

TOWNSHIP OF RYERSON



**EMERGENCY RESPONSE PLAN**

**By-law # 52-19 Schedule  
"A"**

**December 2019**

# TOWNSHIP OF RYERSON EMERGENCY RESPONSE PLAN

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## **PART 1: INTRODUCTION**

**Emergencies are defined as situations or impending situations caused by forces of nature, a disease or other health risk, an accident or an intentional act that constitutes a danger of major proportions to life and property.** Emergencies affect public safety, including the health, welfare and property of residents, businesses and visitors, as well as the environment and economic health of the Township of Ryerson.

The population of the Township of Ryerson as of the 2016 census was 648 residents.

In order to protect residents, businesses and visitors, the Township of Ryerson requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are arrangements and procedures that are distinct from the normal, day-to-day operations carried out by emergency services.

The Township of Ryerson Emergency Management Program Committee developed this Emergency Response Plan (the Plan). The Incident Management System (IMS) has been adopted in this Plan to define the basic command structure and to identify roles and responsibilities to ensure effective management of an emergency.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The Plan has been prepared to provide key officials, agencies and departments of the Township of Ryerson with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and future visitors be aware of its provisions. Copies of the Plan may be viewed at the Township Office and online at [www.ryersontownship.ca](http://www.ryersontownship.ca). For more information, please contact:

Greg Rutledge  
Community Emergency Management Coordinator  
Township of Ryerson  
28 Midlothian Road, Burk's Falls, ON, P0A 1C0  
705-382-3232

## **PART 2: AIM**

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

It enables a centralized, controlled and coordinated response to emergencies in the Township of Ryerson, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.

### **PART 3: AUTHORITY**

The legislation under which the Township of Ryerson and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended Ontario Regulation 380/04
- Township of Ryerson By-law 52-19
- 

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

Subsection 4(1) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

#### ***Ontario Regulation 380/04***

Regulation 380/04 came into effect on December 31, 2004. It describes the essential level of emergency management standards for Ontario municipalities. The specific municipal requirements are as follows:

- Every municipality shall designate an employee or a member of Council as its Community Emergency Management Coordinator (CEMC), who shall complete training, as required by the Chief, Emergency Management Ontario.
- The CEMC shall coordinate the development and implementation of the emergency management program within the Township and, in so far as possible, with the emergency management programs of other municipalities, Ontario ministries and organizations outside government that are involved in emergency management.
- The CEMC shall report to the Township of Ryerson's Emergency Management Program Committee on the above program.
- Every municipality shall have an Emergency Management Program Committee composed of: the CEMC, a senior municipal official appointed by Council; and such other persons that may be appointed by Council.
- The Municipal Emergency Control Group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan.
- The Municipal Emergency Control Group shall develop procedures to govern its responsibilities in an emergency.
- The members of the Municipal Emergency Control Group shall complete the annual training that is required by the Chief, Emergency Management Ontario.
- Every municipality shall have an annual practice exercise for simulated emergency incident training.

- Every municipality must have an Emergency Operations Centre with appropriate communications systems.
- Every municipality shall designate an employee of the municipality as its Emergency Information Officer to act as the primary media and public contact in an emergency.

***Township of Ryerson By-Law 52-19***

Council approved the Emergency Management Program and Emergency Response Plan with the enactment of By-Law 52-19.

**Township of Ryerson Emergency Management Program Committee**

The Emergency Management Program Committee is comprised of the Mayor, CAO/Clerk, CEMC. The CEMC is appointed as the Chair of the Committee.

**PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure contained in **Annex B**.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in **Annex B**.

When a member of the MECG, with the authority to activate the MECG, receives a warning of a real or potential emergency:

1. The member of the MECG will immediately contact the CEMC or alternate and relay information regarding the nature of the situation.
2. The CEMC or alternate will contact the CAO/Clerk or alternate, and together they will decide whether which members of the MECG are necessary to deal with the situation at the time.
3. The CAO/Clerk will contact the Mayor, Fire Chief, and Public Works Supervisor (or their alternates) at a minimum; provide the members with pertinent details regarding the situation as well as the time and place for the MECG to meet.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

The CAO/Clerk or alternate will record the date and time MECG members were contacted.

***Requests for Assistance***

Assistance may be requested from the Ontario Provincial Police (O.P.P.) at any time by contacting the Almaguin Highlands O.P.P. detachment.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Office of the Fire Marshall

and Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex B**.

### ***Definition of an Emergency***

Section 1 of the *Emergency Management and Civil Protection Act*, defines an “emergency” as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

### ***Action Prior to Declaration***

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

### ***Declaring an Emergency***

The Mayor/Deputy Mayor or Acting Mayor/Designate of the Township of Ryerson, as the Head of Council, is responsible for declaring an emergency. This decision is made in consultation with other members of the MECG and following completion of the checklist in

## **Annex A.**

Upon declaring an emergency, the Mayor (or designate) will notify:

- Office of the Fire Marshall and Emergency Management Ontario, Ministry of Solicitor General;
- Municipal Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor (or designate); or
- Municipal Council; or the
- Premier of Ontario.

When terminating an emergency, the Mayor (or designate) will notify:

- Emergency Management Ontario, Ministry of Solicitor General;
- Municipal Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## **PART 5: MUNICIPAL EMERGENCY CONTROL GROUP**

### ***Emergency Operations Centre (EOC)***

The location of the Township of Ryerson's primary and alternate Emergency Operations Centres are detailed in **Annex C**.

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

### ***Municipal Emergency Control Group (MECG)***

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG), a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. A member of the MECG may delegate specific responsibilities to other individuals as required, including written delegation and acknowledgment by the delegate. The MECG consists of the following officials or their alternate:

- Mayor of the Township of Ryerson
- CAO/Clerk
- CEMC

Support group members of the MECG may be brought on as required by the scope of the emergency:

- Treasurer
- O.P.P. designate;
- Emergency Medical Services (EMS) representative;
- Red Cross representative;
- Medical Officer of Health;
- Engineer of Record representative
- Planning Consultant;
- Municipal Solicitor;
- Fire Chief;
- Public Works Supervisor Alternate;
- CEMC Chief Building Official;
- Emergency Information Officer;
- Hydro One and/or Lake Land Power Representative;
- CN Representative;
- Alternates to the above support group
- Additional personnel called or added to the MECG may include:
  - Emergency Management Ontario Representative;
  - North Bay-Mattawa Conservation Authority
  - Near North District School Boards
  - Liaison staff from Provincial Ministries;
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

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 the people listed as members of the control group, reasonable efforts will be made to notify all members of the MECG, as soon as practicable.



### ***Operating Cycle***

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Director will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The EOC Director will maintain a status board and maps, which will be prominently displayed and kept up to date.

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### ***Municipal Emergency Control Group and support Group Responsibilities***

- 1) Advise the Mayor as to whether the declaration of an emergency is recommended;
- 2) Designate any area(s) in the municipality as an emergency site(s);
- 3) Determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations;
- 4) Determining if the composition of the MECG is appropriate;
- 5) Direct and coordinate the responding service and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and are in accordance with the law;
- 6) Provide recommendations on the spending of public funds for the implementation of the Plan;
- 7) Appoint, or confirm the appointment of an Emergency Site Manager(s) who will be the Emergency Control Group's representative on site and will be responsible for the organization and coordination of all emergency response agencies at the emergency site;
- 8) Develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager;
- 9) Approve or endorse the proposed courses of action for the resolution of the emergency;
- 10) Direct the evacuation of buildings, or areas within the emergency site(s), if necessary;
- 11) Direct the dispersal or removal of person from the emergency site(s) who are in danger, or whose presence hinders emergency operations;
- 12) Direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required;
- 13) Direct the activation and operation of Reception Centre to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of an emergency;
- 14) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- 15) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- 16) Maintaining a log outlining decision made and actions taken and submitting a summary of the log to the Clerk(s) within one week of the termination of emergency, as required, and;
- 17) Participate in the debriefing following the emergency.

#### Individual Responsibilities of MECG members

##### **Mayor or Alternate**

The Mayor is ultimately responsible for the response to the emergency. The Mayor (or Alternate Mayor), and with the advice from the MECG is responsible for:

- 1) Ordering the activation of the Emergency Response Plan;
- 2) Declaring an emergency to exist and where practical, identifying the area or location of the

emergency within the Township of Ryerson;

- 3) Declaring an emergency to be terminated;
- 4) Notifying the Ministry of Solicitor General of the declaration of an emergency and termination of declaration of an emergency;
- 5) Ensuring that Township Councilors are advised of the declaration and termination of the declaration of the emergency, and are kept apprised of the emergency situation;
- 6) Ensuring that the public, the media, neighboring Municipal officials, if required, are also advised of both the declaration and termination of the emergency;
- 7) In Consultation with the Emergency Information Officer approve news releases and public announcements;
- 8) Formally requesting Provincial or Federal government assistance through the Provincial Ministry of Solicitor General, Emergency Management Ontario;
- 9) Participate in an after-action report and a corrective action report;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Conducting and taking part in post-emergency debriefing.

### **Clerk/CAO or Alternate**

- 1) Activating the emergency notification system;
- 2) As the Emergency Site Manager, coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- 3) Advising the Mayor or alternate on policies and procedures, as appropriate;
- 4) Approving in coordination with the Mayor or alternate, major announcements and media releases;
- 5) Ensuring a communication link is established between the MECG and Incident Command;
- 6) Calling out additional Township staff to provide assistance, as required;
- 7) Overseeing the issuance of all purchase orders required to support the emergency response, and tracking of all expenditures;
- 8) Ensuring that adequate insurance coverage is in place to cover staff, volunteers and rented/leased equipment;
- 9) Coordinating the provision of transportation when requested by other departments Emergency Site Manager;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Participate in an after-action report and a corrective action report.

### **CEMC or Alternate**

- 1) Activating and arranging the EOC;
- 2) Ensuring that security is in place for the EOC and registration of MECG members;
- 3) Ensuring all members of MECG have necessary plans, resources, supplies, maps and equipment;
- 4) Provide advice and clarification about the implementation details of the Emergency Response Plan;
- 5) Acting as a liaison with community support agencies, e.g Canadian Red Cross, 211;
- 6) Ensure that maps and status boards are kept up to date;
- 7) Ensuring compliance with Act;
- 8) Maintaining a personal log of all actions taken;
- 9) Creating an after-action report in conjunction with MECG, and;
- 10) Creating a Corrective Action Report in conjunction with MECG;

### **Fire Chief or Alternate**

- 1) Providing the MECG with information and advice on firefighting and rescue matters;
- 2) Depending on the nature of the emergency assign the Incident Commander and inform the MECG;

- 3) Establishing an ongoing communication link between the senior fire official at the Incident Command;
- 4) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;
- 5) Provide assistance to other community departments and agencies if necessary;
- 6) Maintaining a personal log of all actions taken, and;
- 7) Participate in an after-action report and a corrective action report.

#### **Public Works Department Representative or Alternate**

- 1) Provide the MECG with information regarding infrastructure;
- 2) Establish communications with the senior road/public works department official that is on scene;
- 3) Liaise with neighboring communities to ensure a coordinated response which is supported by road/public works departments;
- 4) Liaison with public utility companies to ensure proper disconnect of services, if required;
- 5) Facilitate and assist with emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- 6) Provide road department vehicles and equipment as required by any other emergency service;
- 7) Maintaining a personal log of all actions taken, and;
- 8) Participate in an after-action report and a corrective action report.

#### **Almaguin Highlands Detachment of the Ontario Provincial Police Representative**

- 1) Notifying necessary emergency and community services, as required;
- 2) Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- 3) Establishing the inner perimeter within the emergency area;
- 4) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- 5) Providing traffic control staff to facilitate the movement of emergency vehicles;
- 6) Alerting persons endangered by the emergency and coordinating evacuation procedures;
- 7) Ensuring the protection of life and property and the provision of law and order;
- 8) Providing police service in EOC, evacuee centers, morgues, and other facilities, as required;
- 9) Notifying the coroner of fatalities;
- 10) Liaise with media when necessary;
- 11) Implement Continuity of Operations Plan in the event of internal failure of our infrastructure, and;
- 12) Maintaining a personal log of all actions taken.

#### **Medical Officer of Health or Alternate**

- 1) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 2) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District. (e.g toxic spills, water quality, air quality);
- 3) Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 4) Coordinates the surveillance and response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- 5) Ensure the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;
- 6) Initiates and implements mass vaccination clinics during outbreaks of disease within affected

- municipalities in North Bay and Parry Sound District;
- 7) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
  - 8) Provides inspection of evacuation centers, makes recommendations and initiates; remedial action in areas of accommodations standards related to;
    - a. Overcrowding, sewage and waste disposal;
    - b. Monitoring of water supply, air quality, sanitation;
    - c. Food handling, storage, preparation, distribution and service;
  - 9) Liaises with local social service agencies on areas of mutual concern regarding evacuation centers related to public health information;
  - 10) Advises on or orders any necessary evacuation, isolation or quarantine measures;
  - 11) Provides instruction and health information through public service announcements and information networks;
  - 12) Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
  - 13) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease, and;
  - 14) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

### **Emergency Medical Services (EMS) Representative**

- 1) Ensuring emergency medical services at the emergency site;
- 2) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- 3) Obtaining EMS from other municipalities for support, if required;
- 4) Ensuring triage at the site;
- 5) Advising the MCEG if other means of transportation is required for large scale response;
- 6) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- 7) Ensuring liaison with the receiving hospitals;
- 8) Ensuring liaison with the Medical Officer of Health, as required, and;
- 9) Maintaining a personal log of all actions taken.

### **Red Cross**

- 1) Registration and Inquiry (R&I) Services: Assists in reuniting families;
- 2) Collects information and answers inquiries regarding the conditions and whereabouts of missing persons;
- 3) Emergency Feeding: Provides food or meals to those persons without food or food preparation facilities;
- 4) Emergency Clothing: Supplies clothing or emergency covering until regular sources of supply are available;
- 5) Personal Services: Provides for the initial reception of disaster victims arriving at Reception Centers; informs them of immediate emergency help available; offers temporary care for unattended children and dependent adults/elderly; assists with the temporary care of residents from Special Care Facilities; and offers immediate and ongoing emotional support to people with personal problems and needs created or aggravated by a disaster. Particular personal services may be coordinated through the MCEG and contracted with local service providers to meet special needs of disaster victims;
- 6) Maintaining a personal log of all actions taken, and;
- 7) Emergency Lodging: Arranges for safe, immediate, temporary lodging for homeless or evacuated people and is comprised of the following elements;

- **Lodging Management:** Provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure that the needs of facility occupants are being met. Designation, evaluation as per the guidelines established by Health Canada, set up and a space utilization plan for each temporary shelter is the responsibility of the Emergency Management Program Committee and/or MECG.
- **Registration:** Ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for any period of time. Manage the system of record keeping for registrations.
- **Feeding:** Supervise on-site food preparation and service for residents and workers. Advise the Logistics/Feeding Manager of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel as requested.
- **Management of Sleeping Area:** Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots, blankets and comfort kits if available.
- **Personal Client Services:** In coordination with MECG, organize and administer childcare, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
- **Volunteer/Staff Recruitment, Training and Placement:** Recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manage other local volunteer organizations.
- **Logistics:** Provide support for the use of the facility. Ensure the safety, security and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with MECG, contract out some specialized logistics services i.e. security and sanitation.

### **Emergency Information Officer**

1. Advise the EMCG on matters pertaining to public information, public affairs, and media relations;
2. Gather, process and disseminate information for use by the EMCG
3. Formulate public information and media releases for review by the Mayor or alternate
4. Upon approval of the Mayor/alternate release information to the public and media;
5. Direct the establishment and operation of a Media Centre
6. Prepare and distribute public announcements, instructions, or warnings as directed by the Mayor or alternate;
7. Provide public relations support as required;
8. Coordinate all media request, including arrangements for supervised tours near the emergency site(s);
9. Maintain a detailed log of all actions taken by the Emergency Information Officer
10. Participate in a post-emergency debriefing

### **211 Notification and Communication**

#### ***Municipal Responsibilities***

- 1) Notify 211 when an event has occurred.
- 2) Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public
- 3) Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other sources.
- 4) Inform 211 when the emergency event ends.

**Responsibilities of 211 Representative**

- 1) The 211 staff person who receives notification of an emergency event will document the information using a format that captures what, where, who, when etc. and the name and contact information of the person providing the information.

Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed. The members of the Municipal Emergency Control Group (MECG) are responsible for some or all of the following actions or decisions:

**PART 7: EMERGENCY MANAGEMENT PLAN DISTRIBUTION LIST**

Copy Number	Location	Issued dd/mm/yy
1	Mayor	23/11/19
2-5	Councilors	23/11/19
6	Clerk/CAO	23/11/19
7-8	CEMC and Alternate	23/11/19
9-10	Emergency Operations Centre (EOC) and Alternate EOC	23/11/19
11	Public Works Supervisor	23/11/19
12	Fire Chief	23/11/19
13	Community Economic Development Coordinator	23/11/19
14	Office of the Fire Marshall and Emergency Management	23/11/19

**PART 8: UPDATES AND AMENDMENTS**

Updated dd/mm/yy	Comments	Updated By:
31/12/2015	Plan creation	Andrew Farnsworth
11/10/2018	Revisions	E. Kellogg
12/09/19	Revisions	E.Kellogg

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- A) Checklist in Consideration of a Declaration of Emergency/Declaration Form
- B) Notification Procedures/Emergency Contact List
- C) Emergency Operations Centre (EOC) Logistics
- D) Termination Form

## **TOWNSHIP OF RYERSON EMERGENCY RESPONSE PLAN**

### **ANNEX A**

#### **Checklist in Consideration of a Declaration of Emergency**

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

*\* This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Solicitor General) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

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

#### **General and Government:**

**Is the situation an extraordinary event requiring extraordinary measures?** [Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]

**Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]

**Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential

services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

**Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]

**Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

**Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

#### Legal:

**Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."]

**Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

#### Operational:

**Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]



**Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

**Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

**Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]

**Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

**Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

**Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

**Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councillors and employees with certain protections against personal liability.]

**Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

**Economic and Financial:**

**Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

**Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

**Is it possible that a specific person, corporation, or other party has caused the situation?**[Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]



**ANNEX A - DECLARATION FORM**

Municipality: Township of Ryerson District of: District of Parry Sound

I, \_\_\_\_\_, (Mayor or Alternate), hereby declare a state of local  
Emergency in accordance with the Emergency Management and Civil Protection Act, , R.S.O. 1990,  
c.E.9, as amended, due to the emergency described herein;

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

For the Emergency Area or part thereof described as (geographic area);

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

Signed \_\_\_\_\_

Title \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ A.M/PM  
In the Municipality of \_\_\_\_\_

**(Note: Fax to EMO Duty Officer @ 416-314-0474)**



**ANNEX A - Checklist in Consideration of a Declaration of Emergency**

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



**ANNEX D - TERMINATION FORM**

I, \_\_\_\_\_ (Mayor or Alternate) hereby declare that the emergency related to \_\_\_\_\_ is terminated in accordance with the

(State the general description of the declared emergency)

Emergency Management and Civil Protection Act, R.S.O. 1990.

Signed \_\_\_\_\_

Title \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_\_ 201\_\_ at \_\_\_\_\_ A.M/PM  
In the Municipality of \_\_\_\_\_

***Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474***