

Emergency Response Plan

Town of Essex



33 Talbot Street South

Essex, Ontario N8M 1C8

December 05,2022



Contents

1. Introduction	3
1.1. Purpose/Aim.....	3
1.2 Available to the Public	4
1.3 Definition of an Emergency	5
1.4 Legal Authorities.....	5
1.5 Council Approval	6
1.6 Emergency Management Program Committee or Community Control Group (CCG) .	7
2. Hazard Identification and Risk Assessment (HIRA).....	7
3. Concept of Operations	8
3.1 Head of Council:.....	9
3.2 Councilor’s Role:.....	10
3.3 Emergency Operations Centre Management MECM and CCG (Policy Group).....	10
3.4 Regional EOC (Location: Essex Civic Centre)	13
4. Implementation	13
4.1 Town of Essex EOC notification System.....	14
4.2 Town of Essex Emergency Operations Centre (EOC) Activation and Emergency Information Centre (EIC).....	15
4.3 Escalation of an Emergency	16
4.4 Operating Cycle of MECG (event specific).....	19
5. Declaration and Termination of an Emergency	19
5.1 Prior To Declaration	19
5.2 Declaration of an Emergency	19
5.3 Steps Leading to the Declaration of a Town Emergency.....	20
5.4 Termination of an Emergency.....	21
6. Requests for Assistance.....	21
6.1 Requesting Mutual and Automatic Aid - County/District/ Region of Essex County	22
6.2 Requesting Provincial Assistance.....	22
6.3 Requesting Federal Assistance	22



6.4	Support Agency Composition.....	22
6.5	Support Agency Roles.....	23
7.	Incident Management System.....	24
7.1	Incident Commander (Site).....	24
7.2	Response Goals	25
7.3	Incident Management System Functions	25
7.4	Command Section.....	27
7.5	Planning Section.....	40
7.6	Logistics Section	40
7.7	Finance and Administration Section.....	41
8.	Emergency Response Plan Supporting Documents and Plans.	41
8.1	Emergency Notification Procedures	41
8.2	EOC Operations, Supplies and Positional Checklists/IMS	41
8.3	Emergency Information Plan.....	42
8.4	Emergency Telecommunications Plan.....	42
8.5	Essex Flood Support Plan.....	42
8.6	Extreme Temperature Support Plan	42
8.7	PNERP (Provincial Nuclear Emergency Response Plan).....	43
8.8	Community Pandemic /Influenza Supporting Plan.....	43
8.9	Recovery Plan.....	43
9.	Compensation for Losses.....	44
10.	Emergency Response Plan Review and Maintenance.....	44
10.1	Exercising of the Emergency Response Plan.....	45
10.2	Plan distribution.....	45
10.3	Revision History.....	46
11.	Glossary of Terms Used in this Plan	46
12.	Chapters:.....	49



1. Introduction

The Town of Essex Emergency Response Plan establishes a framework for responding to several risks the town faces. Developed with key officials, agencies, and departments, it is a guideline that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

The population of the Town of Essex is approx. 21,216 according to the 2016 Census.

The Town of Essex has an area of 277.9 square kilometres.

To protect residents, businesses and visitors, the Town of Essex requires a coordinated emergency response by several agencies under the direction of the Community Control Group (CCG). These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

1.1. Purpose/Aim

The purpose of the Town of Essex Emergency Response plan during an emergency is to facilitate the effective co-ordination of human and physical resources, services, and activities necessary to:

- i. Protect and preserve life and property
- ii. Protect the environment
- iii. Minimize and /or mitigate the effects of the emergency on the residents and physical infrastructure of the Town of Essex; and
- iv. Quickly and efficiently enable to recovery and restoration of normal services
- v. Provide mutual aid to neighbouring municipalities

It also makes provision for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the Town of Essex to protect the health, safety, and welfare of the residents of Essex during any emergency by:

- i. Identifying the governance structure for emergency response with the Town of Essex and tiered responses



- ii. Identifying roles and responsibilities required in mitigating, preparing for, responding to, and recovering from emergencies and disasters through an IMS structure.
- iii. Identifying standard response goals for emergency response operations and decision making; and
- iv. Providing for a coordinated response by the municipality and partner agencies in managing emergencies

As per the Emergency Management and Civil Protection Act (EMPCA) (See *Chapter 11- Glossary and Definitions*) the Town of Essex has formulated an Emergency Response Plan (ERP.) (See appendix A- By-laws, Regulatory Acts and Agreements)

The aim of the Town's Emergency Plan is to:

- i. Protect Public Safety
- ii. Protect the Environment
- iii. Create disaster resilient communities
- iv. Promote public confidence in the Town's ability to manage a major emergency or disaster; and
- v. Ensure a continuity of operations through an effective Business Continuity Plan which refers to and is included in this document for direction.

1.2 Available to the Public

The Town of Essex Emergency Response Plan is available on the Town of Essex website. The public may also request access to the plan through the CEMC (Community Emergency Management Coordinator).

Supporting plans (Appendix B, C) do not form part of the ERP (Emergency Response Plan) as they may be confidential and provide more detailed relevant information that may require frequent updating, be of a technical nature, or contain sensitive information which could pose a security threat or violate privacy legislation if released. In addition, it is important that residents, businesses and interested visitors be aware of the Plan and its provision. Copies of the Plan may be viewed at the Town Administration Building (33 Talbot Street South in Essex), or the Town of Essex web site at www.essex.ca. For more information, please contact the Emergency Management Coordinator for the Town of Essex at 519-776-7336, extension 1201.



1.3 Definition of an Emergency

Emergencies are distinct from normal daily operations carried out by municipal first response agencies and city departments.

The Emergency Management and Civil Protection Act defines an Emergency as:

“A situation or 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.”

1.4 Legal Authorities

The legislation under which the municipality and its employees are authorized to respond to an emergency are:

- i. The Emergency Management and Civil Protection Act, R.S.O. 1990 c E.9, as amended (the “Act”)
- ii. Ontario Regulation 380/04
- iii. The Town of Essex Emergency Management Council By-Law 1564 - Date November 21, 2016; and
- iv. Ontario Regulation 128/04 made under the Safe Drinking Water Act, 2002

(Appendix A)

The Act requires municipalities to develop, implement and maintain an emergency management program, and adopt it with a by-law. An Emergency Management Program must consist of:

- i. Emergency plans
- ii. Training programs and exercises for employees of municipalities and other persons with respect to the provision of required services and procedures to be followed in an emergency response and recovery activities
- iii. Public Education on risks to public safety and on public preparedness for emergencies; and



- iv. Any other element required for municipalities in standards of emergency management programs that may be developed by the Minister of Community Safety and Correctional Services
- v. Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. There are several required elements including:
- vi. Development of an emergency response plan which includes a municipal control group to direct the municipal response to an emergency
- vii. Implementation of an Emergency Operations Centre (EOC) with appropriate communications systems
- viii. Designation of Emergency Information Officer; and
- ix. Designation of a Community Emergency Management Coordinator (CEMC)

The Town of Essex Emergency Management Program By-Law approves the enactment of the Town of Essex Emergency Response Plan and other requirements for the Town's Emergency Management Program.

The Senior Official for the purpose of the Town's Emergency Management Program is the Town's Mayor or designated alternate.

As enabled by the **Emergency Management and Civil Protection Act**, this emergency response plan and its elements have been:

Issued under the authority and the Town of Essex By-law 2203.

Filed with Emergency Management OFMEM, Ministry of The Solicitor General (SOLGEN)

(Appendix B- Directories of Contacts, Locations, and Notification Charts)

1.5 Council Approval

Where significant portions of the Town of Essex ERP are revised, Council is required to adopt the plan by By-law.



1.6 Emergency Management Program Committee or Community Control Group (CCG)

This committee is required by the Emergency Management and Civil Protection Act, consists of representatives from Town departments and agencies, or designated alternates. The CEMC chairs the committee. This committees review the ERP and program annually, ensure training is provided to employees on their functions and recommends changes to the program as considered appropriate and refer recommendations to Council for further review and approval. As Emergencies develop the CCG migrates to maintain or establish the MECG (Municipal Emergency Control Group) to provide continuity.

In the Event of an emergency, The EOC Commanders listed in the by-law, act as the Municipal Emergency Control Group as defined by Ontario Regulation 380/04 to oversee the Town's emergency response in an IMS (Incident Management System) format. The MECG also represents members of the CCG.

Each Department and Support Agency involved with this Plan shall prepare emergency response procedures or guidelines (i.e., Departmental Emergency Plan) outlining how it will fulfill its own internal responsibilities under this Plan during any emergency. Each Department and Support Agency shall designate a member of its staff to renew, revise and maintain its own emergency response procedures or guidelines on a periodic basis.

2. Hazard Identification and Risk Assessment (HIRA)

The Emergency Management Program has identified realistic hazards that may occur in Essex and assessed them in terms of probability, frequency of occurrence, and magnitude of consequence or impact. Results of the HIRA assist with the development of training and exercise scenarios and may initiate the development of hazard-specific plans in the event of an emergency.

As a result of the HIRA process, risks in the Town of Essex listed below represent major incidents involving multiple locations or having a significant impact on Town Facilities, operations, infrastructure, continuity or to the public.

Extreme

- i. Extreme Temperatures
- ii. Flooding
- iii. Snowstorm/Blizzard



- iv. Erosion
- v. Explosion/fire
- vi. Transportation Emergency
- vii. Pandemic

Very High

- i. Hazardous Materials Incident/Spill
- ii. Building/Structural Collapse
- iii. Lightning
- iv. Tornado

**Not all possible emergencies are captured here. The full HIRA can be obtained through the CEMC as necessary. The focus for the Town of Essex ERP will be to address those deemed to be most likely/hazardous as well as provide a guideline to manage any emergency as it unfolds.

3. Concept of Operations

First Responders and town departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from within the town. The town may elect to call on neighboring municipalities and/or The City of Windsor to provide assistance. The town may also call upon the provincial government to provide supplemental, financial and/or physical resources necessary to deal with the overall impacts of the public emergency.

PEOC Contact Information

Phone: 416-314-0472

Toll free: 1-866-314-0472

Fax: 416-314-6220

Email: PEOCDO01@Ontario.ca



STANDARDS OF IMS (Incident Management System)

The Town's emergency response plan adopts the principles of the existing Incident Management System (IMS). The IMS can be used in any size or type of emergency to manage response personnel, facilities, and equipment. IMS has become the recognized standard of operational procedures throughout North America in the management of an emergency.

Incident Management System principles include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, predesignated facilities, and comprehensive resource management. The basic functional modules of the IMS are – COMMAND, OPERATIONS, LOGISTICS, FINANCE AND ADMINISTRATION. These can be expanded or contracted to meet requirements as an event progresses.

There are multiple response parts to any emergency within the Town of Essex which are as follows:

- i. Site Response- The Emergency Responders at the site or sites provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.
- ii. Corporate Response - The Emergency Operations Centre (EOC) is the physical location where the leadership of the Town of Essex, can gather to support emergency response collectively and collaboratively, and manage the consequences of an emergency. The EOC is utilized where necessary to centralize and coordinate efforts occurring at the site(s). This is the location where the MECG will be centered.
- iii. Policy Group - The policy group is comprised of the Head of Council (HOC) in their assigned role and authority during an emergency, or the mayor and members of the council sitting at town council, or a special meeting called during an emergency.

3.1 Head of Council:

The Mayor or the Acting Mayor is the HOC during an emergency. HOC would have all the powers set out in the act and Emergency Response Plan for purposes of an emergency and/or declared emergency. (See Appendix E- Declaration and Termination of an Emergency)

The Policy Group may be established to receive information or reports during an emergency, and to provide any necessary policy direction to the MECG. The Act and the Emergency Response Plan have assigned responsibilities for the management of emergency situations,



so the policy group does not have responsibility for emergency management during an emergency, but the Policy Group does have power under the Act to declare or terminate a declaration of Emergency.

3.2 Councilor's Role:

It is important for councilors to understand and support the coordinated and timely management of information. The HOC and Councilors act as the Policy Group during the Town of Essex EOC activation. The Policy Group may be established to receive information or reports during an emergency, and to provide any necessary policy direction to the MECG.

The main responsibilities of Council are to:

- i. Assist relaying approved information to area residents
- ii. Attend community or evacuee meetings
- iii. Reassure constituents
- iv. Support actions taking place in the community
- v. Liaise back through Mayor concerns within the community; and
- vi. Follow leadership and requests of the mayor.

3.3 Emergency Operations Centre Management MECM and CCG (Policy Group)

The CCG meets on a regular basis to evaluate emergency plans and actions outside of an emergency event, to satisfy regulations and policies. Upon an event occurring the CCG/policy group can expand if needed to the full complement of MECG.

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

The Emergency Operations Centre Management group (MECG) provides for the overall management and coordination of site support and activities and consequences management and is responsible for:



- i. Notifying the response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency.
- ii. Providing support to the Incident Commander (IC) and site personnel
- iii. Collecting situational awareness information and prioritizing, evaluating, summarizing it, as well as disseminating and displaying it.
- iv. Establishing priorities based on all the information gathered and developing EOC Incident Action Plans
- v. Obtaining, coordinating, and managing payment of any additional resources (both personnel and equipment) needed to support the emergency.
- vi. Coordinating all internal and external information including communicating emergency information to the public; and
- vii. Maintaining the day-to-day activities of the community outside of the emergency area.

The EOC Management Team is comprised of policy group members plus others as identified to form the MECG:

- i. EOC Commander
- ii. Liaison Officer
- iii. Risk Management/Safety Officer
- iv. Operations Section Chief
- v. Planning Section Chief
- vi. Logistics Section Chief
- vii. Finance/Admin Section Chief



Municipal Emergency Control Group	Responsibility
Mayor, Town of Essex	Head of Community Control Group
Chief Administrative Officer	Operations - Manager
Community Emergency Management Coordinator	Operations/CEMC
Fire Chief or designate	Operations – Fire Coordinator
Director, Legal & Legislative Services/Clerk	Planning
Director, Infrastructure Services	Logistics – Infrastructure / Water
Director, Community Services	Logistics Manager
Director, Development Services	Planning
Director, Corporate Services/Treasurer	Finance
Manager of Communications	Communications
Manager of Human Resources	Planning

Additional personnel called or added may include:

- i. Essex Regional Conservation Authority
- ii. Manager, Network Services
- iii. GIS Technician
- iv. Scribes
- v. Police



- vi. EMS
- vii. Windsor-Essex Community Services
- viii. E. L. K. Energy Inc. or Hydro One services
- ix. Enbridge Gas
- x. Any other officials, experts, or representatives from the public or private sector as deemed necessary by the MECG.

3.4 Regional EOC (Location: Essex Civic Centre)

There may be rare situations that require support that extends beyond the scope of one individual town or require coordination of multiple municipalities sharing an emergency. This would require the implementation of the Regional Emergency Operations Centre or REOC

Once the REOC is implemented, the Mayor (or Designate) and the county coordinator (or designate) will become a member(s) of the Regional Emergency Control Group if implemented.

The local MECG remains in the Municipality to manage the local emergency, while the REOC ensures a controlled and coordinated response regional services and community agencies which the Region has a Memorandum of Understanding (MOU) (Appendix A).

4. Implementation

This plan can be implemented as soon as an emergency occurs or is expected to occur, which is of such magnitude as to warrant its implementation. An official declaration of an “emergency” does not have to be made for this Plan to be implemented to protect the lives and property of the inhabitants of the Town of Essex.

When an emergency exists or appears imminent, but has not yet been declared, Town of Essex employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the inhabitants of the Town of Essex. It authorizes employees and the Town of Essex to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist.

Any of the Emergency Management Program Committee members outlined in section 4.1 have the authority to activate the EOC when they feel the activation of the EOC is necessary.



They may receive an initial warning of a potential emergency and/or arrives first at the scene of an emergency and they feel the circumstances requires the support of the EOC

EMPC members will contact the Town of Essex Emergency Management to activate the EOC and have personnel assemble at the appropriate EOC location.

4.1 Town of Essex EOC notification System

See Appendix D: Contacts, Notifications, Locations

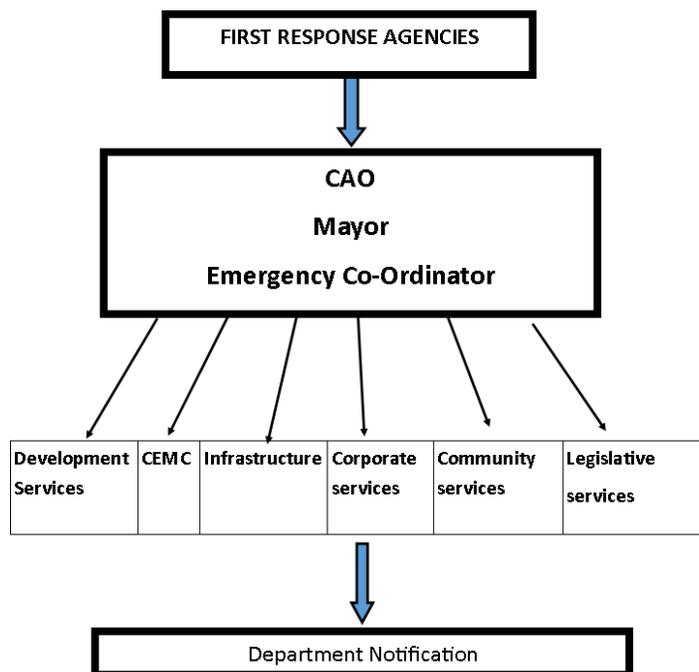
Any of the following listed below have the authority to implement the Plan:

- i. Essex Fire Chief (or alternate)
- ii. Essex Mayor (or alternate)
- iii. CAO

Procedure:

Initial Notification is normally to be received by the Mayor, Chief Administrative Officer, or the Emergency Management Coordinator. The initial contact person will notify the other two that were not contacted. Notification will then continue to members of the CCG, filter down to the Departments and be completed with confirmation of departmental notification to the Mayor, CAO, or the Emergency Management Coordinator.

Upon activation, the notification process should be carried out by fire dispatch services (using E-Dispatch), although other means are available. In relaying the notification message, everyone must note the specific details of the message (i.e., description of the emergency, Instructions to either remain on standby or assemble at the EOC or another location, timings, etc.).



If the primary contact person cannot be reached at any of the contact numbers, telephone the Alternate individual (**do not** assume that a message left on an answering message or voice mail box will be quickly retrieved). If neither individual can be reached, go to the next appointment on the list. Once the end of the list has been reached, try again to contact those who were not available on the first attempt. Note the exact time that each person was called **and** answered.

4.2 Town of Essex Emergency Operations Centre (EOC) Activation and Emergency Information Centre (EIC)

EOC Primary Location:

Essex Fire Station 1, 55 Alice Street North, Essex, or

Alternates:

Essex Fire Station 2, 3575 North Malden Road, Harrow or

EIC Primary location:

Town Hall (address) 33 Talbot Street South, Essex

Alternates:

Essex Fire Station 2, 3575 North Malden Road

There is a primary and alternate location designated as the EOC as well as the EIC. In the event of the implementation of the Plan for a declared or undeclared emergency, EOC personnel will be notified to assemble at one of the designated locations. The EIC will only be



established upon direction of the CEMC/HOC in situations requiring media staging and media scrum locations.

The City of Windsor will be notified by the Essex CEMC when the Essex EOC is activated. The Essex EOCMT may request support from the City of Windsor EOC personnel.

4.3 Escalation of an Emergency

The Municipality has established a Level system as a response guide to be used before, during and following emergencies. Each level signifies the variation of the impact to the community caused by an Emergency.

<p><u>1. Routine Monitoring</u></p> <p>Examples: Small Car accident, isolated flooding, small power outage, house fire</p>	<p>The Fire Chief, Municipal Police Agency, the Chief Administrative Officer (CAO), the Community Emergency Management Coordinator (CEMC) and the Head – CCG (Mayor) will monitor the situation from their normal workplaces or homes.</p>
<p><u>2. Partial Activation</u></p> <p>Examples: Apartment fire with displacements, contained hazmat, boil water advisory, active threat from person(s), small aircraft emergency.</p>	<p>The Windsor Fire Dispatch shall be notified of a partial activation by either Head-CCG, CAO, Municipal Police Agency, or Fire Chief CEMC</p> <p>Windsor Fire Dispatch shall implement the partial activation notification procedure.</p> <p>CCG contacted by Windsor Fire Dispatch shall be placed on standby all individuals should remain available at their offices or homes, as appropriate.</p> <p>CCG contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby</p> <p>The CCG shall assemble at the EOC to monitor the situation.</p> <p>The CCG responsible for the other emergency centres (Evacuation/Reception Centres, Emergency Information Centre) shall ensure</p>

	<p>that these centres can become fully operational without undue delay.</p> <p>The Fire Chief, Municipal Police Agency , Infrastructure Services, are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head-CCG having yet declared a state of emergency.</p>
<p><u>3. Full Activation</u></p> <p>Examples: chemical spill, multiple fire locations, multiple threats, communicable disease outbreak, ice storm, tornado, chemical spill, nuclear plant emergency, commercial airliner crash, train derailment, potable water emergency, epidemic, terrorism, large scale flood, large earthquake.</p>	<p>Windsor Fire Dispatch shall be notified of a full activation by the Head CCG, CAO, Municipal Police Agency, Fire Chief or CEMC.</p> <p>Windsor Fire Dispatch shall implement the full activation notification procedure.</p> <p>CCG contacted by Windsor Fire Dispatch shall report to their places of duty as appropriate and fully activate their own Emergency Response Plans and procedures.</p> <p>CCG contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.</p> <p>The CCG shall assemble at the EOC to monitor the situation or to coordinate the emergency response.</p> <p>Actions ordered by the CCG including the set up and staffing of other emergency centres shall be implemented.</p>

Routine Monitoring

Routine Monitoring should be implemented when a situation required continual monitoring by the municipality. A community emergency is not imminent but unforeseen circumstances could result in the situation becoming a threat to the community. Two examples of situations



that may require Routine Monitoring are the threat of shoreline flooding and an emergency occurring in an adjacent community.

Partial Activation

Partial Activation should be implemented when a situation requires the Municipal CCG to be placed on standby. A community emergency is not imminent, but the situation has the potential to deteriorate, thus becoming a serious threat to the community. An example of a situation which may require Partial Activation is a fire which has the potential to be a serious threat to the community.

If the response level to be adopted is **Partial Activation**, either the Municipal Police Agency, Fire Chief, CEMC or the Public Works Coordinator shall notify Windsor Fire Dispatch. Fire Dispatch, in turn, shall notify the full MECG as a set out in the Notification Procedure.

The Municipal Response shall consist of:

MECG members contacted by Windsor Fire Dispatch shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)

MECG members contacted by Windsor Fire Dispatch shall undertake further internal and external notifications placing their contacts on standby.

The MECG shall assemble at the Emergency Operations Centre to monitor the situation.

The MECG responsible for the other emergency operations centres (EIC, Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay.

The Fire Chief, Municipal Police Agency and the Director, Infrastructure Services are authorized to:

take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the head – CCG having yet declared a state of emergency.

Full Activation

Full Activation should be implemented when a situation requires the municipal MECG to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

If the response level to be adopted is **Full Activation**, Municipal Police Agency, Fire Chief, or CEMC shall notify Windsor Fire Dispatch. Dispatch, in turn, shall notify the full MECG as set out in the Notification Procedure.



The Municipal Response shall consist of:

MECG contacted by Windsor Fire Dispatch shall report to their places of duty and full activate their own Emergency Response plans and procedures.

MECG contacted by Windsor Fire Dispatch shall undertake further internal and external notifications informing their contacts of the level of response.

The MECG shall assemble at the EOC to monitor the situation.

Actions ordered by the EOC shall be implemented including the set up and staffing of other emergency centres.

4.4 Operating Cycle of MECG (event specific)

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Manager will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Manager.

5. Declaration and Termination of an Emergency

5.1 Prior To Declaration

When an emergency exists, but has not yet, been declared, the Town of Essex, employees and first responders may take such actions(s) under the authority of this Plan necessary to protect lives and property. A checklist has been established and can be found in Chapter 5 to determine if an emergency should be declared.

5.2 Declaration of an Emergency

The Mayor or Acting Mayor, as Head of Council, is responsible for declaring that an Emergency exists within the boundaries of the Town of Essex. In declaring an emergency, the Head of Council will identify the geographical boundaries of the emergency area. The decision whether to declare an emergency and designation of geographical boundaries of the emergency area will be made in consultation with the MECG.

The MECG will ensure that all personnel and Supporting Agencies concerned are advised for the declaration of the emergency. A form can be found in Chapter 5.



Upon declaration of an Emergency in Essex the Mayor shall notify

- i. The Ministry of the Solicitor General (SOLGEN) and Office of Fire Marshal and Emergency Management OFMEM by email or fax through the Provincial Emergency Operations Centre (PEOC)
- ii. Members of Essex Town Council
- iii. The Emergency Manager County of Essex

The following may also be notified of a declaration of emergency:

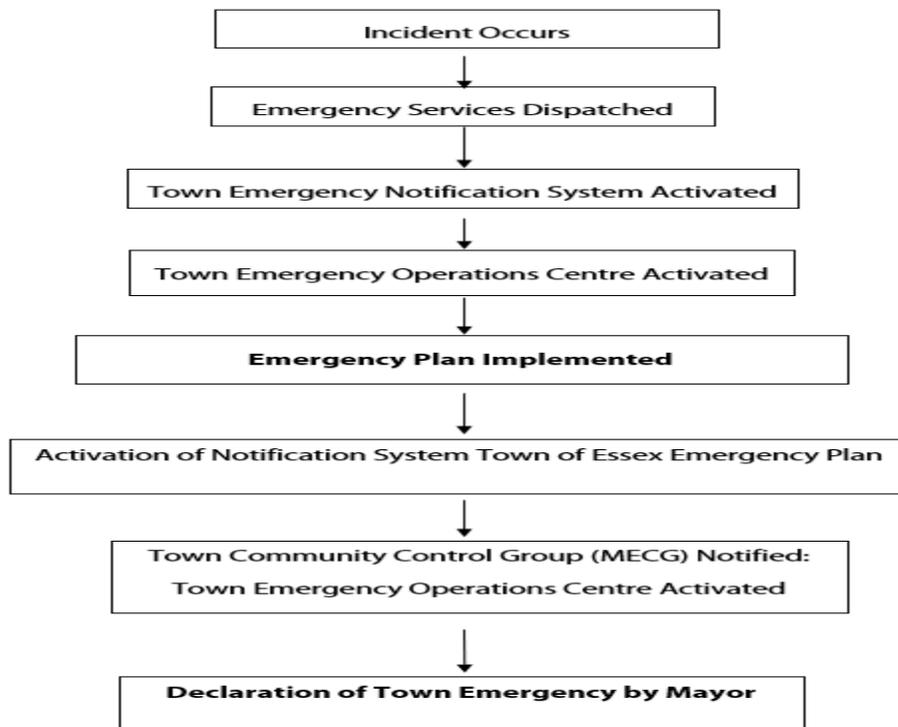
Local Members of Provincial Parliament (MPPs)

Local Members of Federal Parliament (MPs)

Local Media

The public

5.3 Steps Leading to the Declaration of a Town Emergency





5.4 Termination of an Emergency

When it has been determined by the EOCMT that the emergency should be terminated, the mayor and/or Council will make an official termination of declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time.

The EOC commander will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. A form can be found in Appendix E.

Upon termination of an emergency in the Town of Essex the Mayor shall notify:

- i. The Ministry of the Solicitor General (SOLGEN) and Office of Fire Marshal and Emergency Management OFMEM by email or fax through the Provincial Emergency Operations Centre (PEOC)
- ii. Members of Essex Town Council
- iii. The Emergency Manager County of Essex

The following may also be notified of a termination of emergency:

Local Members of Provincial Parliament (MPPs)

Local Members of Federal Parliament (MPs)

Local Media

The public

6. Requests for Assistance

Other local municipalities may request assistance from the Town at any time by contacting the mayor or alternate, Chief Administrative Officer (CAO) or CEMC (See: Chapter 1, Appendix D, Mutual Aid Plan). The request shall not be deemed to be a request that the Town assume authority and/or control of the emergency.

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge of expertise, may be required by the Town of Essex to help successfully respond to an emergency



Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to aid or provide information and advice to the MECG through the Liaison Officer.

6.1 Requesting Mutual and Automatic Aid - County/District/ Region of Essex County

When the resources of the Town of Essex are at capacity or there is a need for support from other regional departments the designated member of the Local Municipal MECG may request Further assistance from the City of Windsor and surrounding municipalities by contacting the Mutual Aid Coordinator (Fire Coordinator)

On Request through the City of Windsor, several volunteer-based organizations such as the Canadian Red Cross may also provide resources.

6.2 Requesting Provincial Assistance

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Office of the Fire Marshal and Emergency Management through the Provincial Emergency Operations Centre (PEOC).

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such a request can be made by contacting the PEOC. Depending upon the nature and extent of the emergency, PEOC will deploy an Area Officer or a Provincial Emergency Response Team (PERT) to provide immediate advice and assistance. Whether or not assistance might be requested from the Province of Ontario, it is strongly advised that PEOC and the Ministry of the Solicitor General (SOLGEN) be notified and updated on any emergency incident that occurs within the area.

6.3 Requesting Federal Assistance

Requests for personnel or resources from the Federal Government are requested through the Provincial Emergency Operations Centre who in turn liaises with the Federal Government Operations Centre.

6.4 Support Agency Composition

When requested by the MECG, support agencies work in support of the EOC site and include but are not limited to the following representatives of external groups and organizations:

- i. Union Gas and/or Enbridge Gas



- ii. Essex Region Conservation Authority
- iii. ELK /Hydro One
- iv. Windsor Essex Humane Society
- v. Local School Boards
- vi. Community Living Essex County
- vii. Provincial and Federal Ministries as required, i.e., MOECC, MNR
- viii. Representatives from any other service organization or agency deemed necessary by the MECG
- ix. Red Cross

Support Agency representatives may be invited to attend MECG, or site meetings as required.

6.5 Support Agency Roles

School Board Representatives are responsible for:

- i. The provision of any school as designated in the Social Services Emergency Plan for use as an evacuation or reception centre; and
- ii. Upon being contacted by the Social Services Coordinator, providing school board representatives to coordinate activities with respect to maintenance, use and operation of the facilities being used as evacuation or reception centres.

The Canadian Red Cross may provide any or all the following services:

- i. Reception Centre Management including, but not limited to, information and education, feeding, needs assessment, distribution of supplies and acceptance and management of funds raised by appeals.
- ii. Family Reunification including, but not limited to, registration of evacuees, processing inquiries and management of records.
- iii. Evacuation Centre Management including, but not limited to, temporary lodgings, personal services, logistics management, procurement, and distribution of supplies.



- iv. Volunteer Resource Management including, but not limited to, recruitment of volunteers, orientation and training of volunteers, job assignments and management of volunteers in accordance with standard CRC Human Resource policies.
- v. Coordination of other Non-Governmental Agencies; and
- vi. Provision of Liaison Officers as required

The Solicitor for the Town is responsible for:

- i. The provision of advice to any member of the MECG on matters of a legal nature as they may apply to the actions of the Town of Essex in its response to the emergency, as required.

7. Incident Management System

The Town of Essex Response Plan adopts the principles of the Incident Management System (IMS). The IMS structure is the internationally recognized Operating Procedure for response to any emergency and facilitates mutual aid agreements.

Based on five key functions that must occur during any emergency, IMS can be used for any size or type of emergency to manage response personnel, facilities, and equipment. Principles of the Incident Management System include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span of control, and comprehensive resource management.

7.1 Incident Commander (Site)

The incident Commander at the site is responsible for and/or has the authority to:

- i. Establish a Unified Command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency Incident Commanders
- ii. Designate an emergency site media coordinator, establish EIC if necessary
- iii. Implement the strategy established by to MECG or CEMC at the emergency site(s), if required



- iv. Ensure that responding agencies make available the human and material resources that are required at the emergency site
- v. Maintain a record of events, decisions made, and actions taken as Incident Commander
- vi. Participate in a debriefing with MECCG regarding the emergency if required; and
- vii. Assist the CEMC in creating an after-action report on the emergency

7.2 Response Goals

The following response goals are applied to all emergency situations. In order of priority, they are:

- i. Provide for the health and safety of all responders
- ii. Save lives
- iii. Reduce suffering
- iv. Protect public health
- v. Protect critical infrastructure
- vi. Protect property
- vii. Protect the environment
- viii. Reduce economic and social losses

7.3 Incident Management System Functions

Policy Group (HOC) Mayor and Emergency Program Committee /Community control Group (CCG)

Responsibilities of the Policy Group include:

- i. Providing overall policy direction.
- ii. Changing/amending bylaws and procedures
- iii. Requesting regional and/or Municipal level assistance



- iv. Declaration of an emergency
- v. Acting as an official spokesperson
- vi. Ensuring members of council are notified of an emergency, and
- vii. Notifying the Mayors of adjoining municipalities of the emergency if required and providing any status reports

EOC Management Team/Municipal Emergency Control Group (MECG)

(Response Specific)

The primary responsibility of the MECG is to provide for the overall management and coordination of site support activities and consequence management issues. It is the responsibility of the MECG to ensure that response priorities are established, and that planning, and response activities are coordinated, both within the EOC (i.e., between sections) and between sites and other EOC's

The EOC Management Team forms from the MECG and consists of the following positions:

- i. EOC Commander
- ii. EOC Policy Group Rep (HOC, CAO or other)
- iii. EOC Chief
- iv. Emergency Information Officer
- v. Safety Officer
- vi. Liaison Officer
- vii. Operations Section Chief
- viii. Planning Section Chief
- ix. Logistics Section Chief
- x. Finance and Administration Section Chief



7.4 Command Section

EOC Commander

- i. Overall authority and responsibility for the activities of the EOC
- ii. Sets out priorities and objectives in conjunction with the MECG members for each operational period and ensures they are carried out.
- iii. Liaises with the Policy Group (HOC) through Policy Group representative and advises whether a declaration and termination of an emergency is recommended
- iv. Designates the geographical boundaries of the emergency area
- v. Authorizes the extraordinary expenditure of municipal funds during the emergency
- vi. Confirms the adequacy of the expenditure limits as identified in the purchasing by-law
- vii. Approves emergency information releases
- viii. Establishes procedures to be taken for the safety or evacuation of persons in an emergency area in partnership with other agencies as needed
- ix. Determines what sections are needed, assigns sections chiefs as appropriate and ensures they are staffing their sections as required
 - I) Operations Section Chief
 - II) Planning Section Chief
 - III) Logistics Section Chief
 - IV) Finance Section Chief
- x. Determines which management staff positions are required and ensures they are filled as soon as possible
 - I) Emergency Information Officer
 - II) Liaison officer
 - III) Safety officer
 - IV) Legal advisor (town solicitor)



Command Support

- i. Reports to the EOC Commander.
- ii. Responsible to update the EOC Commanders Position Log.
- iii. Answering calls for the EOC Commander
- iv. Manages emails on behalf of the EOC Commander
- v. Arrange and assign EOC scribes to high demand EOC positions as required.
- vi. When attending the MCEG Meetings, take notes on decisions throughout the meeting for the decisions and/directions.

IMS Policy Group Representative

(HOC, CAO or other)

- i. In coordination with the Information Officer, assist the EOC Commander in ensuring the proper procedures are in place for communicating with the Policy Group
- ii. Provide approved updates, medial releases, and helpful messaging sheets and/or FAQ sheets to ensure consistent and accurate information is being shared with the public to the Policy Group
- iii. Act as Liaison for the Policy Group in the EOC

EOC Chief

(CEMC – or designate)

- i. Ensures the EOC is properly setup, appropriately staffed and operational
- ii. Support and assist EOC staff as it relates to their roles in the EOC and the overall effectiveness of the EOC organization.
- iii. Serve as an advisor to the EOC Commander and Section Chiefs and assist with the overall facilitation and function of the EOC ensuring compliance with existing emergency plans and procedures



- iv. Liaises with the neighboring Municipal Regional CEMCs, Office of Fire Marshal and Emergency Management and other Provincial and federal representatives as required.

Emergency Information Officer

(Manager of Communications)

- i. Establishes and maintains media contacts.
- ii. Prepares news releases, coordinating interviews, news conferences, and/or media briefings.
- iii. Develops public information materials, providing messaging for use by Public Inquiry Centre, IMS Policy Group and EOC staff
- iv. Establishes communications strategies for internal and external purposes.
- v. Monitors media and information sources.
- vi. Liaises and coordinates messages with other Emergency Information Officers.
- vii. Ensures public safety information is provided in accessible formats as required by provincial legislation

EIO Support

(Director, Legal and Legislative Services)

- i. Reports to the Emergency Information Officer
- ii. Supports the EIO with all media-related support required, including but not limited to social media monitoring, updating intranet, proofreading, public web edits, etc.

Public Inquiry Coordinator

(Director, Legal and Legislative Services)

- i. Reports to the Emergency Information Officer.
- ii. Manages the Public Inquiry Centre
- iii. Ensures tracking of inquiries/questions from the public are recorded



- iv. Disseminates approved emergency information and messages to the appropriate personnel for public inquiries

Safety Officer

(Incident specific) TBD

- i. Identifies liability and loss exposures to personnel and property, and the municipality.
- ii. Aids and advice on matters related to law and how they may be applicable to the Town of Essex during the emergency
- iii. Aids and advice on matters related to occupational health and safety regulations for EOC personnel.
- iv. Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- v. Liaises and provides advice to site Safety Officer regarding health and safety issues for site personnel, as required

Liaison Officer

(Incident specific) TBD

- i. Invites required or requested agencies and stakeholders to the EOC, as identified by the EOC Commander and MECG and maintains contact when required
- ii. Provides input on the strategic direction and advises to the MECG regarding emergency management issues.
- iii. In conjunction with the EOC Commander, facilitates a debriefing with the EOC personnel and other appropriate agencies or organizations and prepares an After- Action Report on the emergency.

Operations Section

The Operations Section maintains direct contact with the site(s) and coordinates the overall site support response, in conjunction with other agencies and/or departments. The Operations Section is also responsible for gathering current situation information from the sites and sharing with the Planning Section and other MECG personnel, as appropriate;



coordinating resources requested from the site level; and directing deployment of all EOC issued resources to the Incident Commander.

Operations Chief

(CAO)

- i. Ensures coordination of the Operations functions including supervision of the various Branches required to support the emergency event.
- ii. Ensures that operational objectives and assignments identified in EOC Action Plans are carried out effectively.
- iii. Establishes the appropriate level of Branch and Unit organizations within the Operations Sections, continuously monitoring the effectiveness and modifying accordingly.
- iv. Consults with Planning Chief to clearly define areas of responsibility between the Operations and Planning Sections.
- v. Maintains a communications link between Incident Commanders(sites), and the EOC for the purpose of coordinating the overall response, resource requests and event status information.
- vi. Ensures that the Planning Section is provided with Branch Status Reports and Incident Reports
- vii. Conducts periodic Operations briefings for the EOC Commander and the MCEG as required or requested.
- viii. Approves special resources and/or obtains the EOC Commander's approval of critical and extra-ordinary resources.
- ix. Supervises the Operations Section

Branch Coordinators

Branch Coordinators oversee the operations of a particular area or town department, division, section, or outside agency. A Branch Coordinator will be responsible for coordinating the activities of their department/agency site personnel and dispatch center (if one exists). Additional Branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include but are not limited to:



a. Essex Fire Coordinator

(Fire Chief or designate)

- i. Establishes ongoing communications with Fire Site Commander
- ii. Provides a site Incident Commander as designated by the MEEG
- iii. Arranges and coordinates Fire Suppression, as well as hazardous materials support operations.
- iv. Coordinates fire branch activities with fire site personnel and fire dispatch center
- v. Liaises with the Windsor Fire Coordinator about the emergency.
- vi. Liaises with the Office of the Fire Marshal and Emergency Management (OFMEM) for any additional fire service assistance or resources required.
- vii. Acquires and coordinates all fire mutual aid resources, as necessary
- viii. Ensures an appropriate level of continuous service to the unaffected part of the town in accordance with legal obligations and available resources
- ix. Advises and provides consultation on the issues of evacuation related to the number of citizens involved and/or the size of the geographical area involved, which falls under the fire service.
- x. Assists in the alerting of personal endangered by the emergency
- xi. Implements the objectives of the EOC Action Plan assigned to the Fire Branch
- xii. Completes and maintains Branch Status Reports throughout the emergency.
- xiii. Maintains status of unassigned fire and HazMat resources.
- xiv. Provides routine status reports to the Operations Section Chief

b. Essex Infrastructure Coordinator

(Director, Infrastructure Services or alternate)

- i. Coordinates Infrastructure Operations Branch activities including Infrastructure services, Capital works and infrastructure, drainage, environmental services, operations.



- ii. Capital works projects, facilities, equipment including vehicles and maintenance and engineering structures including, roads, sidewalks, bridges and waste-water distribution and treatment systems.
- iii. Municipal road maintenance, grading, dust control, snow removal and salting, signs and traffic signals sanitation and dead animals on roadway and also storm sewers
- iv. Provides routines status reports to the Operations Section Chief.

c. Essex Community Services

(Director, Community Services)

- i. Coordinates community and recreation program, programming of recreation, fitness and leisure activities, aquatics, and lifesaving programs
- ii. Facility services, bookings of ball diamonds, soccer fields, ice pads, community meeting rooms, parks, pavilions, and pools
- iii. Harbour and beach management
- iv. Can assist with road closures as required within the municipality
- v. Event and festivals working with community groups and organizations, planning, and staging of community events
- vi. Provides routine status reports to the Operations Sections Chief

d. Essex Environmental Services/Water

(Director, Infrastructure Services)

- i. Environmental services, operation and maintenance of the Town's water distribution system including emergency repairs, and flushing and testing of municipal fire hydrants
- ii. Coordinates Environmental Services (ES) Branch activities with environmental services site personnel
- iii. Advises the County of Essex with information and advice on critical infrastructure and environmental service matters including recovery and



rehabilitation of city services, fleet, water, wastewater, environmental operations, and levels-of-service.

- iv. Helps other municipal departments and external organizations and agencies as required.
- v. Provides equipment in support of emergency site.
- vi. Liaises with local community partners to provide special equipment, vehicles and personnel as required
- vii. Liaised with Ministry of the Environment and other relevant agencies and departments with respect to environment contamination.
- viii. Liaises with local Conservation Authorities with respect to water levels during times of flooding or anticipated flooding.
- ix. Ensures an appropriate level of continuous service to the unaffected areas of town in accordance with legal obligations and available resources.
- x. Coordinates waste management issues including collection, processing, and disposal.
- xi. Coordinates debris removal services as required.
- xii. Provides routine status reports to the Operations Section Chief.
- xiii. Coordinates asset management for roads, bridges, water, wastewater and stormwater and facility programs.
- xiv. Implements the Town of Essex water distribution in response to any emergency.
- xv. Through coordination with water operations, ensures adequate emergency water supply/pressure for effective fire suppression operations.
- xvi. Arranges for the provision of the emergency potable water supplies and sanitization facilities in coordination with the Medical Officer of Health.
- xvii. Ensures the clearing of blocked passageways in coordinate with the site Incident Commander, either inside or outside the emergency perimeter
- xviii. Coordinates the removal of rubble for emergency response.



e. Essex Building (Building Inspectors and Planners)

(Director, Development Services)

- i. Provides and/or arranges for advice on the structural safety of buildings.
- ii. Identifies and prioritizes damages structures to be inspected
- iii. Coordinates building inspection personnel
- iv. Upon a completion of an application, issues requiring building/demolitions to property owners
- v. Prohibiting the use or occupancy of a building
- vi. Order a building to be renovated, repaired, or demolished to remove an unsafe condition; and
- vii. Take measures necessary to terminate the danger where building is involved.
- viii. Provides technical expertise regarding the construction of buildings, as required.
- ix. Provides advice and assistance relating the enforcement of municipal bylaws and property standards which may include:
 - x. Enforces bylaws by investigating to determine if there is a violation(s) and will take the necessary measures to ensure the violation(s) is corrected (compliance obtained)
 - xi. Response to citizen complaints and conducts proactive investigations
 - xii. Official plan and zoning by-law amendments, site approvals
 - xiii. Economic development, to assist in building a resilient community
 - xiv. Provides routine status reports to the Operations Section Chief
 - xv. Provides advice and assist with traffic engineering.
 - xvi. Provides advice and assists with engineering matters related to roads, bridges, drainage and sediment/erosion control, water, wastewater, and stormwater.
- xvii. Surveys all other infrastructure systems such as roads, bridges, sewer, and water systems within the area.



- xviii. Connect with Asset Management for bridge matters.
- xix. Provides advice and assist with construction and commissioning.
- xx. Provides advice and assist with infrastructure planning.

f. Municipal Police Agency

(OPP as incident determines)

- i. Ensures all necessary emergency services are notified as required.
- ii. When legally required to do so, ensures an investigation is conducted and further ensures all other investigative agencies are notified and aids as needed.
- iii. Ensures a communication link is established between MCECG and the police on scene Command Post
- iv. Provides the MCECG with advice on public safety matters.
- v. Ensures persons in danger by the emergency are alerted and provides coordination of evacuation procedures, including traffic control on evacuation routes
- vi. Liaised with director or Parks and Recreation regarding the sites(s) selected for reception centers and the approximate time of arrival of the first evacuees.
- vii. Where time and circumstances permit, liaises and consults with the Essex Receptions Branch to ensure the initial designation of Reception Centre has occurred and meets the needs of the evacuees.
- viii. Ensures a police presence is provided at the EOC, reception centers, holding areas and other facilities as required.
- ix. When required, assist the Incident Commander in fulfilling his or her responsibilities.
- x. Provides routines status reports to the Operations Section Chief.



g. The Essex-Windsor Paramedic (EMS)

(Chief Essex-Windsor EMS)

- i. When required, assist the Incident Commander in fulfilling his or her responsibilities.
- ii. In conjunction with IC, assesses the need or initial request for (special) emergency resources at the emergency site, example multi patient units, support units, air ambulance, etc. and any other medical resources as required.
- iii. Liaises with hospitals for the efficient distribution of casualties.
- iv. Notifies and requests assistance of the Ontario Ministry of Health and Long-term Care, Emergency Health Services Branch.
- v. Liaise with neighboring paramedic services regarding areas of mutual concern which may include coverage issues, distribution of patients to area hospitals and any other issues needed in pre-hospital care.
- vi. In conjunction with the IC, assess the need and initial request for onsite medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams.
- vii. Liaise with the stakeholders in providing busses for low acuity patients.
- viii. Liaise with the Public Health and Emergency Services (WECHU)/Medical Officer of Health (MOH) regarding the evacuation of persons requiring ambulance or other stretcher transportation and assists with the organization.
- ix. Provides routine status reports to the Operations Sections Chief.

NOTE:

Hospitals will not routinely provide onsite triage or medical teams. Medical assistance may be requested to deal with extra-ordinary instances such as prolonged and extensive entrapment etc.



h. Health Services

(Medical Officer of Health) WECHU

- i. As a member of the MECG, acts as a coordinating link with the LHIN for all health services at the EOC, as appropriate
- ii. Liaise with the Provincial Ministry of Health and Long-Term Care (MOHLTC), Public Health Ontario (PHO), and the Local Health Integration Network (LHIN) as needed.
- iii. Liaise and coordinate with community health care partners as needed, as part of the Public Health emergency response (e.g., physicians, hospitals, etc.).
- iv. Provides advice and recommendations to the public on matters which affect the health of the community (e.g., boil water advisory, preventative measures for infectious disease outbreaks).
- v. Coordinates the health response to public health emergencies or emergencies with public health impacts (e.g., infectious disease outbreaks, contamination of the drinking water etc.), according to the MOHLTC direction, the Ontario Public Health Standards, the Health Protection and Promotion Act and or other relevant legislation (e.g., Safe Drinking water Act) – Appendix A. The Public Health Response would be aligned with the regional emergency response.
- vi. Provides Routine status reports to the Operations Section Chief
- vii. Liaise with the Director, Community Services and provide support specific to reception/evacuation centers, or other temporary lodging sites, in the areas of:
 - I) Environmental health consultation (food, water safety, sanitation, and infection control practices)
 - II) Participation in intake of clients at a reception/evacuation center
 - III) Infectious disease case management and surveillance; and
 - IV) Infectious disease outbreak control



i. Social Services

(Social Services Senior Representative) City of Windsor, Community and Social services (211)

- i. Implements and contacts emergency Social Services that are aimed at providing services to those people displaced because of an emergency or disaster.
- ii. Ensures reception centers are established, operated, staffed, and closed with the assistance of the Public Health and Emergency services (PHE) and designated volunteer agencies for the registration, feeding and care, clothing, welfare, and shelter of persons using the centers.
- iii. Liaise with Local Health Integration Network (LHIN) to determine the number and location of medically fragile persons and provide specialized support as needed.
- iv. Liaise with Victim Services to provide psychosocial resources, as required to support evacuees, staff, and volunteers.
- v. Liaise with Essex Infrastructure Operations Branch with respect to determining the location of the reception Centre when using a Town of Essex facility.
- vi. Ensures that property representative(s) is/are notified when a public or private facility(s) is /are required as reception center(s)
- vii. Determines whether additional reception centers need to be opened.
- viii. Liaise with the Municipal Police Agency with respect to the establishment of reception centers and other areas of mutual concern
- ix. Liaise with transportation partners to ensure efficient and safe evacuation to and from reception centers.
- x. Provides routine status reports to the operations Sections Chief.
- xi. Liaise with the Commissioner of PHE/MOH on areas of mutual concern regarding operations in reception centers when requested by reception center personnel including:
 - l) Food safety and water quality



- II) General Sanitation and health hazards
- III) Infection prevention and control
- IV) Accommodation standards for emergency lodging
- V) Assessment of the health risks of the affected community

7.5 Planning Section

(Administrative Staff)

- i. Collects, processes, evaluates, and displays situation information.
- ii. Develops EOC Incident Action Plans in coordination with other functions.
- iii. Tracks the status of EOC issued resources.
- iv. Maintains all EOC documentation.
- v. Conducts advance planning activities and makes recommendation for action.
- vi. Obtains technical experts for the EOC as required.
- vii. Plans for EOC demobilization of personnel and resources.
- viii. Facilitates the transition to the recovery phase

7.6 Logistics Section

(TBD Incident Specific)

- i. Provides/acquires requested resources including personnel, facilities, equipment, and supplies.
- ii. Arranges access to technological and telecommunication resources and support.
- iii. Acquires and arranges resources for the transportation of personnel, evacuees, and goods.
- iv. Provides other support services such as arranging for food and lodging for workers within the EOC and other sites



7.7 Finance and Administration Section

(Director of Corporate Services/Treasurer)

- i. Monitors the expenditure process, and response and recovery costs.
- ii. Coordinates claims and compensation period.
- iii. Tracks and reports personnel time.
- iv. Develops service agreements and/or contracts.
- v. Oversees the purchasing process.

8. Emergency Response Plan Supporting Documents and Plans.

This section outlines supporting documents and/or plans to help support the emergency response and recovery issues. The following list does not cover all available documents; some may be added as needed ex. Hazard Specific Plans or Function Specific Plans.

8.1 Emergency Notification Procedures

The Emergency Notification Procedures outlines the method to notify the EOC personnel to place them on alert or request that they respond to the EOC. The procedure also includes the confidential contact information for EOC personnel and can be found in Appendix D separate from ERP- not for public viewing.

8.2 EOC Operations, Supplies and Positional Checklists/IMS

(Chapter 6)

This section of the appendix outlines the supplies found within the EOC, the expected supplies that each MECCG member will bring to the EOC, as well as positional checklists by IMS standards.



8.3 Emergency Information Plan

(Chapter 2, Appendix H – Supporting Plans by Function)

This document coordinates communications from town departments, agencies, and onboards to media outlets, town employees, businesses, and residents to deliver information before an impending emergency (if possible), during or after a disaster or emergency.

This includes the release of appropriate and information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information.

Methods of internal communications with Town staff are also outlined.

If required, in the event of a major emergency requiring a response from other levels of government, region or other municipalities, communications from the Town of Essex, will be coordinated with these entities.

8.4 Emergency Telecommunications Plan

(Chapter 2, Appendix G - Supporting Plans by Function)

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC.

8.5 Essex Flood Support Plan

(Chapter 3, Appendix I) - Supporting Plans by Risk)

The Essex Flood Support Plan outlines the procedures for responding to a flood emergency within the Town of Essex.

8.6 Extreme Temperature Support Plan

(Chapter 3, Appendix L- Supporting Plans by Risk)

The Extreme Temperature Response Plan is intended to define what constitutes an extreme weather event for the City of Windsor and County of Essex which may warrant a varying level of response by local authorities



8.7 PNERP (Provincial Nuclear Emergency Response Plan)

Essex Response as Host Municipality

(Chapter 3, Appendix N- Supporting Plan by Risk)

The Essex Nuclear Host Supporting Plan outline the procedures for responding to a nuclear emergency in the Town of Amherstburg in response to an Event at the Monroe Fermi II facility. It outlines the steps to take to ensure reception and decontamination are in place and all stakeholders regarding this plan are involved and supported in coordination with the City of Windsor.

8.8 Community Pandemic /Influenza Supporting Plan

(Chapter 3, Appendix J – Supporting Plan by Risk)

This document describes how the Town of Essex alongside the MOH and PHO, in collaboration with community stakeholders, will respond to an influenza or any other pandemic.

8.9 Recovery Plan

One of the last responsibilities that the MECG has during an emergency is to establish a Recovery Committee. Its role is to return the community and its citizens to its pre-emergency state, to ensure continuity between the emergency and recovery operations.

Depending on the type of emergency the recovery phase could be minimal with respect to resources required, money spent, time needed to return the community to its pre-emergency state.

The nature of the emergency and the final authority responsible for it will take the lead role in the recovery. If the town was responsible for controlling the emergency the town would lead the recovery. Many of the recommendations from the BCP will be put into use in recovery as well.

Similarly, if the emergency was declared at a higher level of government, then that level leads the recovery efforts.



9. Compensation for Losses

The Ontario Disaster Relief Assistance Program (ODRAP) may aid with Disaster Recovery Assistance for Ontarians – this is to help people repair or replace essential property and cover other emergency costs. This is for homeowners, tenants, small owner-operated businesses, non-profits, farmers. This is claims-based and focuses on essentials – not intended to replace insurance.

The Municipal Disaster Recovery Assistance for is claims-based and is for extraordinary cost not covered by insurance that are necessary and incremental to normal budgets. Municipalities have 4 months to make request, lower eligibility threshold of 3% of the municipality's tax levy. Has a new cost-sharing formula based on the annual tax levy:

- i. If Municipality qualifies for assistance, the Province will reimburse 75% of eligible cost up to 3% of the municipality's Own Purpose Taxation, and
- ii. The Province will reimburse eligible cost above 3% of the Municipality's Own Purpose Taxation at 95%.

For further information, visit the website of the Ministry of Municipal Affairs and Housing at:

<https://www.ontario.ca/page/apply-disaster-recovery-assistance>

10. Emergency Response Plan Review and Maintenance

The Town of Essex ERP (Plan) will be maintained and distributed by the CEMC to the public via the Town of Essex public website.

The Plan will be reviewed annual by the CEMC and the Community Control Group. The review and recommended revisions will be coordinated by the CEMC.

The Plan shall be revised only by bylaw; however, revisions to the appendices and minor administrative or housekeeping changes may be made by the CEMC in consultation with the Town Clerk.

It is the responsibility of each person, agency, service, or department identified within Plan to notify the CEMC forthwith of the need for any administrative changes or revisions to the plan or supporting plans.



The CEMC is responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies. This can be updated in Appendix D as necessary.

Each department and Support Agency involved with this plan should prepare emergency response procedures and guidelines (ex., departmental emergency plan) outlining how it fulfill its own internal responsibilities under this Plan during an emergency.

Each Department and Support Agency should designate a staff to review, revise and maintain its own functional emergency response procedure on a periodic basis.

10.1 Exercising of the Emergency Response Plan

At least one exercise will be organized and conducted annually by the CEMC and any CCG members with town emergency services, to test the overall effectiveness of the Plan. Recommendations arising from the annual exercise shall be considered by the CEMC and committee for revisions to the plan.

10.2 Plan distribution

Copies of the Emergency Response Plan (ERP) will be provided to the EOC personnel, partner organizations and agencies, the province, and bordering municipalities and regions that may have a role to play in responding to or aiding for emergencies in Essex.



10.3 Revision History.

Revision Date: DD/MM/YY	Comments:	Revision made by:

11. Glossary of Terms Used in this Plan

AAR	After Action Report
CACC	Central Ambulance Communication Centre
CARC	Cambridge Armature Radio Club
CAO	Chief Administrative Officer
CCAC	Community Care Access Centre
CEMC	Community Emergency Management Coordinator



CMH	Cambridge Memorial Hospital
CMT	Crisis Management Team
CP	Canadian Pacific Railway
CPIPP	Community Pandemic Influenza Preparedness Plan
CSD	Community Services Department
DRAO	Disaster Recovery Assistance for Ontarians
ECG	Emergency Control Group
EIC	Emergency Information Centre
EOC	Emergency Operations Centre
EMCPA	Emergency Management and Civil Protection Act
ERP	Emergency Response Plan
FERP	Federal Emergency Response Plan
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HIRA	Hazard Identification and Risk Assessment
HOC	Head of Council
IAP	Incident Action Plans (IAP)
IC	Incident Commander



IMS	Incident Management System
MDRA	Municipal Disaster Recovery Assistance
MECG	Municipal Emergency Control Group
MOECC	Ministry of Environment and Climate Change
MOH	Medical Officer of Health
MOHLTC	Ministry of Health and Long-Term Care
MOU	Memorandum of Understanding
MNRF	Ministry of Natural Resources and Forestry
MP	Local Members of Federal Parliament
MPP	Local Members of Provincial Parliament
MTO	Ministry of Transportation
OFMEM	Office of the Fire Marshal and Emergency Management
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PHE	Public Health and Emergency Services
PHO	Public Health Ontario
REOC	Regional Emergency Operations Centre
SOLGEN	Ministry of Solicitor General



12. Chapters:

- 1) By-Laws, Regulatory Acts, Agreements
 - a) Town of Essex Emergency Plan
 - b) Emergency Management and Civil Protection Act
 - c) Emergency Response Plan Ont.-Reg 128-04 Safe Drinking Water
 - d) Mutual Aid / Automatic Aid Plan and Program
 - e) Town of Essex Community Control Group (CCG) Notification List
 - f) Town of Essex Employee Notification List
- 2) Supporting Plans by Function
 - g) Emergency Telecommunications Plan
 - h) Emergency Information and Alerting
- 3) Supporting Plans by Risk
 - i) Essex Emergency Flood Response Plan
 - j) Essex Pandemic/Influenza Response Plan
 - k) Essex Nuclear Emergency Plan – Host Municipality
 - m) Climate Ready Climate Change Adaption Plan for Essex
 - n) Provincial Implementation Plan for Fermi 2 Nuclear Power Plant
- 4) Contacts, Notification Charts, Locations (Directories)
 - o) Emergency Notification Chart
 - p) Agency Information and Contacts
- 5) Emergency Declaration/Termination (Forms and Checklists)
 - q) Declaration of an Emergency



- r) Termination of an Emergency
- s) Charts and checklist Declaration and Termination of a Town Emergency
- 6) EOC Supplies, IMS Guidelines, Positional Checklists
 - t) Emergency Operations Centre (EOC), Checklist
 - u) Positional Action – Checklist
 - v) IMS Checklist
 - w) IMS Doctrine for Ontario
 - x) Guidelines for IMS in EOC
 - y) After Action Report Template
 - z) Exercise evaluation form