

**THE MUNICIPALITY OF SOUTHWEST MIDDLESEX
BY-LAW NO. 2020/086**

Being a by-law requiring an emergency management program, emergency coordinator, program committee and plan for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Amended by By-law No. 2022/033

WHEREAS the *Emergency Management Act & Civil Protection Act, 2001*, requires each municipality to develop and implement an emergency management program and plan;

AND WHEREAS the Emergency Management and Civil Protection Act (the Act) requires the emergency management program and plan to conform to standards promulgated by Ontario Fire Marshal/Emergency Management (OFMEM) in accordance with international best practices, including core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery; and also makes provisions for the municipality and Council to develop and implement an emergency management program and plan to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, the Act requires that each emergency management program shall consist of:

- a) An emergency plan;
- b) 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;
- c) Public education on risks to public safety and on public preparedness for emergencies; and
- d) Any other element required by the standards for emergency management programs set under section 14.2002, c. 14, s. 4 of that Act.

AND WHEREAS, subsection 10(1) Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act requires that every municipality shall designate an employee of the municipality, or a member of Council, as its emergency management program co-ordinator;

AND WHEREAS, the Act makes provisions for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the Emergency Management Plan and respond to an emergency;

AND WHEREAS, the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS, the Act authorizes employees of a municipality to respond to an emergency in accordance with the Emergency Management Plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE be it enacted as follows:

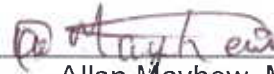
1. That, an emergency management program and plan be implemented in accordance with the standards published by the Ontario Fire Marshal/Emergency Management Ontario;

That, for the purposes of compliance to provincial legislation, Bettina Weber is hereby designated Community Emergency Management Coordinator for the Municipality of Southwest Middlesex and the Southwest Middlesex Fire Chief is designated as an alternate;

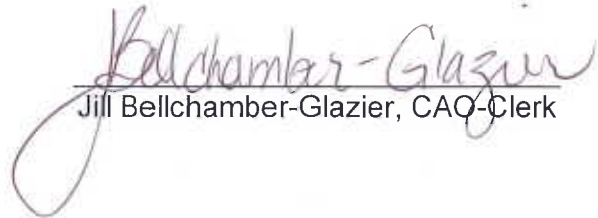
2. That, the County provides emergency management services to member municipalities;
3. That, the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the Emergency Management Plan;
4. That, certain appointed officials or their designated alternates, as provided in the approved Emergency Management Plan are empowered to cause an emergency notification to be issued to members of the Emergency Control Group , and to respond to an emergency in accordance with the Emergency Management Plan where an emergency exists but has not yet been declared to exist;
5. That, the Emergency Management Program Committee (EMPC) will review annually the Emergency Management Program and the Emergency Management Plan and to recommend changes as considered appropriate and refer recommendations to Council for further review and approval. The EMPC membership consists of:
 - a) Fire Chief
 - b) CAO-Clerk (EIO & Chair)
 - c) Treasurer
 - d) Deputy Clerk
 - e) Director of Operations (alternate EIO & alternate Chair)
 - f) Facilities & Recreation Supervisor
 - g) Public Works Supervisor
 - h) Admin/Public Works/Drainage/Fire Co-Ordinator
6. That, any Annex, Appendix or Schedule made to the Emergency Management Plan may be added, amended or removed with the approval of the Emergency Management Program Committee, without amendment to this By-law;

7. That, the Municipal Emergency Control Group defined under Section 12 of the regulations will be made up of the members of the Municipal Emergency Program Committee;
8. The County of Middlesex can provide resources and other assistance to one of more municipalities who are experiencing an incident or emergency. The municipality at all times retains control and responsibility for the management of their community's response.
9. That, the Emergency Management Plan attached hereto as Schedule 'A' of the By-law is hereby adopted and enacted;
10. That, By-law 2018/087 is hereby repealed;
11. That, this by-law shall come into full force and effect on the date of passing.

Read a first, second and third time this 25th day of November, 2020.



Allan Mayhew, Mayor



Jill Bellchamber-Glazier, CAO-Clerk



EMERGENCY RESPONSE PLAN

FOR THE MUNICIPALITY OF SOUTHWEST MIDDLESEX

CONTACT INFORMATION

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REVISED

August 30, 2021



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FOREWARD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in the first critical hours after the onset of an emergency in the Municipality of Southwest Middlesex.

This plan has been adopted through By-Law No 73/2004 passed on October 27, 2004 under the legal authority of the Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990, CHAPTER E.9

It is essential that all concerned are aware of its provisions and that every official and service is prepared to carry out their assigned functions and responsibilities in an emergency. Municipal services are to review this plan on a regular basis and keep up to date their own procedures for handling emergencies.

Dated at Glencoe Ontario, this 4th day of November 2004.

Mayor

Administrator/Clerk



INTRODUCTION

The population of the Municipality of Southwest Middlesex is 5,723 residents as of the 2016 Census.

To guide municipalities in the development on an Emergency Response Plan, the *Emergency Management and Civil Protection Act, R.S.O., 1990, Ch. E.9*, defines an emergency as:

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

To protect residents, businesses and visitors, the Municipality of Southwest Middlesex requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal day-to-day operations carried out by emergency services.

When an emergency situation can be handled successfully by the emergency services responding; that is Fire Departments, Emergency Medical Services (EMS), the Ontario Provincial Police and the Public Works Department, they will and are authorized to carry out their respective responsibilities in so doing without delay.

When, in the judgment of Members of Council or of Fire, Police, or Public Works authorities on the spot, an emergency situation requires additional resources beyond those available to the emergency services, or calls for resources or services that will commit the Municipality to major expense, they will recommend the immediate activation of this Emergency Response Plan.

The Municipality of Southwest Middlesex Emergency Management Program Committee developed this Emergency Response Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The Response Plan has been prepared to provide key officials, agencies and departments of the Municipality of Southwest Middlesex important information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provision. Copies of the Emergency Response Plan may be viewed at the Municipal Office and on the municipal website at www.southwestmiddlesex.ca.

Some information in the document may not be available to the public due to security and/or confidentiality reasons and is protected under the *Emergency Management and Civil Protection Act*.

For more information, please contact the Municipal Office at:

153 McKellar Street
Glencoe, Ontario N0L 1M0
Phone: (519) 287-2015
Fax: (519) 287-2359
www.southwestmiddlesex.ca



AUTHORITY

As enabled by the Emergency Management and Civil Protection Act (EMCPA) this Emergency Response Plan and its elements have been:

- Issued under the authority of the Municipality of Southwest Middlesex By-law # 73/2004; and
- Filed with Emergency Management Ontario, Ministry of the Attorney General.

The *Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990 Chapter E.9* is the legal authority for this Emergency Response Plan in Ontario and is the primary authority enabling passage of the by-law formulating this Emergency Response Plan, which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation, and which form part of this plan, are:

- Designating other Members of Council who may exercise powers and perform the duties of the Head of Council under the Emergency Response Plan during the absence of the Mayor;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Obtaining resources for use in managing the emergency;
- Establishing committees and designating employees to be responsible for reviewing the Emergency Response Plan, for training employees in their functions and for implementing the Emergency Response Plan during an actual emergency;
- The expenditure of monies associated with the upkeep and implementation of the plan; and
- Such other measures as are considered necessary in implementing the Emergency Response Plan.

AIM AND PURPOSE

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Southwest Middlesex.

The Municipality of Southwest Middlesex's Emergency Response Plan is written as an all-hazards approach with annexes and appendices outlining hazard and impact specific Standard Operating Procedures to address response operations.

The Plan and Response Framework enables a centralized, controlled and coordinated response to emergencies in Southwest Middlesex, avoiding duplication of effort, and meets the legislated requirements of the EMPCA.

The purpose of Southwest Middlesex's Emergency Response Plan is to provide a framework for which response and recovery measures will be taken to:

- Save lives
- Protect the health and safety of responders
- Protect public health
- Protect infrastructure and property



- Protect the environment
- Reduce suffering
- Reduce economic and social loss.

Emergencies can occur within the Municipality of Southwest Middlesex and the most likely are:

Windstorms and Tornadoes, Water Quality Emergencies, Hazardous Materials Transportation Incidents, Severe Winter Storms, Fires / Explosions, Critical Infrastructure Failure, Transportation Accidents (involving multiple casualties), Human Health Emergencies and Epidemics, Forest and Wild Fires, Petroleum/Gas Pipeline Emergencies, Hazardous Material Fixed Site Incidents and Animal Disease Outbreaks.

(Community Risk Profile for Southwest Middlesex, reviewed May 30/05)

CONSIDERATIONS FOR ACTIVATING THE EMERGENCY RESPONSE PLAN

Any member of the CCG may be the first to become aware of an actual or potential emergency as a result of personal observation or information provided by the Municipality of Southwest Middlesex response agencies, other response agencies, municipal employees, the media, or the public. In considering the need to activate the CCG, a positive response to one or more of the following criteria may indicate a situation, whether actual or anticipated, that requires the CCG and/or an emergency response plan be activated:

- ❑ The situation poses an imminent threat of major proportions to the health, safety or well-being of the people or environment within the Municipality of Southwest Middlesex.
- ❑ The situation poses an imminent threat of major proportions or is causing wide spread disruption to the conduct of normal business within the Corporation.
- ❑ The situation requires a response that exceeds, or threatens to exceed the normal capabilities of the Municipality of Southwest Middlesex response agencies for either resources or personnel.
- ❑ The situation has the potential to expand beyond the Municipality of Southwest Middlesex area.
- ❑ The situation poses a widespread threat to the Municipality of Southwest Middlesex's municipal infrastructure needed for the delivery of business-critical services.
- ❑ The current level of multi-agency response is of such duration that the widespread replacement of human resources or other resources has or will become an ongoing situation.
- ❑ The situation, actual, anticipated or perceived, is leading to large-scale public anxiety.
- ❑ The situation is likely to require extraordinary emergency spending outside of current budgetary approvals as a result of damage to property and infrastructure.
- ❑ The provincial government has declared a provincial emergency, which has an impact on Ontario as the result of a catastrophic event or situation.

Refer to Tab M – Emergency Management Ontario (Declaration/Termination Documents)



DECLARATION OF EMERGENCY

MUNICIPAL EMERGENCY DECLARATION AND TERMINATION

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/she considers necessary and are not contrary to law to implement the Municipality of Southwest Middlesex Emergency Response Plan and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O., 1990, c. E.9, s.4.

The **Head of Council, or Council, or the Premier of Ontario may at any time declare that an emergency has terminated.** R.S.O., 1990, c. E.9, s.4.

An emergency plan shall designate one or more members of Council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his/her inability to act. R.S.O., 1990, c. E.9, s.9.; 2002, c. 14, s. 13.

The Mayor or Acting Mayor, as Head of Council, may in accordance with the provisions of the Emergency Management and Civil Protection **Act declare that an emergency exists** in the Municipality of Southwest Middlesex. By-law 14-23, s.2.

The **Mayor will notify** Emergency Management Ontario (EMO) by telephone at 1-866-314-0472 and by fax at 1-416-314-0474 when a declaration of an emergency is made. The **Mayor should also notify** the Warden of the County, adjacent municipalities and the public.

PROVINCIAL EMERGENCY DECLARATION AND TERMINATION

Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier's opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario; R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4).

A provincial emergency is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor by order declares it to be terminated at an earlier date or extends an emergency before it is terminated for one further period of no more than 14 days. R.S.O., 1990, c. E.9, s.7.0.1; 2006, c. 13, s. 1 (4)

POWERS OF THE PREMIER, MUNICIPAL POWERS

If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section;

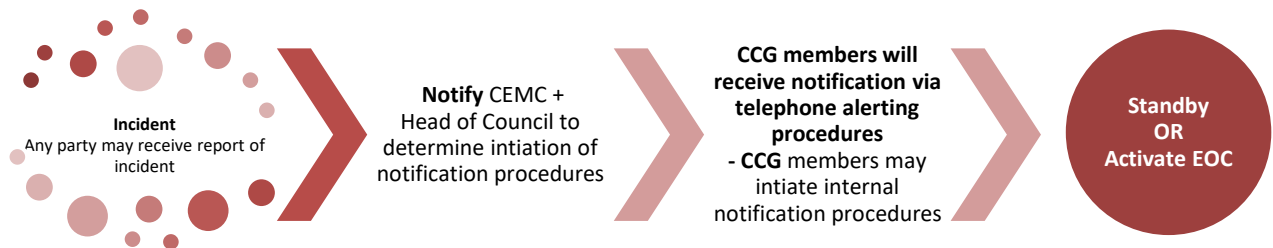
- Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4)

MUNICIPAL BY-LAW NOT REQUIRED

Despite subsection 5 (3) of the Municipal Act, 2001, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. R.S.O., 1990, c. E.9, s.7.0.3; 2006, c. 13, s. 1 (4).

EMERGENCY NOTIFICATION PROCEDURES

A serious emergency situation will usually be first identified by the emergency services that will be among the first on the scene. If the senior on-site Police, Fire, Emergency Medical Services (EMS) or Public Works Representative is satisfied that a serious potential emergency situation exists, he/she will so advise the respective Fire Chief, CEMC and/or OPP Supervisor (or designate) who will then consider the advisability of assembling the CCG.



Otherwise, an emergency situation that is not site specific and identified by alternative methods of a municipal staff may consult the CCG whether a notification and activation of the CCG and/or declaration of emergency is required.

A decision to assemble the CCG may also be taken by any two of the designated members of the CCG, or in the absence of a designated member, by any of the alternates identified in this plan. When a designated member decides that the CCG should be called together he/she will contact the Municipal Office which will initiate the telephone alerting procedure.

EMERGENCY OPERATION CENTRE (EOC)

In the event of an emergency in the Municipality of Southwest Middlesex, an Emergency Operations Centre (EOC) will be established. The CCG, Support Teams and additional response agencies will work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency.

The Mayor may direct that an alternate EOC be activated if the primary site cannot be used for reasons such as:

- The primary EOC is in or is expected to be in the danger zone of the emergency,
- The primary EOC is not available, or,
- The circumstances indicate that the alternate EOC is more appropriate.



The Emergency Operations Centre must maintain a level of preparedness (supplies, seating plans, and communication systems) which rests with the Chair of the Community Emergency Management Program Committee.

The Municipality of Southwest Middlesex's EOC is located at a secure facility within Southwest Middlesex. An alternate location has been designated and will be used if a situation arises where the primary EOC is not accessible.

Refer to Tab B - EOC Location and Supplies.

COMMUNITY CONTROL GROUP (CCG)

When it has been decided to activate this Emergency Response Plan, the emergency operations will be controlled by the officials listed below who will form the CCG for the Municipality. The CCG should not be located with the on-site command post at the scene of the emergency. The CCG will report to the primary EOC. In the event the EOC cannot be used, then the alternate location will be used. The emergency response will be directed and controlled by the CCG – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- a. Mayor;
- b. CAO-Clerk (Emergency Information Officer (EIO) & Chair)
- c. Fire Chief(s) or Representative;
- d. Treasurer;
- e. Deputy Clerk;
- f. Director of Operations (alternate EIO & alternate Chair);
- g. Facilities & Recreation Supervisor;
- h. Public Works Supervisor
- i. Admin/Public Works/Drainage/Fire Co-Ordinator

Additional personnel called or added to the CCG may include:

- j. Emergency Medical Services (EMS) or alternate;
- k. Middlesex OPP;
- l. Community Emergency Management Coordinator (CEMC) or alternate;
- m. Social Services Representative or alternate; and
- n. Middlesex-London Health Unit Representative.
- o. Telecommunications Coordinator;
- p. Utility representative (gas, water, electricity);
- q. Emergency Management Ontario Community Officer;
- r. St. Clair Region Conservation Authority and Lower Thames Valley Conservation Authority;
- s. Liaison staff from provincial ministries;

Any other officials, experts or representatives from the public or private sector, as deemed necessary by the CCG.

- t. Designated Solicitor;
- u. Telecommunication – Amateur Radio Emergency Services (ARES) Coordinator;
- v. Other Agencies;
- w. County Committees;

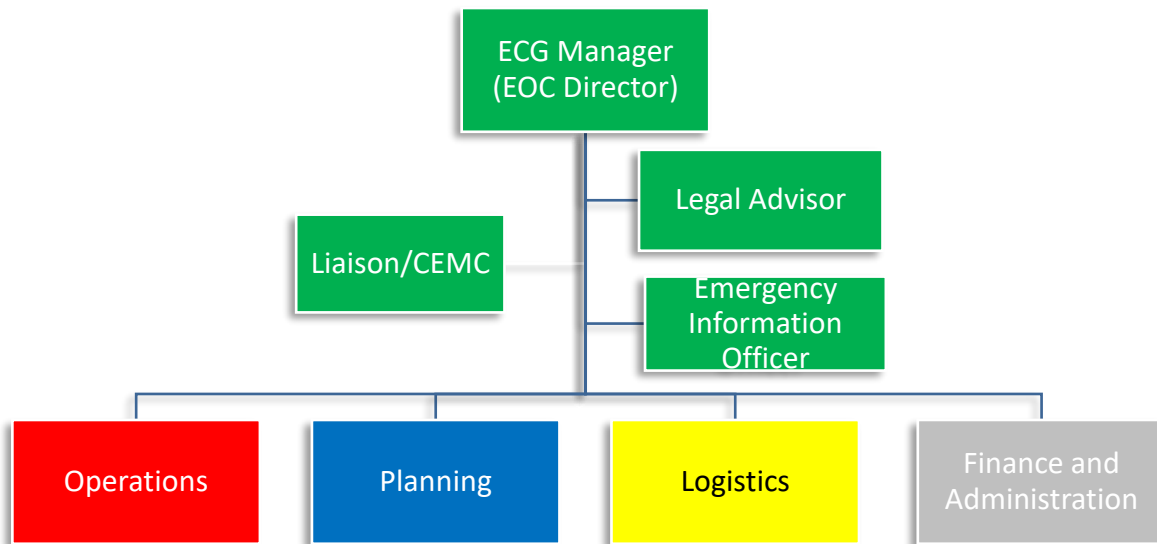
- X. School Boards (public and separate);
- Y. Citizen Inquiry Supervisor (Middlesex County Library staff);
- Z. Reception Centre Supervisor;
- aa. Deputy Treasurer;
- bb. Other Staff.

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

INCIDENT MANAGEMENT SYSTEM (IMS)

The goal of the incident management system is to provide an efficacious, flexible, and consistent structure and process that is scalable to manage incidents by all levels of government, emergency response organizations, communities, ministries, non-governmental organizations, and the private sector. The City of Barrie has adopted IMS to systematically approach the response and recovery in all types of incidents requiring the activation of the ECG.

The membership of the ECG will fill the IMS roles as appropriate and determine sufficient personnel for their respective departments to handle in-coming and out-going communications or assist as otherwise required.



OPERATIONAL PRIORITIES

Priorities when conducting emergency response operations are:

1. Saving lives, and protecting property and the environment;
2. Meet people’s immediate needs, i.e. rescue, medical care, food, shelter, and clothing;
3. Temporarily restoring facilities, publicly and privately owned, that are essential to the health, safety, and welfare of people (e.g. medial, sanitation, water, electricity, and emergency road

repair); and, mitigating hazards that pose further threat to life, property, the economy and/or the environment.

4. Restore and recover to normal operations.

MUNICIPAL TASKS

- a. **Response** - the earliest possible recognition of and response to the emergency by all services that may be required;
- b. **Control** - the earliest possible establishment of overall control of emergency operations by local government authority;
- c. **Crowd Convergence** - the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and additional casualties are prevented;
- d. **Evacuation** - assessment of potential danger to the residents and the evacuation of personnel if necessary. Such evacuation will likely require the establishment of a reception centre and the provision of Registration and Inquiry Services;
- e. **Rescue** - the rescue of trapped or incapacitated persons and the provision of first aid at the site;
- f. **Casualties** - the provision of controlled evacuation and appropriate distribution of casualties to hospitals;
- g. **Emergency Social Services** - the provision where necessary of such essential social services (food, clothing, lodging, Registration and Inquiry Service and other personal services) as may be required for persons affected by the incident as well as the emergency services personnel involved;
- h. **Public Information** - to make available as early as possible accurate official information to:
 - (i) EMO Provincial Operations Centre upon the declaration and termination of an emergency by phone at 1-866-314-0472 and by fax to 1-416-314- 0474;
 - (ii) The County Warden and adjacent Municipalities;
 - (iii) Other officials involved in emergency operations including appropriate senior government agencies;
 - (iv) The news media to allay public anxiety and to reduce the number of curious bystanders at the scene; and
 - (v) Concerned individuals seeking personal information;
- i. **Recording of Emergency/Disaster Costs** - to ensure that a cost record of emergency/disaster consequences is compiled to:
 - (i) Aid in the preparation of municipal claims which might arise from Provincially directed assistance to another municipality pursuant to the provisions of Section 7(4) of the Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990 Chapter E.9; and
 - (ii) Aid in the preparation of requests for compensation from Provincial or Federal Governments in the event of a major local disaster which might be eligible for such assistance. (Reference to Disaster Recovery Programs by Ministry of Municipal Affairs and Housing where applicable)

OPERATIONAL CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Community Emergency Management Coordinator will establish the frequency of meetings and agenda items.

Six components of a CCG meeting:

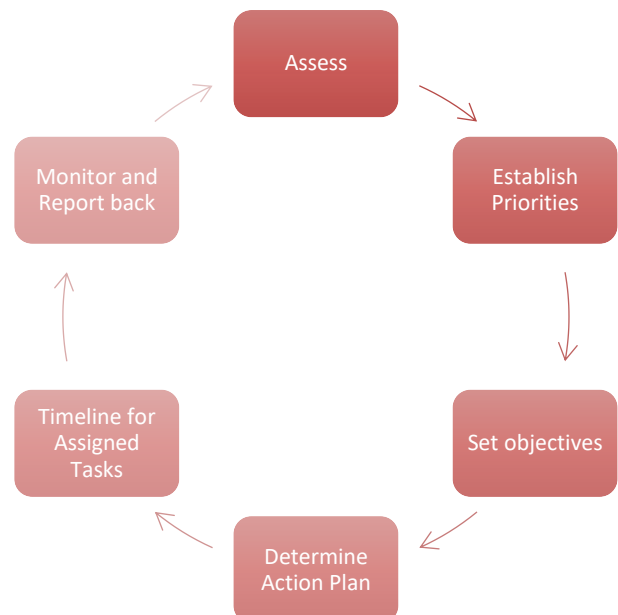
- i. **An assessment and prognosis of the situation:**
 - a. What is happening?
 - b. What is required?
- ii. **The establishment of priorities:**
 - a. What is important?
 - b. What can be done in a timely manner?
 - c. What are the alternatives?
- iii. **The setting of objectives.**
- iv. **The determination of an action plan:**
 - a. Who does what?
 - b. What task is required?
 - c. What is a reasonable timeframe?
- v. **Timelines for the implementation of assigned tasks.**
- vi. **Monitoring and reporting:** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group’s decisions.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. When a meeting ends each member of the CCG carries out the assigned tasks/objectives and gathers information for the next scheduled meeting. The Community Emergency Management Coordinator Assistant/Alternate will maintain status boards and maps that will be prominently displayed and kept up to date.

REQUEST FOR ASSISTANCE

The Municipality of Southwest Middlesex may request assistance to augment existing resources or provide specialized expertise at any time, without any loss of control or authority of the emergency, from any person or agency including, without limitation, the following:

- public sector (i.e., neighbouring municipalities, Middlesex County, adjacent counties, Provincial Government, Federal Government)
- volunteer agency sector
- private sector





Where reciprocal agreements with another municipality, private sector agency, or any person for the provision of any personnel, service, equipment or material during an emergency are in place, they may be invoked in accordance with their terms.

The Municipality of Southwest Middlesex may request assistance, in the form of personnel, services, equipment and material, from neighbouring municipalities and townships within Middlesex County, as outlined in the Middlesex County Mutual Aid Agreement. The Middlesex County Mutual Aid agreement sets the terms and conditions of the assistance which may be requested or provided, in advance of an emergency.

Under certain circumstances and/or when the combined resources of Middlesex County are deemed insufficient to control the emergency, then the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

Such a request shall be made to the Office of the Fire Marshal and Emergency Management (OFMEM).

Assistance may be requested from OFMEM at any time. OFMEM maintains a 24-hour duty roster and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

Upon declaration of an Emergency by the Head of Council, OFMEM will deploy a liaison team to the CCG.

NEIGHBOURING MUNICIPAL ASSISTANCE

Any requests for emergency assistance made by the Municipality of Southwest Middlesex to a neighbouring municipality / from a neighbouring municipality through normal channels of communication, by either:

- Head of Council to Head of Council and/or Chief Administrative Officer;
- Fire Chief to Fire Chief;
- Police Chief to Police Chief.

Once a request for emergency assistance is received, the municipality will determine its capability to assist. The PEOC and County EOC should be informed about the request to ensure that resource allocations are monitored.

If the request for emergency assistance is made after an activation of this Plan, the CCG will evaluate the request and make recommendations regarding the capability of the municipality to assist. All requests for assistance from the municipality will be initiated through the CCG and communicated to other municipalities through the Mayor as the head of the CCG. This task can be delegated to support staff.

COUNTY/REGIONAL ASSISTANCE

When this Plan is activated, certain agencies or departments of Middlesex County may be involved in emergency operations. These agencies are expected to provide representation as part of the Emergency Control/Support Structure as required.

The representatives of the above agencies in cooperation and consultation with the County EOC and/or County CEMC are responsible for co-ordination of County assistance to the municipality at the Emergency Operations Centre.



PROVINCIAL ASSISTANCE

Assistance may also be requested from the Office of the Fire Marshal and Emergency Management (OFMEM) at any time without any loss of control or authority. A request for assistance should be made by contacting OFMEM'S PEOC.

When Provincial assistance is required, which is outside of normal departmental or service working arrangements requests will be made by contacting Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre (PEOC) Duty Officer or through the Duty Officer at O.P.P. General H.Q. (24 hours).

OFMEM will communicate with the appropriate Provincial agencies, determine the capability to provide assistance and report the outcome to the Municipality of Southwest Middlesex.

Some ministries of the Ontario Government have been assigned special responsibilities by Order-in-Council for monitoring the state of emergency preparedness in Ontario and for reviewing at regular intervals the state of emergency planning within their own ministries. The following lists ministries and their respective special responsibilities

When emergencies occur, municipal officials should avail themselves of the expertise and resources that can be provided by the local offices of the Ministries that have special responsibilities. All provincial agencies can be contacted through OFMEM via the PEOC.

FEDERAL ASSISTANCE: DEPARTMENT OF NATIONAL DEFENCE (DND)

Federal Assistance, including that of the Department of National Defence, cannot be obtained directly by a municipality but must be requested through the Office of the Fire Marshal and Emergency Management, Provincial Emergency Operations Centre.

The Department of National Defense is responsible for all matters relating to national defense, including Aid to Civil Power. Request for information or assistance are to be made via Office of the Fire Marshal and Emergency Management. Possible DND assistance could include:

- Airlifts, medical evacuations and disaster assistance.
- Large quantities of equipment and personnel for fire purposes.

TELECOMMUNICATIONS AND MEDIA PLAN

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information for the news, media, issue authoritative instructions to the public, and respond to our redirect 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 Officer
- Community Spokesperson
- Citizen Inquiry Supervisor

Depending on the nature of the emergency, it may be necessary to establish an Emergency Information Centre (EIC) adjacent to the emergency site, as decided by the CCG. This area, if established, will be



staffed as determined by the EIO. News conferences should be scheduled for both the public and the media.

In Middlesex County, the branches of the County Library will be used to house the EIC and the Citizen Inquiry Service.

Refer to Tab H – Telecommunications/Media Plan.

TERMINATION OF EMERGENCY

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario;
- Council;
- County Warden;
- Public;
- Neighbouring community officials, as required;
- Provincial Parliament (MPP);
- Local Member of Federal Parliament (MP).

RECOVERY: POST EMERGENCY

The recovery will focus initially on the immediate and short-term needs of the disaster victims and the rapid and orderly restoration of critical infrastructure and essential public services. Later in the recovery process, efforts will focus on the longer-term needs of the disaster victims and the restoration of all infrastructure, public facilities and services.

The municipality of Southwest Middlesex, through the CCG, will consider and activate the Recovery Plan.

Refer to Tab P – Recovery Plan.

DISASTER RELIEF: MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

The Ministry of Municipal Affairs and Housing administers the Disaster Recovery Assistance Program through two methods:

(1) MUNICIPAL DISASTER RECOVERY ASSISTANCE PROGRAM

The Municipal Disaster Recovery Assistance program under the Ministry of Municipal Affairs and Housing reimburses municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Municipal Disaster Recovery Assistance is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding. The program offers assistance for extraordinary operating and capital costs



arising from a natural disaster. Eligible operating costs are those incurred to protect public health, safety and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place (such as regular municipal salary costs) are ineligible under the program.

(2) DISASTER RECOVERY ASSISTANCE FOR ONTARIANS PROGRAM

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

EMPLOYEE ASSISTANCE AND CRITICAL INCIDENT STRESS COUNSELLING

A Human Resources representative will assist and coordinate, as required, through support agencies the provision of Employee Assistance and Critical Incident Stress Counseling programs. Counseling and psychological support (assessment and referral) will be arranged for staff as well as emergency volunteers and evacuees, as required, during and after the emergency, for mental health disorders, emotional trauma and shock suffered as a result of the emergency.