

# TOWNSHIP OF NORTH STORMONT

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## EMERGENCY RESPONSE PLAN

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*November 1st, 2019*



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**RECORD OF REVISIONS**

Before inserting the revision, check that its number follows, in sequence, the last number recorded below. If not in sequence and if not accounted for by an annotation on the Transmittal on hand, do not insert until you have asked for and received the missing revision number from the Community Emergency Management Coordinator (CEMC).

Emergency Plan Manual Number
Assigned to

Transmittal or Insert No.	Date inserted	Inserted by	Transmittal or Insert No.	Date inserted	Inserted by	Transmittal or Insert No.	Date inserted	Inserted by
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## SECTION 1 PREFACE

### INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of North Stormont.

The current population of the Township of North Stormont is **6,873** residents.

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

The Township of North Stormont's **Emergency Management 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 Township of North Stormont important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of North Stormont Emergency Response Plan may be viewed at the Municipal Office and Library or on-line at [www.northstormont.ca](http://www.northstormont.ca).

For more information, please contact:

**Community Emergency Management Coordinator**  
c/o Township of North Stormont  
Township of North Stormont  
15 Union Street, P.O. Box 99  
Berwick, ON K0C 1G0

Tel: (613) 984-2821



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### SECTION 3 AIM

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

It enables a centralized controlled and coordinated response to emergencies in the Township of North Stormont, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

While many emergencies can occur within the Township of North Stormont, a thorough Hazard Identification and Risk Assessment (HIRA) has determined that those most likely to occur are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, earthquakes, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, health emergencies, agricultural emergencies or any combination thereof.

The Hazard Identification and Risk Assessment process takes into consideration the probability and consequences to the community of each possible event and forms the basis for establishing a community risk profile.

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



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## SECTION 4 AUTHORITY

The *Emergency Management and Civil Protection Act, (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *Emergency Management and Civil Protection Act, (EMCPA)* states:

“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.” **R.S.O 1990, c. E. 9, s. 4(1)**

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

Issued under the authority of the Township of North Stormont By-law **NO. 21-2018**, and filed with the Office of the Fire Marshall and Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### a) Definition of an Emergency

The *Emergency Management and Civil Protection Act (EMCPA)* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.” **R.S.O 1990, c. E. 9, s. 1**

The Emergency Operations Centre (EOC) may 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, township employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the residents of the Township of North Stormont.

### c) Enabling By-Law



THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT  
BY-LAW NO. 21-2018

Being a by-law to meet the various requirements of the *Emergency Management and Civil Protection Act* and its related regulation 380/04.

**REFERENCE:** *The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9* and Ontario Regulation 380/04 – Standards.

**WHEREAS** *the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9* and Ontario Regulation 380/04 – Standards, requires that municipalities pass by-laws to adopt the Municipal Emergency Plan, appoint members to the Municipal Emergency Control Group as well as to the Emergency Management Program Committee, appoint the Community Emergency Management Coordinator as the Emergency Management Program Coordinator and name the Community Emergency Management Coordinator as Chair of the Emergency Management Program Committee and appoint an Emergency Information Officer;

**WHEREAS** the Council passed by-law **77-2015** which established an emergency management program and emergency response plan;

**AND WHEREAS** the Act authorizes the head of council of the municipality to 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. R.S.O. 1990, c. E.9, s. 4 (1);

**AND WHEREAS**, the Act authorizes Council to appoint a member of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

**AND WHEREAS** the Act authorizes employees of the Township of North Stormont to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

**AND WHEREAS** Section 10 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an Emergency Management Program Coordinator;

**AND WHEREAS** Section 11 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* describes that "every municipality shall have an Emergency Management Program Committee";

**AND WHEREAS** the emergency management program and emergency response plan will be reviewed annually and amended as considered appropriate. With the exception of editorial amendments, any proposed changes will be referred to Council for further review and approval;

**AND WHEREAS** Section 12 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires every municipality to have a Municipal Emergency Control Group;

**AND WHEREAS** Section 14 of the Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* requires that every municipality designate an employee of the municipality as its Emergency Information Officer;

**NOW THEREFORE** the Council of the Corporation of the Township of North Stormont enacts as follows;

1. **THAT** By-law **77-2015** is hereby repealed.
2. **THAT** the Township's Emergency Management Program Committee and the Municipal Emergency Control Group be established and consist of:
  - Mayor *or* a trained alternate appointed by Council;
  - Chief Administrative Officer *or* a trained alternate;

*Effective: November 1st, 2019*



- Community Emergency Management Coordinator *or* a trained alternate;
  - Emergency Information Officer *or* a trained alternate;
  - Fire Chief *or* a trained alternate;
  - Director of Public Works *or* a trained alternate;
  - Ontario Provincial Police Detachment Commander *or* a trained alternate;
  - Director of City of Cornwall and SDG Social Services *or* a trained alternate;
  - Director of City of Cornwall and SDG Emergency Medical Services *or* a trained alternate;
  - Medical Officer of Health *or* a trained alternate;
  - Any other person(s) that may be deemed necessary.
3. **THAT** the Community Emergency Management Coordinator be named as the Emergency Management Program Coordinator and appointed as Chair of the Township’s Emergency Management Program Committee.
  4. **THAT** Council appoints the municipal Community Planner and Economic Development Officer as Emergency Information Officer.
  5. **THAT** Council adopts the emergency plan attached as Schedule A of this by-law.
  6. **THAT** this By-law comes into effect upon the final passing thereof.
  7. **THAT** the Chief Administrative Officer/Clerk of the Township of North Stormont is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law, where such modifications or corrections do not alter the intent of the by-law.

READ A FIRST, AND SECOND TIME AND PASSED in open Council,  
signed and sealed this 27<sup>th</sup>, day of April 2018.

\_\_\_\_\_  
**Dennis Fife**  
Mayor Chief

\_\_\_\_\_  
**Marc Chénier**  
Administrative Officer/Clerk

**READ A THIRD TIME AND PASSED** in open Council, signed and sealed this 8<sup>th</sup>, day of May 2018.

\_\_\_\_\_  
**Dennis Fife**  
Mayor

\_\_\_\_\_  
**Marc Chénier**  
Chief Administrative Officer/Clerk



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## SECTION 5 EMERGENCY NOTIFICATION PROCEDURES

This plan may be implemented, in whole or in part, as soon as an emergency which is considered to be of such a magnitude as to warrant its being implemented occurs or is expected. Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

### MECG Notification Procedures

Any member of the MECG who becomes aware of a situation or an impending situation that may become a municipal emergency shall as soon as practical, contact and obtain the concurrence of either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC) to initiate the MECG Emergency Notification System. Further, if either the CAO or the CEMC wishes to initiate the activation of the MECG Emergency Notification System, he/she must obtain concurrence from the other.

When a member of the MECG receives a warning of a real or potential emergency and the above procedures have been followed, that member will immediately contact the Cornwall Fire Service Dispatch Office and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure.

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

The Cornwall Fire Service dispatcher must record the date and time each Municipal Emergency Control Group MECG member was contacted on the appropriate form.

#### **a) Requests for Assistance**

The Mayor may request assistance from the United Counties of Stormont Dundas and Glengarry at any time by contacting the Counties' Warden. The request ***shall not*** be deemed to be a request that the Counties assume authority and control of the emergency.

The Mayor may also request assistance from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario (EMO).

#### **b) A Declared Community Emergency**

The Mayor of the Township of North Stormont, or in his absence an alternate approved by council, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group. ***R.S.O 1990, c. E. 9, s. 4(1)***

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- The Mayor; or
- Township Council; or
- The Premier of Ontario.



When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).



## SECTION 6 MUNICIPAL EMERGENCY CONTROL GROUP

### a) Municipal Emergency Control Group

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG), a group of officials who is responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Emergency Control Group consists of the following officials:

- Mayor of the Township of North Stormont, or alternate;
- Chief Administrative Officer/Clerk (CAO), or alternate, who becomes the Operations Officer in the Emergency Operation Centre (EOC);
- Community Emergency Management Coordinator (CEMC), or alternate;
- Emergency Information Officer or alternate;
- Ontario Provincial Police, local detachment commander or alternate;
- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Medical Officer of Health, or alternate;
- Emergency Medical Services (EMS) Director from the United Counties of Stormont Dundas and Glengarry, or alternate;
- Social Services Director from the United Counties of Stormont Dundas and Glengarry, or alternate;

Additional personnel called or added to the Municipal Emergency Control Group may include:

- Office of the Fire Marshall and Emergency Management Ontario Representative;
- Liaison staff from provincial ministries;
- Telecommunications Coordinator;
- Local electrical utility representative, or alternate, if required or available;
- The Canadian Red Cross
- The sewer and water systems operator
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Emergency Control Group.

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

### b) Operating Cycle

Members of the Municipal Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO/Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's assistant will maintain status board and maps which will be prominently displayed and kept up to date.

### c) Municipal Emergency Control Group Responsibilities

The members of the Municipal Emergency Control Group are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and/or equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the Emergency Operations Centre location and the current composition of the Municipal Emergency Control Group are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;



- Advising the Mayor on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the Incident Commander (IC) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional registered volunteers are required and if appeals for volunteers are warranted;
- 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;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the CAO/Operations Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Prepare submissions for funding under the Ontario government programs for disaster recovery.



## SECTION 7 MANAGING AN EMERGENCY

### a) The individual responsibilities of the Municipal Emergency Control Group

#### **Mayor**

The Mayor or his designated alternate is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council or the Premier of Ontario may also terminate the emergency);
- Notifying Emergency Management Ontario, the Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring that Members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a personal record of all decisions or actions taken.

#### **Chief Administrative Officer / Operations Officer**

The CAO becomes the Operations Officer for the Township of North Stormont and is responsible for:

- In concert with the Community Emergency Management Coordinator, activating the emergency notification system through the Cornwall Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group, authorize the activation of the emergency notification system;
- Opening and arranging the Emergency Operations Centre;
- Initiating the Emergency Operations Centre) Support Staff call-up;
- Chairing the Municipal Emergency Control Group;
- Ensuring liaison with the OPP representative regarding security arrangements for the Emergency Operations Centre ;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Municipal Emergency Control Group;
- Ensuring that a communication link is established between the Municipal Emergency Control Group and the Incident Commander;
- Calling out additional township staff to provide assistance, as required;
- Maintain a personal record of all decisions or actions taken.

#### **Emergency Information Officer**

The Emergency Information Officer is responsible for the preparation and dissemination of news and information to the media for the public.

- While the Mayor is usually the spokesperson for the Municipal Emergency Control Group and the municipality, he/she will normally prepare all outgoing communications with the Emergency Information Officer.
- All Emergency Operation Centre personnel who meet or speak with the media or the public, must obtain the Emergency Information Officer's and/or the Mayor's approval prior to giving out any information.
- Maintain a personal record of all decisions or actions taken.



### ***Community Emergency Management Coordinator***

The Community Emergency Management Coordinator (CEMC) or Alternate is responsible for:

- In concert with the Chief Administrative Officer/Clerk, activating the emergency notification system through the Cornwall Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group, authorize the activation of the emergency notification system;
- Ensuring the identification and registration of Municipal Emergency Control Group members as they arrive;
- Ensuring that all members of the Municipal Emergency Control Group 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 that the operating cycle is met by the Municipal Emergency Control Group 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 Municipal Emergency Control Group informed of implementation needs;
- Oversee the maintaining of the various records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal record of all decisions or actions taken.

### ***Ontario Provincial Police Representative***

The Ontario Provincial Police representative is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- In concert with other members of the Municipal Emergency Control Group, provide an Incident Commander as required;
- 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 and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in Emergency Operation Centre, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other township, provincial and federal police agencies, as required;
- Maintain a personal record of all decisions or actions taken.



### **Fire Chief**

The Fire Chief is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- In concert with other members of the Municipal Emergency Control Group, provide an Incident Commander as required
- Informing the Mutual Aid Fire Coordinators 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;
- Providing assistance to other township departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintain a personal record of all decisions or actions taken.

### **Public Works Director**

The Public Works Director is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Depending on the nature of the emergency, assign a temporary Incident Commander and notify the Municipal Emergency Control Group;
- Establishing an ongoing communications link with the senior Public Works official at the scene of the emergency;
- In concert with other members of the Municipal Emergency Control Group, provide an Incident Commander as required
- Providing the Municipal Emergency Control Group with information and advice on engineering and public works matters;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring construction, maintenance and repair of Township roads;
- Liaising with the sewer and water operator to ensure the continued maintenance of sanitary sewage and water systems;
- 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 to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any residence, 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 staff, vehicles and equipment as required by any other emergency services;
- Ensuring that a record is maintained of drivers and operators involved.
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies as required;
- Maintain a personal record of all decisions or actions taken.



### ***Medical Officer of Health***

The Medical Officer of Health is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring liaison with the Prescott-Russell Emergency Medical Services (ambulance) representatives;
- Ensuring Liaison with senior management of the Cornwall General Hospital;
- 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 Officer;
- 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 with the Community Care Access Centre for the Eastern Counties for the care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for increasing 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 drinking water supplies and sanitation facilities;
- Ensuring liaison with the United Counties of SDG Social Services representative on areas of mutual concern regarding health services in evacuee centres.
- Ensuring health and hygiene standards are maintained in the evacuation centres;
- Order the evacuation of those buildings or areas posing a health hazard;
- Maintain a personal record of all decisions or actions taken.

### ***Cornwall Stormont Dundas Glengarry Emergency Medical Services (EMS) Director***

The Emergency Medical Services Director is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group;
- Establishing an ongoing communications link with the senior Emergency Medical Services official at the scene of the emergency;
- In concert with other members of the Municipal Emergency Control Group, provide an Incident Commander as required;
- Ensuring emergency medical services at the emergency site;
- Obtaining Emergency Medical Services from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the Municipal Emergency Control Group if other means of transportation are required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal record of all decisions or actions taken.



***Cornwall Stormont Dundas Glengarry Social Services Director***

The Social Services Director is responsible for:

- In concert with either the Chief Administrative Officer/Clerk or the Community Emergency Management Coordinator, activating the emergency notification system, through the Cornwall Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group;
- In concert with the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feed, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Depending on the nature of the emergency assign a temporary Incident Commander in reception and evacuation centres and notify the Municipal Emergency Control Group;
- Ensuring liaison with the OPP representative with respect to the pre-designation of reception and evacuation centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the various school boards are notified when facilities are required as evacuee reception centres, and that staff utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with the various senior citizen residences and nursing homes as required;
- Making arrangements for meals for the staff/volunteers at the evacuation centres and the Site;
- Maintain a personal record of all decisions or actions taken.

**b) Support and Advisory Staff**

The following staff may be required to provide support, logistics and advice to the Municipal Emergency Control Group:

***Deputy Clerk***

The Deputy Clerk is responsible for:

- Assisting the Chief Administrative Officer/Clerk, as required;
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering Municipal Emergency Control Group members and maintaining a Municipal Emergency Control Group 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 telephones at the municipal offices, as the situation dictates, and ensuring operators are available;
- Initiating the necessary action to ensure the telephone system at the municipal offices and in the Emergency Operation Centre functions as effectively as possible.
- Ensures that staff are informed of Municipal Emergency Control Group members' telephone numbers in the Emergency Operation Centre, as the situation dictates;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre and municipal offices as required;
- Upon direction by the Mayor, ensuring that all Members of Council are advised of the declaration and termination of declaration 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;
- Maintain a personal record of all decisions or actions taken.

### ***Treasurer***

The Treasurer is responsible for:

- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring that attendance records for the emergency are kept for payroll purposes;
- Providing information and advice on financial matters as they relate to the emergency;
- Liaising, if necessary, with the treasurers of neighbouring communities;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Tracking of equipment and supplies not owned by the Township of North Stormont;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Coordinating and processing requests for human resources;
- Selecting the most appropriate site(s) for the registration of human resources Municipal Emergency Control Group;
- Ensuring identification cards are issued to temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Maintain a personal record of all decisions or actions taken.

### ***Township Solicitor***

The Township Solicitor is responsible for:

- Providing advice to any member of the Municipal Emergency Control Group on matters of a legal nature as they may apply to the actions of the Township of North Stormont in its response to the emergency, as requested;
- Maintain a personal record of all decisions or actions taken.

### ***Hydro One Representative***

The Hydro One representative is 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.



### ***Telecommunications (ARES) Coordinator***

The Telecommunications Coordinator reports to the Community Emergency Management Coordinator (CEMC) and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- 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;
- Maintain a personal record of all decisions or actions taken.

### ***School Boards***

The School Boards are 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 centres;
- Ensuring liaison with the Township as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;

### ***Winchester District Memorial Hospital Administrator***

The Winchester Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance 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;
- Maintain a personal record of all decisions or actions taken.

### ***Coordinator of Volunteers***

The Coordinator of Volunteers will be responsible for:

- Maintaining an up to date list of people in the community who have volunteered and trained for tasks during an emergency.
- Coordinating offers of, and appeals for, volunteers for the support of the Municipal Emergency Control Group;
- Seeking and registering volunteers as they arrive during an emergency
- 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 where practical;
- Assigning volunteers to various areas and departments as required
- Maintain a personal record of all decisions or actions taken.

### ***Disaster Recovery Assistance for Ontarians***

#### What is Disaster Recovery Assistance for Ontarians?

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. See the [list of regions in which the program is currently active](#).

Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.



### How to Apply

You can find materials necessary for completing a Disaster Recovery Assistance for Ontarians application below. If the program is currently active in your community, you can also obtain these documents at your local municipal office.

Applicants are strongly encouraged to read the [Disaster Recovery Assistance for Ontarians program guidelines](#). The guidelines contain important eligibility information, and include easy-to-follow checklists that may help you with completing your application.

Completed application packages, including documentation for claimed costs, can be sent to:

[DisasterAssistance@Ontario.ca](mailto:DisasterAssistance@Ontario.ca) or  
Disaster Recovery Assistance for Ontarians  
PO Box 73038 Wood Street PO  
Toronto, ON, M4Y 1X4

### Contact Us

1-844-780-8925 (Information line for applicants) or [DisasterAssistance@Ontario.ca](mailto:DisasterAssistance@Ontario.ca)

### Important Documents

- [Disaster Recovery Assistance for Ontarians - Program Guidelines](#)
- [Questions and Answers](#)
- [Provision for Low-Income Households](#)
- [Eligibility Caps](#)
- [Requests for Reconsideration](#)
- [disasterassistance@ontario.ca](mailto:disasterassistance@ontario.ca)

### **Municipal Disaster Recovery Assistance**

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

### Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

### Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.



### How to Apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office. [Program guidelines are also available here.](#)

### Contact Us

#### Municipal Service Offices

#### **Other Agencies**

In an emergency, many agencies may be required to work with the Municipal Emergency Control Group MECG. Such agencies might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Agencies that might be called upon to support the Township in an emergency could include:

#### Provincial Ministries

- Canadian Red Cross
- St-John Ambulance
- Salvation Army
- Churches
- Service Clubs
- Lions
- Optimist
- Richelieu
- Rotary
- Scouts
- Girl Guides

#### **C) Relationship between the Municipal Emergency Control Group MECG and the Incident Commander (IC)**

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the Municipal Emergency Control Group relationship with the Incident Commander is to offer and provide support with equipment, staff and other resources as required.

The Incident Commander has jurisdiction over all operations within the **Hot Zone**, which is the immediate emergency site and the **Inner Perimeter**, which is the area immediately outside the Hot Zone and is used for the staging of supplies and services required at the site.

The Municipal Emergency Control Group has jurisdiction for the **Outer Perimeter**, the area surrounding the above-mentioned areas of the emergency site. The Municipal Emergency Control Group will also ensure that the rest of the Township maintains municipal services.

#### **d) Relationship between Incident Commander, and command and control structures of emergency responders**

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



**e) Incident Commander Responsibilities**

Although not a member of the Municipal Emergency Control Group the Incident Commander performs a vital function. His/her purpose is to locate victims, save lives, reduce pain and suffering, and mitigate damage. Once appointed, the Incident Commander is responsible for overall management and control of the emergency response at the site, including:

- Establishing his/her authority at the site (within the inner perimeter).
- Establishing communications with the Emergency Operation Centre
- Ensuring inner and outer perimeters are established.
- Ensuring staging areas are established.
- Ensuring in and out routes are established.
- Ensuring coordination of response agencies.
- Developing a consolidated plan of action to mitigate the effects of the emergency.
- Approving all requests for ordering and releasing key resources.
- Supervising all ground operations.
- Supervising air operations, if necessary.
- Maintain a log of all actions taken.
- At the termination of the emergency, collect all logbooks/diaries and hand them over to the Chief Administrative Officer/Operations Officer.
- Participate in the debriefing following the emergency.