Municipal Emergency Plan

This IMS based Emergency Plan is issued under the authority of the Council of the Township of Selwyn as per By-law 2025-009 dated February 11, 2025.

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Foreword

Municipal Emergencies could be defined as situations caused by the forces of nature, an accident, an intentional act, or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies such as police forces, fire departments, emergency medical services.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed for the designated Municipal Control Group to utilize an Incident Management System (IMS) to ensure the co-ordination of municipal, provincial, federal, private, and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Selwyn, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the functions and responsibilities allotted to them.

Acronyms

"CEMC"   Community Emergency Management Co-ordinator
"DRO"   Documentation Registration Officer
"EIO"   Emergency Information Officer
"EMCPA"   Emergency Management Civil Protection Act
"FASC"   Finance/Administration Section Chief
"I/C"   Incident Commander (site)
"IMS"   Incident Management System
"LO"   Logistics Officer
"MCG"   Municipal Control Group
"MOC"   Municipal Operations Centre
"MOC AP"   Municipal Operations Centre Action Pan
"OSC"   Operations Section Chief
"PSC"   Planning Section Chief

Section 1 - Purpose

The purpose of this Emergency Plan is to:

a) comply with the Emergency Management and Civil Protection Act, Section 3 (1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Plan and an Emergency Response Plan in place;

b) establish, by By-law, a Council-approved policy document titled: "Municipal Emergency Plan". The Municipal Emergency Plan shall be used during an emergency, ("emergency": defined on page 7.) and shall include:

    i. the approval of Incident Management System (IMS) as the response system/process to be used to provide a co-ordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. IMS can also be used prior to the declaration of an emergency and through the recovery stage of an emergency;

    ii. the establishment of a procedure for the formal declaration and termination of an emergency within the Township;

    iii. the establishment of a Municipal Control Group (MCG) and a Municipal Operations Centre (MOC) with a mandate to:

a) provide support to the emergency incident site(s),

b) provide for the requirements of the broader affected area, and,

c) provide for business continuity for the Corporation and the community;

iv. the provision of both an effective training program and the deployment of all resources required in an emergency situation in the Township of Selwyn.

Section 2 - Authority

(Compliance with Legislation / Regulation / Policy Statements / Standards / By-law)

Authority for the development, content, and implementation of the Municipal Emergency Plan is provided or referenced in the following:

Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9;

Municipal emergency plan
Section 3 (1) states: "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". 2002, c. 14, s.5 (2)

Declaration of emergency
Section 4. (1) states: "The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

Declaration as to termination of emergency
Section 4. (2) states: "The head of council or the council of a municipality may at any time declare that an emergency has terminated."

Ontario Regulation 380/04;

Regulation 380 /04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10 Emergency Management Program Co-ordinator
Section 11 Emergency Management Program Committee
Section 12 Municipal Emergency Control Group
Section 13 Emergency Operations Centre
Section 14 Emergency Information Officer
Section 15 Emergency Response Plan (detail provided below)

Sections 15 (1) and 15 (2) state:

15 (1): The emergency plan that a municipality is required to formulate under subsection3 (1) of the Act shall consist of an emergency response plan.

15 (2): An emergency response plan shall,

   a) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

   b) Set out the procedures for notifying the members of the municipal emergency control group of the emergency

Incident Management System (IMS) Guidance Version 2.0

(established under the authority of the of the Chief, Emergency Management Ontario, and approved March 31, 2021)

The Doctrine is a comprehensive document providing the following content:

   Executive Summary
   The Introductory Module
   IMS Principles and Tools
   IMS Objectives and Functions
   Coordination and Command
   Response and Escalation Guidelines
   Site Co-ordination
   Emergency Operations Centre and Additional Incident Management Locations
   Demobilization
   Supporting Appendices (Appendix A through C)

Section 5 of this Emergency Plan provides additional detail on IMS as outlined in the IMS Guidance.

For assistance in the use of this Emergency Plan, three definitions as stated in Appendix A: IMS glossary and definitions are provided below:

Definition of Emergency (Also defined in the EMCPA)
An event or situation that poses a serious danger to people, property and/or the environment. The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 provides the statutory definition.

Definition of Incident
An occurrence or event that requires an emergency response to protect people, property, the environment and/or services.

An incident may be geographically confined (e.g. within a clearly delineated site or sites) or dispersed (e.g. a widespread power outage or an epidemic). Incidents may start suddenly (e.g. a chemical plant explosion) or gradually (a drought). They may be of a very short duration (a call for emergency medical assistance) or continue for months or even years.   Incidents can, for example, include major disasters, terrorist attacks or threats, emergencies related to wild-land and urban fires, floods, hazardous materials spills, nuclear events, aircraft emergencies, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other emergencies.

Definition of Incident Management System (IMS)
A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

Accessibility for Ontarians with Disabilities Act /Ontario Regulation 429/11 and 191/11;

The Act specifically identifies Standards to be set by Regulation.

Ontario Regulation 429/07 sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The Township of Selwyn shall provide Emergency Plan information in an accessible format upon request in accordance with the Township's Accessible Customer Service Policy # 8.2.

Ontario Regulation 191/11 clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon requires.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56;

The Municipal Emergency Plan is a public document excluding the appendices which are deemed confidential.

As stated in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,:

Section 8 (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

   (e) endanger the life or physical safety of a law enforcement officer or any other person;

   (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;

Section 9 (1) A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

   a) the Government of Canada;

   b) the Government of Ontario or the government of a province or territory in Canada;

   c) the government of a foreign country or state

   d) an agency of a government referred to in clause (a), (b) or (c) or

   e) an international organization of states or a body of such an organization.

Section10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

> (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;

Section 13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

Canadian Standards Association (CSA) Canadian Emergency Management and Business Continuity Program Standard (CSA Z1600);

Business Continuity Program Standard (CSA Z1600) establish a common set of criteria for disaster management, emergency management, and business continuity programs. This Standard was published in 2008.

While CSA Z1600 is non-binding, the IMS doctrine is designed to be consistent with it.

Below is an extract from the CSA Z1600 Standard:

6.5 Incident management

6.5.1
The entity shall establish an incident management system to direct, control, and coordinate operations during and after an emergency.

6.5.2
The incident management system shall assign specific organizational roles, titles, and responsibilities for each incident management function.

6.5.3
The entity shall establish procedures for coordinating response, continuity, and recovery activities.

By-law # 2025-009 passed by the Council of the Corporation of the Township of Selwyn;

By-law No 2025-009 of the Township of Selwyn as certified by the Clerk of the Township documents Council's official approval of this Municipal Emergency Plan.

This Plan and By-law have been filed with the Chief, Emergency Management Ontario.

Section 3 - Application

All elected or appointed municipal officials of the Township have an obligation to be fully aware of the contents of this Emergency Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

Section 4 - Confidentiality of Plan

The Township of Selwyn Municipal Emergency Plan is a public document excluding the appendices which are deemed confidential.

As defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, the Head of an institution may refuse under that Act to disclose a record:

a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk assessment and Infrastructure Identification;

b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly;

c) If its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.

d) If the record contains personal information.

Section 5 - Incident Management Systems (IMS)

IMS Overview

The designated Municipal Control Group (MCG) for the Corporation of the Township of Selwyn has adopted the Province of Ontario Incident Management System (IMS) as the tool and process to assist the MCG in managing an emergency incident should it occur. In doing so it will allow them to be efficient and effective in taking action in the best interest of the residents and citizens they serve.

The IMS applies a functional approach to emergency management. In doing so, allows for the utilization of available personnel to fulfil the required functional roles regardless of their normal daily positions and assignments within the Township. It is however important to note that some functional requirements in the Municipal Operations Centre

(MOC) are best suited by individuals who possess the required training, competency, and professional skills to fulfil the functional responsibilities.

The five functions of the Incident Management System as listed in the following chart (Sec 5 b) are the responsibility of the Municipal Operations Centre (MOC) Commander. The first arriving Municipal Control Group (MCG) member will assume the function of the MOC Commander. The MOC Command function may be transferred as other members of the MCG arrive. The MOC Commander has the authority to delegate functions as required (toolbox approach) and in doing so may establish each level as the need arises. The general practice is the more complex the incident; the larger the command structure in order to effectively and efficiently manage the incident.

It is important to note the MOC Commander is responsible for ensuring all functions of the IMS are completed regardless of if he/she chooses to delegate the function or not.

IMS Core Functions

The core functions of IMS are Co-ordination and Command, Operations, Planning, Logistics, and Finance/ Administration. Refer to the following chart for an IMS Functions Guide. Municipal Control Group members assuming the primary functions of IMS should have previously achieved the required training to do so.

Note: Detailed responsibilities for each of the IMS Functions are found in Sections 7 to 15.

Key IMS Functions & Responsibilities:

Function	General Responsibilities
Policy Group	Fulfil legislative duties, provide a structure to allow a functional avenue for advice and assistance, as required, to the MOC Command Team. Shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.
MOC Commander	Responsible for the overall management of the MOC facility and assigned resources within the MOC, and the provision of support to Site Incident Command.
Safety Officer 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. (usually not delegated, remains as the I/C responsibility)
Emergency Information Officer Command Staff	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO 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 Municipal Operations Centre Action Plan (MOC AP), as well as the organization and assignment of all operations resources.
Planning Section Chief	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 MOC AP for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
Logistics Section Chief	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related Section of the MOC AP, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
Finance & Administration Section Chief	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.

IMS Principles

It is important to note that the five (5) key Functions of the Incident Management System are consistent throughout the planning, emergency response, mitigation, and the recovery stages of an emergency.

The following seventeen (17) standard principles provide guidance to implementation of the key functions:

1. Standard Terminology

2. Applicability

3. Management by Objectives

4. Simplicity & Flexibility

5. Standardization

10. Integrated communications

11. Sustainability

12. Modular & Scalable Organization

13. Information Management

14. Inter-Organizational Collaboration

6. Interoperability

7. Unity of Command

8. Span of Control

9. Consolidated Incident Action Plan

15. Comprehensive Resource Management

16. Designated Incident Facilities

17. Accountability

Municipal Hierarchy:

Unlike other emergency services the Municipal Corporation has no official designated ranking structure as found in the chain of command of emergency services, i.e. from Recruit to Chief. The corporate structure does however have a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the Selwyn Municipal Control Group (MCG) for the purpose of implementing the Incident Management System. (Listed in descending order)

> Chief Administrative Officer (CAO), Policy Group (Head of Council)
> Department Managers
> Working Foreman/Supervisors
> Staff

Note: The Head of Council (Mayor), and in their absence the Deputy Mayor, are designated officials by legislation. Under this IMS structure they, and as needed other members of Council, form the "**Policy Group**". This is a designated separate entity, yet an intricate part of the Incident Management System.

MOC Standard Colours and Identification

The Township of Selwyn Municipal Operations Centre (MOC) adopts the Colour identification system set out in the Province of Ontario IMS Doctrine.

- All MCG will be identified by IMS MOC Identification Vests:

Function I.D.	Colour	
Policy Group		White
MOC Commander & Command Staff		Green
Operations Chief		Red
Planning Chief		Blue
Logistics Chief		Yellow
Finance / Admin. Chief		Grey

IMS Functional Structure
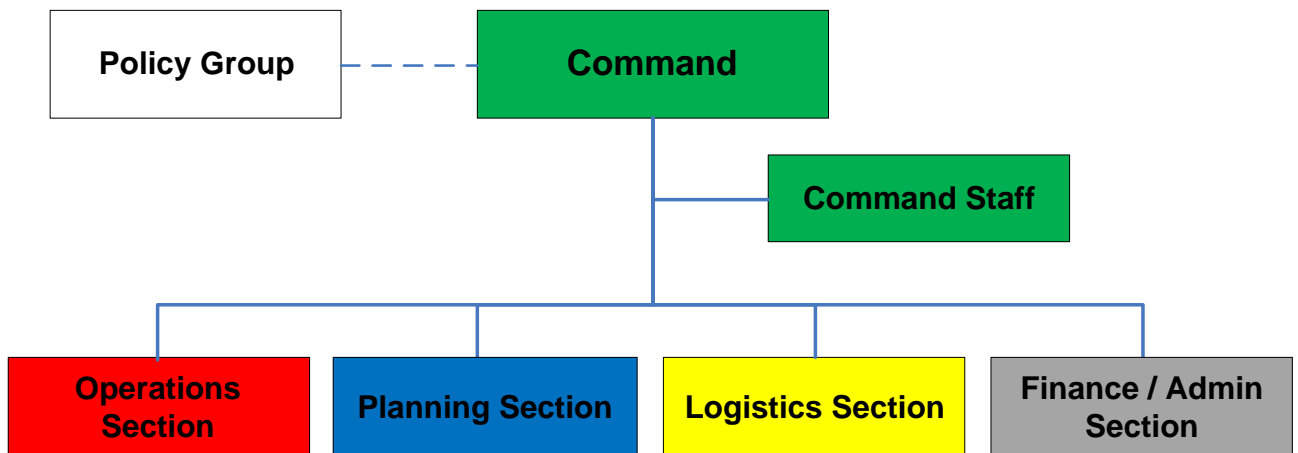
Note: See example Selwyn Organizational Charts (Sec 5 l).

MOC Functional Process

The following list outlines a typical functional cycle within the MOC. The IMS is reliant upon an approved MOC Action Plan (Sec 5 j) with specific objectives and operational period of time.

i.   Establish Command Function
ii.   Set up MOC
iii.   Begin information gathering process (size up) (Incident Briefing)
iv.   Perform Planning Function (expand as required)
v.   Determine Primary Objectives & Strategy
vi.   Develop MOC Action Plan & Operational Period (acquire approval)
vii.   Perform Logistics Function (expand as required)
viii. Perform Operations Function (expand as required) (Operations Briefing)
ix.   Perform Finance Administration Function (expand as required)
x.   Evaluate, Adjust, and Re-Evaluate

Once established the functions remain ongoing until the demobilization of the IMS structure and Command is terminated.

Establishing Command

The "function" of MOC Command will be assumed by the first arriving MCG member based on the above noted hierarchy (Sec 5 d). The MCG member shall remain as the MOC Commander until relieved by the arrival of a senior or higher-ranking MCG member or when a shift change is necessary.

The CAO has the authority to assume and/or delegate MOC Command as they determine the emergency situation requires.

Transfer of Command

MOC Command, Command Staff, and General Command level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new MOC Commander, Command Staff, and General Command.

MOC Action Plan

The MOC Commander is responsible for the development of the MOC Action Plan (MOC AP), either personally or by delegation with the assignment of a Planning Section Chief. The MOC AP will identify the strategy and objectives of the MCG for a specified operational period. The MOC AP requires final approval of the MOC Commander prior to implementation.

Operating Period

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period in order to achieve the objectives of the MOC AP.

The MOC Commander will establish the frequency of briefings/meetings based on the MOC AP and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

Under the direction of the MOC Commander and/or the Planning Chief, the Documentation Registration Officer (DRO) will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

Example: MOC Action Plan and Operational Period Development

IMS Planning Cycle - MOC

Legend: Command · Operations · Logistics · Planning · Finance/Admin.

Notification and Initial Response

Objective: Management of initial response activities, including the activation of MCG & MOC set up and assigns MOC functions.
Lead: MCG call our procedure
Attendees: All (as required)
Forms:
IMS MOC 211-B Check-in Form
IMS MOC 214 Activity Log
IMS MOC 201 Incident Briefing Form
IMS MOC 203 &/or 207 - Organization Assignment/MOC Organizational Chart

Incident Briefing

Objective: provide situation awareness to activated staff and oncoming MOC Commander
Lead: MOC Commander
Attendees: General Staff and Command Staff and alternates as required
Forms: Present IMS MOC 201 Incident Briefing Form

Pre-Planning Meetings (optional)

Objective: In preparation for the main Planning Meeting, a series of pre-planning meetings are held as necessary

Command Objectives / Strategy Meeting

Objective: Command establishes: incident mission, objective, strategies, priorities.
Lead: MOC Commander
Attendees: General Staff and Command Staff and others as required
Forms: IMS MOC 202 completed during or after meeting and signed by Command

Tactics Meeting

Objective: Ops Section establishes tactics to achieve objectives/**strategies.**
Lead: OSC
Attendees: May include General Staff, Command Staff, Branch/Division/Group supervisors, etc.
Forms: If required, IMS MOC 215-G. Other tactics may be developed using customized tools

Background Work and IMS Forms

Objective: Leading up to the planning meeting, each Section fulfills tasks and completes IMS MOC forms required for the MOC AP:
Operations:
- IMS MOC 215-G Operations Planning Worksheet
- IMS MOC 202: MOC Objectives
- IMS MOC 203: Organization Assignment List
- IMS MOC 204: Assignment List
- IMS MOC 207: MOC Organization Chart

Logistics:
- IMS MOC 205: Incident Telecommunications Plan

Safety Officer:
- IMS MOC 202: MOC Objectives

Acronyms

OSC — Operations Section Chief
PSC — Planning
LSC — Logistics Section Chief
FASC — Fin. & Admin. Section Chief
MOC — Municipal Operations Centre
AP — Action Plan

### Commence Planning for Next Operational Period

Objective: Once the MOC AP for the current operational period is in place, the Planning Section immediately begins developing an MOC AP for the next operational period (Form 209)

Lead: PSC (in-place, or newly activated for next operational period)

Evaluation (Ongoing)

Objective: All staff monitor the effectiveness of their operations. The OSC monitors success of operations and reports back for adjustment in future operational periods. Once operations have begun, it is recommended meeting(s) to share info and "lessons learned" (IMS MOC 209).
Lead: OSC

Begin Operational Period

Objective: The MOC AP is implemented

Operations Briefing (MOC AP distributed)

Objective: Written MOC AP presented to all staff with assignments formally given
Lead: OSC and PSC
Attendees: Activated resource leaders (e.g. Heads of Branches, Divisions, etc.)
Forms: IMS MOC 1001 (Consolidated MOC AP) or IMS MOC 202 with relevant attachments, as required.

Operational Period

Planning Meeting

Objective: All Command and General Staff gather to discuss and confirm the content of the MOC AP. Each member briefs on his/her area of responsibility.
Lead: PSC
Attendees: MOC Commander, Command and General Staff, any other key staff required.
Forms: Approval of all content to be included in the MOC AP (using IMS MOC 1001 or IMS MOC 202 with attachments)

Prepare and Approve the MOC Action Plan

Objective: Final version MOC AP created by planning section, based on the outcomes of the Planning Meeting.
Lead: MOC Commander and/or PSC
Forms: Consolidated MOC AP (IMS MOC 1001) with attachments, or IMS MOC 202 as MOC AP cover page, with other IMS MOC forms attached.
Completed MOC AP: Typically includes IMS MOC 202 Incident Objectives, IMS MOC 203 Organization Assignment List, IMS MOC 2014 Resource Assignment List, IMS MOC 2015 Incident Telecommunications Plan, IMS MOC 207 MOC Organization Chart. Other annexes may be attached as required. Include functions of Logistics & Finance/Administration.

Expansion of the MCG & IMS

The MOC Commander shall be responsible to assign and delegate the primary functions of the IMS. In many instances the Base Model (Level 1) may be all that is required for a Township the size of Selwyn. However, as the incident grows more assistance may be required in all or some of the functional areas. This process is governed by the "span of control" and modular organization. For example; the addition of branches, divisions and/or sectors may be required.

Twp. of Selwyn MOC/IMS Base Model (Sample Level 1)
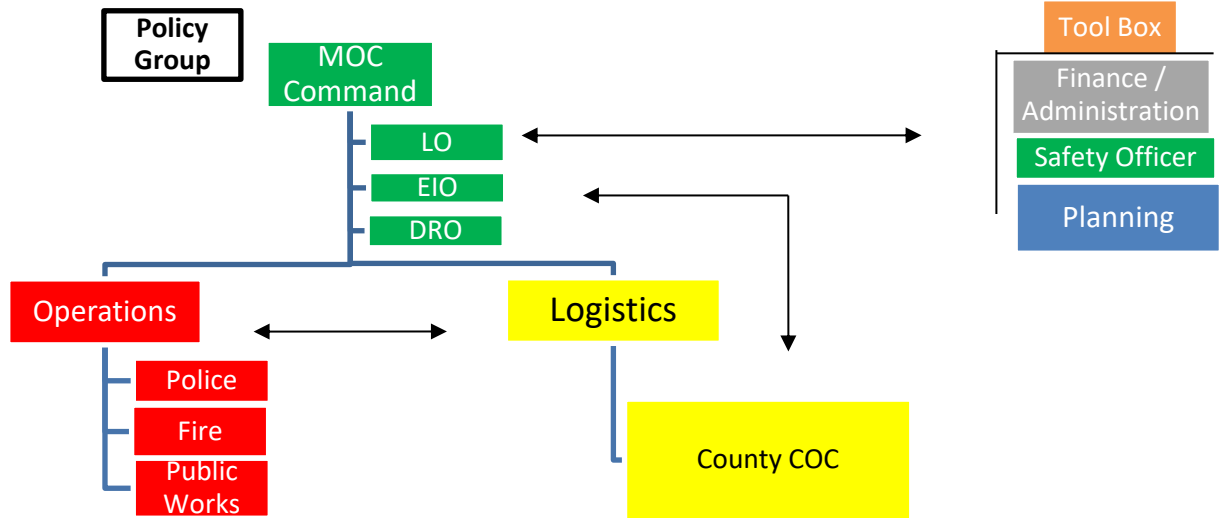
Twp. of Selwyn Expanded Model (Sample Level 2)
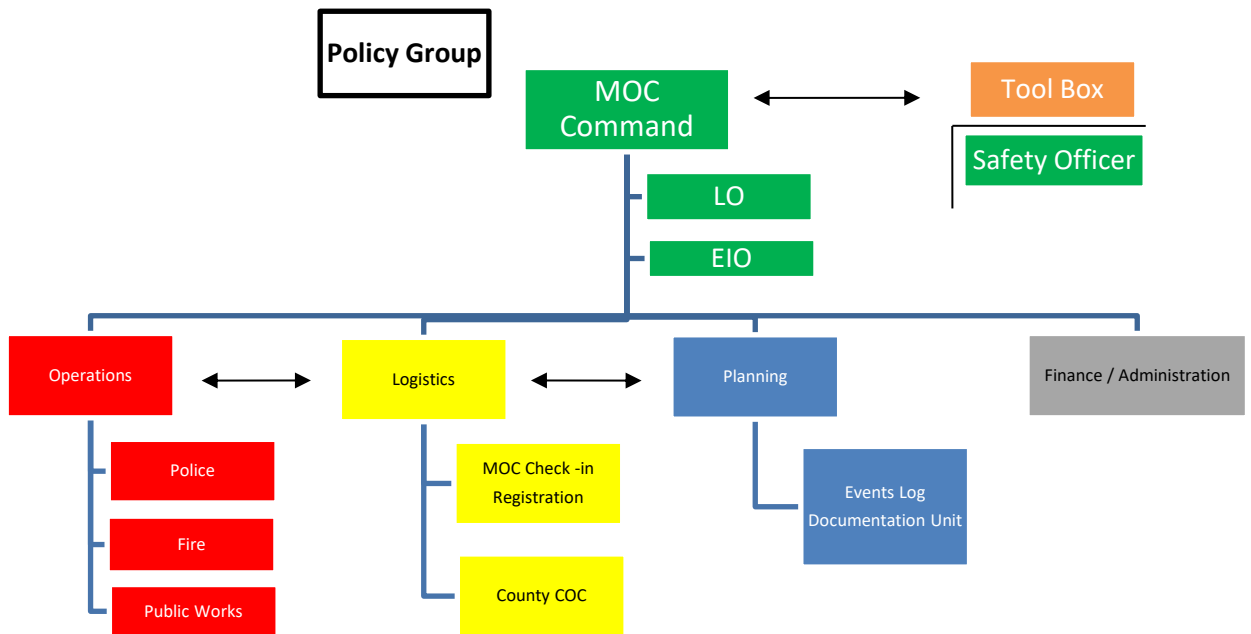
The IMS Structure may be expanded or contracted as required based on the span of control as needed.

Note: CEMC is to be present in the MOC to liaise with the PEOC until responsibility transferred.

Section 6 - Municipal Control Group (MCG) / Municipal Operations Centre (MOC)

Municipal Control Group (MCG) Responsibilities:

The general responsibilities of the MCG during an emergency are:
1. Providing support to the incident site, including:
   - Setting priorities and strategic direction,
   - Information collection, collation, evaluation and dissemination,
   - The management of resources,
   - Finance and Administration approvals.

2. Providing for the Corporation and the Community at Large:
   - Ensuring that business continuity and essential services are maintained and/or restored Corporately, and for the Community at large, including where possible, the areas impacted by the emergency

3. Under specific circumstances, the MCG may also exercise the following functions.
   - Performing an Area Command role for multiple Incident Sites
   - Performing an Incident Command role.

Additional Responsibilities:
In addition, the members of the Municipal Control Group (MCG) are likely to be responsible for the following actions or decisions:
- Calling out and mobilizing their emergency services, agency and equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Municipal Control Group is appropriate;
- Establishing direct continuous communications with the Policy Group and the Incident Site;
- Advising the Head of Council (Mayor/Deputy Mayor) as to whether the declaration of an emergency is recommended;

- Advising the Head of Council (Mayor/Deputy Mayor) on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Incident Commander (I/C) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of residents considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies and non-governmental organizations (NGO) i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency;
- Notifying the County Control Group as required.

Municipal Operations Centre (MOC)

Upon notification, the Municipal Control Group shall report to the primary Municipal Operations Centre, in the event this operation centre cannot be used, the alternate MOC shall be activated. The primary and secondary MOC locations are identified in Appendix A-1. Room setup procedures are located in Appendix B-1.

The MOC is a facility that the Municipal Control Group (MCG) has strategically predetermined as its location and equipped to facilitate executive decision-making and coordination. The MOC is equipped with technological communication devices and equipment that is readily available to the members of the Municipal Control Group to assist them in carrying out their assigned functions and duties.

Municipal Control Group (MCG)

The emergency response will be directed and controlled by members of the Municipal Control Group (MCG) performing the functions of IMS. They are responsible for coordinating the provision of management and resources necessary to minimize the effects of an emergency on the community. Confidential contact information can be found in Appendix B-2.

The MCG may function with only a limited number of persons depending upon the emergency. While the MCG may not require the presence of all the people listed as members of the MCG, all members of the MCG shall be notified when activation occurs. When an emergency exists but has not yet been declared to exist, MCG members may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Selwyn.

MCG members functional roles are identified in Appendix B-2. It is recognized that any member of the MCG may be required to carry out one or more of the five functions of the IMS or be assigned to perform a supporting role.

Notification Procedure of the Municipal Control Group (MCG)

The Municipal Emergency Plan and the Municipal Operations Centre may be activated in response to a variety of problems. Any member of the Municipal Control Group (MCG) may call and/or initiate activation. Procedures for notification of the Municipal Control Group (MCG) are contained in Appendix A-1.

Notification Purpose:

The purpose of the Notification Procedure is to alert members of the MCG of the emergency and to relay that information to the rest of the Municipal Control Group in a timely manner.

Refer to Appendix A-1.

Requests for Assistance

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

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario through the Provincial Emergency Operations Centre.

Assistance may be requested from other Municipalities who are participating in the Municipal Mutual Assistance Agreement.

Refer to Appendix C-1.

Assistance may be requested from other Municipalities who are participating in the Peterborough County Fire Services Emergency Plan, commonly referred to as Mutual Aid.

Declaration of Emergency (Notification)

The Head of Council (Mayor), or in their absence the Deputy Mayor, of the Township of Selwyn, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group.

Upon declaring or terminating an emergency, the Head of Council (Mayor/Deputy Mayor) will notify:
- Emergency Management Ontario, Provincial Emergency Operations Centre;
- Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);

A municipal emergency may be terminated at any time by:
- Head of Council (Mayor) or in their absence the Deputy Mayor; or
- Council; or
- Premier of Ontario.

Section 7 - Policy Group

Policy Group Members:

The Head of Council (Mayor/Deputy Mayor) or designate, CAO, and/or Manager of Financial Services and/or Manager of Community & Corporate Services/Clerk.

The Head of Council (Mayor/Deputy Mayor) and/or their designate are members of the policy group in order to fulfil legislative duties, and shall enlist other such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

Policy Group Function:

The Policy Group is an intricate and required part of the IMS Structure during a Municipal State of Emergency. The purpose of the Policy Group is providing a structure to allow a functional avenue for advice and assistance, as required, to the MOC Command Team in order to make the best informed decisions regarding the emergency situation.

The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Head of Council (Mayor/Deputy Mayor) to seek and request assistance as required.

Responsibilities:

1. The Head of Council (Mayor/Deputy Mayor) and/or their designate as head of the Municipal Council of the Township of Selwyn has designated authority under legislation when a potential or real state of emergency exists within the Township.
2. The Head of Council (Mayor/Deputy Mayor) and/or their designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the MOC Commander throughout the emergency.
3. The Head of Council (Mayor/Deputy Mayor) and/or their designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor/Deputy Mayor) and/or their designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor/Deputy Mayor) and/or their designate shall provide information to the Municipal Council and other levels of government with regards to impacts of an emergency, as required.
6. The Head of Council (Mayor/Deputy Mayor) and/or their designate will provide information necessary to keep the media and public informed in concert with the MOC Command.

Activation Phase:

Common MOC check-in activities:

- Sign in on the MOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information, in consultation with MOC Commander.
- Consult with MOC Commander to determine what other Council Members, Municipalities and levels of Government have been notified.

Operational Phase:

- Declaration of the state of emergency in consultation with the MOC Command, as required.
- Monitor MOC activities and advise MOC Commander of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Attend periodic MCG briefings to share status and situational information.
- In conjunction with the MOC Commander and Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve allocation priorities for critical resource requests, as required.
- Brief incoming Policy Group members at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Advise and consult with MOC Command regarding MOC demobilization strategies.

- Conclude emergency response and transition to recovery phase in consultation with Policy/Executive Group.

Demobilization Phase:

- Declare termination of the state of emergency in consultation with the MOC Command.
- Deactivate your assigned position after all other MOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 8 - MOC Commander

Reports to: Policy Group

Responsibilities:

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the MOC.
2. Determine MOC priorities and objectives in consultation with MCG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the MOC are established and maintained to support organizational effectiveness.
5. Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
6. Maintain communication link with Policy Group.

Activation Phase:

Common MOC check-in activities:

- Sign in on the MOC Check-in/Check-out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g., computer, phone, pager/cell phone, stationary, and necessary reference documents (e.g. plans).
- Review your Position Checklist, as well as checklists of other positions you are responsible for.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports. Review of Position Log, etc.

Specific functional activities:

- Determine appropriate level of activation based on available situation information.
- Determine/assess which Sections or functions are needed and ensure appropriate personnel are mobilized for the initial activation of the MOC.
- Assign MOC Command Staff and General Command Staff personnel as required
- Ensure the MOC IMS organizational staffing chart showing assigned positions is posted.
- Establish initial priorities for the MOC based on current status and information from Incident Commander(s), and communicate to all involved parties.
- Schedule MOC Action Planning meeting, and as needed appoint and have the Planning Chief prepare the agenda.
- Consult with Liaison Officer and the MCG to determine what representation is needed at the MOC from other organizations or assisting agencies.

Operational Phase:

- Monitor MOC activities and advise the MCG of any further actions required to ensure operational efficiency and effectiveness.
- Document all decisions, approvals, and significant actions in the Position Log.
- Conduct periodic MCG briefings to share status and situational information.
- Identify higher level Management priorities, in coordination with the Policy Group for inclusion in the initial MOC Action Planning meeting.

- Convene the initial MOC Action Planning meeting; ensure objectives, strategy, and operational periods are established and appropriate planning procedures are followed.
- Review, approve, and authorize implementation of MOC Action Plan objectives and strategy once completed by the Planning Section.
- Consult periodically with the MCG to ensure MOC AP priorities for the operational period remain current and appropriate.
- Ensure the Liaison Officer establishes contact with Peterborough County COC, adjacent jurisdictions/agencies and other levels of site support as appropriate, and that contact is maintained.
- Ensure that the Liaison Officer establishes and maintains effective inter-agency coordination with cooperating agencies and other stakeholders.
- In conjunction with the Emergency Information Officer, review media releases for final approval.
- Conduct/participate in media briefings as required in coordination with the Emergency Information Officer.
- Approve MOC Situation Reports, prior to distribution.
- Approve allocation priorities for critical resource requests, as required.
- Conduct periodic briefings for the Policy Group.
- Ensure the Policy Group and MCG are informed and/or involved with any emergency declarations or senior policy directives, as applicable.
- Supervise the MCG personnel.
- Brief incoming MOC Commander at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Ensure a Demobilization Plan is developed prior to the demobilization phase.
- Advise and consult with Policy Group regarding MOC demobilization strategies.
- Authorize demobilization in whole or in part of the IMS structure when they are no longer required.
- Conclude emergency response and transition to recovery phase in consultation with Policy Group.

Demobilization Phase:

- Deactivate MOC when emergency event no longer requires the MOC activated, and ensure all other facilities are notified of deactivation.
- Deactivate your assigned position after all other MOC functions are demobilized.
- Ensure that any open actions are completed.
- Complete all required forms, reports, and position logs and submit to Documentation Unit.

- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc).
- Access critical incident stress management support, as needed.
- Be prepared to contribute to an MOC Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by your organization.

Section 9 - Safety Officer "SO" (Command Staff)

Reports to: MOC Commander

Responsibilities:

1. Ensure that good risk management practices are applied throughout the MOC and that every function contributes to the management of risk.
2. Protect the interests of all MOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
3. Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
4. Provide advice on safety issues.
5. Ensure the implementation of appropriate safety measures and worker care practices in the MOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the MOC Action Plan and notify the MOC Commander of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the MOC facility and documentation.

Activation Phase:

Common MOC Check-In Activities:

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.

- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Perform a risk identification and analysis of the MOC and activities.
- Request the assistance of a safety specialist, if you are not familiar with all aspects of safety and relevant legislation.
- Monitor set-up procedures for the MOC to ensure that proper safety regulations are adhered to.
- Ensure that security protocols are implemented; including checkpoints at all MOC entrances to allow only authorized personnel access to the MOC, as well as staff sign-in and identification procedures.
- Coordinate health, safety and worker care information for staff orientation briefings.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Brief the incoming MOC Safety Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Review and assess reports of damage and loss. If assigned, work with the Situation Unit in Planning and the Compensation and Claims function in Finance.
- Identify and document risk and liability issues, and ensure that the MOC Commander is advised.
- Gather and organize evidence that may assist MOC organizations in future legal defense.
- Assist the MOC Commander in reviewing news releases, public alerts and warnings, and public information materials from a risk management perspective.
- Evaluate situations for risk exposure and advise the MOC Commander of any conditions and actions that might result in liability (e.g. oversights, improper response actions, etc.).

- Conduct interviews and take statements to investigate major risk management issues.
- Identify potential claimants and the scope of their needs and concerns.
- Advise personnel regarding strategies for risk management and loss reduction.
- Assist the MOC Commander in deactivation activities, including collection of all relevant paper and electronic records, and any materials necessary for after-action reporting procedures, and organizing records for final audit.
- Monitor and evaluate MOC activities to ensure applicable occupational health and safety standards are implemented and adhered to.
- Coordinate with Finance on any MOC personnel injury claims or records preparation, as necessary for proper case evaluation and closure.
- Coordinate with Logistics Personnel Unit to ensure that appropriate worker care measures are implemented, and all MOC personnel are aware of their responsibilities in this regard.
- Monitor security checkpoints and MOC facility access.
- Address security issues with MOC Command, recommending improvements where necessary.

Demobilization Phase:

- Deactivate your assigned position when authorized by the MOC Commander.
- Assist with the deactivation of the MOC at designated time, as appropriate.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g. sign out, leave a contact phone number, return equipment or other materials, etc.).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Coordinate critical incident stress and other debriefings, as necessary.
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 10 - Liaison Officer "LO" (Command Staff)

Reports to: MOC Commander

Responsibilities:

1. In consultation with the MCG, ensure procedures are in place for working and communicating with the Peterborough County Operations Centre (COC) and other government and Non-Government Organization (NGO) agency representatives.
2. Request agency representatives for the MOC, as required by the MCG, to ensure all necessary roles and responsibilities are addressed, enabling the MOC to function effectively and efficiently.
3. Maintain a point of contact, and interact with representatives from other agencies arriving at the MOC.
4. Liaise with relevant operation/coordination centres or agencies/departments not represented in the MOC.
5. Assist and advise the MOC Commander and the MCG as needed, and provide information and guidance related to external agencies and organizations.
6. In coordination with the Emergency Information Officer, assist the MOC Commander in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the MOC facility.
7. Liaise with local authorities, other MOCs and Provincial and Federal organizations and share information in accordance with MOC and organizational policies.

Activation Phase:

Common MOC Check-In Activities:

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request any necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish/maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Assist the MOC Commander in identifying appropriate personnel to staff the MOC, if required.
- Provide assistance and information to the MCG regarding external assisting organizations.
- Establish contact with external agencies, and confirm that contact information for agency representatives (e.g. telephone, radio, internet) is current and functioning.
- Ensure registration and sign-in procedures are established for external assisting agencies working within the MOC.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the MOC Commander and the MCG, participate in developing overall MOC priorities and action planning process.
- Provide status reports and situation information from non-represented cooperating agencies to the MOC Commander and in the MCG briefings, as appropriate.
- Provide general advice and guidance to agencies and MOC staff, as required.
- Ensure that all notifications (e.g. emergency declarations) are made to agencies not represented in the MOC.
- Ensure that communications with appropriate external non-represented agencies (such as: public utilities and transportation, volunteer organizations, private sector, etc.) are established and maintained.
- Assist the MOC Commander in preparing for and conducting briefings with the MCG members, elected officials, and other stakeholders.
- Assist external non-represented cooperating agencies with completing of status and situation reports where necessary, and forward to the Planning Section.
- Advise the MOC Commander of critical information and requests contained within agency situation reports.
- Forward approved MOC Situation Reports to non-represented agencies, as requested.
- Assist the MOC Commander in establishing and maintaining an inter-agency coordination group comprised of external cooperating agency representatives and executives not assigned to specific Sections within the MOC and other stakeholders, as required.

- In consultation with the Emergency Information Officer, conduct tours of MOC facility as requested.
- Brief the incoming MOC Liaison Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Assist with the deactivation of the MOC at the designated time, as appropriate.
- Notify external non-represented agencies in the MOC of the planned demobilization, as appropriate.
- Assist the MOC Commander with the transition to recovery phase.

Demobilization Phase:

- Deactivate your assigned position when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 11 - Emergency Information Officer "EIO" (Command Staff)

Reports to: MOC Commander

Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the MOC.
2. Ensure that the public within the affected area received complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.

3. Coordinate media releases with officials representing other affected municipalities, county and emergency response agencies and other levels of authority.
4. Develop the format for news conferences and briefings in conjunction with the MOC Commander.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.
6. In consultation with MOC Commander and Liaison Officer, coordinate VIP and visitor tours of the MOC facility.
7. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centres and with external agencies.
8. As directed, activate the Public Inquiry Center, in accordance with Appendix G attachment A.
9. As directed, activate the Public Information Plan, in accordance with Appendix G

Activation Phase:

Common MOC check-in activities:

- Sign-in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Determine staffing requirements for the Information function.
- Assess information skill areas required in the MOC such as: writing, issues management, media relations, event planning, etc. and assign appropriate personnel.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Obtain policy guidance and approval from the MOC Commander with regard to all information to be released to the media and public.
- Refer to the Emergency Public Information Plan of the organization, as well as sample forms, templates and other information materials.
- Coordinate with the Planning Sector and identify methods for obtaining and verifying significant information as it develops.
- Implement and maintain an overall information release program and establish appropriate distribution lists.
- Monitor all media, using information to develop follow-up news releases and rumour control.
- Keep the MOC Commander advised of all incoming media releases, unusual requests for information, and all major critical or unfavourable media comments. Recommend procedures or measures to improve media relations.
- Develop and publish a media briefing schedule to include location, format, and preparation and distribution of handout materials.
- At the request of the MOC Commander, prepare media briefing notes for elected officials and/or Policy/Executive Group members and provide other assistance as necessary.
- Establish a media information centre, as required.
- Maintain up-to-date status boards and other references at the media information centre.
- Provide adequate staff to answer questions from members of the media.
- Establish Public Information Service and/or call centre, to handle public/stakeholder inquiries and provide emergency support information by activating the City of Peterborough Public Information Centre.
- Develop public information message statements for MOC Staff and call takers.
- Interact with other MOCs to obtain information relative to public information initiatives.
- In coordination with the MCG and as approved by the MOC Commander, issue timely and consistent advisories/instructions for life safety, health, and assistance to the public.
- Liaise with MOC Risk Management to check for any potential liability or health safety concerns.
- In coordination with Operations Section, ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas when safe.
- Ensure that file copies are maintained of all information released.

- Supervise Information personnel, if any.
- Brief the incoming MOC Information Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Assist with the deactivation of the MOC at designated time, as appropriate.
- Deactivate your assigned position when authorized by the MOC Commander.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures.
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 12 - Documentation Registration Officer "DRO" (Command Staff)

Reports to: MOC Commander

Note: If/when the Functions of Logistics and/or Planning have been assigned the DRO will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/ information to Planning.

Further; to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the MOC Commander should give consideration to splitting the responsibilities of this position between two persons.

General Responsibility:

The Documentation Registration Officer (DRO) supports the efficient functioning of the Municipal Operations Centre and IMS Structure.

Responsibilities:

1. Perform Check-in/ Check-out registration functions for the MOC, and record the arrival and departure of the MCG members.
2. Keep a sequential events time log/documentation of information on the main events status board and other required forms.
3. Ensure log supplies, forms and office supplies are of adequate supply for the MOC.
4. Ensure MCG members individual Position Logs are being completed and collected at the end of each shift.
5. Establishes a shift change schedule for the MCG members and alternates.

Activation Phase:

- Common MOC Check-In Activities:
- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set-up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- In conjunction with the MOC Commander and the MCG, participate in developing overall MOC priorities and action planning process.
- Perform Check-in/ Check-out registration functions for the MOC, and record the arrival and departure of the MCG members on an ongoing basis.
- Notify Police of issues with non-MCG members attempting to enter the MOC.
- Record and keep a current sequential events and time log/documentation of information on the main events status board and other required forms.
- Ensure log supplies, forms and office supplies are of adequate supply for the MOC.

- Ensure MCG members individual Position Logs are being completed and collected at the end of each shift.
- Establishes a shift change schedule for the MCG members and alternates.
- Provide general advice and guidance to agencies and MOC staff, as required.
- Advise the MOC Commander of critical information and requests identified through the event log recording and documentation function.
- In consultation with the Emergency Information Officer, conduct tours of MOC facility as requested.
- Brief the incoming MOC Documentation Registration Officer at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.
- Assist with the deactivation of the MOC at the designated time, as appropriate.
- Assist the MOC Commander with the transition to recovery phase.
- Collect and organize completed forms from MCG members.

Demobilization Phase:

- Deactivate your assigned position when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.
- Collect and organize completed forms from MCG members.

Section 13 - Operations Section Chief "OSC"

Reports to: MOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination and supervision of all required functions within the MOC Operations Section.
2. Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
3. Ensure that Section objectives and assignments identified in MOC Action Plans are carried out effectively.
4. Maintain a communications link between Incident Commanders (sites) and the MOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to MOC Commander, and as assigned Planning Section.
6. Keep the MOC Commander informed of significant issues relating to the Section.
7. Conduct periodic briefings for the MOC Commander and the MCG.
8. Supervise Operations Section personnel.

Activation Phase:

Common MOC Check-In Activities:

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, page/cell phone, stationary, and necessary reference documents.
- Review your Position Checklists, as well as checklists of any other positions for which you are responsible and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g. briefing minutes, status information boards, Situation Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to the MOC Commander to obtain current situation status, priorities, and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other MOC Management Staff, as appropriate.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.

- Activate appropriate branches based on functions or geographical assignments within the Section and designate Branch Directors as necessary.
- Establish radio or cell-phone communications with the COC, other MOCs, and/or other levels of response operating in the region and coordinate accordingly.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the MOC.
- Consult with Logistics to ensure that there are adequate communications equipment and frequencies available for the Operations Section.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.
- Coordinate with the MOC Commander and Planning Chief regarding strategies for accurate and timely flow of information.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Operations staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Based on the situation known or forecasted, anticipate potential challenges and future needs of the Operations Section.
- Provide a Situation Report to the Planning Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, is provided to Planning Section on a regular/urgent basis.
- Ensure that the branches coordinate all resource needs through the Logistics Section.

- Authorize resource requests from the incident site(s) and forward extraordinary and/or critical resource requests to the MOC Commander for approval.
- Ensure all expenditures and financial claims are coordinated through the Finance/Admin Section.
- Brief the MOC Commander and the MCG on all major incidents.
- Deactivate Section branches and any organizational elements, when no longer required.
- Ensure that all paperwork is complete and logs are closed and sent to Documentation Unit, and any open actions are reassigned to appropriate jurisdictional and/or MOC staff.
- Brief the incoming MOC Operations Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 14 – Planning Section Chief "PSC"

Reports to: MOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the MOC Planning Section.

2. Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in MOC Action Plans are carried out effectively.
4. Ensure the MOC Commander is informed of significant issues affecting the Planning Section.
5. In coordination with the other Section Chiefs, ensure that Situation Reports are submitted to Planning Section and used as the basis for the MOC Action Plans.
6. Supervise Planning Section personnel.

Activation Phase:

Common MOC Check-In Activities:

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of any other positions for which you are responsible, and develop plans for carrying out all responsibilities.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation, priorities, and specific job responsibilities.
- At the request of the MOC Commander, provide a preliminary situation briefing to other the MCG personnel, as required.
- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Activate appropriate units based on functions required within the Section and designate Unit Coordinators, as necessary.
- Meet with Operations Section Chief to obtain and review any major incident reports and coordinate for accurate and timely information sharing.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing level and request additional personnel, as necessary, to cover all required shifts.
- Conduct periodic Section briefings/meetings and work to reach consensus among Planning staff on key issues and priorities to include in the Situation Report.
- Provide Section staff with information updates via Section briefings, as required.
- Ensure that the Situation Unit is maintaining current information for the MOC Situation Report.
- Ensure that situation and resources information, as well as new incident reports and intelligence information, as completed by the Operations Section, are accessible by the Planning Section.
- Ensure that an MOC Situation Report is produced, approved and distributed to MOC Sections and other relevant operation/coordination centres, prior to the end of each operational period.
- Ensure that all status boards/displays are kept current.
- Ensure that Emergency Information Officer has immediate unlimited access to all situational information.
- Develop a Situation Report prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Chair the MOC Action Planning meetings.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Planning Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the MOC Action Plan is completed, approved, and distributed prior to the start of the next operational period.
- Develop and distribute, as needed, reports which highlight forecasted events and/or conditions likely to occur beyond the forthcoming operational period.
- Ensure that files are maintained on all MOC activities and provide reproduction and archiving services for the MOC, as required.

- Provide technical services, such as environmental advisors and other technical specialists, to all MOC Sections, as required.
- Ensure all expenditures and financial claims are coordinated through the Finance Section.
- Ensure a Demobilization Plan is developed, approved and distributed to all Sections.
- Brief the incoming MOC Planning Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit.
- Clean up your work area before you leave.
- Follow MOC check-out procedures.
- Be prepared to provide input and assist in preparation of the Post Incident Action Report (PIAR).
- Participate in formal post-operational debriefings, as required by your organization.
- Access critical incident stress management support, as needed.

Section 15 - Logistics Section Chief "LSC"

Reports to: MOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the MOC Logistics Section.
2. Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
3. Ensure Section objectives/assignments in the MOC Action Plans are carried out.
4. Keep the MOC Commander informed of significant issues relating to the Logistics Section.

5. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
6. Ensure critical resources are allocated according to approved plans.
7. Ensure necessary food and lodging is provided for MOC and site personnel.
8. Supervise Logistics Section personnel.

Activation Phase:

- Common MOC Check-In Activities
- Set up and/or assign the MOC Check-In/Check-Out Log to be set up.
- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary, and necessary reference documents.
- Review your Position Checklist, as well as checklists of other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever resources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation status, priorities, and specific job responsibilities.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resources.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Advise Units within the Section to coordinate with the Operations Section to prioritize and validate resource requests from Incident Commanders at sites.
- Meet with the MOC Commander and the MCG to identify immediate resource needs.
- Meet with the Finance/Admin Chief and determine level of purchasing authority for the Section.

- Assist logistics personnel in developing objectives for Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the MOC Action Plan.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Section personnel maintain position logs and other paperwork, as required.
- Supervise Section personnel.
- Monitor Section staffing levels and request additional personnel as necessary to cover all required shifts.
- Provide a Situational Report to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Logistics Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, as well as resources obtained through mutual aid.
- Ensure all expenditures and financial claims have been coordinated through the Finance / Administrative Section.
- Identify high cost resources that could be demobilized early and advise other Section Chiefs.
- Ensure coordination with Operations before commencing demobilization.
- Ensure that all paperwork is complete and logs are closed and sent to Finance/Admin, and any open actions are reassigned to appropriate jurisdictional and/or MOC staff.
- Brief the incoming MOC Logistics Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirement are known.

Demobilization Phase:

- Deactivate your assigned position and the Section when authorized by the MOC Commander.

- Ensure that any open actions in your position log, that are not yet complete at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign out, leave a contact phone number, return equipment or other material, etc).
- Be prepared to provide input to the Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.
- Participate in formal post-operational debriefings, as required by your organization.

Section 16 - Finance/Administration Section Chief "FASC"

Reports to: MOC Commander

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the MOC Finance/Administration Section.
2. Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure Section objectives and assignments identified in the MOC Action Plans are carried out effectively.
4. Keep the MOC Commander informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

Activation Phase:

Common MOC Check-In Activities:

- Sign in on the MOC Check-In/Check-Out Log.
- Participate in facility/safety orientation on arrival for the first shift, if required.
- Set up/replenish your workstation and request necessary resources – e.g. computer, phone, pager/cell phone, stationary and necessary reference documents.

- Review your Position Checklist, as well as checklists of any other positions for which you are responsible.
- Establish and maintain a Position Log.
- Obtain situational information from whatever sources are available, e.g., briefing minutes, status information boards, Situation Reports, Status Reports, review of Position Log, etc.

Specific Functional Activities:

- Report to MOC Commander to obtain current situation status and specific job responsibilities. A preliminary situation briefing may be provided by the Planning Chief or other MOC Management Staff, as appropriate.
- Ensure that the Finance/Admin Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Activate appropriate units based on functions required within the Section and designate Branch or Unit Coordinators, as necessary.
- Consult with MOC Commander for spending limits.
- Consult with the Policy Group as necessary.
- Meet with the Logistics and Operations Section Chiefs and review financial and administrative requirements/procedures; determine the level of purchasing authority to be delegated to each.
- In conjunction with Unit Coordinators, determine the initial Finance Action Planning objectives for the first operational period.

Operational Phase:

- Document all decisions, approvals, and significant actions in the Position Log.
- Ensure that all Finance/Admin Section personnel maintain position logs and other paperwork, as required.
- Supervise Finance/Admin Section personnel.
- Monitor Finance/Admin Section staffing levels and request additional personnel, as necessary, to cover all required shifts.
- Provide Finance/Admin Section staff with information updates via Section briefings, as required.
- Ensure that displays associated with the Finance/Admin Section are current, and that information is posted in a legible and concise manner.
- Participate in all action Planning meetings.

- Provide a Situational Report, including cost estimates, to the Planning Section Chief prior to the end of each operational period to facilitate Action Planning for the next operational period.
- Participate in the MOC Action Planning process and all the MCG meetings/briefings.
- Ensure that the Finance Section objectives, as defined in the current Action Plan, are being addressed, and monitor progress, as necessary.
- Keep the MOC Commander and the MCG informed of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that financial records are maintained throughout the event of disaster.
- Ensure that the personnel records and all staff time are tracked and recorded.
- In coordination with the Logistics and Operations Sections, ensure that purchasing processes, purchase orders and contract development are conducted in a timely manner.
- Ensure that the compensation claims, resulting from the disaster, are properly recorded and reported in a reasonable timeframe, given the nature of the situation.
- Ensure that time sheets and travel expense claims are processed promptly.
- Ensure that all cost and claim documentation is accurately maintained during the response.
- Brief the incoming Finance Section Chief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Ensure that all expenditures and financial claims have been processed and documented.
- Deactivate your assigned position and the Section when authorized by the MOC Commander.
- Ensure that any open actions in your position log, that are not yet completed at time of demobilization, are reassigned.
- Complete all required forms, reports, and position logs, and submit to Documentation Unit prior to demobilization.
- Clean up your work area before you leave.
- Follow MOC check-out procedures (e.g., sign- out, leave a contact phone number, return equipment or other materials, etc).
- Be prepared to provide input to the MOC Post Incident Action Report (PIAR).
- Access critical incident stress management support, as needed.

- Participate in formal post-operational debriefings, as required by your organization.

Section 17 - Municipal Services/Resources

The following subsections identify/assign responsibilities for the provision of inherent Municipal Services and Resources in support of the Incident Management System and MOC Command in the event of the MOC activation. Municipal managers, staff and other agencies are to provide the following as needed:

Chief Administrative Officer "CAO"

The Services of the CAO continue to be:
The CAO oversees the management of the Municipal Corporation, the individual departments within the corporation, and all staff. The CAO is responsible for maintaining the Business Continuity of the Municipal Corporation and the Municipal Community during an emergency incident, as well as providing support and participating in the IMS.

The responsibilities of the Chief Administrative Officer are, but not limited to, maintaining and providing the following:

1. Arrange and provide for Mutual Assistance as required.
2. Maintain and provide contact lists and directories for Administrative Level government and agencies.
3. Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.
4. Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group and IMS Structure.
5. Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.
6. Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
7. Ensure the Municipal Corporate Business Continuity Plan is maintained and available.
8. Perform and provide other such CAO Functions as required.

Police Services

The Services of the Police continue to be:
The Protection of life and property through, Preservation of the Peace, Prevention of Crime, Crowd and traffic control, and Investigation of Crime.

The responsibilities of the Police are, but not limited to, maintaining and providing the following:

1. The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
2. Control and disperse crowds within the Emergency Area.
3. Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.
4. Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
5. Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the Municipal Control Group.
6. Prevent unauthorized entry into the Emergency Area and maintain law and order, and prevent looting within the Emergency Area.
7. Maintain order in any evacuation centre.
8. Provide notification of fatalities to the coroner.
9. Provide assistance to the coroner in the location and operation of a temporary morgue.
10. Provide communications between the MOC and Police Command.

Fire and Emergency Services

The Services of the fire department continue to be:
The Protection of Life, Property, and the Natural Environment, through Fire Prevention, Public Education, Code Enforcement, and Emergency Fire and Rescue Response.

The responsibilities of the Fire Service are, but not limited to, maintaining and providing the following:

1. Provide for the activation of Mutual Aid as required.
2. Provide operations connected with the fighting of fires.
3. Provide rescue and extrication operations.
4. Provide Medical Aid in concert with EMS and the Departments Level of Training.
5. Provide a list of personnel, equipment and apparatus for the Fire and Emergency Services.

6. Provide equipment and manpower to assist in pumping operations, conditions permitting.
7. Activate the Peterborough County Emergency Fire Services Plan (Mutual Aid), as required.
8. Provide interpretation, advice and assistance on the Transportation of Hazardous Materials through CANUTEC, the M.O.E. Spills Action Centre and the Emergency Response Guide.
9. Provide Building information through departmental pre-plans and inspection records.
10. Activate Provincial HUSAR Response Team, as required.
11. Activate Provincial HAZMAT Response Team, as required.
12. Provide Hydro related updates as required through usage of protected contact numbers.

Public Works

The Services of Public Works include those areas of operation associated with general construction, maintenance and repair of roadways, physical infrastructure, urban and rural forestry, solid waste collection and disposal, landfill sites, street lighting, and municipal water supply systems.

The responsibilities of Public Works are, but not limited to, maintaining and providing the following:

1. Provide an inventory of equipment and personnel available to assist in the response to an emergency.
2. Ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.
3. Ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.
4. Ensure that all vehicles, equipment and personnel are available for assistance.
5. Provide barriers and flashers for control for the Emergency Area.
6. Clear debris, snow or other obstructions in and around the Emergency Area.
7. Arrange delivery of emergency water supplies for human consumption.
8. Conduct emergency pumping operations, sandbagging and other flood and water control measures.
9. Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.
10. Provide supplies of fuel and oil for emergency services vehicles.

11. Arrange for the provision of portable washrooms and other sanitary facilities and provide essential waste disposal.
12. Maintain essential streets and access routes for pedestrian and vehicular access.
13. Arrange and provide transportation for evacuation, as required.
14. Provide equipment and personnel to assist in the clearing of trees and property.
15. The Superintendent of Public Works shall in concert with the Municipal contracted water supply and maintenance professional, provide the Municipal Control Group with information as to the operations, capabilities, and safety of Municipal Supply Systems.

Section 18 - Allied Agencies

See Appendix C and D for secondary and tertiary response contact information.

Emergency Social Services

Activation

The City of Peterborough Emergency Social Services (ESS) Team may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Emergency Operations Centre. When an ESS Team representative is required to attend the County of Peterborough Emergency Operations Centre, they will be assigned to the Logistics sector.

General

The responsibilities of the Emergency Social Services Team include those areas of operation associated with:
a) Provision of Reception/ Evacuation centre services, including registration and inquiry, emergency feeding, emergency clothing, emergency lodging and personal services.
b) Co-ordination of supply and demand of ESS human resources, both volunteer and compensated.

Resources

The City of Peterborough Community Emergency Management Co-ordinator will maintain a list of equipment and ESS personnel available to assist in the response to an emergency, including volunteer and community partner agencies

Evacuation Centres

The City of Peterborough Community Emergency Management Co-ordinator will maintain a list of City of Peterborough facilities that have been identified as suitable Reception/Evacuation Centre sites (see Appendix D-2). The County of Peterborough and Township Community Emergency Management Co-ordinators' will identify and provide details of sites in the County of Peterborough, which are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

Responsibilities

The responsibilities of Emergency Social Services staff in the City Emergency Operations Centre shall be:

1. Establish Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required ESS functions and necessary human resources.
2. Work with the impacted Township to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
3. Work with the United Way of Peterborough and District to select the most appropriate site(s) for registration of human resources.
4. Maintain records of human resources/administrative details, evacuee details and costs associated with the provision of emergency social services and arrange for the provision of such details to the responsible Township(s) for cost recovery purposes. When applicable, provide such details to the Ministry of Municipal Affairs and Housing for consideration under the Ontario Disaster Relief Assistance Program (ODRAP).
5. Coordinate transportation for ESS Team human resources, as required.
6. Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services.
7. Maintain a log of all actions taken.

Medical Officer of Health

Activation

The Medical Officer of Health may be activated either directly or during a multi-municipal event, via the MCG Liaison Officer, through the County of Peterborough Emergency Operations Centre. When a representative is required to attend the MOC they will be assigned to the appropriate IMS Sector by the MOC Commander.

General

The responsibilities of the Medical Officer of Health include those areas of operation associated with:
- Communicable Diseases
- Health Inspection Services
- Advice on Medical Services
- Public Health Advisory

Responsibilities of the Medical Officer of Health

The office of the Medical Officer of Health shall:

1. Provide information and instructions to the County Control Group (C.C.G.) and the population on matters concerning public health.
2. Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
3. Continue delivery of established programs to ensure continuity of care and general health protection.
4. Activation and direction of the "Pandemic Influenza Contingency Plan"
5. Activation and direction of the "Extreme Heat Response Plan"
6. Activation and direction of the "Extreme Cold Response Plan"
7. Maintain a log of all actions taken

Emergency Medical Services (EMS)

General Responsibilities:

The general responsibilities of Emergency Medical Services include those areas of operation associated with:
- Ensuring provision of emergency medical services at the site of the emergency
- Ensuring continuity of emergency medical services coverage is maintained throughout the remainder of the community/county.
- Liaise with the Peterborough Regional Health Centre to help facilitate medical services at the hospital.

Responsibilities of the Emergency Medical Services:

1. Emergency Medical Services shall ensure the following:

2. Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
3. Obtain EMS from other Municipalities for support, if required.
4. Ensuring sufficient resources are available and assigned in order to perform triage treatment and transportation for the emergency.
5. Advising the CCG if other means of transportation is required for a large-scale response.
6. Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
7. Assist other health institutions to deliver emergency services to victims of the emergency.
8. Ensure liaison with the receiving hospitals.
9. Ensure liaison with the Medical Officer of Health, as required.
10. Ensure distribution of casualties in an appropriate and effective way.
11. Maintain a log of all actions taken.

Section 19 - Non-Government Organization(s) (NGO)

Non-Government Organizations (NGO) that could provide assistance in an emergency include:

Canadian Red Cross
St. John Ambulance
Amateur Radio Emergency Services (ARES)

Section 20 - Incident Commander "I/C" (Site)

Reports to: MOC Commander

Activation

The first arriving agency, officer or senior personnel will establish Incident Command. The Incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

Transfer of Command

The transfer of command will take place as per agency protocols; normally the arrival of higher ranking officers will initiate the transfer of command.
The transfer of command will take place with a detailed face to face briefing.

Incident Command

There is one Incident Commander per Incident/Site. In the event there is more than one Incident location/site there will be an Incident Commander (I/C) established for each location/site.

Area Command may be established in the event of multiple sites.

The Incident Commander's role is to provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (IMS).

Responsibilities of the Incident Commander

The I/C shall:

1. Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
2. Implement the IMS and direct, control and coordinate the on-site emergency response.
3. Establish and provide for Planning, Logistics, Administration and Operations, as required.
4. Establish an Incident Command Post (ICP).
5. Establish and maintain emergency response communications.
6. Establish and maintain communications with the Municipal Operations Centre.
7. Provide Situational Reports to on-site personnel and agencies.
8. Provide Situational Reports to the Municipal Control Group.
9. Conduct size-up and develop an Incident Action Plan and set the Operational Period.
10. Conduct the necessary briefings as required.
11. Seek approval from MOC on financial limits for procurement of resources.
12. Provide for site visits and tours of Municipal and other Government Officials, as required.
13. Take such action as deemed necessary to minimize the effects of the emergency or disaster.
14. Maintain a log of all actions taken.

Section 21 - Community Emergency Management Co-ordinator (CEMC)

Responsibilities of the Community Emergency Management Co-ordinator (CEMC) include:

1. Successfully complete all training, as required by Emergency Management Ontario and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
2. Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
3. Form a Community Emergency Management Program Committee.
4. Conduct the community's Hazard Identification and Risk Assessment process.
5. Prepare community emergency response plan and submit changes to EMO.
6. Ensure the designation and development of an appropriate community Municipal Operations Centre.
7. Conduct the critical infrastructure identification process.
8. Document the existing community emergency response capability and identify and attempt to address additional needs.
9. Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff.
10. Conduct an annual exercise to evaluate the community emergency response plan.
11. Identify individual(s) to act as community emergency information staff.
12. Develop and implement a community emergency management public awareness program.
13. Conduct an annual review of the community emergency management program.
14. Provide emergency management expertise and administrative support to the Municipal control group during an emergency.
15. Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
16. Liaise with the sector EMO Field Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.
17. Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others too, in the preparation of funding requests to be submitted on the community's behalf.

18. Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
19. Ensure that equipment and supplies are available in the designated (MOC) municipal operations centre.
20. Compile a final report on the emergency.
21. Complete and submit the annual EMCPA municipal compliance verification.