



The Corporation of the Township of Hamilton



Township of Hamilton Emergency Plan 2024

November 2024
Adopted by Bylaw: 2023-56



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1. Introduction

Due to the proximity to dangerous goods transport routes and geographic location, the Township of Hamilton has the potential for a great diversity of major emergencies.

The *Emergency Management Act, R.S.O., 1990, Ch. E.9 (Section 1)* defines an emergency as:

A situation or impending situation caused by forces of nature, an accident or an intentional act that constitutes a danger of major proportions to life and property.

The Municipality has an established committee for emergency planning and response. The committee comprises official, and representative of selected agencies from throughout Hamilton Township. This Committee “The Township of Hamilton Emergency Management Program Committee” is responsible for contingency planning, memorandums of understanding, mutual aid agreements and the implementation of The Township of Hamilton Emergency Plan, when required.

The Emergency Plan is designed to ensure that all agencies who may become involved in an emergency are fully aware of their respective roles and responsibilities. Additionally, the Plan make provisions to ensure: the earliest possible response to an emergency: the coordination of all actions of agencies involved in an emergency to ensure an efficient response: the manpower and resource capabilities of the Township are understood, and that additional expertise and resources can be called upon if required. The Plan identifies contingencies to ensure the safety of life, property, the environment and the elimination of potential dangers.

An Emergency Plan in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist emergency responders in their response activities. The Response Plan must be flexible enough to adapt to abnormal emergencies and must be supported with:

- Adequate manpower, equipment and expertise from the response agencies (it may be necessary to acquire specialty equipment and assign and train the necessary response personnel to adequately meet the required response capability).
- Thorough testing of the Response Plan on a regular basis.
- A review of the Response Plan following any emergencies where it is implemented.
- Familiarity of the contents with Response Plan users.



- An awareness of resources available from neighbouring Municipalities, Northumberland County, Provincial, Federal and the Private Sector via an inventory of available resources and the method of procurement (i.e., prearranged agreements).

2. Aim and Purpose

The aim of the *Township of Hamilton Emergency Plan* is to provide for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, and welfare of the residents of Hamilton Township when faced with an emergency.

The Plan is also intended to increase the emergency response capability of Hamilton Township by establishing a plan of action to efficiently and effectively deploy emergency services.

3. Authority

The *Emergency Management and Civil Protection Act*, is the legal authority for this plan.

This Emergency Plan for The Township of Hamilton was presented to Council and approved by the enactment of By-Law #2023-56, thereby giving legal authority to the Mayor and Council for any measures that are deemed necessary in an emergency situation in The Township of Hamilton.

Emergency Management and Civil Protection Act, Section 4(1)

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 order 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 residents of the emergency area.

Pursuant to the Township of Hamilton By-law 2023-56, governing the provision of necessary services during an emergency and the procedures under and manner in which employees of the Town and employees of the area Municipalities and other persons will respond to an emergency.



3.1. Liability of the Township of Hamilton Emergency Plan

Under Emergency Management and Civil Protection Act, R.S.O 1990 Chapter E.9
Section 11:

1. Protection from Action:

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. [2006, c. 13, s. 1 (6); 2006, c. 35, Schedule C, s. 32 (6)].

2. Municipality not relieved of liability:

Subsection (a) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (a), and the municipality is liable as if subsection (a) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. [2006, c. 13, s. 1 (6)].

3. Right of action:

Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board. [R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Schedule P, s. 8.]



4. Actions Prior to Declaration

Upon notification or determination of a potential or actual emergency beyond normal response capabilities, the Township of Hamilton Emergency Plan is to be implemented by all emergency response agencies detailed in the “Plan”.

4.1. Emergency Notification System

Figure 1: Emergency Notification System Process



- Under the EMPCA, where 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 required to protect the lives and property of residents of Hamilton Township
- On receipt of a warning of a real or potential emergency, the Hamilton Township Fire Chief/CEMC and or Alternate and or CAO/alternate will be contacted.
- On receipt of the warning, the CEMC will contact the Township C.A.O., or alternate who will activate the Emergency Control Group (ECG) and Support Groups to activate the emergency notification/fan out systems.
- On receipt of the warning, it is the responsibility of all officials of the Emergency Control and Support Groups to activate their emergency notification/fan-out systems.

4.2. Actions of Response Agencies

Upon notification of implementing the Emergency Plan, emergency response agencies involved or potentially involved will perform duties and responsibilities as defined in the Plan and will respond appropriate personnel and equipment or will place personnel on stand-by until further notice.

1. Once a request/recommendation has been made to implement the Emergency Plan, the first response agencies can immediately implement actions under the



Plans authority without waiting for authorization or direction from the Emergency Control Group or an official declaration from the Mayor.

2. Senior agency officials will be sent to the emergency site as required to take over as the Agency On-Scene Commander.
3. Inner and outer perimeter zones will be established as well as access control to the emergency site and traffic and crowd control beyond the site (Police).

4.3. Chain of Command:

All operation by emergency agencies in response to an emergency will be performed within existing internal chain of command structure, however overall coordination will be under the control of the Emergency Site Manager and Emergency Control Group.

4.4. Chair – Emergency Control Group:

The CAO is the Chair of the Emergency Control Group and as such will act as the coordinator of all Emergency Response activities from the Emergency Operations Centre. In the Township of Hamilton Emergency Plan, this responsibility may be designated to another member of the Emergency Control Group.

4.5. Emergency Site Manager (ESM):

The Emergency Control Group will appoint for each emergency site an Emergency Site Manager to organize and coordinate the on-scene response with the various agency On- Scene Commanders.

5. Emergency Declaration

The Mayor or Acting Mayor of The Township of Hamilton, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG. Refer to Annex B Emergency Declaration and Termination Forms.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario via the PEOC through a declaration.
- Township Council.
- County Warden, as appropriate.
- Public: Neighbouring community officials, as required; and
- Other respective parties as appropriate.



6. Termination of Emergency

A Township state of emergency may be terminated at any time by the following individuals:

- The Head of Council for The Township of Hamilton
- The Township of Hamilton Council
- Premier of Ontario

Refer to Annex B for Emergency Declaration and Termination Forms.

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public; Neighbouring community officials, as required
- and other respective parties as appropriate.

7. Emergency Control Group (ECG)

The primary responsibility of ECG is to implement the Emergency Plan during an emergency and to provide advice and assistance to the CAO or alternate in carrying out his/her duties under the Emergency Plan.

The ECG will coordinate the acquisition of additional resources. Decisions to ration resources if required will be made by the ECG and will be based on a priority of need. Equipment assigned by the ECG will be under the control of the Emergency Site Manager (ESM) or the EOC.

During Emergency operations the ECG is responsible to cooperate and support other area municipalities by working closely with their Emergency ECG.

During an emergency involving county services the Township of Hamilton ECG will work closely with the County of Northumberland ECG and provide support throughout the declared emergency.

Refer to Annex A for ECG membership and contact information.



8. Request for Assistance

Assistance will be requested from neighbouring Municipalities, the County of Northumberland, the Province of Ontario and the Federal Government, Military Aid to the civil Authority; Provincial Emergency Operations Centre (PEOC) Duty Officer and/or private sector as required. If the Provincial Emergency Plan is implemented, the ECG will continue to operate in conjunction with the PEOC.

The County of Northumberland covers Emergency Social Services (ESS).

8.1. County Assistance

Refer to Annex F for Mutual Aid Assistance Agreements for Northumberland County Mutual and Automatic Aid Program and Plan

8.2. Provincial Assistance

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

Refer to Annex B for how to Report an Emergency to OFMEM.

9. Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province.
- Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier.
- Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance.



10. Emergency Operations Centre (EOC)

An Emergency Operation Centre (EOC) will be established at the Municipal Office or alternate location designated by the Chief Operations Officer. The ECG will congregate and perform its function at the EOC. The Emergency Operations Centre must maintain a level of preparedness (supplies, seating plans, and communication systems) which rests with the Chair of the Community Emergency Management Program Committee.

Note: *The Emergency Control Group can be called together without declaring an emergency*

In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

Refer to Annex B for EOC location and related information.

Refer to Annex B for EOC and Site-Management Communication Plan.



11. Business Cycle

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chair/EOC Manager. Meetings will be kept as brief as possible thus allowing ECG members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Chair/EOC Manager. Similar briefings will be held on a regular basis at the Emergency Site(s) as established by the Emergency Site Manager.

11.1. Six Components of an Emergency Control Group (ECG) Meeting:

1. An assessment and prognosis of the situation:

- What is happening?
- What is required?

2. The establishment of priorities:

- What is important?
- What can be done in a timely manner?
- What are the alternatives?

3. The setting of objectives.

4. The determination of an action plan:

- Who does what?
- What task is required?
- What is the reasonable timeframe?

5. Timelines for the implementation of assigned tasks.

6. Monitoring and reporting

- Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.

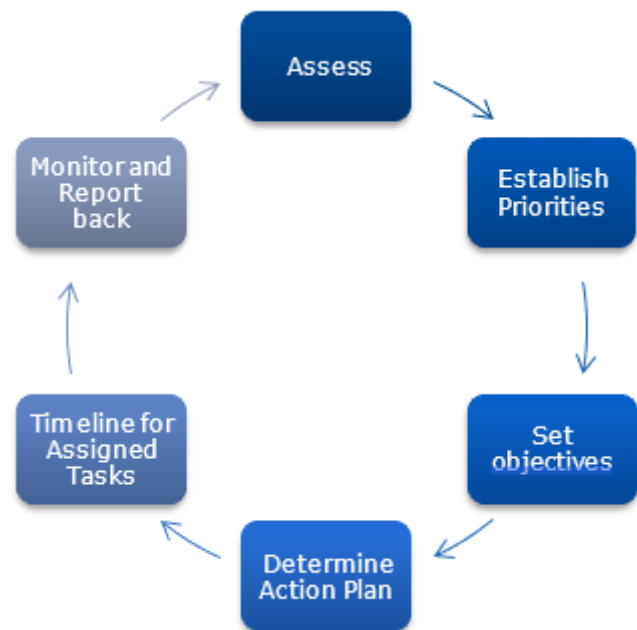


Figure 2: Components of an Emergency Control Group Meeting

When a meeting ends, each member of the ECG will carry out their assigned task/objective and gather information for the next scheduled meeting.



12. Emergency Response Using Incident Management System (IMS)

The Township of Hamilton Emergency Management Program Committee (EMPC) is responsible for the emergency planning and emergency operations duties listed below.

The formulation, development, implementation and coordination of plans for all departments, agencies and local boards under the jurisdiction of the Township or constituted or given powers by the Municipal Act.

The normal role of The Township of Hamilton Emergency Management Program Committee is proactive and constitutes emergency preparedness planning. However, during an actual emergency The Township of Hamilton Emergency Program Committee commences a reactive/operational phase.

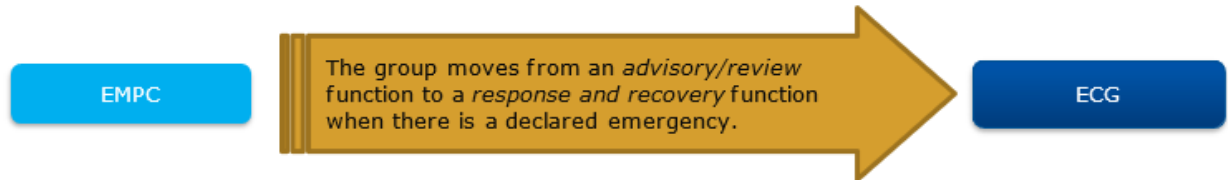
The Emergency Management Program Committee (EMPC) is responsible for providing leadership and oversight to the planning and development of the Emergency Management Program in Hamilton Township as outlined in the *Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 9(d)*.

The EMPC will move from an advisory role to a response and recovery role known as the Emergency Control Group (ECG,) *O. Reg. 380/04, s. 12 (1)*. The ECG may be activated upon in part or in whole, depending on the nature of the event, and may call upon township staff to support emergency operations. The ECG is a tiered membership, Tier 1 consisting of the EMPC membership and Tier 2, an extended membership (and alternates) to provide further support and subject matter expertise and staffing resources. The collective responsibility of the ECG:

- Coordination of response and recovery efforts in a large-scale emergency requiring the activation of the ECG.
- Implementing initial activities of Hamilton Township during a large-scale emergency.
- Operates the Emergency Operations Centre (EOC) as needed.
- Ensure appropriate communications are developed to various entities including township staff, Council, Northumberland County, Provincial Emergency Operations Centre (PEOC) and other impacted parties.



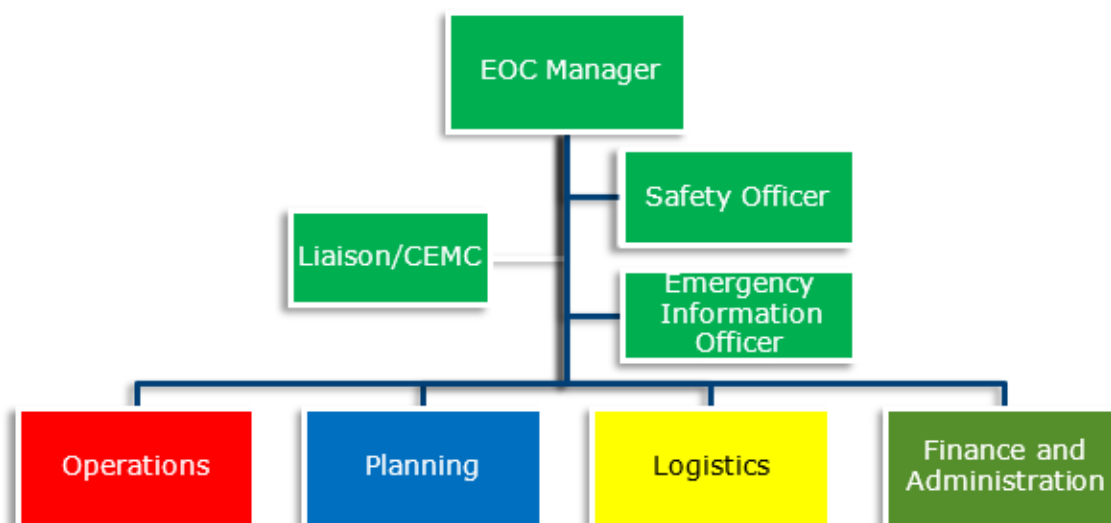
Figure 3: Transition Process from Emergency Management Program Committee to Emergency Control Group



Subject to the overall direction of the Emergency Program Committee Chair or his/her delegate responsible for and authorized in the event of an emergency to take charge of the departments, agencies and utilities throughout Hamilton Township.

The Township of Hamilton's Emergency Management System is based upon the Provincial Incident Management System (IMS). Individual ECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Manager or Section Chief as appropriate, until delegated. All members of the ECG are to report to the EOC Manager.

Figure 4: Emergency Control Group Reporting Structure





The Emergency Control Group has the authority to make decisions on behalf of the Township without having all members of the Control Group present, depending on the type and extent of the emergency, the necessity of all members to be there and the ability to reach all members of the Group. This shall not preclude the notification however, of all members of the Control Group if The Township of Hamilton Emergency Plan is implemented.

Refer to Section 2 for detailed breakdown IMS roles and responsibilities.

13. Emergency Information Plan

The EMPCA, O. Reg. 380/04, s. 14(1) and (2) outlines:

(1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, and (2) The emergency information officer shall act as the primary media.

The Hamilton Township ERP has designated the Township Clerk as the Emergency Information Officer (EIO). Alternate EIOs may be designated as required.

The aim of the Emergency Information Plan is to provide the residents of the Hamilton Township timely and correct information on the nature and status of the emergency, required public safety measures, evacuation instructions, etc.

The EIO will establish Media Information Centre's at an on-site location and/or at the Township Municipal Office. Wherever possible, adequate space, including technology required should be available. Areas of access should be clearly explained and controlled both at the Media Information Centre and at the site of the emergency.

At the Media Information Centre(s) formal and informal press conferences will be held to regularly update the status of the emergency. Approval from the ECG is required for major media releases. The EIO will be responsible for formulating and releasing all other information to the media.

The EIO will:

1. If required, broadcast information to the general public in several languages to ensure that residents whose first language is not English, will be adequately informed.



2. Cooperate as much as possible with the media and offer frequent, up-to-date and accurate information to satisfy its needs and prevent the fabrication of speculative stories.
3. Maintain continuous contact with the ECG, the Emergency Site Manager and the Agency On-Scene Commanders to ensure that frequent and accurate information releases can be formulated.

Refer to Section 2 for Media Centre location and related information.

13.1. Messaging Information

The EIO, either through preformatted messages for television or radio, or through prepared messages, may relay the following types of information:

- Date, time and location of the emergency and the area impacted.
- Basic information about the emergency and its seriousness and advice to remain calm and await further instructions.
- Information on the response to the emergency.
- Instructions for public actions such as evacuation or sheltering, if required.
- Identification of communication channels (radio, television, telephone info lines) through which further information can be obtained by the public.
- Request for volunteers.

Media releases will be clear and concise – not speculative or opinionated.

13.2. Emergency Hotline

If determined an emergency may become long term, or may require evacuations, the EIO will then establish an 'emergency hotline' at the 'Information Centre' which will provide immediate information and instructions to concerned members of the public and thus reduce the overloading of other telephone services that are required for emergency operations.



13.3. Public Inquiry (Registration and Inquiry)

A Registration and Inquiry Centre will be established by the ECG to centralize information and to provide a hot line which the public can contact to request general information on the emergency and on family and friends affected by the emergency (i.e., information on the whereabouts and safety of evacuees).

The ECG will coordinate with the EIO to determine what information is and is not suitable to be released to the public.

14. Supporting Documents

There are six distinct sections of supporting documents to this Plan. These sections include:

1. IMS Roles and Responsibilities
2. Public Information Plan
3. Recovery Procedures
4. Emergency Declaration and Termination
5. By-Laws
6. Glossary of Terms
7. Contact Information
8. EOC Activation Procedures
9. Mutual Aid Agreements



14.1. IMS Roles and Responsibilities

Emergency Management Program Committee & Emergency Control

The Emergency Management Program Committee (EMPC) is responsible for providing leadership and oversight to the planning and development of the Emergency Management Program in the Township of Hamilton as outlined in the Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, s. 9(d).

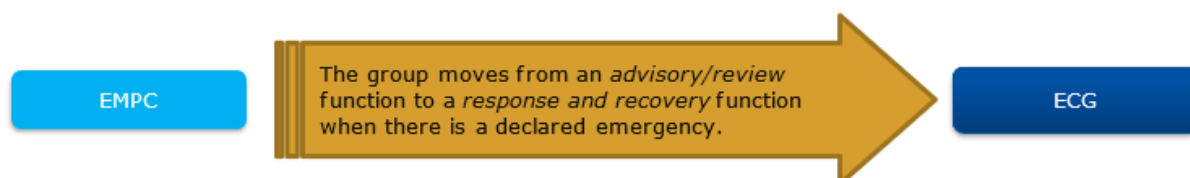
The EMPC will consist of the following members: Mayor, CAO (EOC Manager), Clerk (EIO) and Fire Chief (CEMC).

The chair of the EMPC will be the Fire Chief (CEMC).

The EMPC will move from an advisory role to a response and recovery role known as the Emergency Control Group (ECG,) O. Reg. 380/04, s. 12 (1). The ECG may be activated upon in part or in whole, depending on the nature of the event, and may call upon township staff to support emergency operations. The ECG is a tiered membership, Tier 1 consisting of the EMPC membership and Tier 2, an extended membership (and alternates) to provide further support and subject matter expertise and staffing resources. The collective responsibility of the ECG: Coordination of response and recovery efforts in a large-scale emergency requiring the activation of the ECG.

- Implementing initial activities of Hamilton Township during a large-scale emergency.
- Operates the Emergency Operations Centre (EOC) as needed.
- Ensure appropriate communications are developed to various entities including township staff, Council, Northumberland County, (PEOC) and other affected parties.

Figure 5: Transition Process from Emergency Management Program Committee to Emergency Control Group





Emergency Control Group Membership

Position	ECG Membership Primary (Tier 1)	Extended Tier 2 (Alternates)	Secondary/Tertiary Alternates
Mayor	Mayor	Council Alternate	Council Alternate
EOC Manager	CAO	Senior Managers	Senior Managers
CEMC/Liaison	Fire Chief	Municipal Clerk	-
EIO	Municipal Clerk	Deputy Clerk	-
Safety Officer	Fire Prevention Officer	Captain	-
Operations (Site)	Deputy Fire Chief	OPP/EMS/Health Unit	OPP/EMS/Health Unit
Operations (Community Services)	-	Public Works Manager	Public Works Foreman
Logistics	-	HR Manager	Manager of Parks & Recreation / Park and Facilities Coordinator
Planning	-	Chief Building Official	Deputy Chief of Building/Planner
Finance & Administration	-	Treasurer	Deputy Treasurer



Responsibilities of the Emergency Control Group (ECG)

1. Triage / Assess the Incident and Determine

Tier ECG members may convene to assess the potential impacts of an emergency incident. The assessment should determine the need for EOC activation, emergency declaration and support resources, including activation of extended and alternate ECG members required for an emergency response.

- ☐ Immediately contact the appropriate emergency response agencies, determine the nature and impact of the emergency incident, and based on information received will mobilize emergency services, agencies and equipment.
- ☐ Determine the location for the Emergency Operations Centre (if different from the Joint Operations Centre) and the necessity of adding members to the Emergency Control Group from the Support Group or outside government or private agencies, dependent upon the emergency type.
- ☐ Appoint or confirm the appointment of an Emergency Site Manager.

2. Declaration of Emergency and Activation of the Emergency Operations Centre

Responsibilities listed below are designated to particular roles of IMS and will be assigned upon activation by the EOC Manager

- ☐ Advise the Mayor as to whether the declaration of an emergency is recommended.
- ☐ Advise the Mayor on the need to designate sections of the Municipality as an emergency area.
- ☐ Notify, request assistance from and/or liaison with various levels of government, public or private agencies not under Municipal control.
- ☐ Authorize expenditure of money required to deal with the emergency.
- ☐ Arrange for equipment and services from local agencies not under Municipal control.
- ☐ Direct and coordinate their respective services and ensure that actions necessary for the mitigation of the effects of the emergency are taken, in accordance with the law.
- ☐ Assess the need for volunteers and issue appeals, if required.
- ☐ Assess the need for transportation for supplies, personnel and equipment and/or persons during an evacuation.
- ☐ Arrange for equipment and services from local agencies not under Municipal control.

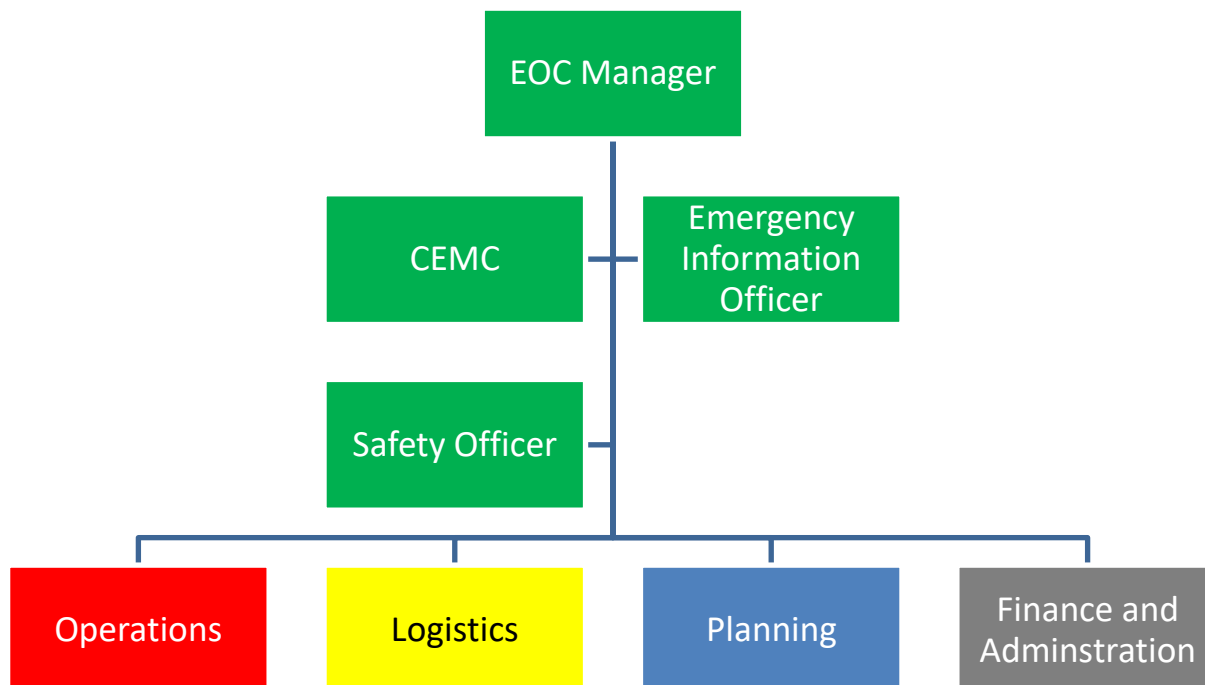


- ☐ Order, coordinate and oversee the evacuation of residents considered to be in danger.
- ☐ Forward information regarding the emergency to the Emergency Information Officer and the person designated by the Red Cross, as the Registration and Inquiry coordinator, for dissemination to the media and public via the County of Simcoe.

3. Termination of Emergency and Deactivation of the Emergency Operations Centre

- ☐ Notify all serviced, agencies, groups or persons under the direction of the Emergency Control Group of the termination of the emergency.
- ☐ Maintain a position log outlining the decisions made and actions taken.
- ☐ Conduct and participate in debriefing following the emergency.

Township of Hamilton Emergency Control Group





Generic Checklist (Applicable to All Emergency Control Group (ECG) Positions)

This checklist applies for all positions in the Emergency Control Group (ECG). This checklist includes but is not limited to common responsibilities listed. These checklists are not intended to substitute for an individual's judgement based upon training, experience, the incident/event and circumstances.

Any decisions made by individuals significantly different to these checklists should be coordinated with the appropriate Section Lead. Always remember to document your actions in your personal event log for evaluation.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline.
- If the checklist item is not applicable, it should be skipped.
- If an incident develops where previously skipped checklist item becomes relevant, then the checklist item should be executed.

If you are the first to arrive at the EOC, please initiate arrangements and set-up of the EOC.



1. Notification

Phase	Actions	
Notification		Acknowledge receipt of the notification message and: i. Provide an estimated time of arrival at the EOC or other designated location, as appropriate. ii. Remain at your location and advise the person who contacted you
		Initiate or participate in your organization notification fan-out, as appropriate.
		Comply with any instructions you have been given.
Stand By		Gather personal effects (medications, toiletries, clothes, identification, cash, credit cards, cell phone, laptop, battery chargers, AC adapters, New Tecumseth's Emergency Management Plan, your organization's Emergency Management Sub- Plan) in readiness for activation.
		Review contingency plans with your family. Tell them about <ul style="list-style-type: none">The emergency,Remind them where to go, what to do and take in the event of an evacuation,Where you may be going if there is an activation and how you can be contacted, and how long you expect to be away
		Where a plan requires any actions be automatically taken upon a "Stand-by" directive, commence implementation of these actions, as appropriate.



2. Activation and Operations

Phase	Actions	
Activation		Report with your personal effects to the Emergency Operations Centre or other location as instructed.
		Check in with the personnel desk upon arrival at the EOC. Obtain an identification card as appropriate.
		Complete EOC Check-in List and Task Registration Form.
		Report to the EOC Manager or your assigned supervisor to obtain current situation status and specific job responsibility expected of you.
		Set up your workstation and review your position checklist, forms and flow charts.
		Establish a position log that will chronologically describe the instructions you receive and actions you take during your shift.
		Determine your resource needs, such as a computer, phone fax, stationary, plan copies and other reference material
Operations		Maintain your position log that chronologically describes the instructions you receive and actions you take during your shift.
		Maintain record of all expenditures arising from the emergency.
		Monitor your resource needs and replenish as necessary.
		As appropriate to your assigned roles and responsibilities, provide advice and support and participate in the division's response to the emergency.
		Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
		Delegate any and/or all responsibilities to others as appropriate.



3. Deactivation

Phase	Actions	
Deactivation		Deactivate your assigned position and close out logs when authorized by the EOC Manager or designate.
		Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Document Unit, as appropriate prior to your departure.
		If another person is relieving you, ensure they are thoroughly debriefed before you leave your workstation.
		Clean up your work area before you leave. Return any communication equipment or other materials specifically issued for your use.
		Leave a forwarding phone number where you can be reached.
		Return to personnel desk to sign out.
		Upon request, participate in formal post-operational debriefings.
		Access critical incident stress debriefing, as needed.



Emergency Information Officer's (EIO) Checklist

The EIO acts as the interface between the Emergency Operations Centre and the public, media and other agencies; charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. Reporting to the Emergency Operations Centre (EOC) Manager, the Emergency Information Officer directly manages all public information activities during the emergency.

Actions to be Taken:

	Actions
	Issue authoritative instructions, information and warnings to the general public via the media as authorized and requested by various agencies. For example: <ul style="list-style-type: none">• Request/inform the public to stay clear of the emergency area, refrain from using the telephone unnecessarily, avoid calling emergency services unless absolutely necessary, etc.• Provide information on school closing, preferred evacuation routes, location of evacuation centres, containment measures, etc.
	Inform emergency personnel via the media of any actions to be taken in the event. For example, down phone lines and fan out phone systems cannot be implemented.
	Maintain continuous liaison with key media coordinators.
	Liaise with the Emergency Control Group, Emergency Site Manager(s) and Agency Site Commanders to ensure that accurate and frequent media updates are made available.
	Prepare photo/video footage if access to the scene by the media is not possible.
	Coordinate pools for taking photographs by the media.
	Respond to special information request and all other inquiries from media or public and redirect inquiries accordingly: <ul style="list-style-type: none">• Queries pertaining to deaths or injuries are to be redirected to the Police until the next of kin have been notified. Once the next of kin has been notified, information on deaths and injuries may be release by the Police to the Registration and Inquiry Centre.• Inquiries pertaining to matters of personnel involved with or affected by the emergency may be directed to that particular agency.• Question pertaining to persons who may be located in evacuation centres shall be directed to the Registration and Inquiry phone numbers.
	Act as a liaison between the media and the Emergency Control Group/Agency, On-Scene Commanders of information requested by the media. Arrange for interviews to take place as required.



	Actions
	Monitor all published and broadcast information and take immediate action to correct any misinformation.
	Maintain logs and prepare post emergency standard agency reports.
	Obtain approval from the Emergency Control Group for major releases of information to the media and public regarding an emergency.
	Keep the media and public fully and adequately informed.
	Establish and coordinate 2 Media Information Centres from which new releases will be released. One to be located at the Municipal Office plus a second location as close to the scene without posing any danger.
	Liaise and coordinate with other public information officers.
	Ensure that communication links are established between the Information Centres and with the media. A list of new media contacts serving Hamilton Township is provided.
	Arrange for the necessary communications, workspace, materials, and phones, designated public inquiry telephone lines, etc. at the Information Centres.
	Inform the Emergency Site Manager, the ECG, the Township's Emergency Services, the Township's switchboard and the media of the location of the Information Centres and the designated phone numbers so that appropriate calls can be re-directed to the Information Centre.
	Notify the ECG and all emergency site agencies of who has been designated to perform the duties of Information Officer.
	Pre-format media releases and instructions to the public where possible (i.e., pre-recorded tapes) to reduce the change of releasing incorrect information.



EOC Manager's Checklist

The EOC Manager is responsible for the overall management of the Emergency Operations Centre and for executive decision-making and must be fully qualified to fulfill this role.

	Actions
	Activate the emergency alerting system through the Township of Hamilton if required.
	Advise the Mayor on policies and procedures as appropriate.
	Establishes appropriate activation and staffing level
	Sets priorities for overall response and recovery efforts
	Ensure a communications link is established between the Emergency Control Group and the Site Command Post
	Chairs Operational Cycle meetings and establishes the operational cycle: <ul style="list-style-type: none">• Commence short-term (up to 6 hours) and long-term operational planning (more than 6 hours) as soon as possible.• Conduct ECG and Planning Cycle meetings on a scheduled basis with the Emergency Information Officer to be the last speaker in the Planning Cycle meeting to allow for documentation of new items and to recap current events for potential release of information to the public
	Leads development of the incident action plan and monitors its implementation
	Ensure a necessary level of continuous service to the unaffected part of the city in accordance with legal obligations and available resources while simultaneously providing emergency response activities
	Approves media releases and ensure media centre and public inquiry line is operational Approve, in conjunction with the Mayor, major and public service announcements and media releases prepared by the Emergency Information Officer prior to their release
	Advise the Mayor and ECG on Township policies and procedures, administrative matters and EOC issues: Provide regular updates and act as principal advisor to the Mayor and members of Hamilton Township's Council on emergency related matters
	Activate Mutual Aid Agreements, or any other agreements, when existing resources are inadequate to meet the demands of the emergency



Finance & Administration Section Chief's Checklist

Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Manager.

	Actions
	Tracks all costs associated with responding to the incident. <ul style="list-style-type: none">• WSIB claims• Direct response costs• Procurement
	Coordinates donation management
	Implements emergency human resources policies, including volunteer recruitment and training
	Provides an incident health and safety officer
	Coordinates: <ul style="list-style-type: none">• Timekeeping• Contract agreements• Compensation and claims• Cost estimates
	Maintain logs and prepare post-emergency standard agency reports.



Safety Officer's Checklist

	Actions
	Assesses hazardous and unsafe situations in the EOC, halting operations as necessary.
	Recommends modifications to the EOC safety conditions.
	Links with Site Safety Officer
	Identifies/analyzes personnel, property and liability loss exposures.
	Ensures safety and worker care measures.
	Can activate legal and health and safety for support



Liaison / CEMC Checklist

The Liaison Officer/CEMC is the aggregator of information from all external agencies and collates vital internal information between operational cycles. As the lead developer of the Emergency Plan, the Liaison Officer/CEMC has the following duties:

	Actions
	As a member of the ECG attend at and activate <ul style="list-style-type: none">• The Emergency Operations Centre (EOC),• The Emergency Notification System,• Local amateur radio operators' group.
	Perform functions of operations and liaison officer with responding emergency response departments.
	Initiate the necessary action to ensure the telephone system at the Township of Hamilton EOC functions as effectively as possible, as the situation dictates
	As administrator of the Township of Hamilton Emergency Plan, assist the Emergency Control Group on matter of procedure and mutual aid protocols. .
	Ensure adequate resources are available to respond to the emergency, and ensure the EOC is kept in a state of readiness (supplies, telephones, maps, equipment), etc.
	Call for additional Municipal and Volunteer staff, as required.
	Ensure that appropriate support staff are available to assist with manning the Information Centres.
	Maintain logs and prepare post-emergency standard agency reports.
	Arrange for debriefing and preparation of after actions report to Council and the Province.

The agencies the Liaison Officer may work with generally include, but are not limited to:

- Office of Emergency Management Ontario
- Community Emergency Management Coordinators (CEMCs) from partner communities
- Emergency Services (Police, Fire, Paramedics)
- Environment Canada Storm Prediction Centre
- St. John Ambulance and Canadian Red Cross
- Medical Officer of Health
- Ministry of Health and Long-Term Care Emergency Management Branch (over)



- Central Ambulance Communications Centre
- Local acute care and long-term care facilities
- Community Care Access Centres
- Local Health Integration Networks
- Administration staff from partner communities (e.g., Treasurer, Director of Public Works, etc.)
- Ganaraska Conservation Authorities
- Ministry of Natural Resources & Forestry
- Ministry of the Environment & Climate Change
- Ministry of Municipal Affairs
- Hydro One and other utilities providers
- Private sector stakeholders and partners, such as SABIC



Logistics Section Chief's Checklist

The Logistics Section Chief is responsible for all support requirements needed to facilitate effective and efficient incident management.

	Actions
	Secure the Emergency Operations Centre, maintain this security throughout the event.
	Establish communication with Operations Chief to determine provisioning needs at the scene(s).
	Under the direction of the ECG, coordinate offer of and appeals for volunteers.
	When volunteers are involved, ensure that a volunteer registration form completed and a copy of the forms retained for Township records.
	Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan: <ul style="list-style-type: none">• Emergency Social Services• Emergency Responders• Volunteers – personal protective equipment
	Coordinate with the Public Works Lead to ensure debris management, roads clearance, etc.
	Coordinate with Water Department Lead to: <ul style="list-style-type: none">• Isolate any contaminated section of the water supply and distribution system and provides water distribution points for residents left without normal supply.• Hold adequate maintenance crews in readiness to respond immediately to any water system repair.• Carry out flood procedures. Conducts emergency pumping or sand bagging operations
	Ensure full functioning of the Emergency Operations Centre – telecommunications, IT, media, other equipment, bathrooms, kitchen.
	Provision Emergency Operations Centre with food, water, etc.
	Carry out other duties as assigned by the EOC Manager.



Operations Section Chief's Checklist

The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations. Depending on the nature of the emergency, the Operations Section may be split into i) Critical Infrastructure Branch and ii) Fire Branch. The Operations Section Chief will:

- In consultation with Branch Coordinators, establish tactical objectives and is accountable to the EOC Manager.
- Implement the Incident Action Plan.
- Delegate tasks to Operations Section Branches as necessary.
- Be responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property.
- Establish situational control.
- Restore normal operations.
- Coordinate logistical needs of branches and communicates needs to the Planning Section Chief

Critical Infrastructure Branch

	Actions
	PUBLIC WORKS / WATER DEPARTMENT
	Reports to the Operations Section Chief
	Providing the ECG with information and advice on engineering, environmental, and roads services, as required
	In the event of a major emergency the Manager of Public Works will take whatever measures are necessary to ensure continuation of service or to provide alternate service where possible. He/she will also report to the appropriate officials, on the status of the water supply, and will work in conjunction with the Health Unit in the testing of water supplies.
	<ul style="list-style-type: none">i. Coordinating and assist the activities from public works in the affected and surrounding areas w, as required and,ii. Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as requirediii. Ensuring construction, maintenance and repair of municipal roadsiv. Ensuring provision of engineering assistance
	<ul style="list-style-type: none">• Liaising with area municipalities in the maintenance of sanitary sewage and water systems• Providing equipment for emergency pumping operations



	Actions
	Coordinating and liaising with utility agencies such as Hydro One to ensure: <ul style="list-style-type: none">• Monitoring the status of power outages and customers without services• Providing updates on power outages, as required
	Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
	Maintain liaison with flood control, conservation authorities, the Ministry of Natural Resources and Environmental agencies and being prepared to take preventative action.
	Provide assistance with accessing generators for essential services, or other temporary power measures

Additional personnel called onto support the EOC will assist in providing or resourcing:

- Obtain vehicles, equipment and materials.
- Provide immediate response with available resources.
- Demolition and debris clearance.
- Erect dikes for spills and flood control, activate pumping if required.
- Assist other agencies combating spills, leaks or emissions of hazardous chemicals, natural gas and radiation.
- Ensure manpower availability.
- Provide assistance to other agencies in the resolution of the emergency and the restoration of public transportation services.
- Coordinate response with all emergency departments/agencies involved.
- Maintain logs and prepare post emergency standard agency reports.
- Ensure Town recreational facilities are available for uses if/as required.

Fire Branch

The Fire Services, by its very nature, operate in an “Emergency Response” mode. A major emergency fits into normal operating practices of the Fire Service’ existing dispatching, response, back-up, equipment supplies and procedures are easily adapted to present an effective response.

There is a formal “Mutual Aid” system whereby one fire department can request assistance from neighbouring fire departments should their resources become depleted as the result of a major emergency. The Fire Chief of the Township of Hamilton is a member of the ECG and is responsible for the Fire Branch of the Operations Section or acts as the Operations Chief.



Fire Branch services personnel (in general) will:

- Provide manpower and equipment and respond to emergencies as required and be governed by department policies and procedures.

	Actions
	Coordinating activities from area fire agencies affected by the emergency, as required
	Providing the EOC with information and advice on firefighting and rescue matters and ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency
	Establish an on-going link with the Fire On-Scene Commander
	Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required
	Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
	Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-firefighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation

Additional personnel called onto support the EOC will assist in providing or resourcing:

- Fire suppression and control.
- Response to hazardous materials emergencies.
- Rescue of trapped and injured persons.
- Basic life support and stabilize the injured or sick until the Ministry of Health Emergency Health Services take over.
- Ensure internal communication systems are operational.
- Establish an On-Scene Commander.
- Ensure manpower availability.
- Coordinate response with all emergency departments/agencies involved.
- Maintain logs and prepare post emergency standard agency reports.



Planning Section Chief's Checklist

The Planning Chief has the primary responsibility to collect, collate, seal and retain for secure storage a complete set of incident documentation, including EOC attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

	Actions
	Confirm with Logistics Chief that the Emergency Operations Centre is secure.
	Ensure that everyone attending the Emergency Operations Centre signs in and out.
	Establish workstation(s) if necessary for technical experts.
	<ul style="list-style-type: none">i. Assign a logbook to each person working in the Emergency Operations Centreii. Assign a roll number to each logbook and record
	Collects, evaluates, validates and disseminates incident situation information and intelligence
	Displays situation information: <ul style="list-style-type: none">• Establish and maintain a Master Event Log to track major incidents, issues, receipt of documents, guests arriving and leaving, etc.• Ensure all incoming documents are recorded in the master log and date and time stamped.
	<ul style="list-style-type: none">i. Ensure operational cycle progresses as directed by the Emergency Operations Centre Directorii. Call to order the operational cycle meetings.iii. Establish and maintain the Incident Action Plan – reviewing and updating at every meeting.iv. Receive reports from section chiefs.v. Prepares status reports
	Provide staff, materials, supplies, and equipment for emergency purposes as requested (i.e., maps – GIS specialist)
	Conduct damage assessment
	Coordination of township assets, maintenance and inventory tracking and ensure that all corporate equipment is ready for immediate use.
	Collect logbooks at the end of shift for each personnel – ensure logbook properly signed off.



	Actions
	Collect and seal for secure storage a complete set of incident documentation, including EOC attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, maps, etc.



14.2. Public Information Plan

The Township of Hamilton Emergency Plan designates the Township Clerk as the Emergency Information Officer (EIO).

The aim is to provide the inhabitants of Hamilton Township timely and correct information on the nature and status of the emergency, required public safety measures, evacuation instructions, etc.

Media Information Centre

Media/Public Information Centre will be established in the Township of Hamilton Municipal Office located at:

- 8285 Majestic Hills Drive, Cobourg, Ontario.

Media on-site of the emergency will report to a media area adjacent to the Command Post, if established.

Media Release Protocols

The EIO, either through preformatted messages for television or radio, or through prepared messages, may relay the following types of information:

- Date, time and location of the emergency and the area impacted.
- Basic information about the emergency and its seriousness and advice to remain calm and await further instructions.
- Information on the response to the emergency.
- Instructions for public actions such as evacuation or sheltering, if required.
- Identification of communication channels (radio, television, telephone info lines) through which further information can be obtained by the public.
- Request for volunteers:
 - If required, broadcast information to the general public in several languages to ensure that residents whose first language is not English, will be adequately informed.
 - Cooperate as much as possible with the media and offer frequent, up-to-date and accurate information to satisfy its needs and prevent the fabrication of speculative stories.
 - Maintain continuous contact with the ECG, the Emergency Site Manager and the Agency on Scene Commanders to ensure that frequent and accurate information releases can be formulated.



Emergency Hotline

If determined an emergency may become long term, or may require evacuations, the EIO will then establish an 'emergency hotline' at the 'Information Centre' which will provide immediate information and instructions to concerned members of the public and thus reduce the overloading of other telephone services that are required for emergency operations.

Public Inquiry (Registration and Inquiry)

A Registration and Inquiry Centre will be established to centralize information and to provide a hot line which the public can contact to request general information on the emergency and on family and friends affected by the emergency (i.e., information on the whereabouts and safety of evacuees).

The Police are responsible for informing the next of kin (in person) of deaths. Following this, the Police may release this information to the Registration and Inquiry Centre.

When time permits, a personal evacuation form will be distributed to inhabitants as they leave the area to be evacuated. The evacuation form is to be completed and turned in by the evacuee at the first checkpoint on exiting the area (name, address, and address of relocation).

The evacuation forms or 'index cards' will be filed alphabetically at the Registration and Inquiry Centre where they will be used to assist with a public inquiry. The Registration and Inquiry Centre will remain accessible for a reasonable period of time after the emergency has ended to provide inhabitants with information and advise regarding post-emergency impacts.



14.3. Recovery Procedures

This plan assigns responsibilities and outlines activities, which may be required to bring the Township of Hamilton, back to its pre-emergency state.

It will be activated (in whole or in part) at the direction of the Emergency Control Group. This will be determined by the nature of the emergency and its aftermath but will normally occur once the immediate response to the emergency has been completed.

The aim is to assist the inhabitants of the affected area to return to their homes and places of business and restore their physical and psychological well-being to normal or near normal conditions.

Counselling

The Emergency Control Group will ensure adequate resources are available to address mental health disorders, emotional trauma and shock which may occur among residents impacted by an emergency (i.e., loss of home or family members) as well as among the responders.

Some responding agencies have their own internal counseling services, Critical Incident Stress Teams which can also assist with emotional shock experienced in the emergency situations.

Employee Assistance and Critical Incident Stress Counselling

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

Post-Emergency Debriefing and Review

In the event that the Emergency Plan is implemented, the Township of Hamilton Emergency Management Program Committee (EMPC) will conduct post emergency briefings and prepare a follow up report with recommendation for Plan revision. The Committee will have complete access to reports filed by personnel involved in the emergency. The Emergency Site Manager(s) and senior officials for each agency will also complete a report for their respective agencies.



The EMPC will call a meeting with the ECG and any other key agency personnel and experts deemed appropriate, to review any problems that may have occurred with the Plan's implementation and discuss any suggestions for improvement.

Cost Recovery

The Township of Hamilton may take action against the responsible party to be reimbursed for costs incurred in responding to an emergency.

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

1. Municipal Disaster Recovery Assistance Program
2. Disaster Recovery Assistance for Ontarians Program

Municipal Disaster Recovery Assistance Program

The Municipal Disaster Recovery Assistance program under the Ministry of Municipal Affairs and Housing reimburses municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Municipal Disaster Recovery Assistance is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding. The program offers assistance for extraordinary operating and capital costs arising from a natural disaster. Eligible operating costs are those incurred to protect public health, safety and access to essential services. Eligible capital costs are those to repair public infrastructure or property to pre-disaster condition. Costs that are covered by insurance or costs that would have been incurred if the disaster had not taken place (such as regular municipal salary costs) are ineligible under the program.

Disaster Recovery Assistance for Ontarians Program

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

Refer to Section 5 for further Disaster Recovery Assistance Program guidelines.



14.4. Emergency Declaration and Terminations

An emergency is defined under the Emergency Management and Civil Protection Act as “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”.

Under the Emergency Management and Civil Protection Act, only the head of council of a municipality (or his or her designate) and the Premier have the authority to declare an emergency. These individuals, as well as a municipal council, have the authority to terminate an emergency declaration.

Under the Emergency Management and Civil Protection Act an emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality.

Under the Emergency Management and Civil Protection Act the head of council after declaring an emergency make take such action and make such orders as he or she considers necessary and are not contrary to law to protect the property and health, safety and welfare of the residents of the emergency area.

Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Office of the Fire Marshal and Emergency Management (OFMEM). Declarations should be forwarded and notify to OFMEM’s Provincial Operations Centre (PEOC):

Phone: 1-866-314-0472

Fax: 416-314-0474

E-mail: peocdo01@ontario.ca



Factors to Consider When Declaring an Emergency

A positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

1. General & Government Category

	Criteria
<input type="checkbox"/>	Is the situation requiring extraordinary measures?
<input type="checkbox"/>	Does the situation pose a danger of major proportions to life or property?
<input type="checkbox"/>	Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?
<input type="checkbox"/>	Does the situation threaten social order and the ability to govern?
<input type="checkbox"/>	Is the event attracting significant media and/or public interest?

2. Legal Category

	Criteria
<input type="checkbox"/>	Has there been a declaration of emergency by another level of government?
<input type="checkbox"/>	Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?
<input type="checkbox"/>	Are volunteers assisting?



3. Operational Category

	Criteria
<input type="checkbox"/>	Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
<input type="checkbox"/>	Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
<input type="checkbox"/>	Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
<input type="checkbox"/>	Does, or might, the situation require provincial support or resources?
<input type="checkbox"/>	Does, or might, the situation require assistance from the federal government (e.g., military)?
<input type="checkbox"/>	Does the situation involve a structural collapse?
<input type="checkbox"/>	Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
<input type="checkbox"/>	Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?
<input type="checkbox"/>	Will your municipality be receiving evacuees from another community?

4. Economic and Financial Category

	Criteria
<input type="checkbox"/>	Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
<input type="checkbox"/>	Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
<input type="checkbox"/>	Is it possible that a specific person, corporation, or other party has caused the situation?



Declaring an Emergency Checklist

- ☐ CEMC or Clerk to complete the Emergency Declaration form, in accordance with ECG direction.
- ☐ Emergency Declaration form to be signed by Mayor or alternate.
- ☐ CEMC or Clerk to send the signed form by fax or email to the PEOC.
- ☐ Date and time of the declaration will be recorded in the Incident Log
- ☐ EOC Manager to ensure notification of the declaration is made to:
 - Members of Township Council
 - Response agencies and organizations
 - County of Northumberland and neighbouring municipalities
 - General Public via the media
 - Other stakeholders

Terminating an Emergency

- ☐ CEMC or Clerk to complete the Emergency Termination form, in accordance with ECG direction.
- ☐ Emergency Termination form to be signed by Mayor or alternate.
- ☐ CEMC or Clerk to send the signed form by fax or email to the PEOC.
- ☐ Date and time of the termination will be recorded in the Incident Log.
- ☐ EOC Manager to ensure notification of the declaration is made to:
 - Members of Township Council
 - Response agencies and organizations
 - County of Northumberland and neighbouring municipalities
 - General Public via the media
 - Other stakeholders

Declaration of Emergency and Termination of Emergency Forms

The Declaration of Emergency and Termination of Emergency Forms are found on the following pages.



The Corporation of the Township of Hamilton

The Corporation of the Township of Hamilton
PO Box 1060
8285 Majestic Hills Drive
Cobourg, ON K9A 4W5

Declaration of Emergency

I, _____ (Mayor or Elected head of Council or Fire Chief / CEMC) hereby declare an Emergency in accordance with Emergency Management and Civil Protection Act R.S.O. 1990, Section 4 (1) Chapter E.9, due to the emergency described herein.

For an Emergency Area or part thereof describes as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

By-Law / Resolution: _____



The Corporation of the Township of Hamilton

The Corporation of the Township of Hamilton
PO Box 1060
8285 Majestic Hills Drive
Cobourg, ON K9A 4W5

Termination of Emergency

I, _____ (Mayor or Elected head of Council or Fire Chief / CEMC) hereby declare an Emergency in accordance with Emergency Management and Civil Protection Act R.S.O. 1990, Section 4 (2) Chapter E.9, due to the emergency described herein.

For an Emergency Area or part thereof describes as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

By-Law / Resolution: _____



14.5. By-laws

By-laws related to Emergency Management can be obtained by contacting the Municipal Clerk's Office at:

- Tel: 905-342-2810 ext 110
- E-mail: clerks@hamiltontownship.ca
- PO Box 1060, 8285 Majestic Hills Drive, Cobourg, ON, K9A 4W5

14.6. Glossary of Terms

CEMC: Community Emergency Management Coordinator

Chain of Command: Concept whereby authority is delegated in a hierarchical manner.

Command Post: A mobile or fixed communications/central control centre from which the first responders can communicate with one another and with the Emergency Control Group. The Emergency Site Manager and Agency On-Scene Commanders will congregate at this location.

Debriefing: Process whereby past events are reviewed with respect to their implications for emergency planning and procedures.

ECG: See 'Emergency Control Group'

EIO: See 'Emergency Information Officer'

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.

Emergency Alerting / Notification System: A telephone fan out system, calls made in order of hierarchy implemented by Town of New Tecumseth Fire Department and Barrie Fire Services Communications where, on implementation of the Emergency Plan, Fire Responders, Emergency Control Group members and various agencies are notified immediately.

Emergency Control Group: A group comprised of key department heads and official at both the Local, County and Provincial levels who are responsible for decision making and the provision of essential services needed to minimize the effects of an emergency in a Municipality.

Emergency Information Officer: A person appointed to be responsible for all media and information released to the public during the emergency.

Emergency Planning Coordinator: The individual responsible at the



Municipal level for the overall coordination of operations in an emergency. He/she acts as the Chief Advisor to the Mayor on operational and planning matters during and emergency and is often responsible for the overall development of the Emergency Plan.

Emergency Preparedness: The individual responsible at the Municipal level for the overall coordination of operations in an emergency. He/she acts as the Chief Advisor to the Mayor on operational and planning matters during and emergency and is often responsible for the overall development of the Emergency Plan.

Emergency Site Manager: An individual with extensive day to day experience with situations selected to coordinate the overall response and public safety at the scene of an emergency.

Emergency Response Plan: A process whereby the designation of authority, agreements regarding Response Plan the use of equipment and personnel, general operational concepts and emergency policies that form the basis for a coordinated approach to emergency response are identified and developed.

EMO: Emergency Management Ontario; now renamed as Office of the Fire Marshal and Emergency Management (OFMEM). It is a branch of the Ministry of Community Safety and Correctional

Services responsible for emergency preparedness in the Province of Ontario.

EMPC: A committee whose function is to review, revise, update and test the Emergency Plan and familiarize the potential users with the plan.

EOC: Emergency Operations Centre

ERP: See 'Emergency Response Plan'

Evacuation Center: A facility which is designated to provide shelter, food and clothing for evacuees. A school gymnasium or community centre is often selected.

Evacuation Route: A transportation route designated to direct evacuees away from the evacuation area while providing access for emergency response vehicles to the scene.

IMS: See 'Incident Management System'

Incident Management System: is a standardized approach to emergency management, recommended for managing all incidents. It guides how personnel, facilities, equipment, procedures, and communications may be coordinated during an incident.

Information Centre: A temporary facility established (often within the outer perimeter) to release information on a regular basis to the media and public. Also known as Media Centre.



Mutual Aid: An agreement among Government and/or Industry to share specific equipment, materials, or personnel in the event of an emergency.

On-Scene Commander: The person in charge of an agency's emergency response at the scene. He/she will coordinate with the Emergency Site

Manager. Each Agency will appoint an On-Scene Commander.

PEOC: Provincial Emergency Operations Centre

14.7. Contact Information

Information available in the Emergency Operations Centre Manual and Procedures.

14.8. EOC Activation Procedures

Information available in the Emergency Operations Centre Manual and Procedures

14.9. Mutual Aid Agreements

Information available in the Emergency Operations Centre Manual and Procedures