



SOUTH FRONTENAC

The Corporation of The Township of South Frontenac Emergency Response Plan

Approved by the Council of the Corporation of the Township of South Frontenac on September 5, 2023.

Version: 1.0

Revised:

Enacted under the Emergency Management Plan & Program By-law 2023-67

Revision Control

Date	Version	Comments

Section 1 – Introduction

The [*Emergency Management and Civil Protection Act*](#) defines an emergency as:

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

These situations could threaten public safety, public health, the environment, property, crucial infrastructure or economic stability. In order to protect residents, businesses and visitors, the Township of South Frontenac supports a coordinated emergency response by various agencies under the direction of the Municipal Emergency Control Group.

The Township of South Frontenac Emergency Response Plan outlines response guidelines based on a framework known as the Incident Management System. With every incident, there are specific management tasks that must be carried out regardless of the number of persons available or involved in the emergency response activity.

It is important that residents, businesses and visitors be aware of the Emergency Response Plan. The Township of South Frontenac Emergency Response Plan can be viewed at <https://www.southfrontenac.net/en/town-hall/emergency-preparedness.aspx>.

Section 2 – Aim

The aim of the Township of South Frontenac, Emergency Response Plan is to make provisions for the extraordinary arrangements and measures that may be required to safeguard property, the environment as well as the health, safety and welfare of residents, businesses and visitors of the Township of South Frontenac when faced with an emergency. The Emergency Response Plan enables a centralized, controlled and coordinated response to emergencies in the Township of South Frontenac.

Section 3 – Authority

The legislation, regulations, related standards, and By-laws under which the municipality and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act (Act)* and Ontario Regulation 380/04;
- The Incident Management System; and
- The Township of South Frontenac Emergency Response Plan & Program By-Law 2023-67

The *Act* requires that municipalities develop, implement and maintain an emergency management program (adopted by by-law). The emergency management program must consist of:

- An emergency plan;
- Training programs and exercises for employees of the municipality and other persons with respect to the provision of required services and procedures to be followed in emergency response and recovery activities;
- Public education regarding risks to public safety and public preparedness for emergencies;
- Any other element required for municipalities in standards of emergency management programs that may be developed by the President of the Treasury Board Secretariat; and
- Specific statutory appointments for the various key roles to support the overall management during an emergency.

Ontario Regulation 380/04 describes emergency management standards for municipal emergency management programs. The required elements consist of:

- Establishment of an Emergency Management Program Committee, (EMPC);
- Establishment of a Municipal Emergency Control Group (MECG);
- Development of an emergency response plan;
- Implementation of an Emergency Operations Centre (EOC) with appropriate communications systems;
- Designation of an Emergency Information Officer (EIO); and
- Designation of a Community Emergency Management Coordinator (CEMC).

The Chair of the Township of South Frontenac, Emergency Management Program Committee (EMPC) is the Community Emergency Management Coordinator (CEMC).

Section 4 – Administration of the Plan

The Emergency Response Plan will be reviewed on an annual basis to ensure continued compliance with the *Emergency Management and Civil Protection Act*. Proposed major revisions to the Emergency Response Plan must be presented to the EMPC for consideration. Following the consideration of major revisions by the EMPC, a recommendation will be presented to Council for consideration (and approval). Minor revisions shall be approved by the EMPC.

Section 5 – Emergency Response

Emergency action will include the earliest possible recognition of and response to the situation by all services; the earliest possible establishment of overall control of emergency operations by authorities; the provision of essential aid and assistance for persons affected by the emergency; the recording of decisions take by municipal authorities and costs incurred in relation to the emergency; and the timely distribution of information related to the emergency to the public, all services, media and senior levels of government.

When an incident or an emergency can be handled by emergency services through routine operations, the involved responders are authorized to carry out their respective duties and the Emergency Response Plan does not take effect.

In situations where responders require additional resources to manage the situation, the incident Co-Commander will review the need for the potential activation of the Municipal Emergency Control Group (MECG). The Community Emergency Management Coordinator (CEMC) will notify the EOC Co-Commanders that the EOC requires activation and confirm the notification of the appropriate Municipal Emergency Control Group members.

It is inherent to note, that when an emergency exists but has not yet been declared (or due to the likelihood of an impending emergency), actions may be taken under this emergency response plan as required to protect life, property, environment and the health, safety and welfare of the residents of the Township of South Frontenac.

Emergency response is defined by the following three classification levels:

Level One

Criteria:

- Evacuation (Large Scale);
- Impact to Infrastructure (All or most roads closed/loss of major municipal facilities, reduced or elimination of essential services);
- Loss of Life (Major loss of life or threat to a large number of people);
- Emergency Service Response (All or most emergency services involved and an impact to service response); and
- EOC - Full Activation

Level Two

Criteria:

- Evacuation (Localized);
- Impact to Infrastructure (Major roadway or municipal facility impacted)
- Disruption to business or industry;
- Loss of Life (Loss of life minimal or non-existent or threat to public is substantial);
- Emergency Service Response (Could affect all essential services); and
- EOC - Partial Activation (ie. activation of the Operations Section, EIO, etc. (example severe storm))

Level Three

Criteria:

- Evacuation (Limited);
- Impact to Infrastructure (Secondary roadway closed for short duration or municipal facility minimally impacted);
- Loss of Life (Loss of life minimal or non-existent or threat to public minimal);
- Emergency Service Response (Limited to one or two agencies with short duration response); and
- EOC – Monitoring (Activation Not Required)

Section 6 – Emergency Management Program Committee (EMPC)

The Emergency Management Program Committee (EMPC) is required by the *Act* and authorized by By-law 2023-67. The purpose of the Committee is to assist in the development of the Emergency Response Program and advise Council when amendments to the Emergency Management Program are required.

The composition of the Township of South Frontenac, EMPC is as follows:

- CEMC (EMPC Chair, as appointed by Council);
- Mayor
- Chief Administrative Officer
- Director, Corporate Services and Treasurer
- Director, Development Services
- Director, Emergency Services
- Director, Public Services
- Manager, Human Resources (Alternate CEMC, as appointed by Council)
- Manager of Engineering and Capital Projects
- Manager of Recreation and Facilities
- Senior Planner
- Communications Officer (EIO, as appointed by Council)
- Deputy Fire Chief
- Fire Admin

The EMPC may be expanded or include guests with required subject matter expertise from time to time to review specific hazards faced by the Township of South Frontenac.

As outlined in the Act, the EMPC is mandated to conduct an annual review of the Township of South Frontenac, Emergency Management Program and shall make recommendations to the Council through the CEMC when necessary. *O. Reg. 380/04, s. 11 (6)*.

Section 7 – Annual Exercises

The *Emergency Management and Civil Protection Act* requires annual testing and exercises of the Emergency Response Plan.

Additionally, notification exercises will be conducted as necessary to test the response of the Municipal Emergency Control Group.

Section 8 – Declaration of Emergency

The Mayor, as Head of Council or their designate has the authority to declare an emergency within the boundaries of the municipality. The ultimate decision to declare an emergency will be made by the Head of Council in consultation with the EOC Co-Commander.

It is inherent to note, that the first arriving Municipal Emergency Control Group Member is expected to assume overall command of the EOC until command can be transferred to the EOC Co-Commander.

Prior to declaring an emergency, the Mayor shall be briefed by the EOC Co-Commander.

The Declaration of Emergency form is attached to the Emergency Response Plan as Annex F.

Upon the Declaration of an Emergency, notification to the following parties may occur:

- Emergency Management Ontario (Mandatory)
- Members of Council;
- Neighbouring Community Emergency Management Coordinators, as appropriate;
- Neighbouring community officials, as appropriate;
- The public;
- Local members of Provincial Parliament (MPP), and;
- Local members of Parliament (MP)

Formal notification to the Solicitor General is required under the *Emergency Management and Civil Protection Act*.

Section 9 – Requests for Assistance

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to the Provincial Emergency Operations Centre (PEOC) through the CEMC in consultation with the EOC Co-Commander.

Requests for personnel or resources from the Federal Government are requested through the PEOC who in turn liaises with the Federal Government Operations Centre.

The PEOC will advise and respond to the EOC Co-Commander or through the CEMC who will advise the EOC Co-Commander accordingly.

Section 10 – Termination of An Emergency

Termination of an Emergency Declaration is usually the result of a significant reduction in the severity of the emergency situation and/or the impact to the community.

A community emergency may be terminated at any time by:

- Mayor or their Designate;
- Council; or
- The Premier of Ontario (The Premier of Ontario may at any time declare that an emergency has terminated.)

When terminating an emergency, the Mayor may authorize notification to:

- Emergency Management Ontario
- Members of Council;
- Neighbouring Community Emergency Management Coordinators, as appropriate;
- Neighbouring community officials, as appropriate;
- The public;
- Local members of Provincial Parliament (MPP), and;
- Local members of Parliament (MP)

The Termination of an Emergency form is attached to the Emergency Response Plan as Annex G.

Section 11 – Emergency Notifications

Front line responders are typically the first on scene to manage and mitigate any emergency. When the Police, Fire, EMS or other municipal responders at the site consider the situation or potential situation to be beyond the capability to manage or support without outside assistance, they will notify the management representative responsible for the service area to communicate the nature of the required additional assistance. The CAO and CEMC will be advised of the situation and kept updated in the event that the activation of the emergency notification system be required.

Should the MECG be required to assemble, the CEMC will contact required MECG members and request their attendance at the EOC.

Section 12 – Emergency Operations Centre (EOC)

The CEMC will maintain the Emergency Operations Centre (EOC) and alternate EOC in a state of readiness. The EOC is the location where the Municipal Emergency Control Group will convene. The EOC can be activated as required to monitor situations that may escalate or for the coordination of planned events. Persons assigned to the EOC will be responsible to maintain critical services and business continuity for their respective services area(s).

The EOC is organized in a manner to support the implementation of the IMS model. A diagram of the IMS system used within the EOC structure is outlined in Section 14.

The IMS functions may be expanded or reduced as required. This decision normally is determined after information or situational awareness is received. All persons working within the EOC will receive the appropriate training to carry out their various responsibilities under the IMS model.

Further information regarding the primary and alternate EOC can be found in Annex B.

Section 13 – Incident Management System (IMS)

The Township of South Frontenac, Emergency Response Plan adopts the principles of the Incident Management System (IMS). IMS is a standardized emergency response system which defines the basic command structure including the roles and responsibilities required for the effective management of an emergency. IMS is provincially and internationally recognized and based on the National Incident Management System, NIMS for emergency response.

The core principles of IMS are communication, coordination, collaboration and flexibility. All core principles of IMS are equally important. Effective communication provides shared situational awareness and protects responders and the public. Coordination helps incident responders from different communities and organizations achieve common objectives under a shared governance structure. Collaboration fosters an environment to help incident responders work well together. Finally, flexibility allows communities and organizations to use only the resources and tools necessary to achieve common objectives.

IMS can be used for any size or type of emergency to manage and fulfill a variety of issues whether strategic or detailed in nature.

IMS has five primary functions used to organize a range of activities to support response objectives:

- Command
- Operations
- Planning
- Logistics
- Finance/Administration

The IMS framework consists of standardized structures to support the core functions that are common to all incidents. Each core IMS function is briefly described in the table below, with an incident response structure graphic following.

Command	Oversees, co-ordinates, and directs the incident or incident related activities. Responsible for all functions until section is mobilized. Includes emergency information and communications.
Operations	Responsible to meet current incident objectives and priorities on behalf of command.
Planning	Collects, confirms, analyses, and shares incident information gathered from incident responders. Internal communication is a key activity. Includes demobilization.
Logistics	Arranges and provides services and supports including personnel, supplies, facilities, and other resources to an incident response.
Finance and Administration	Manages incident-specific finance and administration including payroll, vendor contracts, and incident cost tracking.

Section 14 – EOC - IMS Organizational Structure

The EOC Co-Commander has the overall responsibility and authority to direct activities to ensure that necessary decisions are implemented. The EOC Co-Commander coordinates resource requests from the site(s) and manages all non-site activities to strategically contribute to and support the event through to conclusion.

To ensure sustainability over a prolonged event, the role of the EOC Co-Commander may be transferred to another individual via a face-to-face briefing and exchange of information, with the final acknowledgement and acceptance of Command responsibilities by the new EOC Co-Commander.

A detailed breakdown of key IMS positional duties is available in Annex I, while a high-level summary of the key positions within the IMS framework are outlined in the table below:

Function	General Responsibilities
E.O.C. Co-Commander	Responsible for the overall management of the E.O.C. facility and assigned resources within the E.O.C., and the provision of support to Site Incident Command.
Policy Group (Mayor)	Responsible for the declaration/termination of an emergency
Safety Officer (Site) Command Staff	Monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures.
Emergency Information Officer (E.I.O.) Command Staff	Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the E.I.O. releases.
Liaison Officer Command Staff	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
Operations Section Chief	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (I.A.P.), as well as the organization and assignment of all operations resources.

<p>Planning Section Chief</p>	<p>Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.</p>
<p>Logistics Section Chief</p>	<p>Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan, and activates and supervises the Branches as well as the organization and assignment of resources within the Logistics Section.</p>
<p>Finance & Administration Section Chief</p>	<p>Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.</p>

Incident Commander (Emergency Site Commander)

The Incident Commander (IC) is appointed by the response agencies on site. The IC will communicate and provide situational updates to the EOC Co-Commander as required. The IC will usually be from the lead agency (jurisdiction) responsible for the emergency response. For example, in a fire incident, an IC from the Fire Department would be appointed. Another officer from the Fire Department would then assume responsibility for fire ground operations. However, the collaborative decision on which person is most appropriate to fill the role of IC is based on knowledge, skills and abilities of the on-scene personnel.

This appointment would then be acknowledged/confirmed by the EOC Co-Commander and may be reassessed or transferred appropriately as the incident develops or the situation changes.

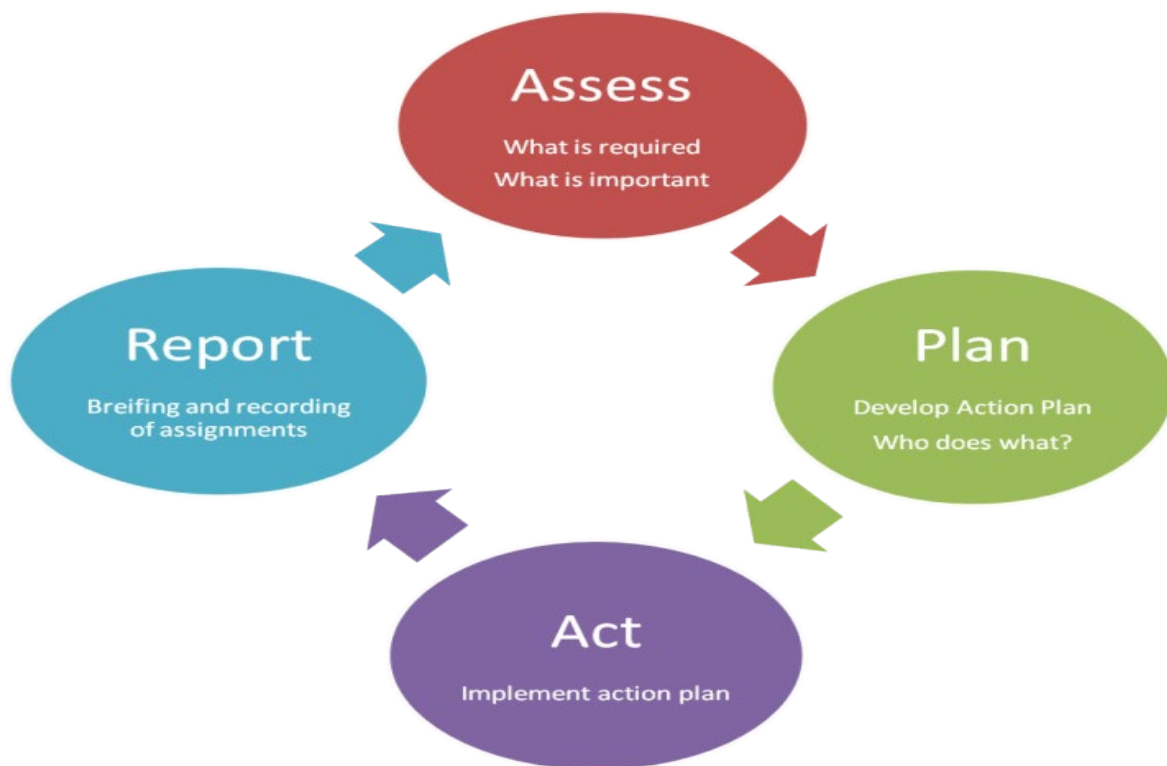
Section 15 – Municipal Emergency Control Group (MECG)

The primary responsibility of the MECG is to carry out the strategic functions within the Incident Management System in support of emergency site activities. It is the responsibility of the MECG to collaborate and ensure that response priorities are established and coordinated within the EOC and communicated strategically to the community and or Council through the Mayor or their designate.

All requests of other agencies or levels of governments will be approved by the EOC Co-Commander during a declared emergency.

Individual responsibilities of Municipal Emergency Control Group Members are assessed and supported in priority within the Incident Management System and the overall response objectives.

During an emergency, the Municipal Emergency Control Group will meet at regular intervals or as required to provide and receive situation updates relating to the emergency. The MECG will consider strategic objectives and will assist in developing an action plan for a defined operational period. This period will be known as the emergency operation centre business cycle.



The Municipal Emergency Control Group is comprised of the following members and their designates:

MECG - IMS Position	Traditional Position (Primary)	Traditional Position (Alternate)
EOC Co-Commander	CAO	Clerk (CEMC)
CEMC	Clerk	Manager, Human Resources
Policy Group	Mayor	Deputy Mayor
EIO	Communications Officer	Deputy Clerk
Liaison Officer	Director, Development Services	Senior Planner
Scribe	Appointed as per specifics of the emergency	Appointed as per specifics of the emergency
Operations Section Chief	Director, Emergency Services and Director, Public Services *Lead determined by EOC Commander	Deputy Fire Chief and Manager, Engineering and Capital Projects *Lead determined by EOC Commander
Planning Section Chief	CAO	CEMC
Logistics Section Chief	Manager, Recreation & Facilities	Facilities Technologist
Finance/Administrative Section Chief	Director, Corporate Services – Treasurer	Deputy Treasurer

The following additional organizations may be requested to attend the EOC to provide advice as necessary:

- OPP
- Medical Officer of Health
- Frontenac Paramedics, Chief
- Representative from Kingston Health Sciences Centre
- Representatives from Utilities
- Representatives from conservation authorities or provincial ministries

Note: Additional organizations are permitted to attend as required.

All members of the MECG shall assign designates to attend the EOC and act for them in their absence as required.

As previously indicated, the Municipal Emergency Control Group adopts the principles of the Incident Management System. The EOC Co-Commander may decide to use all or part of the MECG within the IMS model to strategically support and manage emergency activities and action plans.

Additional information regarding key external stakeholders can be found in Annex J.

Section 16 - Emergency Response Plan – Procedure Administration

The Emergency Response Plan Procedures and the required supporting documents relative to this plan will be maintained and validated by the Community Emergency Management Coordinator. The CEMC will ensure that the required hazard specific plans and departmental supporting policies and procedures are in place to comply with and maintain all response objectives outlined within the Incident Management System.

Section 17 - Plan Distribution and Review

Copies of the Emergency Response Plan will be provided to the EMPC, MCEG, partner organizations and agencies, Emergency Management Ontario, and bordering municipalities which have a role to play in responding to or providing assistance during emergencies in the Township of South Frontenac.

The Emergency Response Plan is available to the public through the following website:
<https://www.southfrontenac.net/en/town-hall/emergency-preparedness.aspx>.

Additionally, members of the public may contact the CEMC to obtain a copy of the Emergency Response Plan at the Township Office, 4432 George Street, Sydenham during business hours.

Note: While the Township of South Frontenac, Emergency Response Plan is a public document, the associated annexes are deemed confidential information in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, and as such are not available to the public.

Section 18 – Emergency Recovery

The MCEG will direct responsibilities regarding the recovery and restoration of services, the orderly and safe return of citizens to their homes and the clean-up following an emergency situation.

The MCEG will be responsible to coordinate this phase of the emergency with support and advice from other agencies as required.

The Emergency Information Officer will work with the MCEG to arrange for the prompt release of information and direction to the public through the media concerning clean-up operations and the occupation of dwellings and buildings.

Township of South Frontenac – Emergency Response Plan

Annexes

Annex A – Municipal Emergency Control Group (MECG) Contact Information

Annex B - Emergency Operations Centre (EOC) Locations

Annex C - *Emergency Management and Civil Protection Act*

Annex D - ONTARIO REGULATION 380/04

Annex E – HIRA and Critical Infrastructure Information

Annex F – Declaration of an Emergency Template and Emergency Declaration Checklist

Annex G – Termination of a Declaration of Emergency Template

Annex H – MECG Expanded Duties

Annex I – Detailed Breakdown of IMS Roles

Annex J – Key External Stakeholder Contact Information

Annex K – EMPC Annual Workplan

Annex L – IMS Forms

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