

# The Corporation of the City of Belleville

## By-law 2025-07

### Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

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WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
  - an emergency plan;
  - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - public education on risks to public safety and on public preparedness for emergencies; and
  - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

NOW THEREFORE the Council of the Corporation of the City of Belleville hereby enacts as follows:

## **Emergency Management Program**

1. An Emergency Management Program for the city will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
  - a. training programs and exercises for employees of the city and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the City of Belleville.

## **Community Emergency Management Coordinator**

6. The Fire Chief is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Deputy Fire Chief and the Business Continuity and Emergency Management Planning Coordinator are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons holding the following positions in the city shall be members of the Emergency Management Program Committee:
  - a. Head of Council
  - b. Chief Administrative Officer
  - c. Chief, Fire and Emergency Services
  - d. Chief, Belleville Police Services
  - e. Emergency Information Officer
  - f. Director, Community Services Department
  - g. Director of Engineering & Development Services
  - h. Director of Transportation & Operational Services
  - i. Director of Environmental Services
  - j. Director of Finance and Treasury
  - k. Business Continuity and Emergency Management Planning Coordinator
  - l. Director, People & Corporate Services
  - m. Director of Information Systems
9. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the city's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group**

11. The persons holding the following positions in the city shall be members of the Municipal Emergency Control Group (MECG):
  - a. Head of Council
  - b. Chief Administrative Officer
  - c. Chief, Fire and Emergency Services
  - d. Chief, Belleville Police Services
  - e. Emergency Information Officer
  - f. Director, Community Services Department
  - g. Director of Engineering & Development Services
  - h. Director of Transportation & Operational Services
  - i. Director of Environmental Services

- j. Director of Finance and Treasury
- k. Business Continuity and Emergency Management Planning Coordinator
- l. Director, People & Corporate Services
- m. Director of Information Systems

### **Emergency Operations Centre**

12. A primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

### **Emergency Information Officer**

13. The City of Belleville's Communications Coordinator is hereby appointed as the Emergency Information Officer for the city to act as the primary media and public contact for the city in an emergency.

### **Administration**

14. The Plan shall be made available to the public for inspection and copying on the City of Belleville website and at the Fire Administration Office at 60 Bettes Street, Belleville, Ontario, during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to Emergency Management Ontario.
16. By-laws 2019-227, 2019-228 are hereby repealed.

Read a first time this **13<sup>th</sup>** day of **January 2025**.

Read a second time this **13<sup>th</sup>** day of **January 2025**.

Read a third time and finally passed this **13<sup>th</sup>** day of **January 2025**.

\_\_\_\_\_  
NEIL R. ELLIS

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
KATY MACPHERSON DEPUTY CITY CLERK

# The Corporation of the City of Belleville



## Municipal Emergency Response Plan

2025

**Emergency Plan approved by Council By-law 2025-07**

This Emergency Plan is a public document with the exception of all Appendices. All appendices are deemed CONFIDENTIAL.

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# Municipal Emergency Response Plan

## Forward

The City of Belleville is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety, and welfare of citizens; the protection of property and the environment; and the provision of effective and timely response and recovery operations as much as reasonably possible.

The City of Belleville emergency management framework is based on a continuous improvement model, and includes the following;

- Training and exercise program
- Emergency operation centre
- Identification of key roles and responsibilities
- Public education
- Liaison with internal City departments and external agencies; and
- Emergency response plan and subsequent supporting plans

## 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 Response Plan”. The Municipal Emergency Plan shall be used during an emergency, and shall include:

- i. the approval of Incident Management System (IMS) as the response system/process to be used to provide a coordinated, 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 municipality;
- iii. the establishment of a Municipal Emergency Control Group (MECG) and an Emergency Operation Centre (EOC) with a mandate to:
  - provide support to the emergency incident site(s),
  - provide for the requirements of the broader affected area,
- iv. the provision of both an effective training program and the development of all resources required in an emergency situation in the City of Belleville.

## Authority

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;

- 1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002,c. 14, s. 4.
- 2) the emergency management program shall consist of,
  - a) an emergency plan as required by section 3;
  - b) training programs and exercise for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - c) public education on risks to public safety and on public preparedness for emergencies; and
  - d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

### Hazard and risk assessment and infrastructure identification

- 3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

### Confidentiality for defence reasons

- 4) Subject to subsection (5), a head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, may refuse under the Act to disclose a record if,
  - a) the record contains information required for the identification and assessment activities under subsection (3); and
  - b) 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. 2002, c. 14, s. 4.
- 5) A head of institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not disclose a record described in subsection (4),
  - a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
  - b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or

body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

#### Confidentiality of third party information

- 6) A head of an institution, as defined in the Municipal Freedom of Information and Protection of Privacy Act, shall not, under that Act, disclose a record that,
- a) contains information required for the identification and assessment activities under subsection (3); and
  - b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

#### Meetings closed to public

- 7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

#### Application of Municipal Freedom of Information and Protection of Privacy Act

- 8) Nothing in this section affects a person's right of appeal under section 39 of the Municipal Freedom of Information and Protection of Privacy Act with respect to a record described in this section. 2002, c. 14, s. 4.

### Municipal emergency plan

- (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under 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, d. 14, s. 5(1).

#### Specific emergencies may be designated

- (4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

#### Training and exercises

- (5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c.14, s. 5(3).

## Review of plan

(6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 4, s. 5(3).

## Declaration of emergency

(1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such 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).

## Declaration as to termination of emergency

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4(2).

## Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4(3).

## Premier may declare emergency terminated

(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4(4).

## Ontario Regulation 380 /04;

### Emergency Management Program Coordinator

10(1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program coordinator. O. Reg. 380/04, s. 10(1)

(2) The emergency management program coordinator shall complete the training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 10(2).

(3) The emergency management program coordinator shall coordinate the development and implementation of the municipality's emergency management program within the municipality and shall coordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management. O. Reg. 380/04, s. 10(3).

(4) The emergency management program coordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3). O. Reg. 380/04, s. 10(4).

#### Emergency Management Program Committee

11. (1) Every municipality shall have an emergency management program committee. O. Reg. 380/04, s. 11(1).

(2) The committee shall be composed of,

(a) the municipality's emergency management program coordinator;

(b) a senior municipal official appointed by the council;

(c) such members of the council, as may be appointed by the council;

(d) such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and

(e) such other persons as may be appointed by the council. O. Reg. 380/04, s. 11(2)

(3) The persons appointed under clause (2)(e) may only be,

a) officials or employees of any level of government who are involved in emergency management;

(b) representatives of organizations outside government who are involved in emergency management; or

(c) persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 11 (3).

(4) The council shall appoint one of the members of the committee to be the chair of the committee. O. Reg. 380/04, s. 11 (4).

(5) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).

(6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).

#### Municipal Emergency Control Group

12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

(2) The emergency control group shall be composed of,

(a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

(3) The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).

(4) The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).

(5) The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).

(6) The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).

(6.1) Despite subsection (6), the group is not required to conduct the annual practice exercise in a year if,

(a) the group directed the municipality's response in an emergency during that year, and the emergency lasted for at least 48 hours;

(b) the group implemented the municipality's emergency response plan and the group's procedures to respond to an emergency during that year; and

(c) the group complies with any other requirements that may be specified by the Chief, Emergency Management Ontario. O. Reg. 591/22, s. 2.

(7) If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).

(8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.

2. Representatives of organizations outside government who are involved in emergency management.

3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

#### Emergency Operations Centre

13. (1) Every municipality shall establish an emergency operations centre to be used by the municipal emergency control group in an emergency. O. Reg. 380/04, s. 13 (1).

(2) The emergency operations centre must have appropriate technological and telecommunications systems to ensure effective communication in an emergency. O. Reg. 380/04, s. 13 (2).

#### Emergency Information Officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer. O. Reg. 380/04, s. 14 (1).

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency. O. Reg. 380/04, s. 14 (2).

#### Emergency Response Plan

15. (1) The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan. O. Reg. 380/04, s. 15 (1).

(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. O. Reg. 380/04, s. 15 (2).

All elected or appointed municipal officials of the City 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.

#### Confidentiality of Plan

The City of Belleville Emergency Response Plan is a public document, excluding the appendices, which are deemed confidential.

#### Municipal Emergency Control Group (MECG)

The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and supporting the emergency response.

#### Notification of the Municipal Emergency Control Group (MECG)

The City of Belleville Municipal Emergency Control Group (MECG) will be notified by phone calls. The Emergency Plan and the Emergency Operation Centre may be activated in response to a variety of problems and any one of the members of the MECG may call and/or initiate activation.

The purpose of the notification procedure is to alert members of the Municipal Emergency Control Group (MECG) of the emergency and to relay that information to the rest of the MECG in a timely manner.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is included in the appendices.

The general responsibilities of the MECG 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 MECG 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 Emergency Control Group (MECG) 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 Emergency Control Group are appropriate;
- Establishing direct and continuous communications with the Policy Group and the Incident Site.
- Advising the Head of Council (Mayor) as to whether the declaration of an emergency is recommended;
- Advising the Head of Council (Mayor) on the need to designate all or part of the municipality as an emergency area;
- Ensuring that an Incident Commander (IC) 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 community 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.

## Emergency Operations Centre (EOC)

Upon notification, the Municipal Emergency Control Group shall report to the primary Emergency Operations Centre, in the event this operation centre cannot be used, the alternate EOC shall be activated. The primary and secondary EOC locations are identified in the appendices of the Emergency Response Plan.

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

### Requests for Assistance

Assistance may be requested from Hastings 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 Provincial Emergency Operations Centre (PEOC).

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

## Declared State of Emergency

The Head of Council (Mayor), or in his/her absence, a designated municipal official of the City of Belleville is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon declaring or terminating an emergency, the Head of Council will notify:

- Emergency Management Ontario;
- Council;
- County Warden, as appropriate;
- Public through media and/or other means;
- 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 his/her absence, a designated municipal official of the City of Belleville; or
- Council; or
- Premier of Ontario.

Declaration forms and termination forms can be found in, along with the *Checklist in Consideration of a Declaration of Emergency* form from Emergency Management Ontario and the appendices. This checklist is designed to assist in determining if an emergency should be declared.

## Policy Group

### Policy Group Members:

The Head of Council (Mayor) or designate, CAO, Director of Corporate Services/Clerk, members of Council, Legal.

The Head of Council (Mayor) and/or his/her 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 to provide a structure to allow a functional avenue for advice and assistance, as required, to the EOC 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) to seek and request assistance as required.

### Responsibilities:

1. The Head of Council (Mayor) and/or his/her designate as head of the Municipal Council of the City of Belleville has designated authority under legislation when a potential or real state of emergency exists within the City.
2. The Head of Council (Mayor) and/or his/her designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the EOC Director throughout the emergency.
3. The Head of Council (Mayor) and/or his/her designate shall declare a state of emergency, as required.
4. The Head of Council (Mayor) and/or his/her designate shall terminate the declared state of emergency, as required.
5. The Head of Council (Mayor) and/or his/her 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) and/or his/her designate will provide information necessary to keep the media and public informed in concert with the EOC Command.

## Incident Management Systems (IMS)

The Corporation of the City of Belleville Municipal Emergency Control Group (MECG) has adopted the Province of Ontario Incident Management System (IMS) as the tool and process to assist them in managing an emergency incident should it occur. In doing so, it will allow

them to be efficient and effective in acting 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 City. It is however important to note that some functional requirements in the Emergency Operations Centre (EOC) 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 are the responsibility of the Emergency Operations Centre (EOC) Director. The first arriving Municipal Emergency Control Group (MECG) member will assume the function of the EOC Director. The EOC Command function may be transferred as other members of the MECG arrive. The EOC Director has the authority to delegate functions as required (tool box 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 to effectively and efficiently manage the incident.

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

#### IMS Key Functions:

The five key functions of IMS are: Command, Operations, Planning, Logistics, and Finance/Administration. Refer to the following chart for an IMS Functions Guide. Municipal Emergency 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 starting in Section 7.

#### 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 principals provide guidance to the implementation of the key functions:




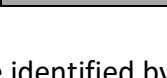
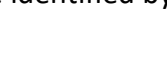
1. Standard Terminology
2. Applicability
3. Management by Objectives
4. Simplicity & Flexibility
5. Standardization
6. Interoperability
7. Unity of Command

8. Span of Control
9. Consolidated Incident Action Plan
10. Integrated Communications
11. Sustainability
12. Modular & Scalable Organization
13. Information Management
14. Inter-Organizational Collaboration
15. Comprehensive Resource Management
16. Designated Incident Facilities
17. Accountability

#### EOC Standard Colours and Identification

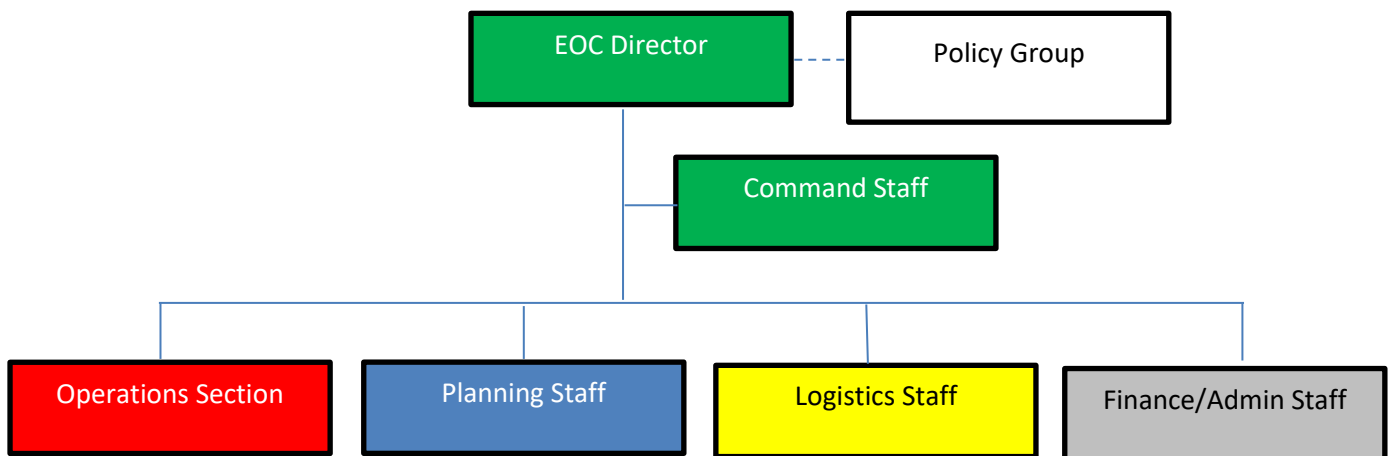
The City of Belleville Emergency Operations Centre (EOC) adopts the Colour identification system set out in the Province of Ontario IMS Doctrine.

EOC Director, Command Staff, and Section Chiefs may wear a coloured vest with Function I.D. name and/or a Coloured Tag and Function I.D. Name.

Function I.D.	Colour	
EOC Director, Site Incident Commander & Command Staff		Green
Operations Chief		Red
Planning Chief		Blue
Logistics Chief		Yellow
Finance / Administration Chief		Grey

All other management, subordinates, and staff may be identified by lanyards with a Coloured Tag and Function I.D. Name.

### IMS Functional Structure



### EOC Functional Process

The following list outlines a typical functional cycle within the EOC. The IMS is reliant upon an approved EOC Action Plan with specific objectives and operational period of time.

- i. Establish Command Function
- ii. Set up EOC
- iii. Begin information gathering process (size up) (Incident Briefing)
- iv. Perform Planning Function (expand as required)
- v. Determine Primary Objectives & Strategy
- vi. Develop EOC 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.

#### a) Establishing Command

The “function” of EOC Command will be assumed by the first arriving MCEG member based on the above noted hierarchy. The MCEG member shall remain as the EOC Director until relieved by the arrival of a senior or higher ranking ECG member or when a shift change is necessary.

The CAO has the authority to assume and/or delegate EOC Command as he/she determines the emergency situation requires.

**b) Transfer of Command**

EOC Command and Command Staff 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 EOC Director and Command Staff.

**c) EOC Action Plan**

The EOC Director is responsible for the development of the EOC Action Plan (EOC AP), either personally or by delegation with the assignment of a Planning Section Chief. The EOC AP will identify the strategy and objectives of the ECG for a specified operational period. The EOC AP requires final approval of the EOC Director prior to implementation. Once approved, the EOC AP shall be posted for all members of the ECG to reference throughout the duration of the event.

**d) Operating Period**

Members of the Municipal Emergency 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 EOC AP.

The EOC Director will establish the frequency of briefings/meetings based on the EOC 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 EOC Director and/or the Planning Section Chief, the Scribe will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

Example: EOC Action Plan and Operational Period Development

**Position Responsibilities**

Function	General Responsibilities
EOC Director	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to Site Incident Command.

<p>Safety Officer (Site) / Risk Officer (EOC) Command Staff</p>	<p>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. The Risk Officer provides advice with respect to risk exposure, due diligence, and claims handling procedures, when applicable. (This function is not usually delegated, but remains as the Command responsibility.)</p>
<p>Emergency Information Officer Command Staff</p>	<p>Responsible for the development of emergency information regarding the incident and its release to the public. Command must approve all emergency information that the EIO releases.</p>
<p>Liaison Officer Command Staff</p>	<p>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.</p>
<p>Operations Section Chief</p>	<p>Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Emergency Operations Centre Incident Action Plan (IAP), as well as the organization and assignment of all operations resources.</p>
<p>Planning Section Chief</p>	<p>Responsible for providing overall supervision and leadership to the Planning Section, as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the E.O.C. Incident Action Plan for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.</p>
<p>Logistics Section Chief</p>	<p>Responsible for providing facilities, services and materials in support of the incident. Participates in the development of the logistics-related section of the E.O.C. Incident Action Plan and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.</p>
<p>Finance &amp; Administration Section Chief</p>	<p>Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects, and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance &amp; Administration Section staff including their organization and assignment.</p>

The EOC Director shall be responsible to assign and delegate the primary functions of the IMS. 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.

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 EOC to liaise with the PEOC/EMO until responsibility transferred.

### EOC Director

#### Responsibilities:

1. Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the EOC.
2. Determine EOC priorities and objectives in consultation with MECG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
3. Ensure sufficient support, policy advice, and resources are made available to accomplish priorities and objectives.
4. Ensure appropriate staffing levels for the EOC 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.

### Safety Officer/Risk Officer

#### Responsibilities:

1. Ensure that good risk management practices are applied throughout the EOC and that every function contributes to the management of risk.
2. Protect the interests of all EOC 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 EOC.
6. Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan and notify the EOC Director of actions taken.
7. Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

### Liaison Officer

#### Responsibilities:

1. In consultation with the MECG, ensure procedures are in place for working and communicating with the Hastings County Emergency Operations Centre and other government and Non-Government Organization (NGO) agency representatives.

2. Request agency representatives for the EOC, as required by the MCEG, to ensure all necessary roles and responsibilities are addressed, enabling the EOC to function effectively and efficiently.
3. Maintain a point of contact and interact with representatives from other agencies arriving at the EOC.
4. Liaise with relevant operation/coordination centres or agencies/departments not represented in the EOC.
5. Assist and advise the EOC Director and the ECG as needed, and provide information and guidance related to external agencies and organizations.
6. In coordination with the Emergency Information Officer, assist the EOC Director in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the EOC facility.
7. Liaise with local authorities, other EOCs and Provincial and Federal organizations and share information in accordance with EOC and organizational policies.

### Emergency Information Officer

#### Responsibilities:

1. Serve as the coordination point for all public information, media relations and internal information sources for the EOC.
2. Ensure that the public within the affected area receive 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 EOC Director.
5. Maintain a positive relationship with the media representatives, monitoring all broadcasts and written articles for accuracy.
6. In consultation with EOC Director and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
7. Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centres and with external agencies.
8. As directed, activate a Public Inquiry Centre.

### Scribe

#### Responsibilities:

1. Perform Check-in/ Check-out registration functions for the EOC and record the arrival and departure of the ECG 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 EOC.
4. Ensure ECG members individual Position Logs are being completed and collected at the end of each shift.

5. Establishes a shift change schedule for the ECG members and alternates when necessary.

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

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

The Scribe supports the efficient functioning of the Emergency Operations Centre and IMS Structure.

### Operations Section Chief

Responsibilities:

1. Exercise overall responsibility for coordination and supervision of all required functions within the EOC 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 EOC Action Plans are carried out effectively.
4. Maintain a communications link between Incident Commanders (sites) and the EOC for the purpose of coordinating the overall site support response, resource requests and event status information.
5. Provide timely situational and resource information to EOC Director, and as assigned Planning Section.
6. Keep the EOC Director informed of significant issues relating to the Section.
7. Conduct periodic briefings for the EOC Director and the MCEG.
8. Supervise Operations Section personnel.

### Planning Section Chief

Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC 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 EOC Action Plans are carried out effectively.
4. Ensure the EOC Director 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 EOC Action Plans.
6. Supervise Planning Section personnel.

### Logistics Section Chief

#### Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC 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 EOC Action Plans are carried out.
4. Keep the EOC Director 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 EOC and site personnel.
8. Supervise Logistics Section personnel.

### Finance/Administration Section Chief

#### Responsibilities:

1. Exercise overall responsibility for coordination of all required functions within the EOC 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 EOC Action Plans are carried out effectively.
4. Keep the EOC Director informed of significant issues relating to the Finance/Admin Section.
5. Supervise Finance Section personnel.

### Incident Commander (Site)

#### 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 (IC) 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 IC shall:

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

#### Community Emergency Management Coordinator (CEMC)

Responsibilities:

- 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.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a Community Emergency Management Program Committee.
- Conduct the community's Hazard Identification and Risk Assessment process.
- Prepare community emergency response plan and submit changes to the Emergency Management Ontario.
- Ensure the designation and development of an appropriate community Emergency Operations Centre.

- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability and identify and attempt to address additional needs.
- Conduct annual training for the members of the MCEG and Emergency Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) to act as community emergency information staff.
- Develop and implement a community emergency management public awareness program.
- Conduct an annual review of the community emergency management program.
- Assist the Municipal Emergency Control Group during an emergency.
- Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- Liaise with the Emergency Management Ontario Loyalist Sector Field Officer, at all times, to ensure that the community emergency management program maintains the legislated standards.
- Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- Ensure that equipment and supplies are available in the designated Emergency Operations Centre.
- Compile a final report on the emergency.
- Complete compliance documentation and submit to Emergency Management Ontario on an annual basis.

## 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 EOC Command in the event of the EOC activation. Municipal managers, staff and other agencies are to provide the following as needed:

### Chief Administrative Officer (CAO)

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:

- Arrange and provide for Mutual Assistance as required.
- Maintain and provide contact lists and directories for Administrative Level government and agencies.
- Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.

- Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Emergency Control Group and IMS Structure.
- Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.
- Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
- Ensure the Municipal Corporate Business Continuity Plan is maintained and available.
- 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:

- The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
- Control and disperse crowds within the Emergency Area.
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.
- 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.
- Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the Municipal Emergency Control Group.
- Prevent unauthorized entry into the Emergency Area and maintain law and order, and prevent looting within the Emergency Area.
- Maintain order in any evacuation centre.
- Provide notification of fatalities to the coroner.
- Provide assistance to the coroner in the location and operation of a temporary morgue.
- Provide communications between the EOC 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:

- Provide for the activation of Mutual Aid as required.
- Provide operations connected with the fighting of fires.
- Provide rescue and extrication operations.

- Provide Medical Aid in concert with EMS and the Departments Level of Training.
- Provide a list of personnel, equipment and apparatus for the Fire and Emergency Services.
- Provide equipment and manpower to assist in pumping operations, conditions permitting.
- Activate the Hastings and Prince Edward County Emergency Fire Services Plan (Mutual Aid), as required.
- 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.
- Provide Building information through departmental pre-plans and inspection records.
- Activate Provincial HUSAR Response Team, as required.
- Activate Provincial HAZMAT Response Team, as required.
- Provide Hydro related updates as required through usage of protected contact

Environmental Services Department and Transportation and Operations Department  
 Environmental Services and Transportation & Operations department 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 are, but not limited to, maintaining and providing the following:

- Provide an inventory of equipment and personnel available to assist in the response to an emergency.
- Ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.
- Ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.
- Ensure that all vehicles, equipment and personnel are available for assistance.
- Provide barriers and flashers for control for the Emergency Area.
- Clear debris, snow or other obstructions in and around the Emergency Area.
- Arrange delivery of emergency water supplies for human consumption.
- Conduct emergency pumping operations, sandbagging and other flood and water control measures.
- Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.
- Provide supplies of fuel and oil for emergency services vehicles.
- Arrange for the provision of portable washrooms and other sanitary facilities and provide essential waste disposal.
- Maintain essential streets and access routes for pedestrian and vehicular access.
- Arrange and provide transportation for evacuation, as required.
- Provide equipment and personnel to assist in the clearing of trees and property.

- The Manager of Environmental Services and Water Treatment Services will provide the Municipal Emergency Control Group with information as to the operations, capabilities, and safety of Municipal Supply Systems.

### Geographic Information System

Geographic Information System (GIS) include those areas of operation associated with the capture, storage, manipulation, analysis, management, and presentation of all types of geographic data in order to facilitate decision making. Essentially, GIS is a collection of map layers, each linked to information that can be analysed or queried to reveal more information. Within this plan, GIS will provide ongoing support to the Emergency Operation Centre (EOC) and Incident Site Command post, as required.

The responsibilities of GIS include, but are not limited to the following:

- Upon activation of the EOC, attend the facility to provide visual and hard copy representation of requested mapping information
- Query the GIS in order to obtain requested population data, demographics, scene perimeters and plume modelling
- Liaise with Emergency Management Ontario GIS staff in order to corroborate information
- Participate within the IMS structure as a member of the Planning Section

### Information Systems

The services of Information Systems include those areas of operation associated with the application of City of Belleville owned computers, data and voice networks, telephone systems and visual displays to store, retrieve, transmit and manipulate data. Within this plan, Information Systems will provide ongoing support to the Emergency Operation Centre (EOC).

The responsibilities of Information Systems include, but are not limited to the following:

- Maintain all telephone, computer and audio-visual equipment in the main and alternate EOC in a state of readiness.
- Provide recommendations concerning updates and acquisition of new equipment/technologies to Emergency Management staff.
- Upon activation of the EOC attend the facility to ensure smooth operation of all IT related equipment.

### External Partners

Hastings County Emergency Social Services (ESS) may be activated either directly or during a multi-municipal event. When an ESS representative is required to attend the EOC, they will be assigned to the Operations or Logistics sector.

The responsibilities of Emergency Social Services (ESS) 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.
- c. Volunteer registration

#### Reception/Evacuation Centres

The Hastings County ESS representative will identify and provide details of sites that are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

- 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.

#### Responsibilities

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

- Establish and manage Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required ESS functions and necessary human resources.
- Work with the impacted area to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
- Liaise with Public Health regarding vulnerable populations in partnership with Home and Community Care, SE LHIN, retirement and long term care facilities, etc.
- Register volunteers involved with the response.
- Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services.
- Maintain a log of all actions taken

#### Medical Officer of Health

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

#### Responsibilities of the Medical Officer of Health

The office of the Medical Officer of Health shall:

- Provide information and instructions to the County Control Group (CCG) and the population on matters concerning public health.

- Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- Continue delivery of established programs to ensure continuity of care and general health protection.
- Liaise with vulnerable populations through Home and Community Care, SE LHIN, retirement and long term care facilities, etc.

## Paramedic Services

Paramedic services may be activated either directly or during a multi-municipal event, via the ECG Liaison Officer, through the Hastings County Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the Operations Sector.

### General Responsibilities:

The general responsibilities of Paramedic Services include those areas of operation associated with:

- Ensuring provision of paramedic services at the site of the emergency
- Ensuring continuity of paramedic services coverage is maintained throughout the remainder of the community/county.
- Liaise with the Medical Officer of Health to help facilitate medical services at the hospital.

### Responsibilities of the Paramedic Services:

Paramedic Services shall ensure the following:

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

## Non-Government Organization(s) (NGO)

### Amateur Radio (ARES)

The Amateur Radio Emergency Services (ARES) may provide radio communication where needed, in support of the municipal emergency response.

#### Canadian Red Cross

The Canadian Red Cross may provide assistance with emergency social services such as food, shelter, clothing and essential supplies.

#### Salvation Army

The Salvation Army may provide assistance with emergency social services such as immediate or long-term physical, emotional and spiritual needs of disaster survivors and responders.

#### Quinte Conservation

Quinte Conservation may assist with providing forecasting regarding the potential for flooding and information about dam operations.

#### Elexicon Energy or Hydro One

Elexicon Energy or Hydro One may assist with providing information regarding power related events such as outages.

## Appendices

Found in confidential copy only.