 2.6, 2.8 and 2.11;

NOW THEREFORE the Council of the Corporation of the Township of South Frontenac deems it expedient to enact as follows:

1. That Sections 2.0, 2.6, 2.8 and 2.11 are amended to define affiliated members of the Emergency Control Group as outlined in Schedule A to this by-law.
2. That this by-law shall come into force and take effect on the date of its passage.

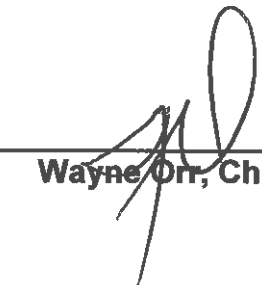
Read a first and second time this 2 day of October 2018.

Read a third time, signed and sealed this 2 day of October 2018.

**CORPORATION OF THE TOWNSHIP
OF SOUTH FRONTENAC**



Ron Vandewal, Mayor



Wayne Orr, Chief Administrative Officer

By-law 2018-64
Schedule A

Emergency Quick Reference Guide

- ⇒ Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.

- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.

- ⇒ The Mayor must inform the Province of Ontario that the Township of South Frontenac has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.

- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.

- ⇒ Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

Part 1 - Administration	Quick Reference Guide	1
	Table of Contents	2
	Introduction	3
	Aim	4
	Authority	5
	Plan Maintenance	7
	Distribution List	8
	Amendments	9
Part 2 – Emergency Operations	2.0 CCG Membership & Responsibilities	10
	Implementation	10
	2.1 Emergency Op’s Centre Procedures	11
	2.2 Operations Cycle	12
	2.3 Control Group (Responsibilities)	13
	2.4 Mayor	14
	2.5 CAO (Ops Officer)	15
	2.6 OPP Representative	16
	2.7 Fire Chief	17
	2.8 EMS/Ambulance	18
	2.9 Public Works Manager	19
	2.10 CEMC	20
	2.11 Medical Officer of Health	21
	2.12 Evacuation Coordinator	22
2.13 Treasurer	23	
2.14 Public Information Officer	24	
Part 3 – Emergency Support	3.0 Administrative Assistants	25
	3.1 Canadian Red Cross	26
	3.2 Clergy	27
	3.3 Board of Education	28
	3.4 Legal Advisor	29
Appendices	Appendix A	
	Emergency Notification System	
	- CCG	
	- Members of Council	
	- Outside Emergency Assistance	
	Appendix B	
	Vital Services Directory	

Appendices (continued)

- Appendix C
Local Resources Directory
- Appendix D
Emergency Management Act, 2003
- Appendix E
Local Bylaw
- Appendix F
Hazard Identification & Risk Assessment
- Appendix G
Critical Infrastructure
- Appendix H
EOC Log's & Message Forms
- Appendix I
Declaration of Emergency Checklist
- Appendix J
Declaration of Emergency
- Appendix K
Termination of Emergency
- Appendix L
EOC Layout & Set-up Guide
- Appendix M
Guide to Emergency Media Relations
- Appendix N
Glossary of Terms
- Appendix O

Introduction

The Emergency Plan for the Township of South Frontenac has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civic Protection Act, detailed in Appendix D, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

Our By-law No. **2004-56** is the local authority for this plan and related activities. The By-law is itself "Appendix E" of this Emergency Plan.

Plan Maintenance

The Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

Distribution List

Position/Location	Number of Copies
Mayor	1
CAO	1 *
OPP	1
Fire Chief	1
CEMC	1 *
EMS / Ambulance	1
Fire Dispatch	1
Public Works Manager	1
Medical Officer of Health	1
Treasurer	1
Evacuation Coordinator	1
Public Information Officer	1
Emergency Management Ontario	2 *
Emergency Operations Centre	14 *

(* = complete copy of plan with Annexes)

Updated September 2018

Emergency Response Plan Amendments

Amendment No.	Date of Amendment	Date Entered	Entered by
By-law 2006-11	January 24, 2006	January 24, 2006	Deidre Babcock
By-law 2006-11	April 23, 2007	April 23, 2007	Angela Maddocks
By-law 2010-03	January 12, 2010	January 12, 2010	Angela Maddocks
By-law 2010-03	April – May 2014	May 2014	Angela Maddocks

Updated September 2018

Part 2 Emergency Operations and Procedures

2.0 **Community Control Group (CCG) – Responsibilities and Procedures**

The Community Control Group is the group, which is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members;

Mayor (*or alternate*)
CAO (*or alternate*)
Fire Chief / CEMC (*or alternate*)
Public Works Manager (*or alternate*)
Evacuation Coordinator (*or alternate*)
Treasurer
Public Information Officer (*Deputy Clerk*)

The following Affiliated Organizations will be invited to attend the CCG meetings as appropriate:

OPP representative
EMS/Ambulance
Medical Officer of Health (*or alternate*)

IMPLEMENTATION:

Any member of the Community Control Group or one of the three Affiliated Organizations may request, through the CAO, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO will immediately notify the Mayor and other members of the CCG. Notification lists and procedures are located in Appendix A.

2.1 **Emergency Operations Centre Procedures (EOC)**

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the CCG will report to will be given. For example, members will be told that this is emergency plan activation and that they should report to the primary EOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location; Township of South Frontenac Council Chambers
4432 George St, Sydenham.

Alternate EOC Location; Ontario Provincial Police Detachment Office
County Road 38, Hartington

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who has been assigned the task of setting up the EOC. The EOC will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each CCG member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass CCG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each CCG member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The CCG functions most efficiently on a system known as an Operations Cycle.

2.2 **Operations Cycle**

An operations cycle is how the CCG manages overall emergency operations. CCG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The CCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the CCG meeting. The frequencies of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. CCG members use this time to follow up and ensure CCG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for CCG meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the CCG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and EOC support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

2.3 **Community Control Group (CCG)**

The CCG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4

Mayor

The Head of Council, or designate, is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Township of South Frontenac.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO & Control Group.
- h. Maintain a personal log.

2.5

CAO / Operations Officer

The CAO is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c. Chair meetings of the Community Control Group.
- d. Advising the head of council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
- f. Ensuring that a communication link is established between the CCG and the ESM.
- g. Calling out additional staff as required.
- h. Maintaining a master record of all events and actions taken. (main events board)
- i. Maintaining a personal log.

2.6 **OPP representative – Affiliate Member**

The Ontario Provincial Police Representative or alternate is responsible for:

- a. Activating the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the CCG.
- k. Maintaining a log.

2.7

Fire Chief

The Fire Chief, or designate, is responsible for:

- a. Activating the emergency notification system.
- b. Providing the CCG with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required ie. protective suits, CBRN team, etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an ESM as required.
- h. Maintain a log.

2.8

EMS / Ambulance – Affiliate Member

The EMS/Ambulance representative is responsible for:

- a. Activating the emergency notification system.
- b. Providing the CCG with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintain a personal log.

2.9

Public Works Manager

The Public Works Manager or alternate is responsible for;

- a. Activating the emergency notification system.
- b. Providing the CCG with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. Maintenance of sanitation and a safe supply of potable water, as required.
- i. The provision of equipment for emergency pumping operations.
- j. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- k. Liaise with Electrical utilities.
- l. Providing public works vehicles and resources to any other emergency service, as required.
- m. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n. Providing an Emergency Site Manager if required.
- o. Maintain a log.

2.10

CEMC

The Community Emergency Management Coordinator is responsible for:

- a. Activating the emergency notification system.
- b. Provide information, advice and assistance to members of the CCG on Emergency Management programs and principles.
- c. Provide direction to EOC support staff as required in support of the Control Group, and ensure proper set-up and operation of the EOC.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO, coordinate a post-emergency debriefing and assist in the development of a final report to Mayor and Council.
- f. Maintain a personal log.

2.11 Medical Officer of Health – Affiliate Member

The Medical Officer of Health, or designate, is responsible for:

- a. Acting as a coordinating link for all emergency health services at the CCG.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with the ambulance service representatives.
- d. Liaison with the Community Care Access representative.
- e. Providing advice on any matters, which may adversely affect public health.
- f. Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- g. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- h. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- i. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- j. Ensuring the safety of drinking water in conjunction the public works representative.
- k. Liaison with the senior social services representative regarding health services in evacuee centres.
- l. Maintain a log.

2.12 **Evacuation Coordinator**

The Evacuation Coordinator or alternate is responsible for;

- a. Ensuring or arranging for the care, feeding and temporary shelter of evacuees.
- b. Management of reception and evacuation centres.
- c. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centers.
- d. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- e. Liaison with Canadian Red Cross if required.
- f. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centers.
- g. Maintain a personal log.

2.13 **Treasurer**

The Treasurer (or alternate) is responsible for;

- a. Documentation of expenditures, accounts payable and receivable.
- b. Advice regarding all financial aspects of an emergency.
- c. Open and maintain the Main Event board.
- d. Other duties as assigned by CAO/Operations Officer.
- e. Maintain a personal log.

2.14 **Public Information Officer**

The Public Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establish and maintain linkages with provincial, county and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.
- k. Maintain a personal log.

Part 3**Emergency Support**

3.0 **Administrative Assistant(s)**

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO and CEMC, as required.
- b. Ensuring all important decisions made and actions taken by the Community Control Group are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required;
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized CCG members and Support Staff for access to EOC.
- h. Other duties as assigned by the CAO and/or CEMC.

3.1 **Canadian Red Cross - Responsibilities**

- a. Upon receiving notification, activate the local Red Cross Emergency Response Plan.
- b. Provide support to the emergency response.
- c. Provide registration and inquiry services if required.
- d. Assist Ambulance personnel at first aid stations established at reception centres, on an as-need basis.
- e. Liaise with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.
- f. Establish and maintain contact with the Director, Social Services in the EOC to co-ordinate activities.

3.2

Clergy Responsibilities

- a. Provide for multi-denominational religious observances.
- b. Establish visitations to evacuees in evacuation centres on a scheduled basis.
- c. Provide guidance to the CCG regarding matters of a religious nature.
- d. Provide advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

3.3

Boards of Education - Responsibilities

- a. Provide schools for reception centres.
- b. Provide schools for evacuation centres.
- c. Provide access to school facilities in accordance with the agreement regarding access/use of schools by the municipality in the event of an emergency for reception and evacuation facilities.
- d. Provide liaison with the Director, Social Services and the CCG.

3.4 **Legal Advisor - Responsibilities**

- a. Provide legal opinions and advice to the CCG as required.
- b. Provide legal representation as required.