

# TOWNSHIP OF RYERSON



# EMERGENCY RESPONSE PLAN

**By-law # 12-16  
Schedule "A"**

**March 2016**

# 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 2011 census was 634 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:

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Community Emergency Management Coordinator  
Township of Ryerson  
28 Midlothian Road, Burk's Falls, ON, POA 1C0  
705-382-3232  
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## **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.

Emergencies can occur within the Township of Ryerson, and the most likely scenarios as determined by risk analysis are related to air pollution and extreme weather.

For further details, please contact the Community Emergency Management Coordinator.

## **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 12-16

### ***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 12 - 16***

Council approved the Emergency Management Program and Emergency Response Plan with the enactment of *By-Law 12 - 16* on March 15, 2016.

### **Township of Ryerson Emergency Management Program Committee**

The Emergency Management Program Committee is comprised of the CEMC, CAO/Clerk, the Deputy Clerk, the Treasurer, the Public Works Supervisor, the Fire Chief, Information Officer and the Reeve or Delegate. 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 Reeve, 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 Reeve/Deputy Reeve or Acting Reeve/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 MCEG and following completion of the checklist in **Annex A**.

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

- Office of the Fire Marshall and Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- 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:

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

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

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- 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 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:

- **Reeve (or designate) of the Township of Ryerson**
- **CAO/Clerk**
- **CEMC and Alternate CEMC**
- **Information Officer**
- **Fire Chief**
- **Public Works Supervisor**

Additional 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;
- Chief Building Official;
- 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 Clerk/CAO 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 Responsibilities***

The members of the Municipal Emergency Control Group (MECG) are responsible for some or all of the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- 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;
- Determining if the location and composition of the MECG are appropriate;
- Advising the Reeve, or designate, as to whether the declaration of an emergency is recommended;
- Advising the Reeve, or designate, on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed to be the MECG representative at the site of the emergency and liaise with all on-site emergency response agencies.
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, *i.e.*, hydro, road closure;
- Arranging for services and equipment from local agencies not under community control, *i.e.*, private contractors, industry, volunteer agencies, service clubs;

- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transportation is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency, including recovery;
- Authorizing the expenditure of money required for dealing with the emergency;
- Notifying any service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk/CAO within one (1) week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Appointing alternate MCEG members when an identified position is vacant at the time of an emergency.

### ***Municipal Emergency Control Group Responsibilities by Position***

#### **Reeve or Designate**

The Reeve, or Designate, and Council form the Policy Group, which provides emergency policy and direction to the Town's Emergency Operations Centre (EOC). As Chair of the Policy Group, the Reeve or Designate has the following responsibilities:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency and termination of the emergency;
- Ensuring that the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation
- Requesting local and regional government assistance, as required;
- Establishing and maintaining a personal log of all emergency-related activities.

## **EOC Director**

The Clerk/CAO is the Director of the EOC for the Township of Ryerson. The EOC Director has the following responsibilities:

- Chairing the Municipal Emergency Control Group (MECG) or designate an alternate chair;
- Activating the emergency notification system through the Emergency Contact Number (located in Annex B);
- Exercising overall management responsibility for the coordination between response and supporting agencies in the Emergency Operations Centre, and setting priorities for response efforts in the affected areas;
- Establishing the appropriate staffing level for the EOC and continuously monitoring organizational effectiveness to ensure that appropriate modifications occur as required;
- Liaising with the MECG and municipal staff on policies and procedures, as appropriate;
- Approving, in conjunction with the Reeve or Designate, major announcements and media releases prepared by the Information Officer, in consultation with the MECG;
- Ensuring that a communication link is established between the MECG and the Emergency Site Manager (ESM);
- Determining the need to activate a Citizen Inquiry hotline;
- Ensuring risk management principles and procedures are applied to all EOC activities;
- Calling out additional Township staff to provide assistance, as required;
- Ensuring that operational periods are established and that initial EOC response priorities and objectives are decided and communicated to all involved parties;
- Appointing alternate MECG members when an identified position is vacant at the time of an emergency;
- Establishing and maintaining a personal log of all emergency-related activities.

## **Risk Management/Legal Officers**

The Clerk/CAO or designate, or the Town Solicitor, in conjunction with the CEMC, act as the Risk Management Officers. The Risk Management Officers are a support function of the Command (EOC Management), and have the following responsibilities:

- Ensuring that good risk management practices are applied throughout the response organization;
- Protecting the interests of all EOC members, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation;
- Monitoring situations for risk exposures and ascertains probabilities and potential

- consequences of future events;
- Providing legal advice to the MECG on matters, as they apply to the actions of the Township in its response to the emergency, as requested;
- Providing advice to the Reeve or designate and MECG with respect to interpretation of legislation governing the control of response to an emergency by the MECG;
- Providing advice on safety issues. Risk Management has the authority to halt or modify any and all unsafe operations within or outside the scope of the EOC. While Risk Management has the responsibility for safety, it is recommended that a safety specialist be appointed who is familiar with all aspects of safety and relevant legislation;
- Liaising with solicitors for neighbouring municipalities;
- Establishing and maintaining a personal log of all emergency-related activities

### **Liaison Officer (CEMC)**

The Community Emergency Management Coordinator (CEMC) acts as the Liaison Officer. As a support function of the Command (EOC Management), the Liaison Officer serves as the primary contact for assisting or supporting organizations and has the following responsibilities:

- Activating the emergency notification system through the Emergency Contact Number (located in Annex A);
- Advising Command (EOC Management) of issues related to outside assistance and support, including current or potential inter-organization needs;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Gathering information from and about organizations that are involved with the incident. This includes obtaining, from their representatives, information about standard and specialized resources they might have, or special support that they might need, and whether there are considerations or restrictions that may impact how such resources may be used;
- Serving as a coordinator for organizations not represented in EOC;
- Providing briefings to organization representatives about the operation;
- Maintaining a list of supporting and assisting organizations, and keeping it updated as the incident evolves;
- Establishing and maintaining a personal log of all emergency-related activities

### **Information Officer**

The Community Economic Development Officer acts as the Information Officer. As a support function of the Command (EOC Management), the Information Officer has the following responsibilities:

- Serving as the coordination point for all public information, media relations and

- internal information sources for the EOC;
- Establishing a communication link with 211 staff and providing 211 with updates on emergency procedures and messages for public inquiries;
- Establishing a communication link with the Information Officers at other organizations and any other media coordinator(s) (i.e. agency, regional, provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring liaison with the MCEG to obtain up-to-date information for media releases, co-ordinating individual interviews and organizing pressconferences;
- Ensuring that the following are advised of the 211 services to be implemented during the emergency:
  - Media;
  - Municipal Emergency Control Group;
  - Office of the Fire Marshall and Emergency Management Ontario
  - Police Public Relations Officer;
  - Neighbouring communities;
  - Citizen Inquiry Supervisor;
  - Any other appropriate persons, agencies or businesses;
- Ensuring that the media releases are approved by the Clerk/CAO (in consultation with the Reeve) prior to dissemination, and distributing hard copies of the media release to the MCEG and other key persons handling inquiries from the media;
- Monitoring news coverage and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
- Establishing and maintaining a personal log of all emergency-related activities

### **Fire Chief or Designate**

As a member of Operations, the Fire Chief has the following responsibilities:

- If assigned by the EOC Director, acting as the Operations Chief and ensuring the operations function is carried out including coordination of response for all operational functions assigned to the EOC;
- Providing the MCEG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assigning the Site Manager and inform the MCEG;
- Maintaining a communications link between Incident Commanders at the site(s) for the purpose of coordinating the overall response, resource requests and event status information;
- Initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, *e.g.*, breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being

- prepared to take charge of or contribute to non-firefighting operations if necessary, *e.g.*, rescue, first aid, casualty collection, evacuation;
- Establishing and maintaining a personal log of all emergency-related activities

***Relationship between MECG and Emergency Site Manager (ESM):***

Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the MECG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The MECG will also ensure that the rest of the community maintains essential municipal services where possible.

***Relationship between ESM and command and control structures of emergency responders***

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the ESM so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM so as to establish the manner and process to the emergency.

***Relationship between the Township of Ryerson and Neighbouring Municipalities***

Some services are provided to the Township of Ryerson through shared services agreements with neighbouring municipalities. In the event of an emergency, it is important that these municipalities operate in a cohesive, planned manner. This Emergency Response Plan contemplates the sharing of resources in order to provide the citizens of the Township of Ryerson with an effective, planned and cooperative approach to emergency management.

Risk analysis and critical infrastructure assessment are undertaken by the Burks Falls and District Fire Department. The Risk Assessments are presented to each of the three Councils for the Township of Ryerson, the Village of Burk's Falls, and the Township of Armour, for Council approval.

It is recognized that, in the event of a large scale emergency involving several or all of the area municipalities, the ability of the Township of Ryerson to staff to the EOC may become strained, in which case the Township of Ryerson may request assistance from other municipalities and agencies.

## **PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Equally important will be the establishment of a communication link between the MCEG and 211 services for the dissemination of information to the public. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Information Officer will contact 211 to provide emergency information, and will provide a secure telephone number to 211 for the reciprocation of information.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written and logged.

**PART 8: EMERGENCY MANAGEMENT PLAN DISTRIBUTION LIST**

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

**PART 9: UPDATES AND AMENDMENTS**

Updated dd/mm/yy	Comments	Updated By:
31/12/2015	Plan creation	Andrew Farnsworth

**PART 10: INDEX OF ANNEXES**

- A) Checklist in Consideration of a Declaration of Emergency
- B) Emergency Contact List
- C) Emergency Operations Centre (EOC) Logistics

## 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 Community Safety and Correctional Services) 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 councilors 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 councilors 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....”]