CANTON DE
Champlain
TOWNSHIP

Emergency Response Plan

Revised November 9, 2026

Table of Contents

Emergency Response Plan 1
Section 1 - Preface 3
Section 2 - Aim 5
Section 3 - Authority 6
The Corporation of the Township of Champlain By-Law #2018-33 7
Section 4 - Emergency Notification Procedures 10
4.1.1. Requests for Assistance 10
4.1.2. A Declared Community Emergency 11
Section 5 - Emergency Community Control Group 12
Section 6 - Managing an Emergency 15
6.1.1. Mayor 15
6.1.2. Chief Administrative Officer / Operations Officer 15
6.1.3. Community Emergency Management Coordinator 16
6.1.4. Emergency Information Officer 16
6.1.5. Ontario Provincial Police Representative 17
6.1.6. Fire Chief 17
6.1.7. Director of Public Works 18
6.1.8. Director of Parks and Recreation 19
6.1.9. Medical Officer of Health 20
6.1.10. United Counties of Prescott & Russell Emergency Medical Services Director 21
6.1.11. United Counties of Prescott & Russell Social Services Director 21
6.2.1. Secretary to the Municipal Emergency Control Group 22
6.2.2. Financial Controller 23
6.2.3. UCPR IT Manager 23
6.2.4. Township Solicitor (Gowlings) 23
6.2.5. Hawkesbury General Hospital Security, Emergency Management and Morgue Manager 24
6.2.6. Services aux Victimes Prescott-Russell Victim Services 24
Section 7 - Disaster Recovery Assistance for Ontarians 26
Section 8 - Municipal Disaster Recovery Assistance 27
Section 9 - Other Agencies 28

Section 1 - Preface

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare, and property, as well as the environment and economic health of the Township of Champlain.

The current population of the Township of Champlain is **9389** residents.

In order to protect residents, businesses, and visitors, the Township of Champlain requires a coordinated emergency response by a number of agencies under the direction of the **Municipal Emergency Control Group (MECG)**. These are distinct arrangements and procedures from the normal, day-to-day operations, carried out by emergency services.

The Township of Champlain's **Emergency Management Program Committee** developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies, and departments of the Township of Champlain important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses, and interested visitors be aware of its provisions. Copies of the Township of Champlain Emergency Response Plan may be viewed at the Township Hall or on the Township of Champlain's website.

1.1 Contacts

For more information, please contact:

Community Emergency Management Coordinator

C/O Township of Champlain

925 County Road 17

L'Orignal ON K0B 1K0

(613) 678-3003

1.2 Guide to Abbreviations

CAO – Chief Administrative Officer

CEMC – Community Emergency Management Coordinator

EIO – Emergency Information Officer

EMCPA – Emergency Management and Civil Protection Act

EMS – Emergency Medical Services

EOC – Emergency Operations Centre

HIRA – Hazard Identification and Risk Assessment

IC – Incident Commander

MECG – Municipal Emergency Control Group

OO – Operations Officer

Section 2 - Aim

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

It enables a centralized, controlled, and coordinated response to emergencies in the Township of Champlain and meets the legislated requirements of the Emergency Management and Civil Protection Act **(EMCPA)**.

While many emergencies can occur within the Township of Champlain, a thorough Hazard Identification and Risk Assessment **(HIRA)** has determined that those most likely to occur are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air crashes, earthquake, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, health emergencies, agricultural emergencies or any combination thereof.

The Hazard Identification and Risk Assessment process takes into consideration the probability and consequences to the community of each possible event and forms the basis for establishing a community risk profile.

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

Section 3 - Authority

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

The EMCPA 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." **R.S.O 1990, c. E. 9, s. 4(1)**

As enabled by the EMCPA, 1990, this emergency response plan and its elements have been:

- Issued under the authority of Township of Champlain **By-law NO. 2018-33** and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

3.1 Definition of an Emergency

The EMCPA defines an emergency as:

"An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property." **R.S.O 1990, c. E. 9, s. 1.**

The Emergency Operations Centre **(EOC)** may be activated for any emergency for the purposes of managing an emergency, maintaining services to the community and supporting the emergency site.

3.2 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, township employees 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 residents of the Township of Champlain.

The Corporation of the Township of Champlain

By-Law #2018-33

Being a bylaw to meet the various requirements of the Emergency Management and Civil Protection Act and its related regulation 380/04.

Reference: The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 – Standards.

Whereas the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 – Standards, requires that municipalities pass bylaws to adopt the Municipal Emergency Plan, appoint members to the Municipal Emergency Control Group as well as to the Emergency Management Program Committee, appoint the Community Emergency Management Coordinator as the Emergency Management Program Coordinator and name the Community Emergency Management Coordinator as Chair of the Emergency Management Program Committee and appoint an Emergency Information Officer.

Whereas the Council passed a by-law which established an emergency management program and emergency response plan.

And whereas the Act authorizes the head of council of the municipality to 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. R.S.O. 1990, c. E.9, s. 4 (1).

And whereas, the Act authorizes Council to appoint a member of Council to perform the duties of the Mayor during his/her absence or his/her inability to act;

And whereas the Act authorizes employees of the Township of Champlain to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist

And whereas Section 10 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act requires that every municipality designate an Emergency Management Program Coordinator.

And whereas Section 11 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act describes that "every municipality shall have an Emergency Management Program Committee".

And whereas the emergency management program and emergency response plan will be reviewed annually and amended as considered appropriate. With the exception of editorial amendments, any proposed changes will be referred to Council for further review and approval.

And whereas Section 12 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act requires every municipality to have a Municipal Emergency Control Group.

And whereas Section 14 of the Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act requires that every municipality designate an employee of the municipality as its Emergency Information Officer.

Now therefore the Council of the Corporation of the Township of Champlain enacts as follows.

1. That By-law 2004-53 is hereby repealed.
2. That the Township's *Emergency Management Program Committee* and the *Municipal Emergency Control Group* be established and consist of:
    - Mayor or a trained alternate appointed by Council;
    - Chief Administrative Officer or a trained alternate;
    - Community Emergency Management Coordinator or a trained alternate;
    - Emergency Information Officer or a trained alternate;
    - Municipal Clerk as Secretary to the Municipal Emergency Control Group or a trained alternate;
    - Fire Chief or a trained alternate;
    - Director of Public Works or a trained alternate;
    - Ontario Provincial Police Detachment Commander or a trained alternate;
    - Director of the UCPR's Social Services or a trained alternate;
    - Director of UCPR's Emergency Medical Services or a trained alternate;
    - Medical Officer of Health or a trained alternate;
    - Any other person(s) that may be deemed necessary.

3. That the Community Emergency Management Coordinator be named as the Emergency Management Program Coordinator and appointed as Chair of the Township's Emergency Management Program Committee.
4. That Council appoints the municipal Communications Strategic Lead as Emergency Information Officer.
5. That Council adopts the emergency plan attached as Schedule A of this bylaw.
6. That this By-law comes into effect upon the final passing thereof.

Read a first, second and third time and duly adopted this 10th day of April 2018.

Signed by Mayor Gary J. Barton and Clerk Alison Collard

Section 4 - Emergency Notification Procedures

This plan may be implemented, in whole or in part, as soon as an emergency which is considered to be of such a magnitude as to warrant its being implemented occurs or is expected. Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.

4.1 MECG Notification Procedures

Any member of the MECG who becomes aware of a situation or an impending situation that may become a municipal emergency shall as soon as practical, contact and obtain the concurrence of either the Chief Administrative Officer **(CAO)**/Operations Officer **(OO)** or the Community Emergency Management Coordinator (CEMC) to initiate the MECG Emergency Notification System. Further, if either the OO or the CEMC wishes to initiate the activation of the MECG Emergency Notification System, he/she must obtain concurrence from the other.

When a member of the MECG receives a warning of a real or potential emergency and the above procedures have been followed, that member will immediately contact the Hawkesbury Fire Service Dispatch Office and direct them to initiate the notification of the MECG. The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures for their staff and volunteer organizations.

The Hawkesbury Fire Service dispatcher must record the date and time each MECG member was contacted on the appropriate form.

4.1.1. Requests for Assistance

The Mayor may request assistance from the United Counties of Prescott-Russell at any time by contacting the Counties' Warden. The request shall not be deemed to be a request that the Counties assume authority and control of the emergency.

The Mayor may also request assistance 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.

4.1.2. A Declared Community Emergency

The Mayor of the Township of Champlain, (or in his/her absence an alternate approved by council), is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG. **R.S.O 1990, c. E. 9, s. 4(1)**

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario;
- Township Council;
- Counties Warden, as appropriate;
- Public; - *Via the Emergency Information Officer*;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- The Mayor; or
- Township Council; or
- The Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario;
- Township Council;
- Counties Warden, as appropriate;
- Public; - *Via the Emergency Information Officer*;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

Section 5 - Emergency Community Control Group

5.1 Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG), a group of officials who is responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG consists of the following officials:

- Mayor of the Township of Champlain or alternate;
- Chief Administrative Officer (CAO) or alternate who becomes the Operations Officer (OO) in the Emergency Operations Centre (EOC);
- Community Emergency Management Coordinator (CEMC) or alternate;
- Emergency Information Officer or alternate;
- Director of Public Works or alternate;
- Chief Building Official;
- Director of Parks and Recreation;
- Ontario Provincial Police, Hawkesbury detachment commander or alternate;
- Fire Chief or alternate;
- Medical Officer of Health or alternate;
- Emergency Medical Services (EMS) Director from the United Counties of Prescott & Russell, or alternate;
- Social Services Director from the United Counties of Prescott & Russell or alternate;

Additional personnel called or added to the MECG may include:

- Emergency Management Ontario Representative;
- Liaison staff from provincial ministries;
- Telecommunications Coordinator;
- Local electrical utility representative or alternate, if required or available;
- The Canadian Red Cross
- The sewer and water systems operator (Ontario Clean Water Agency (OCWA))
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the MECG.

The Control Group may function with only a limited number of persons depending upon the emergency.

While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG **must** be notified.

5.2 Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer (OO) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Secretary to the Municipal Emergency Control Group will maintain status board and maps which will be prominently displayed and kept up to date.

5.3 MECG Responsibilities

The members of the Municipal Emergency Control Group (MECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, 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 Emergency Operations Centre location and the current composition of the MECG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants 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 not under community control 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 community control, as considered necessary;

- Determining if additional registered 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 Coordinator and Citizen Inquiry Supervisor for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required to deal 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 and submitting a summary of the log to the CAO/Operations Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Prepare submissions for funding under the Ontario government programs for disaster recovery.

Section 6 - Managing an Emergency

6.1 The individual responsibilities of the MECG

6.1.1. Mayor

The Mayor or his/her designated alternate is responsible for:

- In concert with either the Operations Officer or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council or the Premier of Ontario may also terminate the emergency);
- Notifying Emergency Management Ontario, the Ministry of Community Safety and Correctional Services of the declaration of the emergency and termination of the emergency;
- Ensuring that Members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation;
- Maintain a personal record of all decisions or actions taken.

6.1.2. Chief Administrative Officer / Operations Officer

The CAO becomes the Operations Officer for the Township of Champlain and is responsible for:

- In concert with the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group (MECG), authorize the activation of the emergency notification system;
- Opening and arranging the Emergency Operations Centre;
- Initiating the EOC Support Staff call-up;
- Providing overall leadership in responding to an emergency and chairing the MECG;
- Ensuring liaison with the OPP representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular cycle meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MECG;

- Ensuring that a communication link is established between the MECG and the Incident Commander (IC);
- Calling out additional township staff to provide assistance, as required;
- Provide township staff with updates relative to the emergency after each MECG Cycle Meeting;
- Maintain a personal record of all decisions or actions taken.

6.1.3. Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) or alternate is responsible for:

- In concert with the Operations Officer, activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Municipal Emergency Control Group (MECG), authorize the activation of the emergency notification system;
- Ensuring the identification and registration of MECG members as they arrive;
- Ensuring that all members of the MECG have necessary plans, resources, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Maintain a personal record of all decisions or actions taken.

6.1.4. Emergency Information Officer

The Emergency Information Officer or alternate is responsible for:

- The preparation and dissemination of news and information to the media for the public.
- While the Mayor is usually the spokesperson for the MECG and the municipality, he/she will normally prepare all outgoing communications with the EIO.
- All EOC personnel who meet or speak with the media or the public, must coordinate information with the EIO and/or the Mayor.
- Maintain a personal record of all decisions or actions taken.

6.1.5. Ontario Provincial Police Representative

The Ontario Provincial Police representative is responsible for:

- In concert with either the Operations Officer or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group (MECG);
- In concert with other members of the MECG, provide an Incident Commander as required;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other municipal, provincial and federal police agencies, as required;
- Maintain a personal record of all decisions or actions taken.

6.1.6. Fire Chief

The Fire Chief is responsible for:

- In concert with either the Operations Officer or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency, assign a temporary Incident Commander and notify the Municipal Emergency Control Group (MECG);
- In concert with other members of the MECG, provide an Incident Commander as required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;

- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other township departments and agencies and being prepared to take charge of or contribute to non-firefighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintain a personal record of all decisions or actions taken.

6.1.7. Director of Public Works

The Director of Public Works is responsible for:

- Establishing an ongoing communications link with the senior Public Works official at the scene of the emergency;
- Providing the MECG with information and advice on engineering and public works matters;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring construction, maintenance and repair of Township roads;
- Liaising with the sewer and water operator to ensure the continued maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any residence as required and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works staff, vehicles and equipment as required by any other emergency services;
- Ensuring that a record is maintained of drivers and operators involved;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies as required;
- Maintain a personal record of all decisions or actions taken.

6.1.8. Director of Parks and Recreation

The Director of Parks and Recreation assumes the role of **Coordinator of Volunteers** and is responsible for:

- Establishing an ongoing communications link with the Incident Commander at the scene of the emergency;
- Providing the MECG with information and advice on available facilities;
- Ensuring liaison with the recreation department representative from the neighbouring community(s) to ensure a coordinated response;
- Providing Parks and Recreation staff, vehicles and equipment as required by any other emergency services;
- Ensuring that a record is maintained of drivers and operators involved;
- Ensuring liaison with the Social Services and the Canadian Red Cross for shelter and other services as required.

As the Coordinator of Volunteers,

- Maintaining an up-to-date list of people in the community who have volunteered and trained for tasks during an emergency;
- Coordinating offers of, and appeals for, volunteers for the support of the MECG;
- Seeking and registering volunteers as they arrive during an emergency;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records (MECG);
- Ensuring identification cards are issued to volunteers where practical;
- Assigning volunteers to various areas and departments as required;
- Maintain a personal record of all decisions or actions taken.

6.1.9. Medical Officer of Health

The Medical Officer of Health is responsible for:

- In concert with either the Operations Officer or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Acting as a coordinating link for all emergency health services at the MECG;
- Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch;
- Ensuring liaison with the Prescott-Russell Emergency Medical Services (ambulance) representatives;
- Ensuring Liaison with senior management of the Hawkesbury General Hospital;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long-Term Care policies;
- Ensuring coordination with the Community Care Access Centre for the Eastern Counties (CCAC) for the care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for increasing and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for drinking water supplies and sanitation facilities;
- Ensuring liaison with Prescott-Russell Social Services representative on areas of mutual concern regarding health services in evacuee centres;
- Ensuring health and hygiene standards are maintained in the evacuation centres;
- Order the evacuation of those buildings or areas posing a health hazard;
- Maintain a personal record of all decisions or actions taken.

6.1.10. United Counties of Prescott & Russell Emergency Medical Services Director

The Emergency Medical Services Director is responsible for:

- In concert with either the Operations Officer or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Municipal Emergency Control Group (MECG);
- In concert with other members of the MECG, provide an Incident Commander as required;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Ensuring emergency medical services at the emergency site;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the MECG if other means of transportation are required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal record of all decisions or actions taken.

6.1.11. United Counties of Prescott & Russell Social Services Director

The Social Services Director is responsible for:

- In concert with the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Depending on the nature of the emergency assign a temporary Incident Commander in reception and evacuation centres and notify the Municipal Emergency Control Group (MECG);
- Ensuring liaison with the OPP representative with respect to the pre-designation of reception and evacuation centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring liaison with the various senior citizen residences and nursing homes as required;
- Making arrangements for meals for the staff/volunteers at the evacuation centres and the Site;

- Ensuring that a representative of the various school boards are notified when facilities are required as evacuee reception centres, and that staff utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Maintain a personal record of all decisions or actions taken.

6.2 Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the MECG.

6.2.1. Secretary to the Municipal Emergency Control Group

The Secretary to the MECG is responsible for:

- Assisting the Chief Administrative Officer/Operations Officer, as required;
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group (MECG) are recorded;
- Ensuring that maps and status boards are kept up to date;
- Oversee the maintenance of the various records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Provide a process for registering MECG members and maintaining a MECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of telephones at the Township offices, as the situation dictates, and ensuring operators are available;
- Initiating the necessary action to ensure the telephone system at the Township offices and in the EOC functions as effectively as possible;
- Ensures that staff are informed of MECG members' telephone numbers in the EOC, as the situation dictates;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, and Township offices as required;
- Upon direction by the Mayor, ensuring that all Members of Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of Council, as required, and advising Members of Council of the time, date, and location of the meetings;
- Maintain a personal record of all decisions or actions taken.

6.2.2. Financial Controller

This function falls under the direction of the Treasurer who is responsible for:

- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring that attendance records for the emergency are kept for payroll purposes;
- Providing information and advice on financial matters as they relate to the emergency;
- Liaising, if necessary, with the treasurers of neighbouring communities;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Tracking of equipment and supplies not owned by the Township of Champlain;
- Coordinating and processing requests for human resources;
- Selecting the most appropriate site(s) for the registration of human resources (MECG);
- Ensuring identification cards are issued to temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Maintain a personal record of all decisions or actions taken.

6.2.3. UCPR IT Manager

The UCPR IT Manager reports to the CEMC and is responsible for:

- The setup and installation of all computer and telephone related equipment within the EOC;
- Ensuring that PC's and laptops the MECG members bring with them can access the EOC network and printer.

6.2.4. Township Solicitor (Gowlings)

The Township Solicitor is responsible for:

- Providing advice to any member of the Municipal Emergency Control Group on matters of a legal nature as they may apply to the actions of the Township of Champlain in its response to the emergency, as requested;
- Maintain a personal record of all decisions or actions taken.

6.2.5. Hawkesbury General Hospital Security, Emergency Management and Morgue Manager

The Hawkesbury District General Hospital Security, Emergency Management and Morgue Manager is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long-Term Care, as appropriate;
- Maintain a personal record of all decisions or actions taken.

6.2.6. Services aux Victimes Prescott-Russell Victim Services

Services aux Victimes Prescott-Russell Victim Services is trained to assist police services and any other emergency providers in meeting immediate and short-term needs of individuals who have been victimized as a result of a crime or tragic circumstances. Services are available 24 hours a day, 7 days a week to provide on-scene support at the request of local police and other community services.

6.3 Relationship between the MECG and Incident Commander

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the MECG relationship with the IC is to offer and provide support with equipment, staff and other resources as required.

The IC has jurisdiction over **all** operations within the **Hot Zone**, which is the immediate emergency site and the **Inner Perimeter**, which is the area immediately outside the Hot Zone and is used for the staging of supplies and services required at the site.

The MECG has jurisdiction for the **Outer Perimeter**, the area surrounding the above-mentioned areas of the emergency site. THE MECG will also ensure that the rest of the Township maintains municipal services.

6.4 Relationship between the Incident Commander and Command Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinated and effective response. Regular briefings

will be held at the site and chaired by the Incident Commander, so as to establish the manner and process to the emergency.

6.5 Incident Commander Responsibilities

Although not a member of the Municipal Emergency Control Group, the IC performs a vital function. His/her purpose is to locate victims, save lives, reduce pain and suffering, and mitigate damage. Once appointed, the IC is responsible for overall management and control of the emergency response at the site, including:

- Establishing his/her authority at the site (within the inner perimeter).
- Establishing communications with the Emergency Operations Centre.
- Ensuring inner and outer perimeters are established.
- Ensuring staging areas are established.
- Ensuring in and out routes are established.
- Ensuring coordination of response agencies.
- Developing a consolidated plan of action to mitigate the effects of the emergency.
- Approving any request to order or return essential resources to the operation.
- Supervising all ground operations.
- Supervising air operations, if necessary.
- Maintain a log of all actions taken.
- At the termination of the emergency, collect all logbooks/diaries and hand them over to the Operations Officer.
- Participate in the debriefing following the emergency.

Section 7 - Disaster Recovery Assistance for Ontarians

7.1 What is Disaster Recovery Assistance for Ontarians?

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster. Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations are eligible to apply for financial assistance through Disaster Recovery Assistance for Ontarians. The program does not provide assistance for costs covered by insurance.

7.2 How to Apply

You can find materials necessary for completing a Disaster Recovery Assistance for Ontarians application below. If the program is currently active in your community, you can also obtain these documents at your local municipal office. Applicants are strongly encouraged to read the Guidelines to apply for Disaster Recovery Assistance for Ontarians (DRAO). The guidelines contain important eligibility information and include easy-to-follow checklists that may help you with completing your application. Completed application packages, including documentation for claimed costs, can be sent to:

DisasterAssistance@Ontario.ca or
Disaster Recovery Assistance for Ontarians
PO Box 73038 Wood Street PO
Toronto, ON M4Y 1X4

7.3 Contact Us

1-844-780-8925 (Information line for applicants) or DisasterAssistance@Ontario.ca

7.4 Important Documents

- Disaster Recovery Assistance for Ontarians - Introduction to the program guide
- Special provisions for low-income households
- General information about eligible expenses
- Reconsideration process

Section 8 - Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

8.1 Program Activation and Delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

8.2 Eligibility Requirements

In order to be eligible for the program, a municipality must have:

- Experienced a sudden, unexpected and extraordinary natural disaster.
- Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

8.3 How to Apply

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office. Program guidelines are also available here.

Find your Municipal Services Office

Section 9 - Other Agencies

In an emergency, many agencies may be requested to work with the Municipal Emergency Control Group. Such agencies might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Agencies that might be called upon to support the Township in an emergency could include:

- Provincial Ministries
- Canadian Red Cross
- St-John Ambulance
- Salvation Army
- Churches
- Service Clubs
- Lions
- Optimist
- Richelieu
- Rotary
- Scouts
- Girl Guides