

Township of Springwater

Emergency Response Plan

2023

The Corporation of the Township of Springwater
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August 2023

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Introduction

1.1 Definition of an Emergency

The Township of Springwater is situated in Central Ontario, in Simcoe County near Barrie Ontario. Springwater was formed in 1994 through the amalgamation of Flos and Vespra Townships, together with the Village of Elmvale and a portion of the former Township of Medonte. The total population of the Township of Springwater approximately 23,200 as reported in the Township's Annual Report 2022/2023 and is distributed over 536 square kilometers.

In order to protect residents, businesses and visitors, the Township of Springwater promotes a coordinated approach to emergency planning that includes the County of Simcoe, partner municipalities, emergency response agencies, community agencies and private sector partners.

The Township of Springwater takes an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk to the residents of the Township of Springwater:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest)
- Outbreaks of disease (human or animal borne)

Major emergency events that significantly impact Township residents or the day-to-day business of the Township of Springwater may require complex, coordinated emergency response. In such cases, the Township of Springwater may choose to make a formal Declaration of Emergency.

The Township of Springwater Emergency Management Program Committee has endorsed this Emergency Response Plan. Every official, municipal department, and participating agency must be prepared to carry out assigned responsibilities whenever the Emergency Response Plan has been activated. The Emergency Response Plan has been developed to provide key officials, agencies and departments of the Township of Springwater with important emergency response information relating to:

Township of Springwater Emergency Response Plan

- Declaration, notification and termination of an emergency
- Locations of primary and alternate EOCs and PEOCs
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- CBRN memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

Aim and Purpose

2.1 Purpose of the Township of Springwater Emergency Response Plan

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

This plan enables a centralized controlled and coordinated response to emergencies in the Township of Springwater, complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and was adopted by *By-law # 2004-124* of the Corporation of the Township of Springwater

The Township of Springwater' response plan reflects an enhanced level approach to Emergency Management as defined by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Township of Springwater. These hazards have been determined by conducting an in-depth Hazard Identification and Risk Assessment (HIRA) by the Springwater Emergency Management Committee. The HIRA and Risk Assessment are reviewed annually during the internal review of the Emergency Plan.

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

Community Emergency Management Coordinator
Deputy Fire Chief
Jeff French
2231 Nursery Road
Minesing, ON
L0L 1Y2
P:705-728-4784 Ext. 2057

Authority

3.1 Authority

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

Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [EMCPA, s. 3(1)]

The Head of Council of a municipality may declare 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.

The emergency response plan shall, assign responsibilities to municipal employees, by position respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency.

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

- Issued under the authority of the Corporation of the Township of Springwater Bylaw #2004-124; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

Actions Prior To Declaration

The Township has established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the Community Control Group will undertake during each phase.

Township of Springwater Emergency Monitoring Status Indicators

Township of Springwater ROUTINE GREEN	Declaration of Routine conditions means that the Corporation is operating under normal conditions. Under these conditions the Township maintains ongoing surveillance for abnormal events.
Township of Springwater ENHANCED YELLOW	Declaration of Enhanced conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Township enhances its surveillance and monitoring activities and takes appropriate related actions.
Township of Springwater EMERGENCY RED	Declaration of Emergency conditions means that the Township in an emergency response mode. Under these conditions the Township implements it's Emergency Response Plan and activates its Emergency Operations Centre (EOC) in order to coordinate the appropriate response activities.
Township of Springwater RECOVERY GREY	Declaration of Recovery conditions means that the Township is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.

Township of Springwater Emergency Response Plan

4.1 Actions of the Township of Springwater Employees

When an emergency exists but has not yet been declared, Township employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Springwater.

4.2 Control Group Notification Process

- Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the CEMC to request that the notification system be activated.
- Upon notification of an emergency, the CEMC will notify all members of the Community Control Group, upon being notified, it is the responsibility of the Community Control Group personnel to notify their staff and volunteer organizations if required.
- The contact phone numbers and addresses of the Community Control Group members (and their alternates) are contained in Annex A-1.

4.3 Request for County Assistance

Assistance may be requested from Simcoe County at any time by contacting the County CEMC. The request ***shall not*** be deemed to be a request that the County assume authority and control of the emergency.

4.4 Request for Assistance from the Province of Ontario

The CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority by contacting Emergency Management Ontario (EMO). Confidential contact information for EMO can be found in **ANNEX A-16**.

4.4.1 *Emergency Management Ontario (EMO)*

For routine matters, EMO staff may be reached between 0830-1630 hours, Monday to Friday.

4.4.2 *Provincial Emergency Operations Centre*

Emergency Management Ontario operates the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The Township of Springwater should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer. **Contact information can be found in ANNEX A-3**

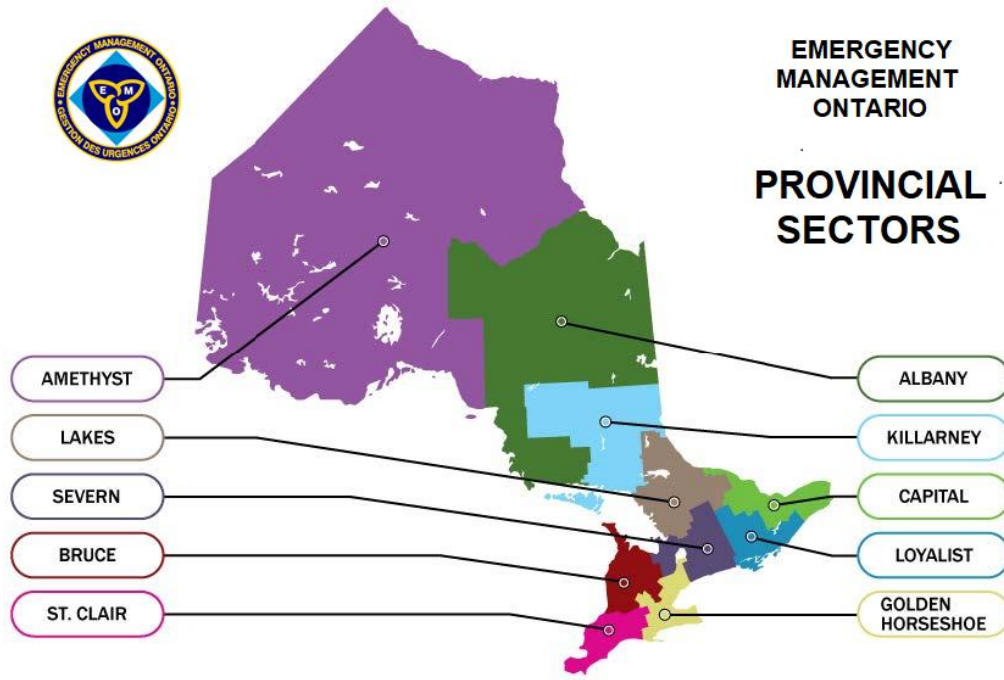
In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the **Ontario Provincial Police (OPP) Duty Officer. Contact information for the OPP can be found in ANNEX A-2.**

Township of Springwater Emergency Response Plan

4.4.3 EMO Regional Field Operations Sectors

Emergency Management Ontario has established ten (10) Operations Sectors across the province. The County of Simcoe, and all communities that lie within its geographical boundaries, is part of the Severn Sector. The Severn Sector also includes: Durham Region, Peterborough County, Northumberland County, City of Kawartha Lakes, and Haliburton County.

Each Sector is assigned two Field Officers. Contact information for Severn Sector Field Officers is recorded in ANNEX A-3.



4.5 How to Report an Emergency to EMO

When the Township of Springwater declares an emergency, it must notify Emergency Management Ontario immediately and fax a copy of the emergency declaration as soon as possible. **A copy of the Declaration of Emergency Form can be found in ANNEX F.**

Convening the County of Simcoe

5.1 Municipal Emergency Control Group Notification

A request to activate the Township of Springwater's Emergency Notification System may be made by any of the following if they believe an emergency exists or has the potential to develop by contacting the County Community Emergency Management Coordinator:

- Any member of the Township of Springwater's Emergency Community Control Group (CCG)
- The head of Council (or designate) of the municipality
- Other individuals as identified as having authority in an area municipal plan

The request is made by contacting the County Emergency Management Coordinator who shall proceed as follows:

- Where an emergency exists, the CEMC will notify all members of the Township of Springwater Emergency Community Control Group (CCG)
- Where a threat of an impending emergency exists, the CEMC will contact the Mayor and the CAO for advice. The Mayor or Chief Administrative Officer will decide to convene the CCG or whether they will be notified and placed on standby.
- Upon being notified to convene, it is the responsibility of all CCG officials to report to the Township of Springwater Emergency Operations Center (EOC) and notify their staff and volunteer organizations.

5.2 Emergency Notification Procedure

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

The content of the messages transferred during Emergency Notification procedures will be standardized to include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification “ALERT”, “STAND BY” or “CALL TO ASSEMBLE”
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Verbal update and instructions concerning notification status
6. Request to repeat the verbal message to ensure information is understood

Declaration, Notification and Termination of Emergency

6.1 Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes the Mayor of the Township of Springwater, as the Head of Council, to declare that a Township emergency exists. The decision to declare an emergency in all or in part of the Springwater Township will be made in consultation with the Township of Springwater's Emergency Community Control Group (CCG).

The factors affecting the decision to declare an emergency include:

- a) The resources (personnel and material) that the Township has committed or needs to commit to the emergency affecting the municipality
- b) A determination that the emergency affects a large portion of the population of the Township of Springwater
- c) The Township of Springwater's requirement for external funding both in coordinating the emergency and during the recovery process

6.2 Designates to the Head of Council for the Township of Springwater

The Township of Springwater authorizes the following individuals as the Mayor's designate(s) who may declare an Emergency exists within the boundaries of the Township of Springwater in the absence of the Mayor, or should the Mayor be unable to fulfill his/her obligation:

- Deputy Mayor/Township Council
- CEMC
- CAO

6.3 Notification of Declaration

Upon the declaration of a Township Emergency, the Township of Springwater's Emergency Community Control Group (CCG) will assemble to control and co-ordinate the response to the emergency.

Upon such declaration, the Mayor of the Township of Springwater (or designate) will notify:

- 1) Emergency Management Ontario immediately and fax a copy of the emergency declaration as soon as possible
- 2) The public
- 3) Neighboring municipal officials as required
- 4) Media

6.4 Termination of an Emergency

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

- The Head of Council or
- Township Council or
- Premier of Ontario

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

- Community Control Group
- Emergency Management Ontario
- Members of Township Council
- County of CEMC as appropriate
- Public
- The media
- Neighbouring community officials as appropriate

Emergency Operations Centre (EOC)

7.1 EOC Locations in Springwater

Locations:

The Community Control Group will report to the Emergency Operations Centre located at the Committee Room at the Township of Springwater Administration Centre located at 2231 Nursery Road, Minesing L0L 1Y2. The alternate location is the Minesing Fire Hall located at 2303 Ronald Road, Minesing L0L 1Y2. These two locations are equipped with emergency backup power.

Equipment:

The small consumable equipment shall be maintained in a secured cabinet within the training room—Station #3 Minesing. This container shall be inspected semi-annually by administrative staff to ensure its contents are complete. The larger equipment will be brought to the EOC from the Township office until such time as permanent equipment is authorized and purchased.

Container (located in the electrical room of Station #3 in Minesing):

3 Boxes of Pens	3 Boxes of Pencils	1 Box 8 ½ x 11 Paper
20 Notebooks	10 Pks of Message Pads	1 Box 8 ½ x 14 Paper
10 Erasers Dry Erase	Township Map Book	
Phone Book	ID Tags	Power Bar
Scissors	Stapler & Staples	Permanent Markers
Masking Tape	Scotch Tape	

Equipment:

2 Phones	1 Fax Machine	2 Televisions
2 White Boards	10 Desks	20 Chairs
1 Base Radio with antenna	1 Flip Chart	
1 Digital Camera with Spare Batteries		

EOC Equipment:

10 Phones	2 Fax Machines	2 Televisions
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Township of Springwater Emergency Response Plan

10 White Boards

10 Desks

20 Chairs

Emergency Operations Centre Operating Cycle

Members of the CCG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The EOC Director will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow CCG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

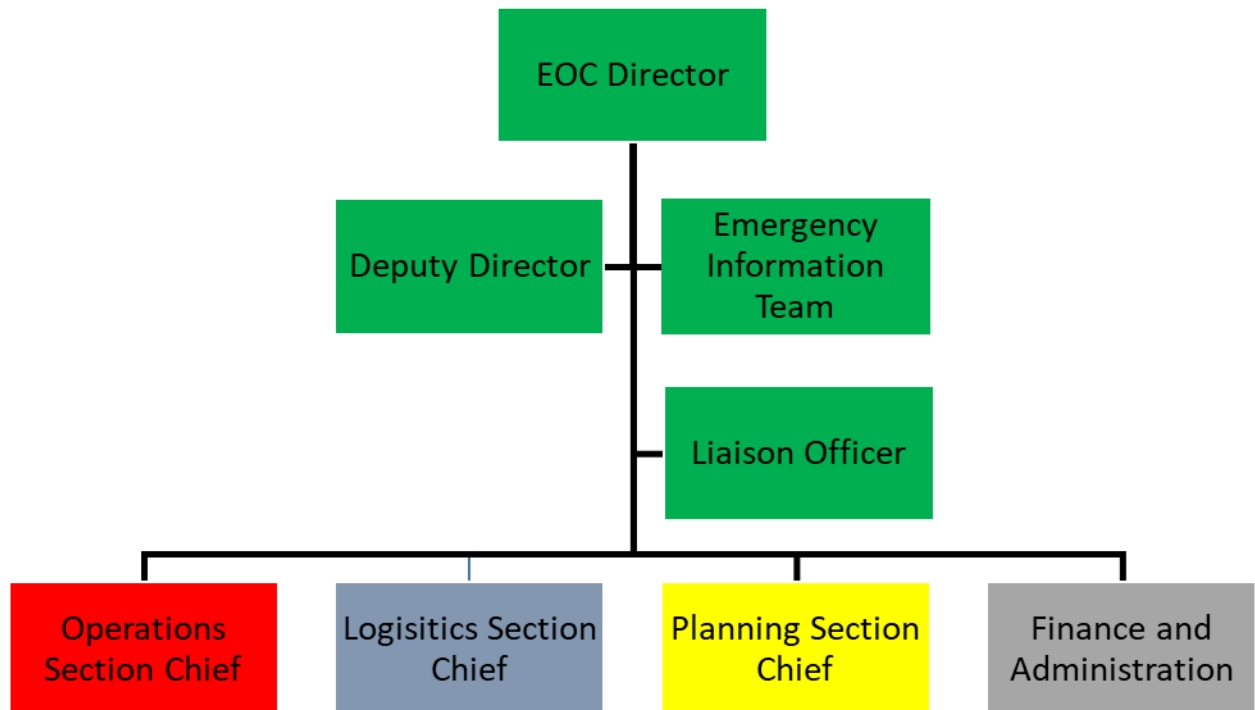
The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



Township of Springwater Municipal Emergency Control Group (MECG) Membership

The primary members of the MECG are listed below. Each primary member has a designated alternate who may act in the absence of the primary member in the following positions:

- Emergency Operations Centre (EOC) Director
- Emergency Operations Centre (EOC) Deputy Director
- Liaison Officer
- Emergency Information Officer
- Operations Chief - Public Safety Branch
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief



Township of Springwater Emergency Community Control Group Responsibilities

Members of the Township of Springwater Emergency Community Control Group (CCG) are responsible for the following actions or decisions:

- The primary responsibility of the Township of Springwater Emergency Community Control Group (CCG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to the Mayor or Designate in carrying out his/her duties under the Emergency Response Plan.
- Call out and mobilize their emergency services, agencies, and equipment.
- Determine if the location of the E.O.C. is appropriate and if the composition of the CCG is satisfactory.

Actions and decisions normally undertaken by the CCG may include, but are not limited to:

1. Acquiring and assessing information to determine the status of the situation.
2. Coordinating emergency service, agencies, and equipment, as required or requested by area municipalities.
3. Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
4. Determining if the location and composition of the CCG is appropriate.
5. Advising the Mayor whether the declaration of an emergency is recommended.
6. Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger. Arranging services and equipment from local agencies, private contractors, industry, volunteer agencies, and service clubs.
7. Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Township control, as considered necessary.
8. Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
9. Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
10. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.

Township of Springwater Emergency Response Plan

11. Determining the need to establish advisory groups and/or sub-committees, working groups for any aspect of the emergency including recovery, for example:
 - Applying for Ontario Disaster Relief Assistance Program (ODRAP)
 - Authorizing the collection of donations
 - Establishing a Disaster Relief Committee
 -
12. Authorizing Township expenditures of money required to deal with the emergency.
13. Maintaining a master event log outlining decisions made, and actions taken. In addition, all IMS positions within the EOC will have individual logs as part of the decision making and actions taken for each IMS position.
14. A description of the Community Control Group member's responsibilities or emergency response activities follows:

Head of Council

- Provide overall leadership in responding to an emergency.
- Participate in the activation of the emergency notification system as required—see Part 4.
- Declare an emergency within the designated areas.
- Declare that an emergency has terminated (Note: Council or the Premier may also terminate the emergency).
- Ensure that the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Ensure that neighboring community officials are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Advise the local Member of Provincial Parliament (MPP) as appropriate.
- Advise the local Member of Parliament (MP) as appropriate.
- Maintain a personal log of all actions taken.

EOC Director

- The EOC Director is in charge of the management of the incident and must be fully qualified to fulfill this role.
- Oversees all operations.
- Overall management responsibility for coordinating, supporting, and assisting other agencies.
 - Sets priorities for overall response and recovery efforts.
 - Establishes appropriate staffing level.
 - Sets expenditure limits.
 - Develops incident action plan and monitors its implementation.
 - Approves media releases.
 - Final decision-maker on operational issues
 - Liaises with Council

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Deputy Director

- Assumes role of Director whenever the Director is absent from the EOC
- Undertakes special assignments at request of Director
- Ensures flow of information within the EOC is efficient and accurate and that resource requests are prioritized and tracked

Liaison Officer

- The Liaison Officer is responsible for communications between the CCG and other agencies. The agencies the Liaison Officer may work with include, but are not limited to:
 - Police services (Community, Provincial and Federal)
 - St. John Ambulance and Canadian Red Cross
 - District Coroner and Medical Officers of Health
 - Ministry of Health and Long Term Care
 - Central Ambulance Communications Centre
 - Local health care and long term care facilities
 - Council members and administration staff from member, single tier and neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
 - Nottawasaga Valley Conservation Authority
 - Ministry of the Environment
 - Hydro One and other utilities providers
 - Coordinates cooperating agencies
 - Provides advice to Head of Council regarding declaration of emergency
 - Ministry of Transportation
 - County of Simcoe Board of Education
 - Canadian Pacific Kansas City (CPKC)

Emergency Information Officer



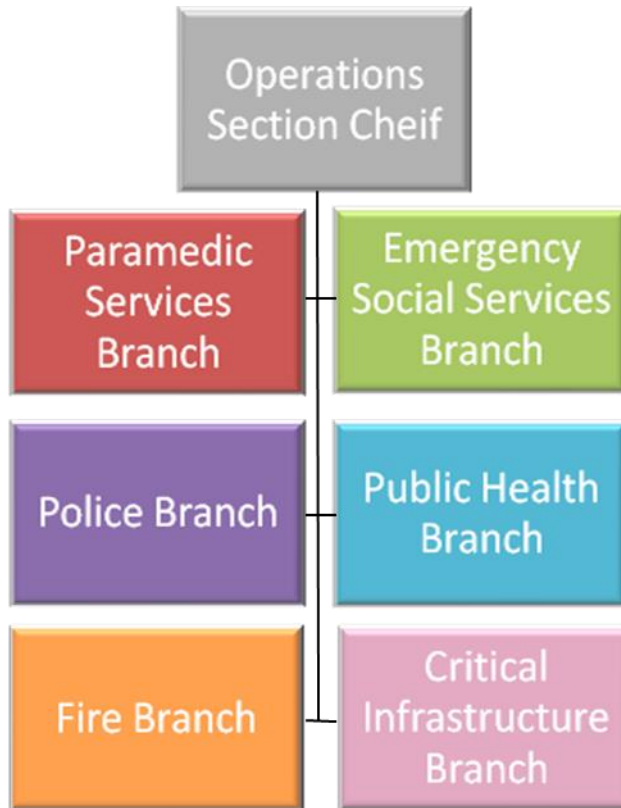
The Emergency Information Officer (EIO) is the interface between the CCG, the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies.
- Develops accurate and complete information on the current situation.

Township of Springwater Emergency Response Plan

- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information.

Operations Section Chief



The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director.
- Implements the Incident Action Plan.
- Delegates tasks to Operations Section Branches as necessary.
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property.
- Establishes situational control.

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- Restores normal operations.
- Coordinates logistical needs and communicates needs to the Planning Section Chief.

Emergency Social Services Branch

- a) Reports to the Operations Section Chief.
- b) Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries, and personal services for those residents who have been displaced from their homes.
- c) Liaising with the CCG with respect to the operations of both reception and evacuation centers.
- d) Authorizing financial assistance to persons in need for the purpose of basic necessities.
- e) Maintaining accurate records of all expenditures authorized for the purpose of necessities under the emergency response plan.
- f) Liaising with Regional Emergency Coordinator from the Ministry of community and Social Services on areas of mutual concern regarding reception and evacuation centers.
- g) Assisting with the opening, set-up and closing of evacuation services as authorized by the County of Simcoe Community Control Group.
- h) Supervising and managing the operations of reception and evacuation centers.
- i) Coordinating counseling services for evacuees at evacuation centers via Public Health and/or other agencies.
- j) Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centers.
- k) Acting as a liaison with the Emergency Information Officer to co-ordinate reception and evacuation center communication requirements and other information for dissemination.

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- l) Liaising with the Police to coordinate reception center and evacuation center security) Notifying volunteers and evacuees of a termination of the emergency.
- m) Coordinating the dispersal of persons from the evacuation center.
- n) Maintaining a personal log of all actions taken.

- o) Participate as a Member of the Post Emergency Recovery Committee and disaster Relief Committee, as required.
- p) Developing agreements between the County of Simcoe Social Services Department and agencies designated to operate in reception and evacuation centers.
- q) Developing agreements for meal services for staff/volunteers at the reception and evacuation centers.
- r) Conducting reception and evacuation center surveys and maintaining facility database information.
- s) Coordinating evacuation exercise to test reception and evacuation center procedures.
- t) Coordinating training and development workshops for reception and evacuation center staff and volunteers.

Paramedic Services Branch

- a) Reports to the Operations Section Chief.
- b) Ensuring the appropriate deployment of paramedic services to the emergency site.
- c) Establishing an ongoing communications link with the Paramedics Services Incident Commander of the emergency site and the CCG.
- d) Obtaining paramedic services from other municipalities for support, as required.
- e) Establishing effective triage and transportation of casualties at the site(s).

Township of Springwater Emergency Response Plan

- f) Advising the CCG if other means of transportation are required for large scale response for casualties and/or medical supplies.
- g) Liaising with the Ministry of Health and Long Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the service area.
- h) Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold.
- i) Providing a Municipal Emergency Site Manager (ESM) or County Emergency Site Coordinator (ESC), if required and directed by the area municipality Community Control Group or by the County of Simcoe Emergency Community Control Group (CCG).
- j) Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency.
- k) Procuring staff to assist as required, in providing paramedic services.
- l) Assist in the coordination for the evacuation of an acute care or long-term care facility.

Police Branch

- a) Reports to the Operations Section Chief.
- b) Coordinating information from area police agencies affected by the emergency.
- c) Notifying necessary emergency, County, and municipal services, as required.
- d) Establishing a police site command post with communications to the County EOC.
- e) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- f) Coordinating information and resources necessary in relation to the inner perimeter within the emergency area.
- g) Establishing and coordinating information and resources necessary in relation to the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict to access to only essential emergency personnel.

Township of Springwater Emergency Response Plan

- h) Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required.
- i) Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required.
- j) Ensuring liaison with the emergency Social Services Branch regarding the establishment and operation of evacuation and reception centers.
- k) Ensuring the protection of life and property and the provision of law and order.
- l) Providing police service to the County EOC, evacuation centers, morgues, and other facilities, as requested and/or as required.
- m) Notifying the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required.
- n) Ensuring liaison with other communities, provincial and federal police agencies, as required.
- o) Arranging for the transportation of CCG members, as required.

Fire Branch

- a) Reports to the Operations Section Chief.
- b) Coordinating activities from area fire agencies affected by the emergency, as required.
- c) Providing the CCG with information and advice on firefighting and rescue matters.
- d) Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency.
- e) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required.
- f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing.
- g) Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-firefighting

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operations if requested and/or required, e.g., rescue, first aid, casualty collection, and evacuation.

Public Health Branch

- a) Reports to the Operations Section Chief.
- b) Activating and terminating the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- c) Coordinating public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre.
- d) Providing an on-site manager if required and attending the site command post as necessary.
- e) Liaising with Ontario Ministry of Health and Long Term Care, Public Health Branch and local Medical Officers of Health as required.
- f) Liaising with appropriate public health agencies as required to augment and coordinate a public health response.
- g) Providing advice on matters which may adversely affect public health within County of Simcoe.
- h) Coordinating the response to communicable disease related emergencies or anticipated epidemics according to Ministry of Health policies.
- i) Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within County of Simcoe.
- j) Ensuring the coordination of vaccine storage, handling and distribution across County of Simcoe.
- k) Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in County of Simcoe.
- l) Liaising with the Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
- m) Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of: accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation.

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- n) Food handling, storage, preparation and service, general health and safety involving injury prevention
- o) Liaising with local social service agencies on areas of mutual concern regarding evacuation centers including:
Victim assessment, support and referral.

Public health information and community networks.
- p) Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat.
- q) Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- r) Providing instruction and health information through public service announcements and information networks.\
- s) Providing resource support and consultation to emergency service workers
- t) Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control Groups from each municipality.

Critical Infrastructure Branch

- a) Reports to the Operations Section Chief.
- b) Providing the CCG with information and advice on engineering, environmental, and roads services, as required.
- c) Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the CCG.
- d) Establishing an ongoing communications link with the corporate services staff at the scene of the emergency.
- e) Coordinating and assist the activities from the local municipal public works in the affected and surrounding areas within the County of Simcoe, as required.
- f) Ensuring liaison with the public works representative from the area municipalities to ensure a coordinated response including the single tier municipalities of Barrie and Orillia.
- g) Ensuring provision of engineering assistance.
- h) Ensuring construction, maintenance and repair of County roads.

Township of Springwater Emergency Response Plan

- i) Liaising with area municipalities in the maintenance of sanitary sewage and water systems.
- j) Providing equipment for emergency pumping operations.
- k) Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required.
- l) Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health.
- m) Liaising to coordinate with the area municipalities for the discontinuation of any public works service to any resident, as required, and restoring these services when appropriate.
- n) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- o) Providing specialized vehicles and equipment owned by the County of Simcoe as required by emergency services.
- p) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- q) Providing solid waste management services (collection, processing, and disposal) as required.
- r) Liaising with the Ministry of the Environment (MOE).
- s) Coordinating and liaising with utility agencies such as Hydro One to ensure: Monitoring the status of power outages and customers without services and provide updates on power outages, as required.
- t) Provide assistance with accessing generators for essential services, or other temporary power measures

Planning Section Chief



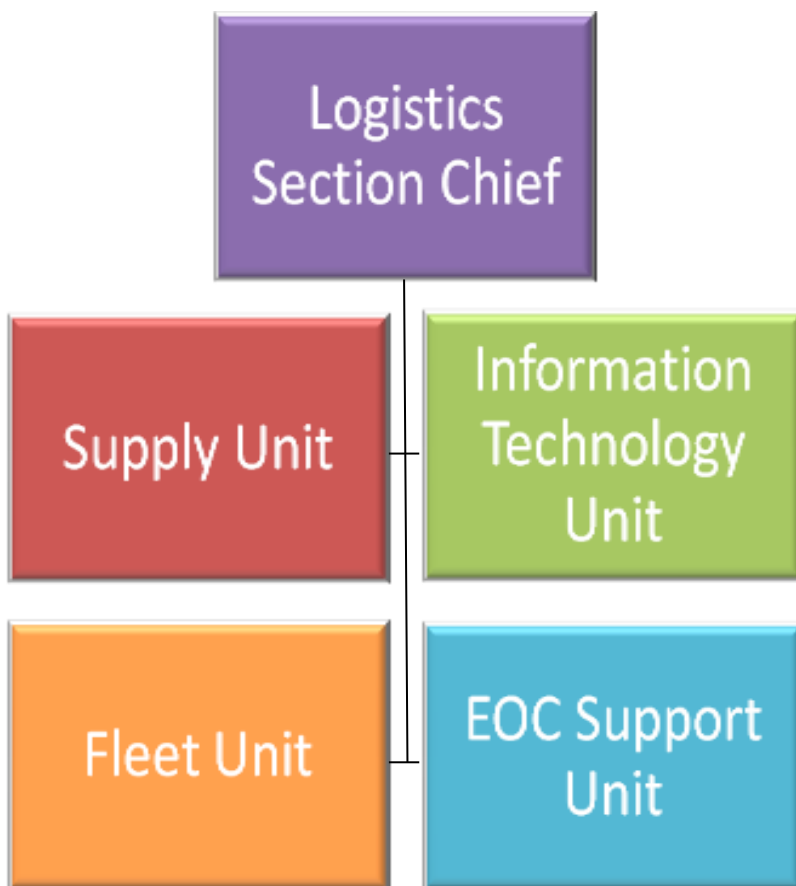
The Planning Chief coordinates the work of the planning section and is accountable to the EOC Director

- Collects, evaluates, validates, and disseminates incident situation information and intelligence.
- Damage assessment.
- Prepares status reports and facilitates operational cycle's meetings.
- Displays situation information.
- Responsible for all incident documentation.

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- Develops and documents the Incident Action Plan.
- Coordinates acquisition of technical experts.

Logistics Section Chief



The Logistics Chief coordinates units responsible for services and is accountable to the EOC Director.

- Responsible for all support requirements needed to facilitate effective and efficient incident management.
- 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.

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Finance & Administration Section Chief



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

Tracks all costs associated with responding to the incident.

- WSIB claims
- Direct response costs
- Procurement
- Coordinates donation management.

Township of Springwater Emergency Response Plan

- Implements emergency human resources policies, including volunteer recruitment and training.
- Provides an incident health and safety officer.

Plan Maintenance and Revision

Annual Review

This plan will be reviewed annually by the DFES and where necessary, revised by a meeting(s) of the Community Control Group.

Each time the Plan is substantively revised, it must be forwarded to Council for approval. However, revisions to the resources list, annexes, and other minor administrative changes can be made without Council approval.

It is the responsibility of each person, agency, service or department named within this Plan to notify the DFES, forthwith, of any revisions to the annexes, or administrative changes.

Testing of the Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group.

Revisions to this Plan should incorporate recommendations stemming from such exercises.

Internal Procedures

Each service involved with this Emergency Plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Emergency Plan Manual—Amending Procedures

It is inevitable that through the normal course of events, changes in methods of operation, responsibilities, titles, telephone numbers, etc., will occur.

It is also possible that some of the agencies and/or individuals may not fully agree with some of the functions assigned in this manual.

In order that this manual is kept as current and concise as possible, any changed or suggestions for changes are to be forwarded in writing to:

Deputy Fire Chief Jeff French
Springwater Fire and Emergency Services
Township of Springwater Offices

Township of Springwater Emergency Response Plan

2231 Nursery Road
 Minesing, ON L0L 1Y2
 T: 705-728-4784 ext. 2057
 F: 705-726-7223

Update mm/yy	Comments	Updated By
December 2006 & January 2007	Annual Updates and Revisions	Debbie Labelle
August 2007	Updates	Debbie Labelle
October 2007	Updates/ Revisions/ TOC	Debbie Labelle
November 2007	Updates/ Revisions	Debbie Labelle
March 2009	Updates/ Revisions—Annex A	Debbie Labelle
May 2009	Updates/ Revisions	Stacey Daoust
May 2010	Updates/ Revisions	Stacey Daoust
September 2010	Updates/Revisions/Distribution	Debbie Labelle
December 2010	Updates/Revisions/Distribution	Debbie Labelle
November 2011	Updates/Distribution	Debbie Labelle
January 2012	Community Risk Profile	Debbie Labelle
March 2012	Updates/Revisions/Distribution	Debbie Labelle
February 2013	Update Plan to coincide with Simcoe County's Emergency Response Plan	Debbie Labelle
December 2013	Updates/Revisions	Jeff French
September 2014	Updates/Revisions	Jeff French
October 2015	Updates/Revisions	Jeff French
November 2016	Updates/Revisions	Jeff French
August 2017	Annual Updates/Revisions	Jeff French
September 2018	Annual Updates/Revisions	Jeff French
November 2019	Updates/Revisions	Jeff French
April 2020	Annual Updates/Revisions	Jeff French
September 2021	Updates/Revisions	Jeff French

Township of Springwater Emergency Response Plan

October 2022	Update Plan to coincide with Simcoe County's Emergency Response Plan Annual Updates/Revisions	Jeff French
August 2023	Annual Updates/Revisions	Jeff French

Hazard Identification & Risk Assessment (HIRA)

HIRA Introduction

The purpose of a HIRA is to assess the potential hazards in the Township of Springwater with the capacity to cause a disaster. This helps us set priorities for prevention, mitigation, preparedness, response, and recovery activities. This also helps us establish plans and processes to reduce any impacts or losses caused by a disaster.

HIRA Methodology

The Township of Springwater employs a methodology of assessing the probability/frequency of a hazard occurring along with the potential consequences/impacts when they do. Both factors are based on past occurrences of these hazards in Central Ontario. This HIRA incorporates both an objective, research-based assessment, alongside a subjective, experience informed evaluation of the risk of each specific hazard.

It is important to note that the risk scores calculated in this HIRA are intended to reflect the relative risk that a hazard poses in terms of being high, medium or low. They are not intended to be used for relative comparison between the types of hazards. The impact that each incident has will vary significantly based on the severity of the specific event. For example, an EF1 tornado occurring in a rural undeveloped area will have significantly lower consequences than an EF3 tornado striking a populated area.

The emergencies assessed in this HIRA are aligned with the provincial hazards list as identified in the Emergency Management Ontario HIRA (2019). The provincial report defines hazards as:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.”

Township of Springwater Emergency Response Plan

Hazards

Hazards have the potential to meet one or more of the following criteria:

- People could be affected beyond the community's capacity to respond.
- There could be significant damage or interruption of normal processes, such that affected communities must use extraordinary or emergency resources.
- A declaration of emergency or activation of the community Emergency Control Group is possible.

Assessing Risk

The amount of risk a specific hazard presents is a product of how likely it is to occur and the severity of consequences on affected communities.

For the purposes of a HIRA, risk can be quantified by ranking a specific hazard in terms of probability and consequences. The amount of risk a hazard poses, or the Risk Score, is a product of multiplying these two values together:

$$\text{Risk} = \text{Probability} \times \text{Consequence}$$

The resulting value can be plotted on a risk assessment matrix to determine if a hazard poses a high, medium, or low risk to the Township.

Assessing Probability

Probability is assessed based on research on the frequency that events have occurred in Central Ontario in the past. Table 1 identifies the criteria used to assess probability in this HIRA.

Table 1. Probability Scoring Criteria

Probability	Category	Frequency	Description
1	Rare	Less than once every 25 or more years	Less 4% chance of occurrence in any year.
2	Unlikely	Occurs every 10 - 25	4-10% chance of occurrence in any year

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3	Probable	Occurs every 5 - 10	10%-20% chance of occurrence in any year
4	Likely	Occurs every 2 - 5 years	20%-50% chance of occurrence in any year
5	Certain	Occurs at least once or more each year	100% chance of occurrence in any year

Assessing Consequence

The potential consequence of a hazard is highest when people or assets:

- a) Are exposed to a hazard.
- b) Are vulnerable to a hazard.
- c) Have little capacity to respond or adapt.

Consequence Categories

If people or assets are **exposed** to a hazard, they may experience any or all of the following consequences. People, assets, and organizations can be directly or indirectly affected, and experience consequences including:

- 1) Injuries, Illness or Fatalities
- 2) Property Damage and Critical Infrastructure Impact
- 3) General Risk Exposure:
 - significant disruption of service delivery
 - unmet regulatory compliance
 - potential for significant economic impact
 - exposure to legal liability
 - lasting reputational harm

Simcoe County hazards are assessed in these three consequence categories. Consequences will be more pronounced in those who are vulnerable. Vulnerability is the susceptibility of a community, system, or asset to the damaging effects of a hazard.

HIRA Consequence Scoring Criteria

Table 2 provides a guide to assess the level of consequence for each hazard within the three consequence categories. Each consequence sub-category contains a description of the specific criteria for a 'low', 'medium' or 'high' consequence level. These descriptions are intended to provide context for risk assessors and decision makers completing and using HIRA.

Township of Springwater Emergency Response Plan

Table 2. Consequence Scoring Criteria

1) Injuries, Illness or Fatalities	
Negligible - 1	Not likely to result in injuries or illness. Not likely to result in fatalities.
Low - 2	Causes injury/illness within the scope of normal operational capacity. Causes loss of life within the scope of normal operational capacity.
Med - 3	Causes injury/illness requiring extra emergency operations support. Causes loss of life requiring extra emergency operations support.
High - 4	Injury/illness requiring mass-casualty or other highly specialized plans and supports. Loss of life severe enough to require mass fatality procedures.
2) Property Damage, Critical Infrastructure Impact	
Negligible - 1	Not likely to result in property damage. Not likely to disrupt assets or services.
Low - 2	Could cause minor, mostly cosmetic damage. Could cause minor disruption of infrastructure assets or services.
Med - 3	Localized significant damage. Could cause major but localized or short-term disruptions to critical infrastructure services.
High - 4	Widespread severe damage. Could cause widespread, severe, ongoing disruption of infrastructure assets or services.
3) General Risks: Disruption of service delivery, unmet regulatory compliance, potential for economic impacts, legal liability and/or reputational harm.	
Negligible - 1	Not likely to disrupt service delivery, or significantly impact compliance, costs, legal liability or have reputational impact.
Low - 2	Likely to result in limited or short-term disruption of service delivery with some impacts on regulatory compliance, expenditures, and/or legal liability. Limited political or reputational impacts.

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Med - 3	Likely to result in longer-term disruption of service delivery which may result in unmet regulatory compliance, extra expenditures with budget impacts and/or potential for legal action. Likely to result in some significant or long-term political or reputational impacts.
High - 4	Likely to result in significant and/or lasting disruption of service delivery with impacts on regulatory compliance. The event will require significant extra expenditures impacting budget. Potential for significant legal liability and/or lasting political or reputational harm.

Table 3. Risk Score Assessment Table

Township of Springwater - Hazard Identification and Risk Assessment (HIRA)

HAZARDS LIST	PROBABILITY / FREQUENCY SCORE Range: 1-5	CONSEQUENCE SCORES			AVERAGE CONSEQUENCE SCORE	RISK SCORE Risk Score = Prob. X Avg. Cons. Score
		1) Injuries, Illness or Fatalities Range 1-4	2) Property Damage, Critical Infrastructure Impact Range 1-4	3) General Risks: Service delivery, regulatory, economic, legal reputational risks. Range 1-4		
METEOROLOGICAL & ENVIRONMENTAL HAZARDS	<i>Enter a probability score (from 1 to 5) and consequence scores (from 1-4) in the cells below for each of hazards listed in Column A.</i>					
Drought or Low Water	3	1	2	2	1.7	5.0
Earthquake	3	1	1	1	1.0	3.0
Extreme Cold	5	3	1	2	2.0	10.0
Extreme Heat	5	3	2	2	2.3	11.7
Flooding	5	2	3	2	2.3	11.7
Landslide	3	1	2	1	1.3	4.0
Space Object or Weather	1	1	1	1	1.0	1.0
Thunderstorms/Severe Summer Storms	5	2	3	3	2.7	13.3
Tornadoes (EF0-EF2 or above)	4	3	4	4	3.7	14.7
Wildland Fires	5	2	2	2	2.0	10.0
Windstorms	4	1	2	1	1.3	5.3
Winter Blizzards	5	3	3	2	2.7	13.3
Winter Ice Storm	4	3	3	3	3.0	12.0

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HAZARDS LIST	PROBABILITY / FREQUENCY SCORE	CONSEQUENCE SCORES			AVERAGE CONSEQUENCE SCORE	RISK SCORE
HEALTH HAZARDS						
Farm Animal Disease	3	1	2	2	1.7	5.0
Infectious Disease Outbreak	4	3	3	3	3.0	12.0
Substance Abuse Overdose	5	3	1	2	2.0	10.0
Water Quality or Contamination	4	2	2	1	1.7	6.7
HAZARDS LIST	PROBABILITY / FREQUENCY SCORE	CONSEQUENCE SCORES			AVERAGE CONSEQUENCE SCORE	RISK SCORE
PUBLIC SAFETY HAZARDS						
Active Threat	2	3	2	1	2.0	4.0
Hazmat Incident	4	3	2	1	2.0	8.0
Cyber Attack	5	1	3	3	2.3	11.7
Explosions	4	2	2	1	1.7	6.7
Geopolitical Incident	4	2	2	1	1.7	6.7
Mass Gathering or Crowd Incident	3	2	2	1	1.7	5.0
Nuclear (e.g.: Pickering, Darlington)	2	2	2	1	1.7	3.3
Radiological	1	2	1	1	1.3	1.3
Sabotage	2	1	2	2	1.7	3.3
Strike or Labour Action	3	1	1	2	1.3	4.0
Structure Failure/Collapse	3	2	2	1	1.7	5.0
Structure Fires	5	3	2	2	2.3	11.7
SUPPLY & DISTRIBUTION						
Electricity /Extended Power Outage	4	1	3	2	2.0	8.0
Fuel Shortage	1	1	3	1	1.7	1.7
Medical Supply Shortage	3	2	1	1	1.3	4.0
Telecommunications Outage	4	1	3	1	1.7	6.7
Water or Wastewater Disruption	4	1	2	1	1.3	5.3
TRANSPORTATION						

Township of Springwater Emergency Response Plan

Aviation Incident	3	2	1	1	1.3	4.0
Marine Incident	3	2	1	1	1.3	4.0
Rail Incident	3	2	1	1	1.3	4.0
Road and Highway Incident	5	3	3	1	2.3	11.7

Township of Springwater Emergency Response Plan

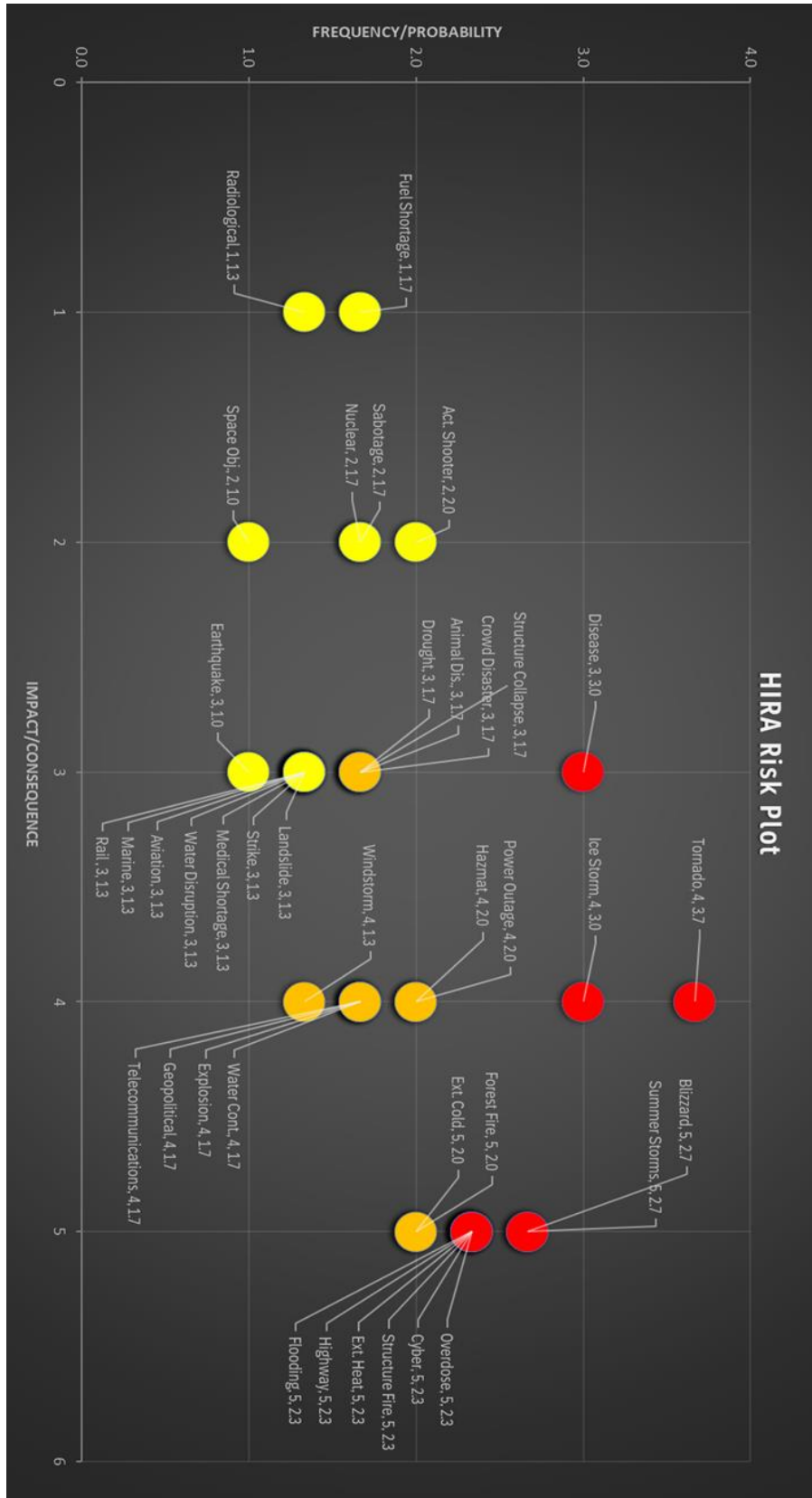
Table 4. Risk Scores – Ordered

Low Medium High

PROBABILITY / FREQUENCY SCORE	CONSEQUENCE / IMPACT SCORE (Avg).	HAZARD	RISK SCORE = PROBABILITY X AVG. CONSEQUENCE
1	1.3	Radiological	1.3
1	1.7	Fuel Shortage	1.7
2	1.0	Space Object or Weather	2.0
3	1.0	Earthquake	3.0
2	1.7	Nuclear	3.3
2	1.7	Sabotage	3.3
2	2.0	Active Threat	4.0
3	1.3	Aviation Incident	4.0
3	1.3	Landslide	4.0
3	1.3	Marine Incident	4.0
3	1.3	Medical Supply Shortage	4.0
3	1.3	Rail Incident	4.0
3	1.3	Strike Labour Action	4.0
3	1.3	Water Disruption	4.0
3	1.7	Farm Animal Disease	5.0
3	1.7	Drought	5.0
3	1.7	Geopolitical Incident	5.0
3	1.7	Mass Gathering or Crowd Inc.	5.0
3	1.7	Structure Collapse	5.0
4	1.3	Windstorm	5.3
4	1.7	Explosion	6.7
4	1.7	Telecommunications Outage	6.7
4	1.7	Water Contamination	6.7
4	2.0	Extended Power Outage	8.0
4	2.0	Hazmat Incident	8.0
5	2.0	Extreme Cold	10.0
5	2.0	Forest Fire	10.0
5	2.0	Overdose Mass Casualty	10.0
5	2.3	Cyber Attack or Ransomware	11.7
5	2.3	Extreme Heat	11.7
5	2.3	Flooding	11.7
5	2.3	Highway Transportation	11.7
5	2.3	Structure Fire	11.7
4	3.0	Disease Outbreak	12.0
4	3.0	Ice Storm	12.0
5	2.7	Blizzard	13.3
5	2.7	Summer Storms	13.3
4	3.7	Tornado (EF0-EF4)	14.7

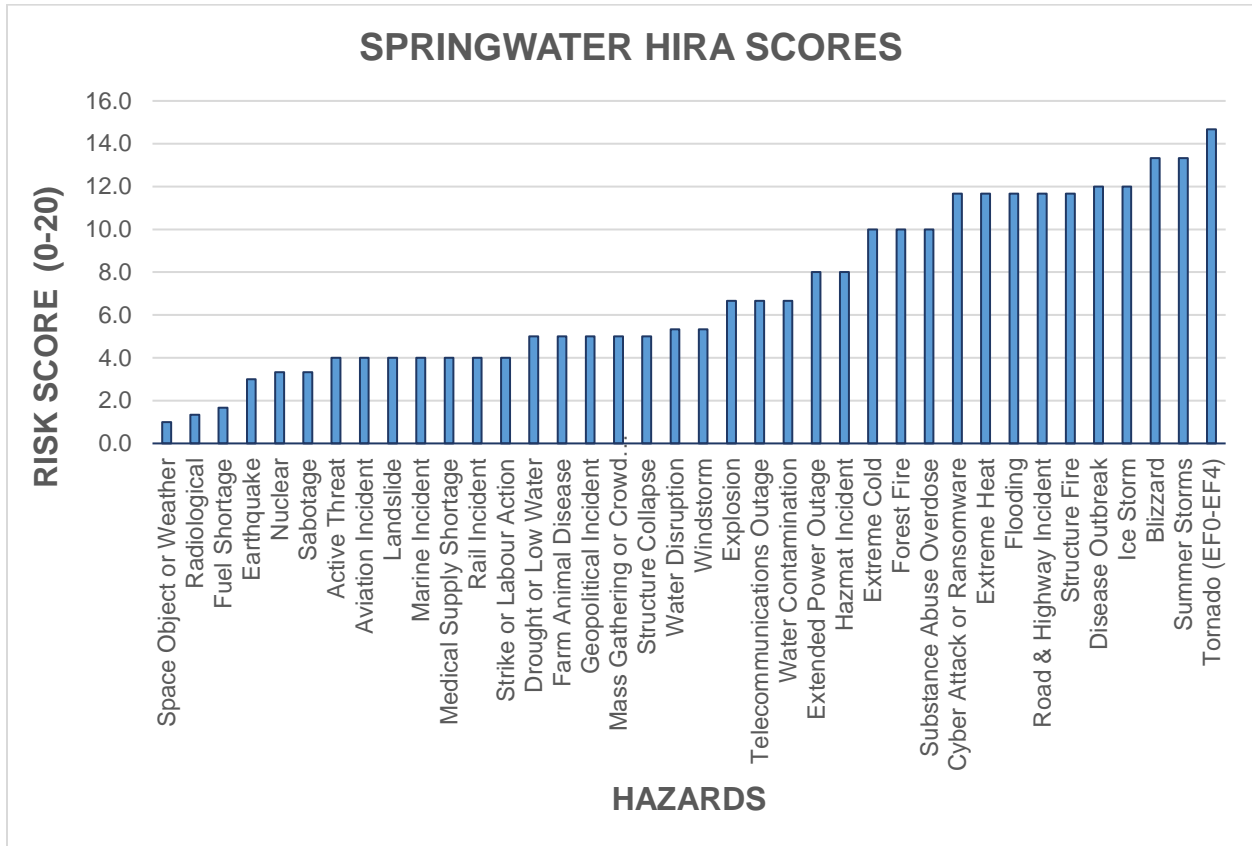
Township of Springwater Emergency Response Plan

Figure 1. HIRA Risk Plot



Township of Springwater Emergency Response Plan

Figure 2. County of Simcoe HIRA Scores Graph



Township of Springwater Risks – Low, Medium, High

Low	Medium	High
Radiological Fuel Shortage Space Object or Weather Earthquake Nuclear Sabotage Active Threat Aviation Incident Landslide Marine Incident Medical Supply Shortage Rail Incident Strike Labour Action Water Disruption	Farm Animal Disease Drought Geopolitical Incident Mass Gathering or Crowd Inc. Structure Collapse Windstorm Explosion Telecommunications Outage Water Contamination Extended Power Outage Hazmat Incident Extreme Cold Forest Fire Overdose Mass Casualty	Cyber Attack or Ransomware Extreme Heat Flooding Highway Transportation Structure Fire Disease Outbreak Ice Storm Blizzard Summer Storms Tornado (EF0-EF4)

12.1 Provincial Disaster Recovery Assistance Programs

The Ministry of Municipal Affairs administers 2 Disaster Recovery Assistance Programs as follows:

- 1) Disaster Recovery Assistance for Ontarians
 - For Individuals, Families, Small Owner-Operated Businesses, Small Owner-Operated Farms, and Not-for-Profit Organizations
 - No requirement for the municipality to be engaged in the administration of this program.

- 2) Municipal Disaster Recovery Assistance
 - The program can only be activated by the Minister of Municipal Affairs and Housing in response to a Resolution of Council by the affected municipality. Council Resolution must be received by the Minister within 120 days of the date of the event.
 - ONLY natural disasters are eligible for consideration.
 - Natural events must be sudden, unexpected, and extraordinary.
 - i. Extraordinary is defined as exceptional for the region.
 - ii. Events that occur regularly should be anticipated, prepared for and the response to such events should be included in the budget.
 - To be considered for program eligibility, costs incurred by the municipality in response to the event must be at least equal to 3% of the municipality's Own Purpose Taxation levy.

Information related to both Provincial Disaster Recovery Assistance Programs is found in **ANNEX F.**

12.2 Emergency Management Ontario

Upon the declaration of an Emergency by the Head of Council, Emergency Management Ontario (EMO) may deploy a Field Officer to the MECG to provide advice and assistance.

12.3 Assistance from the Federal Government

Financial Assistance for natural disasters may be available through the Federal Government's Disaster Financial Assistance Arrangements and other federal programs.

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. In most cases, federal assistance will only be provided once the resources of the County and the Province have been exhausted.

Glossary and Acronyms

13.1 Glossary of Terms

Chief Administrative Officer (CAO)

The individual who is responsible for the administrative management of the County of Simcoe.

Community Emergency Management Coordinator (CEMC)

The individual accountable for the development, implementation, and maintenance of the emergency management program.

Community Spokesperson

An individual appointed by the County of Simcoe Emergency Community Control Group who is responsible for giving interviews to the media about the emergency situation.

County of Simcoe Municipal Emergency Control Group (MECG)

The group of County staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incident.

County of Simcoe Emergency Management Program Committee

A group of senior County personnel responsible for the development and implementation of the County of Simcoe Emergency Response Plan.

Disaster Recovery Assistance Programs

Programs administered by the Ministry of Municipal Affairs to assist individuals, families, small businesses, farms, not-for-profit agencies, and municipalities with some of the financial costs associated with recovering from a disaster.

Emergency

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

Emergency Information Officer (EIO)

The interface between the MECG and the public, media, and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies.

Emergency Management and Civil Protection Act (EMCPA)

The legislative authority for emergency response plans and emergency management programs in Ontario.

Township of Springwater Emergency Response Plan

Emergency Management Ontario (EMO)

A department within the Treasury Board Secretariat responsible for leading the coordination, development, and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs. Previously OFMEM, Office of the Fire Marshall & Emergency Management.

Emergency Notification

A procedure to notify the County of Simcoe Emergency Community Control Group of an emergency or impending emergency.

Emergency Operations Centre (EOC)

The location from which the County of Simcoe Emergency Community Control Group operates. Referred to as the County EOC.

Emergency Operations Centre Director

The Senior County personnel in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

Emergency Response Plan (ERP)

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and governs the provision of necessary services during an emergency and the procedures and manner in which the County of Simcoe employees and others will respond to an emergency.

Emergency Site

The area in which the emergency exists. Also referred to as the incident site or scene.

Emergency Site Liaison Officer

The person at the emergency site or other municipal/community Emergency Operations Centre (EOC) who is designated to communicate from the site or other EOC to the County of Simcoe Emergency Community Control Group. Appointed by the County of Simcoe Emergency Community Control Group.

Evacuation Centre

A location used during an emergency to provide temporary refuge and/or overnight lodging for evacuees.

Finance and Administration Section

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small scale emergencies, responsibilities of this section may be completed by one person.

Head of Council

The individual who presides over Municipal Council meetings. In the County of Simcoe, the Warden of County of Simcoe is the Head of Council.

Incident Action Plan (IAP)

An oral or written plan containing general objective reflecting the strategy for managing a specific emergency.

Liaison Officer (LO)

Township of Springwater Emergency Response Plan

The individual responsible for communications between the MCEG and other agencies. Normally filled by the Community Emergency Management Coordinator.

Logistics Section

A group of individuals responsible for facilitating effective and efficient incident management by providing needed resources such as facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders; or to support the activation of the Emergency Operations Centre and/or the activation of the County's Emergency Social Services Plan.

Member Municipality

The towns and townships located within the geographic borders of the County of Simcoe whose Mayors and Deputy Mayors comprise the County of Simcoe Council.

Incident Management System (IMS)

A North American standardized command and control system used by the County of Simcoe, incorporating a set of doctrines, concepts, principles, terminology, and organizational processes to enable effective emergency management.

Operations Section

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Planning Section

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

Public Inquiry Centre Supervisor

An individual who acts on behalf of the Emergency Information Officer to establish a Public Inquiry Centre Service to answer and redirect inquiries about the situation.

Reception Centre

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.

Single Tier Municipality

A separated city within the geographical boundaries of an upper tier municipal government, such as a County, District, or Region. Within the County of Simcoe, there are 2 separated cities: The City of Barrie and the City of Orillia.

13.2 Common Acronyms

CAO	Chief Administrative Officer
MECG	Municipal Emergency Control Group
CEMC	Community Emergency Management Coordinator
CCG	Community Control Group
EIO	Emergency Information Officer
EMCPA	<i>Emergency Management and Civil Protection Act</i>
EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
EOC	Emergency Operations Centre
ESLO	Emergency Site Liaison Officer
ESS	Emergency Social Services
IAP	Incident Action Plan
IMS	Incident Management System
LO	Liaison Officer
MP	Member of Parliament
MPP	Member of Provincial Parliament
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre