



The Corporation of the Town of Gravenhurst

# *Emergency Plan*

*Revised: September 19<sup>th</sup>, 2023*

*By-law No: 2023-83*

## TABLE OF CONTENTS

	<i>page</i>
<b>SECTION 1 – INTRODUCTION &amp; ADMINISTRATION</b>	
1.1 Introduction .....	5
1.2 Short Title .....	5
1.3 Definitions and Relevant Terms .....	5
1.4 Aim .....	10
1.5 Authority .....	10
1.6 Annual Review, Maintenance and Testing of Plan .....	10
<b>SECTION 2 – HAZARD IDENTIFICATION, CRITICAL INFRASTRUCTURE, PRECEDENCE OF PLANS</b>	
2.1 Hazard Identification and Risk Assessment .....	11
2.2 Critical Infrastructure Inventory .....	12
2.3 Precedence of Plans .....	12
<b>SECTION 3 – ORGANIZATION</b>	
3.1 Gravenhurst Emergency Management Program Committee .....	12
3.2 Emergency Control Group .....	13
3.3 Operational Support Group .....	15
3.4 Strategic Support Group .....	15
3.5 Advisory Group .....	15
<b>SECTION 4 – NOTIFICATION SYSTEM</b>	
4.1 Emergency Notification System .....	16
4.2 Emergency Alert Levels .....	16
<b>SECTION 5 – EMERGENCY OPERATIONS CENTRE</b>	
5.1 Fundamentals of the EOC Operation .....	16
5.2 Location of Primary EOC and Alternate EOC's.....	16

5.3 Operating Cycle .....	17
5.4 Appointment of Emergency Site Manager/Incident Commander.....	17
<b>SECTION 6 – DECLARATION OF AN EMERGENCY</b>	
6.1 Action Prior to Declaration .....	17
6.2 Municipal Emergency .....	17
6.3 District Emergency .....	18
6.4 Provincial Emergency .....	19
<b>SECTION 7 – REQUEST FOR ASSISTANCE</b>	
7.1 Mutual Assistance Agreements .....	20
7.2 Current Agreements .....	20
7.3 Execution of Mutual Assistance Agreements .....	20
7.4 Request for Provincial Assistance .....	20
7.5 Office of the Fire Marshal and Emergency Management .....	21
7.6 Assistance from the Federal Government .....	21
<b>SECTION 8 – TERMINATION OF AN EMERGENCY</b>	
8.1 Municipal Emergency .....	22
8.2 District Emergency .....	22
8.3 Provincial Emergency .....	22
<b>SECTION 9 – RECOVERY</b>	
9.1 Recovery Committee .....	23

## APPENDICIES

**NOTE – THE APPENDICES DO NOT FORM PART OF THE PLAN AND ARE SUBJECT TO FREQUENT REVISION.**

<b>Appendix I</b>	Emergency Control Group (ECG) Members, Alerting Procedure and Responsibilities
<b>Appendix II</b>	Support & Advisory Groups – Role, Members and Responsibilities
<b>Appendix III</b>	Support & Advisory Groups - Contact Info and Functional Areas of Support
<b>Appendix IV</b>	Locations of Emergency Operations Centre (EOC) and Alternates
<b>Appendix V</b>	Checklist/Considerations for Declaring Emergencies
<b>Appendix VI</b>	Declaration of Emergency Form
<b>Appendix VII</b>	Termination of Emergency Form
<b>Appendix VIII</b>	List of Potential Reception Centres
<b>Appendix IX</b>	Hazard Identification and Risk Analysis (HIRA)
<b>Appendix X</b>	Critical Infrastructure Inventory
<b>Appendix XI</b>	Infection Prevention and Control for EOC's
<b>Appendix XII</b>	Public Awareness & Education Strategy
<b>Appendix XIII</b>	Media Contact List
<b>Appendix XIV</b>	Extreme Temperature (Heat & Cold) Emergencies
<b>Appendix XV</b>	Extreme Weather Event Emergencies – Ice/Snow
<b>Appendix XVI</b>	Extreme Weather Event Emergencies – Wind
<b>Appendix XVII</b>	Extreme Weather Event Emergencies - Other
<b>Appendix XVIII</b>	Spring Freshet
<b>Appendix XIX</b>	Transportation Related Emergencies
<b>Appendix XX</b>	Incident Management System (IMS)
<b>Appendix XXI</b>	Emergency Plan Distribution List
<b>Appendix XXII</b>	Reception Centre Plan
<b>Appendix XXIII</b>	Recovery Sub-Committees
<b>Appendix XXIV</b>	Financial Assistance Programs
<b>Appendix XXV</b>	Emergency Communications Strategy

## **SECTION 1 – INTRODUCTION & ADMINISTRATION**

### **1.1 Introduction**

This Emergency Plan has been prepared in order to provide key officials, agencies and departments within the Town of Gravenhurst with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

The *Emergency Management and Civil Protection Act 1990*, Chapter E.9 provides the authority to municipalities to formulate and implement Emergency Plans. The legislation states that a “Head of Council” may declare that an Emergency exists within a municipality and may take such actions as may be deemed necessary that are not contrary to law to protect the property, health, safety and welfare of the inhabitants of the Emergency area.

Municipalities routinely respond to situations that require responses from fire, police, ambulance and public works crews. Large-scale emergencies such as severe weather events, floods, and power outages effecting many residents can severely deplete available resources and require the response of additional personnel, equipment and expertise. In cases such as these, an Emergency Plan must be implemented.

Response to a large-scale emergency requires an assessment of the situation, an effective determination of resources required and the efficient deployment and management of these resources. The primary role of municipal government in an emergency is to provide the organizational framework within which the coordinated response will take place, thereby reducing the impact of the emergency on the inhabitants within the municipality.

Every municipality has a responsibility to provide the initial response to an emergency within their municipal boundaries. A declaration of an emergency is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property and/or economic stability and exceeds the scope of routine community activity.

### **1.2 Short Title**

This document may be cited as the Gravenhurst “*Emergency Plan*”.

### **1.3 Definitions and Relevant Terms**

#### **Agency On-Scene Lead**

The person(s) designated by each agency responding to the Emergency who is responsible for managing the agency’s on-scene response operations in consultation and coordination with the Emergency Site Manager (Incident Commander) and the Gravenhurst Emergency Control Group.

**Chief Administrative Officer (CAO)**

The Chief Administrative Officer of the Town of Gravenhurst or their designate. The CAO is the Chair of the Gravenhurst Emergency Control Group (ECG) and is responsible for coordinating operations within the Gravenhurst Emergency Operations Centre (EOC).

NOTE: The Director of Development Services is the alternate to the CAO.

**Command Post**

A mobile communications/central control centre from which the Emergency Site Manager and Agency On-Scene Commanders will manage on-site activities and communicate with the Gravenhurst Emergency Operations Centre and other operational communication centres.

**Community Emergency Management Coordinator (CEMC)**

An individual officially designated by the municipality who is responsible and accountable for the community's emergency management program.

**Critical Incident Stress (CIS) Team**

The CIS Team is a trained team of individuals available for stress debriefing during and succeeding emergencies and major incidents.

**Declared Emergency**

A signed declaration made in writing by the Head of Council, the District Chair in the case of a District-wide emergency, or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property and/or economic stability and exceeds the scope of routine community activity.

**Disaster**

A widespread or severe emergency that seriously incapacitates a community.

**District Fire Coordinator**

A person appointed by the Council of the District Municipality of Muskoka or the Ontario Fire Marshal to serve as Coordinator of the District Mutual Aid Fire Plan.

**Emergency**

A situation or impending situation caused by the forces of nature, an accident, or an intentional act or otherwise constitutes a danger of major proportions to life or property. NOTE: The nature and magnitude must be such as to require a controlled and coordinated response by a number of agencies, under the direction of an Emergency Control Group, distinct from routine operations carried out by an agency or agencies (e.g. - firefighting, police activities, hospital routines).

**Emergency Area**

The area in which the emergency exists.

**Emergency Control Group (ECG)**

The ECG is a group of individuals, chaired by the CAO, which is responsible for supporting activities at the emergency site by ensuring the safety and continuity of services to the community outside of the emergency area is maintained, and for providing the personnel and resources needed by the Emergency Site Manager to effectively manage the Emergency within the Town of Gravenhurst.

### **Emergency Information Officer (EIO)**

The individual designated by the municipality and said person shall act as the primary Emergency Information Officer (EIO) during emergencies. The EIO has overall responsibility for the dissemination of information to the public with respect to an emergency.

### **Emergency Management**

An organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

### **Emergency Management and Civil Protection Act, RSO 1990 (EMCPA)**

Provincial legislation in the Province of Ontario which mandates community emergency planning measures.

### **Emergency Notification Plan**

A system, which is activated when it is necessary to implement the Emergency Plan, by which the Emergency Control Group and others are notified of an emergency or impending emergency.

### **Emergency Operations Centre (EOC)**

The EOC is where the Emergency Control Group (ECG), and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

### **Emergency Plan**

A plan which is formulated pursuant to the *Emergency Management and Civil Protection Act* to govern the provision of necessary services during an emergency and the procedures under and manner in which employees and other persons will respond to an emergency.

### **Emergency Shelter**

A site that provides temporary accommodation for evacuees and emergency responders during and after an emergency. It may include municipal buildings, schools, hotels/motels, and private homes or improvised group housing. Depending on the emergency situation, it may include provision for feeding and personal support.

### **Emergency Site Manager (ESM)**

The person at the emergency site who is designated to coordinate and manage the response to the Emergency. The Emergency Site Manager may be appointed by the Emergency Control Group and reports to the control group. Also known as the "Incident Commander".

### **Fire Department**

The Fire Department of the Town of Gravenhurst (Gravenhurst Fire Department & Emergency Services).

### **Fire Chief**

The Chief of the Gravenhurst Fire Department or alternate.

### **Full Alert**

The Emergency Alert level utilized when all or selected members of the Emergency Control Group are contacted and advised to report to the Emergency Operations Centre.

## **Gravenhurst Emergency Management Program Committee (GEMPC)**

A committee that draws its membership from across various departments within the Town of Gravenhurst and may draw from selected external organizations whose purpose is to support the ongoing efforts of the Community Emergency Management Coordinators (CEMCs).

## **Incident Commander**

The person at the emergency site who is designated to coordinate and manage the response to the Emergency. The overall incident commander may be appointed by the Emergency Control Group and reports to the control group. Also known as the “Emergency Site Manager”.

## **Mayor**

The head of Council for the Town of Gravenhurst

## **Media Information Centre**

The location from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Control Group.

## **Office of the Fire Marshal and Emergency Management (OFMEM)**

OFMEM is an organization within the Province of Ontario’s Ministry of Community Safety & Correctional Services. OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

## **On-Scene Media Coordinator**

The On-Scene Media Coordinator is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for coordinating the fast accurate dissemination of information to the media from the On-Scene Media Information Centre. The Coordinator will work closely with the Emergency Information Officer (EIO) and Incident Commander (IC) to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

## **On-Scene Media Information Centre**

The location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Coordinator with the approval of the Emergency Site Manager.

## **Operations Officer**

The Town of Gravenhurst Chief Administrative Officer, or alternate, will assume the responsibilities of the Operations Officer when the Emergency Operation Centre (EOC) is established.

## **Perimeter (Inner)**

The inner perimeter is a restricted area in the immediate vicinity of the emergency scene as established by the Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence. This perimeter will be confirmed by the Emergency Site Manager when so appointed.

## **Perimeter (Outer)**

The outer perimeter is the geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.



### **Primary Spokesperson**

The Primary Spokesperson is the Head of Council or their designate for the purposes of providing on camera interviews.

### **Public Health Emergency Response Team**

This initial response group is comprised of representatives from respective public health services charged with the responsibility of providing public health services during the emergency and working in association with the area Reception/Evacuation Centre Manager(s) and area CEMCs.

### **Reception Centre**

A reception centre is the site where comfort services (food, clothing, referral to shelter, referral to social services, registration and inquiry) are offered to persons displaced by the emergency.

### **Reception Centre Manager**

The Reception Centre Manager is a person or person(s) appointed by the ECG to open and operate a reception centre during an emergency.

### **Recovery**

The Recovery phase of an Emergency is that phase which begins immediately following an emergency response with efforts to restore minimum services to the affected area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter, and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

### **Recovery Committee**

A Recovery Committee may be comprised of Municipal and District officials representing Finance, Community Services, Planning & Economic Development and Public Works service sectors and others as may be determined. This committee will provide direction and coordinate activities addressing the recovery needs of residents in Gravenhurst when necessary.

### **Stand-by Alert**

The Emergency Alert level utilized when some or all members of the Emergency Control Group are contacted and instructed to “stand-by” for further information or instruction.

### **Triage**

The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

## **1.4 Aim**

The Town of Gravenhurst maintains an active Emergency Management Program. The purpose of this program is to protect and preserve life and property during times of crisis, by providing efficient, coordinated emergency services and responsible decision-making. The program will also provide for training of Gravenhurst staff as required, and for external agencies to the extent practical. The program will permit coordination of community-based exercises and outreach at the Gravenhurst level. The Emergency Management Program is further designed to ensure that all agencies that may become involved in an emergency are fully aware of their respective roles and responsibilities and are capable of fulfilling their assigned tasks.

The program also provides for the creation of subordinate plans that are deemed to be part of the Gravenhurst Program, and a mechanism to ensure the updating and testing of the Gravenhurst Plan. The Emergency Plan is an important element of this program as it provides a framework of activity to ensure that the objectives of the program are met.

The aim of the Town of Gravenhurst Emergency Plan is to outline a process to enable a plan of action to be developed for the efficient deployment and coordination of Town of Gravenhurst services, agencies and personnel to provide the earliest possible response to an Emergency in order to:

- i. Protect and preserve life and property;
- ii. Minimize the effect of the emergency on the Town of Gravenhurst;
- iii. Restore essential services; and
- iv. Maintain services in the unaffected areas of the Town of Gravenhurst.

## **1.5 Authority**

The ***Emergency Management and Civil Protection Act, RSO 1990*** as amended from time to time is the legal authority for the creation of emergency response plans in Ontario. The legislation states that the:

*“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 and Civil Protection Act*, this emergency plan and its elements have been issued under the authority of Town of Gravenhurst By-laws and filed with Office of the Fire Marshal and Emergency Management, Ministry of the Solicitor General.

## **1.6 Annual Review, Maintenance and Testing**

This Emergency Plan is reviewed annually by the Gravenhurst Emergency Management Program Committee (GEMPC) and any changes or updates necessary form part of the subsequent annual work plan of the committee in consultation with the appropriate stakeholders.

The Community Emergency Management Coordinators (CEMCs) maintain the master copy of this emergency plan and each time major revisions are made to the plan; it is forwarded to Council for approval. However, the CEMCs may make revisions to the appendices and minor administrative changes as required.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the primary CEMC forthwith, of any revisions to the appendices or other administrative changes. All changes, additions, or required deletions should be immediately forwarded to the CEMC for inclusion in an update.

The master copy will be amended, and update pages sent out to all persons registered as being holders of this Plan. For this reason, it is important that this Plan not be photocopied: “unauthorized” copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in the Appendices (XXI) of this plan.

The CEMCs in concert with the GEMPC will evaluate the overall effectiveness of the emergency plan (or elements thereof) from time to time and provide training to the Emergency Control Group. Revisions to this plan regularly incorporate recommendations stemming from such exercises.

Much of the information provided in this plan is considered to be confidential. Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), it is required that this information be kept confidential. If the plan holder receives their copy in the form of a binder, they are required to shred all sheets that have been replaced with updated copies. All electronic copies of the plan must be stored where access to the plan will be limited to the plan holder, or their Alternate.

## **SECTION 2 – HAZARD IDENTIFICATION, CRITICAL INFRASTRUCTURE, PRECEDENCE OF PLANS**

### **2.1 Hazard Identification and Risk Assessment**

The *Emergency Management and Civil Protection Act*, R.S.O. 1990 c.E.9 as amended defines an emergency as “a 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”.

While many emergencies could conceivably occur within the Town of Gravenhurst, those most likely to occur have been identified through a Hazard Identification and Risk Assessment (HIRA) analysis. This HIRA is reviewed on an annual basis as an element of the Gravenhurst Emergency Management Program Committee’s annual work plan and with all the CEMCs in the District of Muskoka. The District of Muskoka maintains the master HIRA and provides copies to all municipalities.

The hazards most likely to impact the Town of Gravenhurst include:

- i. Extreme Temperatures - Heat and Cold
- ii. Flooding
- iii. Forest/Wildland Fires
- iv. Extreme Winter and Summer Storms
- v. Energy Emergency (Winter/Summer)
- vi. Hazardous Material Incidents/Spills
- vii. Cyber Attack

See **Appendix IX**.

### **2.2 Critical Infrastructure Inventory**

A companion document to the HIRA noted in subsection 2.1 is the Town of Gravenhurst “Critical Infrastructure Inventory”. This document contains an inventory of buildings, structures and other elements of community infrastructure within the Town of Gravenhurst in a variety of

categories including:

- i. Public Safety and Security
- ii. Food and Water
- iii. Utilities
- iv. Government Services
- v. Transportation
- vi. Telecommunications

Like the HIRA, the Critical Infrastructure Inventory is reviewed annually and updated as part of the Gravenhurst Emergency Management Program Committee's annual work plan.

**See Appendix X.**

## **2.3 Precedence of Plans**

The Gravenhurst Emergency Plan compliments the District of Muskoka Emergency Response Plan. In the event that the District of Muskoka declares an emergency subsequent to an emergency having been declared by the Town of Gravenhurst, and there are inconsistencies between the Muskoka Emergency Response Plan and the Gravenhurst Emergency Plan, the Muskoka Emergency Response Plan shall take precedence.

## **SECTION 3 – ORGANIZATION**

### **3.1 Gravenhurst Emergency Management Program Committee**

The Town of Gravenhurst has established a "Gravenhurst Emergency Management Program Committee" (GEMPC) comprised of such individuals from the various departments within the Corporation and representing outside agencies (as needed) whose purpose is to support the ongoing efforts of the Community Emergency Management Coordinators (CEMCs) by assisting with the legislated requirements of the Act and associated Regulations through the development of a comprehensive emergency management program; the maintenance, annual review and revision of the Town's emergency plan; and the planning and execution of such exercises as are necessary to ensure that the Town is properly prepared for natural, accidental and man-made disasters.

The committee has established "Terms of Reference" and prepares an annual work plan that is designed to meet the annual compliance requirements of the legislation and meets frequently to achieve this end. The committee is responsible to maintain the Emergency Plan, conduct exercises intended to test the effectiveness of the Emergency Plan and other such activities that are supportive of the requirements of the *Emergency Planning and Civil Protection Act*.

### **3.2 Emergency Control Group**

The ECG is a group of individuals who are brought together in times of emergency who are responsible for supporting activities at the emergency site by ensuring that the safety and continuity of services to the community outside of the emergency area is maintained, and for providing the personnel and resources needed by the Emergency Site Manager to effectively manage the emergency within the Town of Gravenhurst. This group is chaired by the Chief

Administrative Officer (CAO) for the Town of Gravenhurst.

The ECG is comprised of the following persons:

- i. Mayor
- ii. Chief Administrative Officer
- iii. Community Emergency Management Coordinator(s)
- iv. Director of Fire and Emergency Services/Fire Chief
- v. Director of Infrastructure Services
- vi. Director of Development Services
- vii. Director of Recreation and Culture
- viii. Director of Legislative Services/Clerk
- ix. Designated Emergency Information Officer

Other technical specialists may be called upon as required (Ontario Provincial Police, Public Health Services, District of Muskoka Community & Social Services, District of Muskoka Emergency Management, Muskoka Paramedic Services, Hydro One, Elexicon Energy, or others not listed as each emergency requires.)

The ECG may function with only a limited number of persons depending on the emergency, and while the ECG may not require the presence of all members; all members are notified when the group is convened.

Roles and responsibilities are detailed in **Appendix I**.

### Quick Response Team

In circumstances where an “Emergency” situation has not developed (but may threaten), or where events occur that may impact the community to a lesser degree than what may constitute an “Emergency”, it may be prudent to assemble a “**Quick Response Team**” made up of a smaller number of members of the ECG as a precursor to notifying the whole ECG. The “Quick Response Team” may convene at the direction of the CAO/CEMCs at a place and time that is deemed appropriate in the circumstances and will involve only those individuals whose routine operations may be directly affected by the situation or event. It should be noted however, that once the need to move to the declaration of an “Emergency” becomes apparent, the entire ECG should be notified and the appropriate meeting(s) be convened.

The Emergency Control Group **collectively** conducts the following activities during a declared Emergency:

- i. The primary responsibilities of the ECG are to activate the Emergency Plan during emergency operations and to provide advice and assistance to the Head of Council in the carrying out of the duties under the Emergency Plan.
- ii. Direct, coordinate and monitor the response to ensure that all actions necessary for mitigation of the effects of the emergency are taken in accordance with the law and are carried out effectively and efficiently.
- iii. Contact the appropriate emergency response agencies to ensure that all actions necessary for mitigation of the effects of the emergency are taken in accordance with the law and are carried out effectively and efficiently.

- iv. Report to the Emergency Operations Centre if directed by CAO/Operations Officer of the ECG. Determine if the location and composition of the EOC and ECG is appropriate.
- v. Advise the Mayor in making key decisions such as declaration of an emergency, designating portions or the whole community as an emergency area.
- vi. Appoint or confirm the appointment of an Emergency Site Manager (ESM) and On Scene Media Coordinator for each emergency site.
- vii. Liaise with the Emergency Site Manager to obtain briefings and/or change in emergency status.
- viii. Coordinate and /or oversee the evacuation of inhabitants considered to be in danger.
- ix. Order the discontinuation/closure of utilities, services, programs and/or facilities provided by local or public agencies, as required.
- x. Arrange for services and equipment from local agencies **not** under Municipal control, i.e. private contractors, volunteer agencies, service clubs.
- xi. Notify, request assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary.
- xi. Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and post incident (i.e. - food, water, shelter, sanitary facilities, maintenance, fuel, Critical Incident Stress Management).
- xii. Determine if additional volunteers are required and if appeals for volunteers are warranted.
- xiii. Determine if additional transportation is required for evacuation or transportation of persons and/or supplies.
- xiv. Prepare, in coordination with the Emergency Information Officer (EIO), approve and authorize major announcements, information releases and formal statements to the public.
- xv. Arrange for experts, advisory groups and/or sub-committees to report to the ECG to provide advice, as required. The ECG has the authority to designate an additional, or dismiss an existing ECG member. The ECG also has the authority to relieve any ECG member with their alternate or other appointed individual.
- xvi. Authorize expenditures of money required to deal with the emergency.
- xvii. Notify all services, agencies, groups or persons under the direction of the ECG of the termination of the emergency.
- xviii. Meet regularly (frequency will be dictated by need) as a group to inform one another of actions being taken, their status, and to plan strategies.
- xix. Before the response to an emergency has been completed, determine if a Recovery Committee needs to be established, and if so, determine the chair and composition of

that committee, along with its reporting structure.

- xx. Ensure that a debriefing occurs following the emergency and participate in same.

### **3.3 Operational Support Group**

The Operational Support Group (OSG) is a group of individuals whose role is to directly support the activities of the ECG, usually at the EOC by providing:

- i. Data tracking (record keeping) activities in the EOC
- ii. Geographical Information Services (GIS) support
- iii. Communications support
- iv. Personal computing support
- v. EOC security

### **3.4 Strategic Support Group**

The Strategic Support Group (SSG) is a group of individuals who may be called upon individually or collectively at the discretion of the ECG to support the function of the ECG and/or EOC or to address any issues related to the Emergency, or the response or recovery thereto by providing advice or operational support.

### **3.5 Advisory Group**

Additional personnel may be called to support the Emergency Control Group in an advisory capacity and may include any external agency or stakeholder not directly under the jurisdiction of the municipality.

Refer to **Appendix II** for roles and responsibilities of Support and Advisory Groups.

## **SECTION 4 – EMERGENCY NOTIFICATION SYSTEM**

### **4.1 Emergency Notification System**

Any member of the Emergency Control Group may activate the Emergency Notification System by following the procedures as outlined in **Appendix I**.

### **4.2 Emergency Alert Levels**

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which emergency personnel can be alerted. The emergency levels are as follows:

- i. “Full Alert” – Under a “Full Alert” either all or selected members of the Emergency Control Group, the Strategic Support Group, Operational Support Group and/or Advisory Group are contacted and are instructed to respond to the Emergency Operations Centre at a given time or as soon as possible. The balance of the members of the groups will be advised to “Stand by”.
- ii. “Stand by Alert”- Under a “Standby Alert” either all or selected members of the Emergency Control Group, Strategic Support Group, Operational Support Group

and/or Advisory Group are contacted and asked to “Stand by” for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring that does not merit assembling the members of the above groups.

**IN BOTH THE “FULL ALERT”, AND “STAND BY ALERT”, THE PROVINCIAL EMERGENCY OPERATIONS CENTRE IS TO BE NOTIFIED.**

For a detailed description of the Emergency Notification System, see **Appendix I**.

## **SECTION 5 - EMERGENCY OPERATIONS CENTRE**

### **5.1 Fundamentals of the EOC Operation**

In the event of an emergency, the ECG requires a secure, well equipped facility with a reliable power supply (including back-up power generation capacity) and sufficient communications infrastructure in order to meet and conduct business in. An Emergency Operation Centre (EOC) will be opened/activated to fulfill this purpose. The Emergency Control Group, the Strategic Support, Operational Support and Advisory Groups will congregate as required and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Chief Administrative Officer, acting as the “Operations Officer”, directs the coordination of all operations within the Emergency Operation Centre.

### **5.2 Location of the Primary EOC and Alternate EOC’s**

The Emergency Operation Centre is designated by the first authorized person activating the Emergency Notification System in consultation with the Chief Administrative Officer, or their designate. The decision regarding the location will be made in consultation with the lead agency involved with the emergency. A list of the designated primary and alternate EOC’s is located in **Appendix IV**.

### **5.3 Operating Cycle**

Once sufficient numbers of the ECG have gathered, they will be briefed by the CAO on the emergency situation, its known scope, and impact to the community. The CAO will establish a business cycle for the purpose of conducting ongoing, periodic meetings of the ECG such that the ECG can make decisions with respect to the mitigation of the emergency. The ECG may also alter the composition of the Control Group taking into consideration the emergency and the expertise required to properly manage the situation. The CAO will direct contact with those support agencies required to manage the emergency if they do not already form part of the core ECG membership.

In establishing the operating (business) cycle, the CAO designates specified meeting times, length of meetings and work schedules. It shall be the responsibility of the CAO to ensure adherence to the operating cycle, to convene ECG meetings and to arrange for the appropriate updates. Generally this will include situational updates from the emergency scene and any other relevant updates affecting the community.



The CAO is responsible for appointing an individual or individuals from the Strategic Support Group who shall be responsible for maintaining status boards, maps, and information in the EOC to aid the ECG in their meetings. This information will be prominently displayed and will be kept up to date by the designated individual(s).

#### **5.4 Appointment of Emergency Site Manager/Incident Commander**

In most situations, an Emergency Site Manager (ESM)/Incident Commander (IC) is determined amongst the agencies responding to the Emergency site. Once appointed, the ESM relinquishes their agency response duties and assumes overall command of the emergency site notwithstanding that a unified command site specific command structure may be implemented. The ESM shall ensure that a proper command presence is established for their own agency before transitioning to the role of ESM and shall ensure that proper and adequate communications are established and maintained between the emergency site and the EOC.

In the event that a mutual consensus cannot be determined, the ECG shall appoint an Emergency Site Manager.

### **SECTION 6 – DECLARATION OF AN EMERGENCY**

#### **6.1 Action Prior to Declaration of an Emergency**

When an emergency exists, but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of the Town of Gravenhurst.

#### **6.2 Municipal Emergency**

The Mayor or Acting Mayor of a municipality, as the Head of Council, has the authority to declare that a municipal emergency exists within the boundaries of that Municipality. This decision is made in consultation with other members of the Emergency Control Group.

**NOTE: Please reference the EMO checklist in Consideration of a Declaration (see Appendix V). All points in the checklist do NOT have to be present. This is a guide for decision making.**

Upon such declaration, the Mayor ensures that the following individuals and agencies are notified:

- i. The District Chair,
- ii. The Solicitor General, the OFMEM, and Ministry of Community Safety and Correctional Services through the Provincial Emergency Operations Centre (PEOC) Duty Officer;
- iii. The members of the Municipal Council;
- iv. Local Member of Provincial Parliament (MPP);
- v. Local Member of Parliament (MP);
- vi. The Ministry of the Solicitor General;
- vii. The general public; and
- viii. Neighbouring municipal officials, as required.

The Mayor may request assistance from the District Municipality of Muskoka by contacting the

District Chair without activating the Muskoka Emergency Response Plan.

When the resources of the municipality are deemed insufficient to control the emergency, the Mayor may request that the District Chair or the District Chief Administrative Officer activate the Muskoka Emergency Response Plan.

**NOTE: “Emergency Declaration” forms are available in the Emergency Operations Centre and shall be emailed to the OFMEM via the PEOC as required. (See also Appendix VI).**

**NOTE: In certain limited circumstances, it is necessary to declare an “Emergency” in order to access Provincial Response assets even though the scope of the emergency is not large (i.e. – Confined Space, Trench, Technical Rope or specialized rescue emergencies; complex Hazardous Material or Chemical, Biological, Radiological, Nuclear, Explosives [CBRNE] incidents that are beyond the capabilities of local emergency responders).**

### **6.3 District Emergency**

As identified in the Muskoka Emergency Response Plan, the District Chair or Acting District Chair, as the Head of Council, in consultation with the Muskoka Emergency Control Group has the authority to declare an emergency to exist within the District Municipality of Muskoka when:

- i. The Mayor or Acting Mayor of an affected Area Municipality requests that the Muskoka Emergency Response Plan be activated; or
- ii. The emergency affects a large portion of the inhabitants of more than one Area Municipality within the District Municipality of Muskoka; or
- iii. The emergency requires extraordinary actions or expenditures of money by one or more District services for the protection of life or property; or
- iv. As a result of an incident that immediately or rapidly develops into a District level emergency, without prior declaration of an area municipality such as a pandemic or large-scale emergency.

Upon declaration of an emergency, the District Chair will notify:

- i. The Mayor(s) or Deputy/Acting Mayor(s) of affected Area Municipality(ies);
- ii. The Solicitor General and Emergency Management Ontario, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer;
- iii. District Council;
- iv. Local Member of Provincial Parliament (MPP);
- v. Local Member of Parliament (MP);
- vi. The Ministry of the Solicitor General;
- vii. General public; and
- viii. Neighbouring municipal officials, as required.

Once the Muskoka Emergency Response Plan is activated, the Mayor or Deputy/Acting Mayor and a designated Senior Municipal Official and the Municipal Fire Chief(s) (as appropriate and practical) of the respective Area Municipality will then become member(s) of the Muskoka Emergency Control Group.

All decisions by the Muskoka Emergency Control Group affecting the lives and property of the inhabitants within the affected Area Municipality(ies) shall be made in consultation with the Mayor(s) or Acting Mayor(s) of the affected Area Municipality(ies).

## 6.4 Provincial Emergency

Pursuant to the *Emergency Management and Civil Protection Act*, the Premier of Ontario may:

- i. Upon receiving such a request, declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as they considers necessary and are not contrary to law, and Exercise any power or perform any duty conferred upon a minister of the Crown or a Crown employee by or under an Act of Legislature, and
- ii. Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where they consider it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provisions of necessary services in the emergency area. Without restricting the generality of the foregoing, the exercise by the municipality of its power and duties, in the emergency area, whether under and emergency plan or otherwise, is subject to the direction and control of the Premier, and
- iii. Require any municipality to provide such assistance, as they consider necessary to an emergency area or any part thereof that is **not** within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

## SECTION 7 – REQUESTS FOR ASSISTANCE

### 7.1 Mutual Assistance Agreements

Municipalities may enter into agreements wherein each party may provide assistance in the form of personnel, services, equipment and material, if called upon to do so by a requesting municipality in times of emergency.

Mutual Assistance Agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions and may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

### 7.2 Current Agreements

Reciprocal Mutual Assistance Agreements exist with the District of Muskoka between all area fire departments, the Townships of Ramara and Muskoka Lakes, Bracebridge, (Fire Departments) and the Ministry of Natural Resources and Forestry (for wildland/forest fire situations) specifically for the provision of fire protection services and response to fire related emergencies.

### 7.3 Execution of Mutual Assistance Agreements

The request for assistance under Fire Mutual Aid does not require the declaration of an emergency for day to day responses. The Fire Chief or their designate has the authority to invoke the Mutual Assistance Agreements in all such circumstances.

The CAO, on advice from the ECG, may make a determination to ask for assistance from a neighbouring municipality for other forms of assistance. The CAO also has the authority to make a decision to provide assistance to a neighbouring municipality upon such a request being made.

#### **7.4 Requests for Provincial Assistance**

Under certain circumstances and/or when the combined resources of the Town of Gravenhurst and the District Municipality of Muskoka are deemed insufficient to control the emergency, then the CAO 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 Ministry of Solicitor General, Office of the Fire Marshal and Emergency Management (OFMEM) through the assigned Field Officer or Designate.

Assistance may be requested from the OFMEM at any time. OFMEM can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority. When requested by the CAO, the OFMEM will send a staff member(s) to the Town of Gravenhurst to provide provincial liaison and advice on provincial matters. (See also Subsection 6.2, Note #3).

**Refer to Appendix XXIV for information on Financial Assistance.**

#### **7.5 Office of the Fire Marshal and Emergency Management (OFMEM)**

Upon request and upon the declaration of an emergency by the Head of Council, the OFMEM will deploy a liaison team to the ECG to provide advice and assistance to the ECG. Note that it is NOT the responsibility of the OFMEM to assume responsibility for operations related to the emergency.

#### **7.6 Assistance from the Federal Government**

Requests for personnel or resources from the Federal Government **must** be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of Gravenhurst and the Province have been exhausted.

Financial assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

**Refer to Appendix XXIV for information on Financial Assistance.**

### **SECTION 8 - TERMINATION OF AN EMERGENCY**

#### **8.1 Municipal Emergency**

A Municipal Emergency may be terminated at any time by:

- i. The Mayor or their designate/alternate, or
- ii. The Municipal Council, or

- iii. The Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor will ensure that the general public and the following individuals/agencies are notified:

- i. The District Chair;
- ii. The Solicitor General and OFMEM, Ministry of Community Safety and Correctional Services through the Provincial Operations Centre Duty Officer;
- iii. The Members of Municipal Council;
- iv. Local Member of Provincial Parliament (MPP);
- v. Local Member of Parliament (MP);
- vi. The Ministry of the Solicitor General; and
- vii. Neighbouring municipal officials, as required

**NOTE: “Termination of Emergency” forms are available in the Emergency Operations Centre and shall be emailed to OFMEM via the PEOC as required. (See also Appendix VII).**

## **8.2 District Emergency**

A District Emergency may be terminated at any time by:

- i. The District Chair or Acting District Chair, or
- ii. District Council; or
- iii. The Premier of Ontario.

Upon termination of a District Emergency the District Chair will notify:

- i. The Mayor(s) or Acting Mayor(s) of affected Area Municipality(ies);
- ii. The Solicitor General, the OFMEM, Ministry of Community Safety and Correctional Services through the Provincial Emergency Operations Centre Duty Officer;
- iii. District Council;
- iv. The General Public;
- v. Neighbouring municipal officials, as required;
- vi. Local Member of Provincial Parliament (MPP);
- vii. Local Member of Parliament (MP); and
- viii. The Ministry of the Solicitor General

## **8.3 Provincial Emergency**

A Provincial Emergency can be terminated at any time by:

- i. The Premier of Ontario

## **SECTION 9 – RECOVERY**

### **9.1 Recovery Committee**

The CAO, in consultation with the members of the ECG, may appoint a “Recovery Committee” to manage the aspects of the recovery phase in-so-far as it impacts the community and services provided by the municipality to ensure:

- i. the safety of the community;
- ii. a return to pre-incident municipal servicing of the community;

- iii. support for members of the community affected by the emergency; and
- iv. that municipal critical infrastructure deficits identified through the Emergency are addressed appropriately.

Additional sub-committees may be struck as determined by the CAO. The composition of the above sub-committees and the roles and responsibilities is further detailed on **Appendix XXIII** and may be amended by the CAO from time-to-time as may be required.