MUNICIPAL EMERGENCY PLAN

TOWN OF HEARST

REVISED DECEMBER 9, 2025

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GLOSSARY OF TERMS

CEMC = Community Emergency Management Coordinator (Fire Chief)

Municipal Emergency Plan (MEP) - A document describing the structure of the municipal organization that deals with emergencies, its operations, individual responsibilities, notification system and available resources.

Service Emergency Response Plan (SERP) - A document outlining the responsibilities, manning and alerting procedures and notification system during an emergency for individual Municipal Departments, key agencies, various government ministries and private industry.

Emergency Response Plan (ERP) - An action checklist for specific emergencies (chemical spill, flood, forest fire) to ensure an adequate emergency response.

Standard Operating Procedure (SOP) - Procedures necessary to deal with incidents which are relatively straightforward events and for which emergency response agencies have standard procedures and sufficient resources.

MCG - Municipal Control Group (MCG) - The municipal officials under the direction of Mayor and Council who will direct and control the emergency response and who are responsible for providing essential community services during an emergency. See Appendix B

Emergency Operations Centre (EOC) - A designated facility, usually with a backup, that provides the necessary communication and support resources for the MCG to deal with an emergency.

Emergency - Situations, or threat of impending situations, abnormally affecting property and the health, safety and welfare of the inhabitants of the community.

Emergency Alert - Where emergency services are notified of a potential emergency but are not yet asked to respond.

Emergency Warning - Where a full emergency response is required immediately and the Municipal Emergency Plan is implemented.

Operations Instruction - A message sent out by the CEMC/MCG to all response elements advising them of the emergency and what immediate actions are to be taken.

Provincial Emergency Operations Center (PEOC) - The Provincial Emergency Operations Centre (PEOC) is the central coordinator of the provincial Emergency Response Organisation. The PEOC is physically located in Toronto. The PEOC is responsible for the overarching coordination of the provincial response, based on the strategic direction received through the government reporting chain.

1 INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.

A Municipal Emergency Plan mobilizes Municipal and other Emergency Services quickly and efficiently while integrating the use of all available public and private resources. It also identifies and develops the mechanisms and arrangements necessary for the recovery from an emergency and the reduction of future risks.

The Plan provides key officials, agencies and departments with a general guideline to the initial response to an emergency and an overview of everyone's responsibilities during an emergency.

Section 3.1 of the Emergency Management and Civil Protection Act of 1990 is the legal authority of this plan:

> "Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan."

Emergency response and planning is based on the general principles of:

- individual citizens are responsible for preparing themselves for emergencies
- sustained emergency/disaster response needs larger entity
- emergency response is ordinarily the responsibility of local officials
- when appropriate, federal and provincial resources may be available.

2 PURPOSE

The purpose of the plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect property and the health, safety and welfare of the inhabitants of the Town of Hearst when faced with an emergency.

Generally, the Plan outlines how to effectively and efficiently deploy community resources during an emergency to ensure:

- an effective response to an overall control of an emergency situation;
- immediate action is taken to save lives and protect property;
- immediate action is taken to minimize, control and eliminate all sources of danger;
- all persons considered to be in danger are evacuated in a controlled manner;
- all persons who are trapped are rescued and administered first aid;
- facilities are identified for the reception and care of evacuees and casualties and the provision of social services if needed;
- there is effective crowd control;
- information is distributed in a timely, factual and official manner to the media and the public;
- essential services are maintained throughout the community while the emergency takes place.

3 EMERGENCY RESPONSE PLAN

****See Section B for Emergency Response Plan for specific emergency/hazard scenarios****

- **Floods and severe weather**
- **Dangerous good accidents**
- **Forest and other major fires**
- **Major power outage or natural gas disruption**

Other potential emergencies

- Severe summer and winter weather
- Earthquakes
- Aircraft accidents
- Industrial accidents
- Industrial fires
- Pandemic

Within any emergency/hazard situation that may arise, the following procedures are to be followed:

- Emergency response (Section 5)
- Declaration of a municipal emergency (Section 6)
- Evacuation plan (Section 8)
- Post emergency procedures (Section 10)

3.1 ACTION PLAN

The Action Plan details the principal actions and responsibilities for the implementation of the three phases of an emergency response: Initial Response, Emergency Response (Section 5) and Post Emergency (Section 10).

The time frame may be relatively short; therefore, many "actions" may be carried out simultaneously.

3.2 INITIAL RESPONSE

	Action	Action By
1.	Initial report of situation	Police, Fire, EMS, Industry, Public, etc.
2.	Alert Hearst Fire Department as initial responders and Municipal Emergency Services as per Emergency Notification Plan	Fire / Police
3.	Initial response by Fire Department and supplemented by Municipal Emergency Services	Fire / Police
4.	Secure site, establish perimeters and control crowds/traffic	Fire / Police
5.	Determine whether or not a Declaration of Emergency is required.	Fire / Police
6.	Determine if evacuation of area residents is warranted.	Fire / Police
7.	Provide initial situation report to CEMC.	Fire / Police
8.	Issue Alerting Instruction for the Municipal Emergency Control Group	CEMC or CAO
9.	Report accident to appropriate federal agencies if needed	Fire / Police
10.	Activate the Emergency Operations Centre (EOC)	CEMC or CAO
11.	Establish communications with participating agencies	CEMC or CAO
12.	Identify scope of emergency response required, which elements are to be involved, and how the operation will be carried out	Municipal Control Group (MCG)
13.	Make recommendations to Mayor and Council on Municipal Emergency Plan implementation	Municipal Control Group (MCG)

If a Declaration of *Emergency* is decided:

14.	Declare State of Emergency	Mayor
15.	Advise Provincial Emergency Operations Center (PEOC)of Declaration	Mayor

3.3 EMERGENCY RESPONSE

	Action	**Action by:**
1.	Advise affected area residents of Declaration of Emergency	Mayor
2.	Designate/confirm on-site commander	Mayor/CAO
3.	Issue Operations Instruction	CEMC
4.	Establish Emergency Operations Centre	MCG
5.	Establish site perimeters, evacuation routes and crowd control	OPP
6.	Activate evacuation plan	Mayor/CEMC/MCG
7.	Establish liaison with outside agencies/government according to needs	As per individual responsibilities
8.	Assess response capability	CEMC/MCG
9.	Prepare/release public information as per guidelines	Emergency Information Officer
10.	Dispatch participants/agencies/departments, etc.	CEMC/MCG

3.4 POST EMERGENCY

	Action	**Action by:**
1.	Terminate State of Emergency	Mayor
2.	Advise participants that emergency has ended	CEMC
3.	Advise the Public that the emergency has ended	Mayor/Public Information Coordinator
4.	Implement re-entry procedures	Mayor/CEMC
5.	Asses damages caused by emergency	CEMC
6.	Prepare and submit claims for compensation to Province	Treasurer
7.	Evaluate emergency response and identify proficiencies and deficiencies	MCG
8.	Prepare recommendations to Council for amendments if appropriate	CEMC/CAO
9.	Amend the Emergency Response Plan	CEMC

4 EMERGENCY RESPONSE STRUCTURE

4.1 MUNICIPAL CONTROL GROUP – Appendix H

The Municipal Control Group (MCG) will consist of the following members:

- Community Emergency Management Coordinator (CEMC)
- Emergency Information Officer – Chief Administrative Officer (CAO)
- Ontario Provincial Police - Detachment commander (or Staff Sergeant)
- Director of Public Works and Engineering Services

The MCG may be supplemented with any local, provincial and/or federal agency as well as representatives of service providers as deemed necessary.

Each Municipal Service/Department is responsible for appointing a senior representative to the MCG, responding directly to those emergencies for which the Department has specific responsibility, and responding in an emergency as part of the Town of Hearst coordinated response.

4.2 LINES OF AUTHORITY

1. the Mayor or Acting Mayor
2. CEMC until the Mayor or his/her designate becomes available

4.3 EMERGENCY OPERATION CENTRE (EOC)

1. Town Hall, at 925 Alexandra Street, Hearst Ontario.
2. Gilles Gagnon Welcome Centre's multimedia room at 523 Hwy 11 East
3. Public Works Garage at 416 George Street, Hearst Ontario.

5 EMERGENCY RESPONSE

An Emergency Response is structured around the following three phases or stages:

- **5.1 Emergency Notification and Instruction** - call-outs of Emergency Personnel and the issuing of Instructions.
- **5.2 Emergency Implementation** - Manning of the Emergency Operations Centre and activation of the Emergency Plan and its controls.
- **5.6 Emergency Operations Maintenance** - emergency response management and administration.

5.1 EMERGENCY NOTIFICATION AND INSTRUCTION

5.1.1 Emergency Notification System (ENS)

a) The Emergency Notification System (ENS) may be activated by any member of the Municipal Control Group (MCG) or other designated senior emergency service personnel. This will most likely be the first responding agency on the scene.

b) The first-on-scene service will determine if the event requires an emergency response. If so, the service will relay the situation to the 911 Dispatch in Hearst with all pertinent information.

c) The 911 Dispatch will immediately contact the CEMC who will then determine whether or not to activate the ENS. If the CEMC is not immediately available, see Appendix B-1 for the list of persons authorized to activate the ENS.

d) Upon the activation of an ENS, all members of the MCG or their alternates will be called (Appendix H).

- Any member of the MCG who must attend to the site for the proper handling of the emergency may appoint an alternate to replace them at the MCG.
- The message that is sent out must contain all pertinent information (Emergency Alert / Warning Instructions, Appendix C).
- The exact time each member of the MCG was reached and the notification that was relayed must be logged.
- In the event that the phone system is out, members of the MCG will be notified by the most effective means available.

e) Once assembled, MCG members will refer to the most applicable Emergency Response Plan listed in Section 3.

f) The MCG members will assess the situation and determine whether or not the emergency warrants a full call-out of the Emergency Committee (Appendix H-1).

- The MCG will also determine whether or not the implementation of the Municipal Emergency Plan is warranted.

g) The CEMC will contact the Provincial Emergency Operations Center and inform them that an emergency or potential emergency exists within the community.

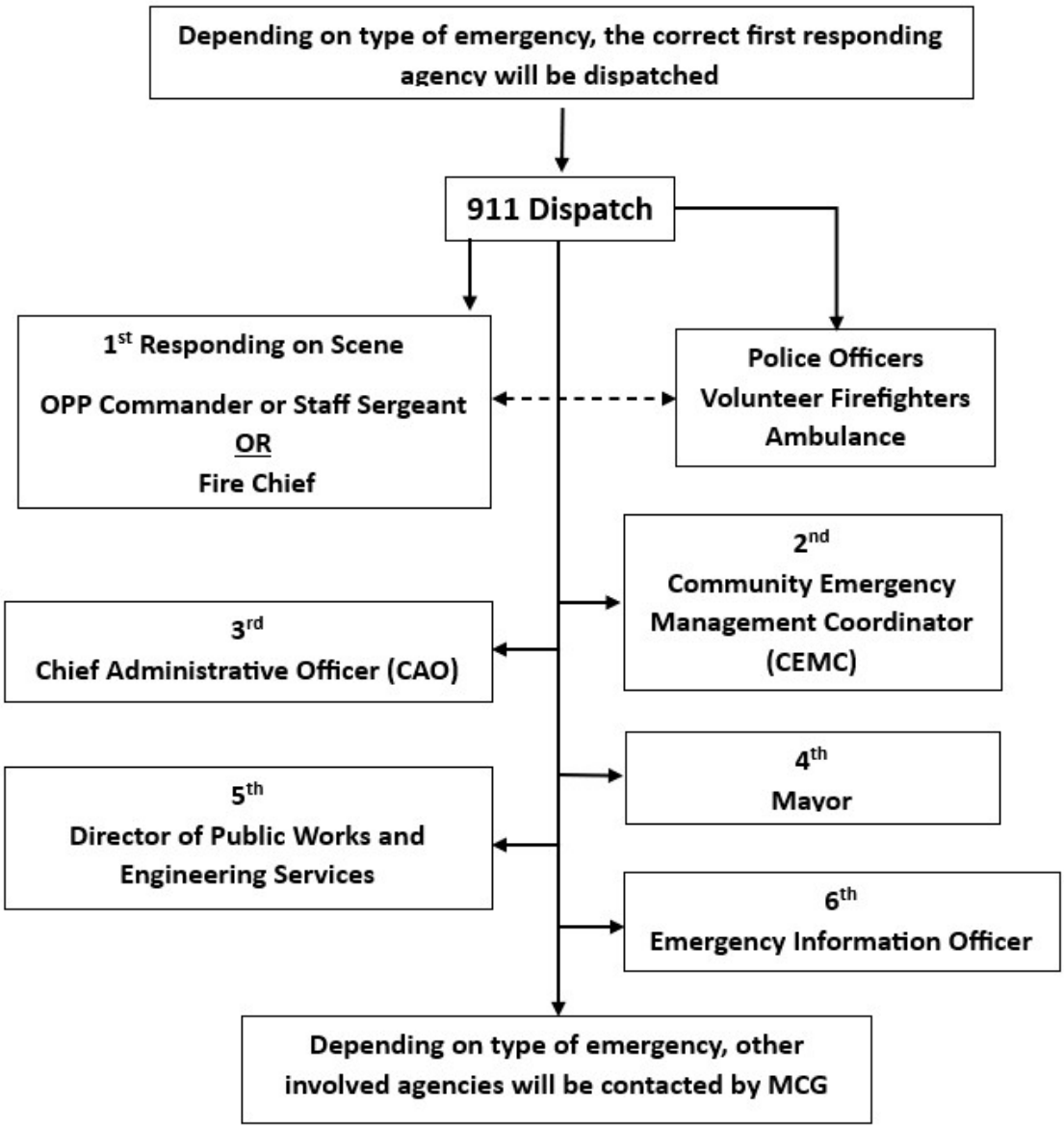
h) If so directed by the MCG, the CEMC will issue an Operations Instruction (Appendix G).

If the nature of the emergency is such that lives are in immediate danger and evacuation is essential, emergency personnel on the scene will commence to warn and evacuate the public in the danger zone.

5.1.2 Call-Out Lists

Once authorized to do so, all calls are to be made by the 911 Dispatch in the order indicated, as per Appendix H-1.

PRIMARY CALL-OUT LIST FOR MUNICIPAL CONTROL GROUP



SECONDARY EMERGENCY CALL-OUT LIST

Refer to Appendix H for a complete list of contacts.

- **Floods and Severe Weather - Town** **705-362-4341**
- **Forest Fires – in the Municipal Protection Area** **9-1-1**
- **Forest Fires – outside the Municipal Protection Area** **310-FIRE (3473)**
- **Dangerous Goods Incidents – Fire Department** **9-1-1**
- **Major Power Outage – Hearst Power Distribution** **705-362-4341**
- **Natural Gas Disruption – Enbridge Gas** **1-877-969-0999**
- **Major Off-Airport Aircraft Accident** **705-362-4341**

FOR EMERGENCIES OUTSIDE TOWN BOUNDARIES

If notified of an emergency outside Municipal boundaries, call the Ontario Provincial Police Centre in North Bay at 1-800-310-1122.

5.1.3 Emergency Alerts

There are two types or emergencies:

1. Those where officials receive some forewarning, such as in the case of floods, severe weather, forest fires and public health problems. In these cases, an Emergency Alert is given.
2. Those that are immediate, as in the case of chemical spills, earthquakes, fires. In these cases, and Emergency Warning is issued.

Emergency Alerts permit all participants in the Municipal Emergency Plan to prepare for their involvement should it be required. Once the Alert has been issued, the CEMC and MCG will undertake the following activities:

- Consult the Municipal Emergency Plan
- Secure and test the communications network
- Activate the EOC
- Test all equipment such as emergency generators
- Place emergency responders on standby
- Advise general public, schools, businesses and other institutions of the threat
- Obtain or locate human and material resources

5.2 EMERGENCY IMPLEMENTATION

5.2.1 Emergency Operations Centre (EOC)

- Primary Alert Centre: Northern 911, Sudbury
- Primary EOC: Town Hall, 925 Alexandra Street
- Secondary EOC: Gilles Gagnon Welcome Centre, 523 Hwy 11 East
- Third EOC: Public Works Garage, 416 George Street

- Available resources at the EOC
  - meeting room,
  - communication resources for individual services,
  - mapping,
  - office equipment
  - washroom facilities.

- Activation and management of the EOC: CEMC
  Treasurer/Public Information Officer

- Alerting personnel emergency services: Individual Service Manager/Head.

5.2.2 Implementation Procedures

a) A Declaration of Emergency (Appendix D and Section 6) will be made by the Mayor in consultation by the MCG.

b) Upon the Declaration of Emergency, the CEMC will assume control of the emergency response operations with general directions from the Mayor and the MCG.

c) The On-Site Commander (fire or police) will be designated by the MCG.

d) Command and communications will be located at both the main Emergency Operations Centre and the Emergency Site.

e) Public information will be released as per the Emergency Public Information Plan - Appendix A.

f) Once the MCG has been convened and the Emergency has been declared, the Emergency Response Plan (Appendix B) most applicable to the emergency will be consulted.

5.3 EMERGENCY OPERATIONS MAINTENANCE

5.3.1 Procedural plan

During a declared emergency, the MCG will detail:

- when meetings are to be held,
- at what intervals, and
- how all actions and decisions are to be logged.

At the EOC,

- Situations are reviewed and duties assigned.
- An operational display board detailing the location and time of major events and the decisions that have been made will be maintained.
- A large-scale map will be kept up-to-date showing staging areas, evacuation centres and traffic routes.

The CEMC is responsible for ensuring accurate minutes are kept of all meetings both within the EOC and at the site of the emergency.

5.3.2 Emergency Site Management

If the Municipal Emergency Plan is to be put into action, an On-site Commander, appointed by the MCG, will officially assume the management of the emergency site. He/she will work in liaison with the MCG in the implementation of an effective response.

The On-site Commander's responsibilities are listed in Section 11.3.2.

6 DECLARATION / CANCELLATION OF A MULTIPLE EMERGENCY (APPENDIX D)

Authority to declare a Municipal Emergency:

- The Mayor or his/her delegate, in consultation with MCG
- The Premier of Ontario

Authority to terminate a Municipal Emergency:

- The Mayor
- Town Council
- The Premier of Ontario

A Declaration of Emergency is not required to recover costs for its emergency response. Records of expenditures can be submitted to Emergency Management Ontario for consideration of payment. When an emergency exists, but has not yet been officially declared, employees of the Municipality may take such actions as may be required to protect lives and property within the community.

A Declaration of Emergency provides the authority to:

- evacuate those buildings and/or areas considered dangerous to their occupants;
- disperse people not directly connected to the emergency relief operations, or who, by their presence, endanger themselves or hinder the efficiency of the operations;
- discontinue any services, such as gas and hydro, where its continuation poses a public hazard;
- arrange for the accommodation and maintenance of any residents in need of assistance;
- call-out and employ any Town equipment and personnel;
- request the assistance of other agencies;
- call-outs and employ any volunteers to assist in the emergency with them being covered by the Town's insurance.

Upon the declaration of a Municipal emergency, a special meeting of Council shall be convened within 24 hours to review and assess the situation. If the emergency extends beyond the boundaries of the Town, the appropriate authority shall be notified.

Upon both the declaration and the cancellation of a Municipal Emergency, the Mayor shall notify:

- Emergency Management Ontario
- Members of Council
- Public
- Neighbouring community officials, as needed

7 REQUESTS FOR OUTSIDE ASSISTANCE

All requests for assistance outside the jurisdiction of the Municipality should be made through the offices of the Solicitor General of Ontario as represented by Emergency Management Ontario.

Provincial Emergency Operations Center (PEOC):

24/7 Phone number: 866-314-0472
Duty Officer email: peocdo01@ontario.ca

8 EVACUATION PLAN

The authority to order an evacuation rests with the Head of Council although the Lead Agency on the scene or the MCG may execute an "evacuation order." The evacuation of residents is the responsibility of the Hearst OPP detachment.

An evacuation order will be given when:

- it is deemed necessary by the ranking officer
- a situation develops that warrants an evacuation
- circumstances dictate that preventative evacuation be undertaken

The entity that executes the evacuation order will determine the area to be evacuated.

- Evacuation Areas and Routes will be determined by the MCG and confirmed/amended immediately following situation assessment. The perimeters of the evacuated area(s) must be easily delineated and chosen to avoid a subsequent evacuation.

- On evacuation orders, the OPP will alert the residents by all means available including the use of warning sirens, loud hailers and by Environment Canada Alert Weather radio.
  - Evacuees with transportation will proceed directly to the Registration and Inquiry Centre for registration and accommodation.
  - Evacuees without transportation will proceed to the nearest designated pick-up point.
  - Evacuees within the nursing home and the hospital will be evacuated in accordance with arrangements between the facility and the MCG.

The Emergency Information Officer will issue the general notification and information bulletin which will go out to the general public, hospital and schools in the affected area. The bulletin will include

- the nature and extent of the danger,
- the location of the primary and secondary emergency zones,
- the actions to be taken,
- details on the evacuation, reception and re-entry arrangements.

The CEMC will arrange for the transportation of evacuees from the hospital, the nursing home and schools, including the transportation of evacuees from all pick-up points to the designated registration and reception areas.

Security of the evacuated area and the Reception Centres will be established and maintained by the OPP.

- Once the Emergency Area is declared safe by the MCG and the provincial authorities, and all utilities and essential services are restored, the OPP will coordinate the safe return of all evacuees.

8.1 EVACUATION PROCEDURES

	Principal Actions	**Responsibility**
1	Notify, direct and assist people in the danger zone.	OPP/Fire
2	Confirm evacuation area and evacuation routes. If the evacuation is to exceed 12 hours, set up: ◆ Registration and Inquiry Centre ◆ Reception Centres	MCG
3	Declare evacuation order	MCG
4	Implement evacuation arrangements.	Mayor/MCG
5	Establish Registration and Inquiry Centre, Reception Centres and pick-up points.	Community Services Coordinator / Red Cross
6	Notify public in areas to be evacuated through the local media, door to door and the fire and police services. ◆ Evacuation routes, ◆ Pick-up Points ◆ Centres' locations	Public Information Coordinator
7	Provide transportation for hospital, homes, schools and pick-up points.	Transportation Coordinator
8	Establish and maintain security of evacuated areas	OPP

9 EMERGENCY PREPAREDNESS

Emergency preparedness includes activities undertaken to ensure everyone that may be involved in an emergency situation knows his/her role and responsibilities and has participated in scenarios that will prepare him/her to contribute efficiently to the emergency.

9.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

◆ Town Chief Administrative Officer/Emergency Information Officer ◆ CEMC or Alternate CEMC ◆ Director of Public Works and Engineering Services ◆ Treasurer ◆ Town Public Work Foreman ◆ OPP Commander ◆ Fire Chief ◆ Manager of Ambulance Services ◆ Hospital Chief Executive Officer	◆ Head of Council (Mayor) ◆ By-law Enforcement Officer ◆ Director of Hearst Power Distribution ◆ Airport Manager ◆ Canadian Red Cross ◆ Porcupine Health Unit ◆ Ministry of Natural Resources and Forestry (MNRF) ◆ Ontario Clean Water Agency (OCWA)

The CEMC is responsible for organizing and convene an Emergency Management Program Committee meeting at least four times a year to review the Municipal Emergency Plan. The responsibility of the Committee will be to:

- advise of any organizational or procedural changes and amendments
- provide current contact information for the March meeting plan update
- provide appropriate input to the development and evaluation of exercises
- prepare recommendations to enhance the emergency response capability

Amendments or additions to the Municipal Emergency Plan must be approved by Town Council.

9.2 MANAGEMENT OF THE EMERGENCY PLAN

Changes and amendments to the organizational or procedural plans further to the recommendations of the Emergency Management Program Committee will follow the study of the following key components:

9.2.1 Hazard Impact and Risk Assessment

- The impact assessment involves the identification of potential emergencies and the probability and risk of each according to the impact on:
  - geographical areas affected,
  - the size, distribution and composition of the population in the area,
  - the nature of the property that may be damaged,

- the extent of the damage incurred,
- the extent of the damage in terms of time,
- the environment.

- The risk assessment involves the assessment of the probability (high, medium, low) of the hazard occurring and the probability of personal injury, property damage and damage to the environment.

9.2.2 Long-term Emergency Management Plan

- Promotion of community preparedness
  - appropriate training
  - emergency exercises
  - resource management and acquisition of equipment to enhance capability
  - public education to increase awareness

- Risk reduction
  - zoning and land use management
  - relocation of road and rail arteries
  - building codes
  - flood plain regulation
  - preventative health care
  - public education

9.2.3 Evaluation of Emergency Operations and Exercises

- Involves the preparation of
  - critique/evaluation of procedure
  - evaluation and testing of the communication networks
  - identification of deficiencies
  - preparation of recommendations for changes
  - application of changes.

9.2.4 Training Exercises

- The CEMC, with the assistance and direction of the Emergency Management Program Committee, will coordinate and implement a Mock/Simulation Exercise whenever possible and a Table Top Exercise every year.

10 POST EMERGENCY PROCEDURES

An emergency is over when the threat to life and property no longer exists and the Municipality has returned to some degree of normalcy. This includes the return of evacuees to their homes or, if repairs or reconstruction need to be completed, to temporary shelters. The emergency is not considered over until all services (hydro, sewer, water and gas) have been restored either permanently or improvised on a short-term basis.

Normalization may begin even though a Declared Emergency is still in place. If certain areas of the emergency site are determined to be safe, cleanup and a controlled return of evacuees may commence if it does not interfere with ongoing operations.

Following the Declaration of the Termination of the Emergency, the Emergency Measures Coordinator, with the assistance of the Medical Officer of Health, will determine if any response/support personnel or residents require the assistance of qualified psychological counselling. If necessary, this service will be made available.

All departments and participating organizations are required to provide to the CAO, within 90 days of the end of the emergency, the following reports/records in accordance with the appropriate standing operating procedures:

- situation reports,
- operations Log,
- final Report.

Follwing the termination of emergency, a debrief meeting is to be held with all departments and participating agencies in order to discuss areas of improvement or what changes could be brought to the plan.

The CEMC, working with the Emergency Management Program Committee, will prepare an evaluation of the community's emergency response effort with recommendations for improvement. This report will be brought for review by the MCG and the Emergency Management Program Committee and will include:

- actions taken,
- personnel involved,
- fatalities,
- property damage,
- cost estimates,
- any long-term effects,
- the effectiveness of
    - the Notification System,
    - the Communication System,
- overall preparedness and any items within the Municipal Emergency Plan that need to be addressed,
- requirements for review and amendment.

11 RESPONSIBILITIES

In a peacetime Emergency, it is the Municipality's responsibility to provide a rapid response to an emergency situation. These responsibilities include:

- Ensure immediate and rapid response to the emergency by all services,
- obtain immediate control of the emergency and the site,
- provide rescue and first aid services,
- undertake, if warranted, a controlled evacuation of any building or area,
- provide immediate medical care,
- provides necessary social services for affected persons,
- provide emergency information to the public,
- take steps to eliminate all sources of potential danger in the area of the incident,
- ensure the maintenance of community services in areas unaffected by the emergency.

11.1 MUNICIPAL CONTROL GROUP RESPONSIBILITIES

- Determine the status of the emergency in order to issue Alerting Instruction,
- identify the geographic extent and scope of the emergency,
- prepare and issue the Operations Instruction,
- call out and mobilize services and equipment,
- coordinate and direct administrative and logistic resources,
- determine and assess resource capability and, if necessary, activate mutual aid agreements,
- determine if the location EOC is appropriate,
- advise the Mayor if a declaration of emergency is appropriate,
- advise the Mayor as to the size of the emergency area,
- ensure an emergency site manager (On-site Commander) is appointed,
- provide appropriate direction to the Public Information Coordinator,
- order, coordinate and/or oversee evacuations,
- arrange to discontinue utilities (hydro, gas) in the emergency area if required,
- arrange for any services and work by contractors not under Town control,
- notify and request assistance from various levels of government,
- arrange for volunteers and additional transportation if required,
- establish an information centre for the issuance of news releases,
- determine the need to establish advisory groups,
- ensure a record is kept of all expenditures,
- advise and authorize the termination of emergency in consultation with the Mayor,
- ensure all personnel are accounted for and advised of termination,
- maintain a log of all actions and decisions,
- participate in the debriefing,
- ensure that the unaffected areas of the municipality continue to receive a reasonable level of service,
- initiate a long-term operation plan for the restoration of services and facilities and set priorities.

11.2 RESPONSIBILITIES OF MUNICIPAL CONTROL GROUP MEMBERS

11.2.1 Community Emergency Measures Coordinator

- authorize the activation of the Municipal Emergency Plan,
- ensure the MCG appoints an On-site Commander,
- liaise with other Emergency Plan support staff, support services and agencies,
- provide the EOC centre with supplies, communications and maps/charts,
- coordinate response activities with agencies, boards and neighbouring municipalities
- commence a long-term operational plan as soon as possible and establish priorities for the re-establishment of discontinued services,
- initiate, through the Emergency Management Program Committee, a review of damages and prepare an after-action report for Mayor and Council,
- prepare recommendations for improving response operations and amend the Emergency Plan accordingly,
- name a replacement if he/she cannot attend or is otherwise engaged

11.2.2 Police Detachment Commander or Staff Sargent

- Activate, in whole or in part, the Police Emergency Services Plan,
- if designated as Lead Agency, establish a site command post in a safe area and staff with a senior officer
- establish communication links with senior police officials at emergency site
- secure inner and outer perimeter at the scene
- provide traffic control
- alert endangered population and coordinate evacuation procedures
- to protect life and property and maintain law and order in the emergency zone, evacuation areas and reception centres
- provide an on-site Police Coordinator for media liaison if required,
- coordinate and/or undertake search and rescue activities other than within "hot zone" of emergency
- maintain a log of all actions taken.

11.2.3 Fire Chief

- Activate in whole or in part the Municipal Emergency Response Plan and the Emergency Notification System
- initiate the Department's Service Emergency Response Plan
- provides the MCG with information and advice on fire fighting and rescue matters
- establish link to senior fire person at the emergency site
- obtain extra and/or special equipment if required
- to provide discretionary assistance to the ambulance and police services
- provide assistance to other communities as required and be prepared to contribute to non-fire-fighting operations if necessary
- coordinate and undertake search and rescue operations within "hot zone" of the emergency site
- provide an On-site Commander if required and establish an on-site command post. If designated as Lead Agency, appoint an On-Site Commander to exercise overall control

- activate mutual aid agreements, if applicable, for the provision of additional resources
- the Fire Officer in charge will be responsible for the safety of other emergency personnel and prevent their exposure to dangerous situations
- provide liaison with CANUTEC, or other agencies, for hazardous spills
- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged.

11.2.4 Director of Public Works and Engineering Services

- provide the MCG with information and advice on engineering matters
- liaise with senior officials for the provision of engineering assistance
- arrange local procurement of special equipment
- supply detailed maps on sewers, subdivisions, water intakes, water main grids and water systems, etc.
- construct, maintain and repair roads network systems and other infrastructure (sanitary sewer, water, etc.),
- liaise with Fire Chief concerning emergency water supplies
- coordinate the provision of emergency drinking water and sanitation facilities for municipal emergency operations
- coordinate the discontinuation and reconnection of municipal services and arrange for the provision of alternates
- establish priorities in cooperation with the various utilities for the restoration of gas, hydro and telephone
- establish a liaison with the Ministry of Transportation for information on provincial roads and highways
- provide public works resources as required, including employees, equipment, barricades, etc.
- maintain liaison with other environmental agencies and be prepared to take preventative action as required
- to provide post-emergency assistance where there is a municipal responsibility
- maintains a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.2.5 Emergency Information Officer (EIO)

- responsible for the development and release of approved emergency information to the public
- contact and correspond with local jurisdictions to coordinate emergency information activities
- determine staffing requirements and make required personnel assignments for the Emergency Information Centre (EIC), as necessary
- to arrange for necessary work space, materials, telephones, and staff for EIC and/or EOC
- prepare initial information summary as soon as possible after activation
- establish contact with local, provincial and/or national media representatives, as appropriate
- release approved emergency information to media and/or public

11.3 RESPONSIBILITIES OF OTHER PARTICIPANTS

11.3.1 Mayor

- arrange for a personal briefing of the emergency and decide if a declaration of emergency is required
- upon the declaration, ensure the Municipal Emergency Plan has been activated and mobilization is complete
- through the MCG, provide overall direction and control of emergency operations
- order an evacuation of an area if warranted and recommended
- approve the expenditure of funds to meet the requirements of the emergency
- approve news and public announcements
- terminate emergency declaration
- notify Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration and termination of an emergency
- chair meetings of the MCG
- inform Council and make recommendations with respect to response
- ensure that a follow-up preliminary report on the emergency response is prepared and that a special meeting of Council is held soon thereafter to review its recommendations
- maintain a record of actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.3.2 Chief Administrative Officer

- establish and maintain a communication link with On-site Commander,
- update the Head of Council on administrative matters,
- determine the adequacy of municipal resources,
- request assistance from the provincial and federal governments when recommended by MCG,
- advise MCG of any actions that should be taken not covered in Municipal Emergency Plan,
- oversee the preparation of press and public announcements,
- coordinate municipal staff,
- open a master event record and ensure that it is maintained for the duration of the event
- advise Mayor and Council of the policy and procedures within the Municipal Emergency Plan
- approve, in consultation with the Mayor, all major announcements and releases to the media
- lay out and implement staffing needs and schedules for the EOC
- liaise with provincial authorities
- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.3.3 Hospital Chief Executive Officer

- activate, in whole or in part, the Hospital Emergency Services Plan,
- assist in the arrangement of resources to facilitate an evacuation of hospitals and related medical facilities,

- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.3.4 Treasurer/Purchasing Officer

- provide information and advice to the MCG on financial matters as they relate to the emergency,
- manage all financial aspects of the emergency situation, including subsequent claims,
- liaise with peers of neighbouring municipalities as it may relate to the emergency
- make arrangements for the procurement of supplies and distribution to appropriate sites (i.e., sand, sand bags, firewood, generators)
- process disaster rehabilitation and compensation grants, loans and requests
- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.3.5 Communications Coordinator

- provide communications systems and networks at EOC and on-site,
- activate the emergency notification system of local amateur radio operators
- ensure telephone system at emergency EOC is operational
- ensure emergency communication centre is properly equipped and staffed
- maintain an inventory of communication equipment readily available
- to make arrangements to obtain additional communication equipment
- establish special networks or systems, including mobile message delivery
- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged

11.3.6 On-Site Commander

- Determine the location of the Command post
- obtain necessary resources and advise MCG of requirements
- establish and maintain communication with the MCG and all response elements
- establish priorities
- develop an emergency site layout (perimeters and access)
- designate an officer to implement a tag-in system for emergency responders
- implement a plan of action
- determine the need for road closure
    - liaise with the municipality for municipal roads
    - liaise with the OPP for provincial roads
- carry out full assessment of the damage
- holds regular meetings with the on-site service personnel
- maintain a log of all actions taken.

11.3.7 Coordinator of Community Services / Transportation / Human Resources

- Ensure that facilities are available and that representatives are available to advise on the maintenance, use and operation of these facilities,
- coordinate assistance to persons in need of food, clothing and/or shelter,
- supervise the opening, operation and subsequent closing of service centres,
- arrange for long-term services for evacuees if needed,
- assist with the evacuation of citizens with special needs,
- assist the Red Cross in the registration and inquiry services,
- arrange for recreational, cultural and pastoral services for evacuees as required
- coordinate and manage all aspects of human resources/volunteers
    - receive requests from service providers
    - select appropriate sites for their registration
    - ensure proper records are kept
    - ensure proper identification cards are issued
- provide and coordinate transportation as required,
- maintain a log of all actions taken
- name a replacement if he/she cannot attend or is otherwise engaged.

11.4 OTHER AGENCIES, ACCORDING TO NEED

Agency	**Responsibility**
Medical Officer of Health (Northeastern Public Health)	◆ Support and information on all matters pertaining to public health, such as food and drinking water supplies, sanitary facilities, communicable diseases, exposure to toxic chemicals, etc.
Paramedic Services (CDSB)	◆ Provide triage and treatment to injured at emergency site ◆ Provide update of injured to Command post
Ontario Health atHome	◆ Assessment of clients identified as requiring service
Director of Planning	◆ Support and information on planning matters and flood plains
Chief Building Official	◆ Support and information of structural safety of damaged buildings
Telephone/cellular/internet service provider	◆ Services for alternative communication options ◆ Activation of Line Load Control

Natural gas provider	◆ Coordination of natural gas services including delivery
Hearst Power Distribution Company	◆ Coordination of electrical services including electrical system disruptions ◆ Assistance for the supply of energy at designated emergency facilities
By-law Enforcement Officer	◆ Enforcement of by-laws ◆ Animal control ◆ Traffic control assistance, if needed
School Boards	◆ Coordination of the use, maintenance and operation of their facilities if they are used as evacuation sites
Ministry of Natural Resources and Forestry (MNRF)	◆ Forest fire alert and fighting ◆ Flood forecast, alert and assistance
Ministry of the Environment (MOE)	◆ Pollutants spill response procedures ◆ Assistance with containment, clean-up and disposal of pollutants
Canadian Red Cross	◆ Coordination of the setup and operation of facilities for registration and inquiries at reception and evacuation centres
Local Industries	◆ Advice on hazards, safety and cleanup of any dangerous goods stored on their properties
Airport Authority	◆ Liaison with airlines and federal government that deal with aircraft emergencies ◆ Air rescue technical data