

THE CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE

BY-LAW NO. 2025-78

Being a By-Law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish a municipal emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Township's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

Emergency Management Program Coordinator (known as CEMC)

6. The Chief Administrative Officer/Clerk, is hereby appointed as the primary Emergency Management Program Coordinator also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Building & Recreation Maintenance Supervisor is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Township's Emergency Management (EM) Program.

Meetings

The Committee shall hold a minimum of 1 (one) meeting per calendar year, or as required.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

Voting members

- Chief Administrative Officer (CAO)/Clerk/CEMC
- Alternate CEMC
- Fire Chief
- Treasurer, as required
- Public Works Supervisor, as required
- Chief Building Official, as required
- Emergency Information Officer, as required

Non-voting members

- OPP
- Paramedic Services Chief
- County CEMC
- Social Services Manager
- Health Unit
- Red Cross Disaster Management Coordinator
- OFMEM Field Officer

9. The CEMC/Alternate CEMC are hereby appointed as co-chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons shall be members of the Municipal Emergency Control Group (MECG):

Municipal Emergency Control Group (M.E.C.G)

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor
- CAO/Clerk/CEMC
- Fire Chief
- Public Works Supervisor
- Municipal Chief Building Official
- Treasurer
- Alternate CEMC

The M.E.C.G. will fill roles according to the functions of I.M.S, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

Community Partners to provide assistance/technical information to MECG, as required

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Red Cross
- Hydro One/OPG
- Others, as required

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Township's Recreation Director is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

BE IT FURTHER ENACTED, that all By-Laws or parts thereof, and all or any resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed

READ a first time this **21st day of October, 2025.**

READ a second this **21st day of October, 2025.**

READ a third and final time and passed this **21st day of October, 2025.**


MAYOR


CAO/CLERK



Township of McNab/Braeside

Emergency Response Plan

(Schedule 'A' to By-Law #2025-78)

Revised Document

October 2025

McNab/Braeside Emergency Response Plan

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1 CHANGE LOG

Date	Name	Description
Feb 2010	Duane Leitch (CEMC)	First Draft
Mar 2010	Duane Leitch (CEMC)	Final Version
Dec 2012	Greg Lough (CEMC)	Cover Page & Annex 'A'
Oct 2015	Greg Lough (CEMC)	Complete Revision, Glossary of Terms, Annexes
Nov 2019	Lindsey Lee (CEMC)	Update contact information, titles
August 2022	Lindsey Lee (CEMC) Mandy Cannon (Alternate CEMC)	General Review and update
November 2023	Lindsey Lee (CEMC) Mandy Cannon (Alternate CEMC)	General Review and Update
November 2024	Lindsey Lee (CEMC) Mandy Cannon (Alternate CEMC)	General Review and Update
October 2025	Mandy Cannon (CEMC) Kevin Murray (Alternate CEMC)	General Review & Update

McNab/Braeside Emergency Response Plan

2 INTRODUCTION

Emergency is defined as:

“a situation or impending situation caused by forces of nature, disease or other health risk, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

Emergencies affect public safety; meaning the health, welfare and property, as well as the environment and economic health.

2.1 Purpose

The purpose of McNab / Braeside’s Emergency Response Plan is to:

- Enable the Township of McNab/Braeside to respond quickly and effectively to emergencies affecting the community and its’ residents.
- Provide key officials, municipal departments, agencies, and individuals with important emergency response information regarding the arrangements, procedures, services and equipment, and roles and responsibilities during an emergency.

2.2 Intended Audience

The intended audience of this Emergency Response Plan is the Township of McNab/Braeside and it’s residents, businesses, and interested visitors.

2.3 Acronyms

Acronym	Definition
MECG	Municipal Emergency Control Group
EOC	Emergency Operations Centre
CEMC	Community Emergency Management Coordinator
EMA	Emergency Management Act
CAO	Chief Administrative Officer
ESM	Emergency Site Manager
OFM	Office of the Fire Marshal
EMO	Emergency Management Ontario
MNRF	Ministry of Natural Resources and Forestry
EIC	Emergency Information Centre

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2.4 References

- Emergency Management and Civil Protection Act
- Emergency Management Act (EMA).

McNab/Braeside Emergency Response Plan

3 OVERVIEW

3.1 AIM

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

To satisfy this requirement the Township of McNab/Braeside Emergency Management Committee developed this emergency response plan. This plan ensures that every official, municipal department and agency is aware of their role responsibilities and are prepared to carry out their assigned responsibilities in the event of any large scale emergency or disaster

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

The Emergency Response Plan allows for a centrally controlled and coordinated response to emergencies in the Township and meets the legislated requirements of the Emergency Management Act (EMA).

It is important that residents, businesses and interested visitors be aware of the emergency response plan provisions. As such, copies of the Township's Emergency Response Plan are available for public viewing at the Municipal Office.

For more information, please contact:

Community Emergency Management Coordinator

Mandy Cannon

2473 Russett Drive

Arnprior, Ontario

K7S 3G8

(613) 613-623-5756 ext. 234

or

Alternate Community Emergency Management Coordinator

Kevin Murray

2473 Russett Drive

Arnprior, Ontario

K7S 3G8

(613) 613-623-5756 ext. 240

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3.2 Declaration of an Emergency

The Emergency Management and Civil Protection Act 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 the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area." R.S.O. 1990, E.9, s.4 (2)

3.3 Township of McNab/Braeside Emergency Declaration

The Head of Council for Township of McNab/Braeside has the authority to declare a state of emergency for the municipality. The decision to declare a state of emergency is usually made in consultation with the CAO, CEMC, and other available members of the Municipal Emergency Control Group.

The declaration of a state of emergency for Township of McNab/Braeside will likely only occur in certain circumstances, including but not limited to the following:

- A situation compromising the critical infrastructure of the municipality.
- A general health issue identified by the local Medical Officer of Health that may affect the municipality.
- A general situation, such as severe weather or other natural event that affects significant portions of the municipality, residents and/or property.
- In situations where the Township of McNab/Braeside is requested to support neighboring municipalities in emergency situations.
- In situations where requests for services overwhelm specific departments and/or the municipality as a whole beyond standard operational capability; and
- At the request of the County of Renfrew, or the Province of Ontario.

As a resource to assist with the declaration of an emergency, Office of the Fire Marshal & Emergency Management has prepared a *Checklist in Consideration of a Declared Emergency* for use.

Upon declaring an emergency, the Head of Council will notify (as required):

- The Minister of Community Safety and Correctional Services
- Office of the Fire Marshal
- Emergency Management Ontario
- Municipal Council
- The Public
- Neighboring community officials
- Local Members of Provincial Parliament
- Local Members of Parliament

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3.4 Termination of an Emergency

The Emergency Management and Civil Protection Act defines that a municipal emergency may be terminated by the:

- Head of Council
- Municipal Council
- Premier of Ontario

The decision to terminate a declared emergency is usually taken in consultation with the Municipal Emergency Control Group.

Upon termination of an emergency, the following will be notified (as required):

- The Minister of Community Safety and Correctional Services
- Office of the Fire Marshal
- Emergency Management Ontario
- Municipal Council
- The Public
- Neighboring community officials
- Local Members of Provincial Parliament
- Local Members of Parliament

3.5 Authority

The **Emergency Management Act (EMA)** is the legal authority for this emergency response plan in Ontario.

The EMA 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."

As enabled by the *Emergency Management Act, 2003*, this emergency response plan and its elements have been:

- Issued under the authority of *Township of McNab / Braeside*; and
- Filed with Emergency Management Ontario.

a) EMA Definition of an Emergency

The EMA defines an emergency as:

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"An emergency means a situation or an impending situation caused by the forces of nature, disease or other health risk, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

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

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property, health, safety, and the welfare of the Township of McNab/Braeside residents.

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4 EMERGENCY OPERATIONS AND PROCEDURES

4.1 Emergency Operations Center (EOC)

The Emergency Operations Centre is command central for the community's emergency response. The Emergency Operations Centre is equipped with meeting rooms, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The Emergency Operations Centre Staff includes the Municipal Emergency Control Group and the Emergency Operations Centre Support Staff.

The location of the Township of McNab/Braeside primary and alternate Emergency Operations Centre are detailed in Annex A.

During the Notification Process, direction as to which location members of the Municipal Emergency Control Group shall report will be given.

Upon arrival at the EOC, each MCEG member/alternate will:

- Sign in
- Check telephone/communications devices
- Open a personal log
- Contact his/her own agency and obtain a status report
- Participate in the initial briefing
- Participate in planning initial response/decision making process
- Pass MCEG decisions on to member's agency/area(s) of responsibility
- Continue participation in the EOC Operations Meetings

Prior to leaving the EOC, each MCEG member will:

- Conduct a hand over with the person relieving them including leaving the personal log
- Sign out and write the location and contact information where they can be reached on the location board

4.1.1 Operating Cycle

Once the initial response has been established the MCEG will put routine procedures in place. Members of the MCEG will gather at regular intervals to discuss actions taken and/or problems encountered.

The Chief Administrative Officer / Clerk will establish the times, frequency of meetings and agenda items. Meetings will be disciplined and kept as brief as possible; thus allowing members to carry out their individual responsibilities in a timely manner. The CAO's Assistant will maintain the status board and maps; which will be prominently displayed and kept up to date.

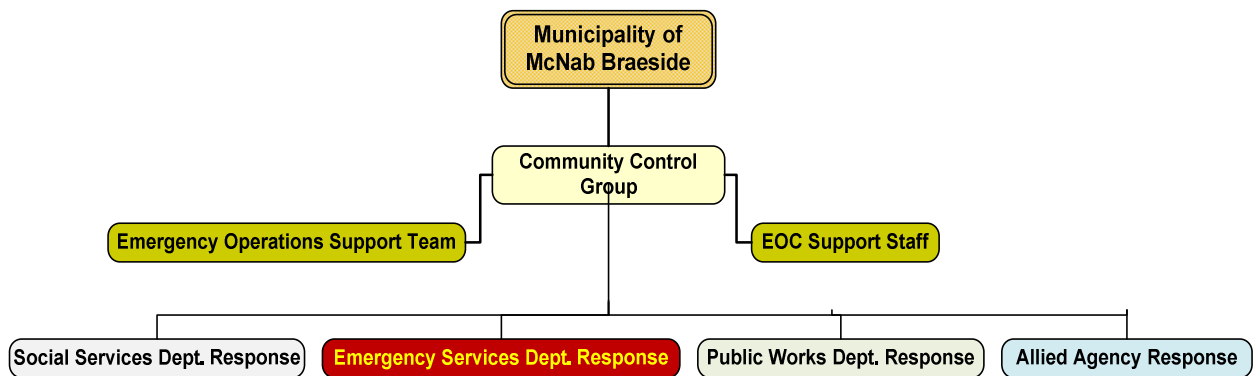
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4.2 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group is responsible for the directions and control of the overall emergency response and recovery activities for the municipality. The Municipal Emergency Control Group (MECG) assumes functions of Command, Operations, Planning, Logistics, and provides ongoing support to the site/incident command. The MECG does **not** direct or control the emergency response at the scene.

The Municipal Emergency Control Group ensures the provisions of essential services to minimize the impact of the emergency on the community and is responsible for the implementation of the Township of McNab/Braeside Emergency Response Plan.

Emergency Operations Organizational Chart



4.2.1 Municipal Emergency Control Group Membership

The Municipal Emergency Control Group is made up of the following officials:

- Mayor of the Township of McNab / Braeside, or alternate
- Chief Administrative Officer/Clerk, or alternate
- Community Emergency Management Coordinator, or alternate
- Ontario Provincial Police
- Fire Chief, or alternate
- Operations Officer
- Public Works Supervisor, or alternate
- Health and Medical Services, or alternate
- Social Services Director, or alternate
- Renfrew County Emergency Medical Services (EMS) Director, or alternate
- Hydro One representative, or alternate, if required or available
- Telecommunications Coordinator
- Additional personnel called or added to the MECG may include:
 - Office of the Fire Marshal Representative;
 - Emergency Management Ontario Representative;
 - MNRF Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

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The Municipal Emergency Control Group may function with only a limited number of persons depending on the nature of the emergency. While the MECG may not require the presence of all members, **all members are to be notified whenever the plan is activated.**

The Municipal Emergency Control Group may require the administrative assistance provided by the Emergency Operations Support Staff. The roles associated with this support may include:

- Township Solicitor
- Treasurer
- Deputy Clerk
- Human Resources Director
- Telecommunications Coordinator
- Emergency Information Coordinator
- Other agencies
- County Board of Education
- Arnprior Hospital Administrator
- Renfrew Hospital Administrator

The role of the Emergency Support Staff includes assisting the MECG with the finance, administration, and advisory functions required to manage the emergency.

Important:

All members of the Municipal Emergency Control Group and Emergency Operations Support Staff are **required** to designate alternates to respond in the event that the primary member is unavailable. All responsibilities of the primary member extend to the alternate when acting in such capacity.

4.2.2 Collective Responsibilities of the Municipal Emergency Control Group (MECG)

The members of the Municipal Emergency Control Group (MECG) are responsible, as a group, for the following actions and/or decisions:

- Implementation of the McNab/Braeside Emergency Response Plan, in whole, or in part, to respond to an impending, potential, or existing emergency
- Determining if the location and composition of the MECG is appropriate
- Providing Head of Council advice and information regarding the declaration and termination of an emergency
- Providing Head of Council with advice regarding the need to designate all or part of the township as an emergency area
- Notifying, requesting assistance from, and/or liaison with various levels of government
- Ensuring that an Emergency Site Manager (**ESM**) is appointed
- Ensuring the provision of essential resources, emergency services, agencies and equipment necessary to mitigate the effects of an emergency

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- Arranging for additional services and equipment from local agencies not under community control if required (i.e. private contractors, industry, volunteer agencies, service clubs)
- Coordinating and directing resources and services necessary to mitigate the effects of the emergency
- Ensuring any and all actions necessary to mitigate the effects of the emergency are taken, provided they are not contrary to law
- Discontinuing utilities or services provided by public or private companies, i.e. hydro, gas
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public
- Authorizing expenditure of money required dealing with the emergency
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer / Clerk within one week of the termination of the emergency, as required
- Notifying the service, agency or group under their direction, of the termination of the emergency
- Participating in the debriefing following the emergency.

4.3 Professional Relationships

4.3.1 Relationship between Municipal Emergency Control Group and Emergency Site Manager (ESM)

Depending on the nature of the emergency the Emergency Site Manager (ESM) from the appropriate organization (Police, Fire, EMS, Public Works, etc.) will be assigned. Once the Site Manager has been assigned, the Municipal Emergency Control Group's relationship with the Emergency Site Manager is to provide support (i.e. supplies, equipment, staff, etc.) as required.

4.3.2 Relationship between the Emergency Site Manager (ESM) and control structures of emergency responders

The senior representatives for each emergency responder (Police, Fire, EMS, Public Works, etc.) at the site will consult with the Emergency Site Manager, so as to offer assistance and help coordinate an effective response. Regular briefings will be held at the site and will be chaired by the Emergency Site Manager, so as to establish the manner and process for the emergency.

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4.4 Activation of the Emergency Response Plan

The activation of the Community Emergency Response Plan will result in the McNab/Braeside Township's Municipal Emergency Control Group (MECG) convening in the designated Emergency Operations Centre. Any member of the Municipal Emergency Control Group, or Head of Council, may request that the plan be activated. The request will be made to the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator. Only the CAO and the CEMC have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with an "official" emergency declaration by the Head of Council. Activation of the plan includes:

- Notification of the Municipal Emergency Control Group and Emergency Operations Centre Support Staff
- Determination of the appropriate Emergency Operations Centre
- Set up of the Emergency Operations Centre
- Any other actions required to implement the plan

The Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or severity of the situation.

Note: It is not necessary to declare an emergency to activate the Emergency Response Plan.

4.5 Emergency Notification Procedure

Upon activation of the Emergency Response Plan, the Chief Administrative Officer will contact the Community Emergency Management Coordinator (unless the CEMC initiated the activation of the Emergency Response Plan). The Community Emergency Management Coordinator is responsible for notifying members of the Municipal Emergency Control Group and Emergency Operations Support Staff that the Emergency Response Plan has been activated and will provide all pertinent details (i.e. time, date, and place for the MECG to meet) as part of the notification procedure. A record of notification, including names, dates and times will be kept.

If primary MECG members and or Support Staff cannot be reached, or do not respond to this initial contact, their alternate(s) will be contacted.

Once a MECG member has been notified, if deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Contact phone numbers and addresses of the MECG members (can be located in emergency kit).

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4.6 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. Also, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his/her contacts for further communications support, as required.

Should the Township of McNab/Braeside lose all telephone communications, pre-arranged communications could be obtained from the local amateur radio group; which will act as relay to the EOC and emergency site.

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5 ROLES AND RESPONSIBILITIES

5.1 Municipal Emergency Control Group

5.1.1 Head of Council, or designate

Responsible for:

- Declaring an emergency within the designated area;
- Declaring the emergency has terminated (Note: Council may also terminate the emergency);

5.1.2 Chief Administrative Officer/Clerk

Responsible for:

- Providing overall leadership in responding to an emergency;
- Ensuring liaison with police regarding security arrangements for the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with Head of Council, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG;
- Ensuring a communication link is established between the MECG and the Emergency Site Manager (ESM);
- Calling out additional township staff to provide assistance, as required;
- Upon direction by Head of Council, ensuring Council Members are advised of the declaration and termination of the emergency;
- Upon direction by the Mayor, arranging special meetings of Council (as required), and advising Members of Council of the time, date, and location of the meetings.
- Notifying the Office of the Fire Marshal & Emergency Management, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring Members of Council are advised of the declaration and termination of an emergency; and are kept informed of the emergency situation;
- Authorizes release of official statements to the media and general public.

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5.1.3 Emergency Management Coordinator or Alternate

Responsible for:

- Chairing the MECG (alternate CEMC to co-Chair);
- Activating and arranging the Emergency Operations Centre;
- Ensuring security is in place for the EOC and registration of MECG members;
- Ensuring all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

5.1.4 Fire Chief, or Designate

Responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign an Emergency Site Manager and inform the MECG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Renfrew County Mutual Aid Fire Coordinator and/or 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, etc);

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- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation, etc);
- Provide a mobile command post for use by, or as directed by, the onsite coordinator.

5.1.5 Ontario Provincial Police

Responsible for:

- Providing members of the MCEG with information and advice on law enforcement matters;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, Provide Emergency Site Manager and inform the MCEG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Control and, if necessary, disperse crowds within the emergency area;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency, coordinating and conducting evacuation procedures;
- Ensuring liaison with the Social Services Officer;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centre's, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Arrange for additional police assistance if required.

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5.1.6 Public Works Supervisor, or alternate

Responsible for:

- Providing the MEGC with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MEGC;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of township roads;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies, and sanitation facilities consistent with the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Co-ordinates commercial and private passenger transportation for evacuation purposes.

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5.1.7 Renfrew County & District Health Unit

Responsible for:

- Acting as a coordinating link for all emergency health services at the MEGC;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the MEGC;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring regular communications with the Medical Officer of Health;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers;
- Ensuring liaison with local hospitals.

5.1.8 Social Services Director

Responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- Ensuring liaison with the OPP representative with respect to the pre-designation of evacuee centers which can be opened on short notice;
- Liaison with the Health and Medical Services representative on areas of mutual concern regarding operations in evacuee centers;

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- Ensuring that a representative of the Renfrew County Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;

5.1.9 Emergency Medical Services (EMS) Director

Responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the MCEG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the MCEG if other means of transportation is required for large scale response;
- Activating Air Ambulance Services;
- Requesting Emergency Support Unit if required;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

5.1.10 Utility Representative – Hydro One

Responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

5.2 Support and Advisory Staff

5.2.1 CAO's Executive Assistant

Responsible for:

- Assisting the Chief Administrative Officer / Clerk, as required;
- Ensuring all important decisions made and actions taken by the MCEG are recorded;
- Ensuring maps and status boards are kept up to date;

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- Provide a process for registering MEEG members and maintaining a MEEG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of MEEG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Procuring staff to assist, as required.

5.2.2 Township Solicitor

Responsible for:

- Providing advice to members of the Municipal Emergency Control Group on matters of a legal nature; as they may apply to the actions of the Township of McNab/Braeside in its response to the emergency.

5.2.3 Treasurer

Responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- Ensuring records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Assisting the CAO/Clerk as required.

5.2.4 Human Resources Director

Responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MEEG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;

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- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

5.2.5 Operations Officer

Responsible for:

- Activation of the Emergency Operations Centre (EOC);
- Provides direction to the EOC staff and ensures proper set-up and operation of the EOC;
- Establishes liaison and communications with the Provincial Emergency Response Team, as required;
- Co-ordinates all operations within the EOC including scheduling of regular meetings;
- In the event of an emergency requiring activation of the MCEG, establishes communications with all participating organizations;
- Assisting the CEMC or Alternate with their duties.
- Activating the emergency notification system of the local amateur radio operators group;
- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

5.2.6 Emergency Information Coordinator

Responsible for:

- The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public upon approval of the CAO or CEMC or designate. A detailed Emergency Information Plan is included in Annex B.

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5.3 Other Agencies

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group (MECG). Two such agencies are detailed below. Others might include Office of the Fire Marshal & Emergency Management (OFMEM), industry, volunteer groups, conservation authorities, and provincial ministries.

5.3.1 County Board of Education and Separate School Board

Responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centre's;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure, and implementing the school evacuation procedure.

5.3.2 Arnprior Hospital Administrator

Responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and Renfrew County EMS representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate.

5.3.3 Renfrew Victoria Hospital Administrator

Responsible for:

- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Implementing the hospital emergency plan;
- Ensuring liaison with the Health and Medical services representative, Medical Officer of Health and Renfrew County EMS representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate.

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6 ANNEX A – LOGISTICS

6.1 Emergency Operations Centre

The Emergency Operations Centre will be located in the Murray Yantha Community Centre at 2473 Russett Drive, Arnprior.

The alternate Emergency Operations Centre will be located at the or John A. Gillies Recreation Centre located at 138 Sarah Street, East, Braeside.

6.2 Equipment

Equipment, materials, and documents required for the Emergency Operations Centre are organized in kit/box form. These kits/boxes are located at the EOC. The Community Emergency Management Coordinator is responsible for inspecting the kits/boxes on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which may be required for the Emergency Operations Centre is as follows:

<u>Item</u>	<u>Location</u>
Fax Machine	Main Office
Fax Machine	Fire Station 1 or 3
Television	Township Council Chambers
White Boards	Office Meeting Room
Ham Radio	ARES

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7 ANNEX B – EMERGENCY INFORMATION PLAN

7.1 Emergency Information Plan

Upon implementation of the Emergency Response Plan, it is essential to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Coordinator;
- Community Spokesperson; and
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located at the EOC.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Municipal Emergency Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the McNab/Braeside front office, under the supervision of the Social Services Representative.

CONTACT INFORMATION

For questions regarding this Emergency Response Plan, please contact:

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Mandy Cannon

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