

# Township of Oro-Medonte Emergency Response Plan 2024

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# **Introduction**

## **1.1 Definition of an Emergency**

The Township of Oro-Medonte, situated in southern Ontario to the southeast of Georgian Bay and bordering Lake Simcoe, has a population of 23,017. The municipality is located on major road and rail corridors and is home to a developing regional airport, and large event grounds. Due to the proximity to dangerous goods transport routes and geographic location, the municipality has the potential for a great diversity of major emergencies.

Response to a major emergency requires an assessment of the incident, effective determination of resources and efficient deployment of those resources. The primary role of the government in an emergency is to provide the organizational framework within which the coordinated response will take place, thereby reducing the impact of the incident on the citizens and property visitors of the municipality and returning to a state of normalcy as soon as possible.

The Township of Oro-Medonte's Emergency Response Plan (ERP) has been designed to mitigate the damage created by an emergency to protect residents, visitors, properties, businesses, critical infrastructure and economic stability. In its efforts towards comprehensive emergency preparedness, the Township of Oro-Medonte promotes a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

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

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

## **Township of Oro-Medonte Emergency Response Plan**

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

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

- Declaration, notification and termination of an emergency
- Locations of primary and alternate Emergency Operation Centers and Provincial Emergency Operation Centre
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency Telecommunications Plans
- Critical Infrastructure Assurance Plan
- Continuity of Operations Plan
- Chemical Biological Radiological Nuclear Memorandum of Understanding and Response Plans
- Requests for assistance and mutual aid

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

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## **Aim and Purpose**

### **2.1 Purpose of the Township of Oro-Medonte of Emergency Response Plan**

The aim of the Township of Oro-Medonte Emergency Plan is to provide for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of the Township of Oro-Medonte when faced with an emergency.

The Plan is also intended to increase the emergency response capability of the Township of Oro-Medonte by establishing a plan of action to efficiently deploy available emergency services.

The Township of Oro-Medonte's Emergency Management Program incorporates the five pillars of emergency management: Prevention, Mitigation, Preparedness, Response, and Recovery in an effort to foster disaster resilient communities.

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## **Authority**

### **3.1 Authority**

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

The *EMCPA* states that:

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

The Head of Council of a municipality may declare an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety, and welfare of the inhabitants of the emergency area.

The emergency response plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [*O. Reg. 380/04*, s. 15(2)].

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

- Issued under the authority of *Township of Oro-Medonte of By-law 2012-217*.
- Filed with the Ministry of Community Safety and Correctional Services - Office of the Fire Marshal and Emergency Management.



## Actions Prior To Declaration

From The Act:

'An Emergency Plan' formulated under section 3, 6 or 8 of the *Emergency Management and Civil Protection Act* shall:

- (a) In the case of a municipality, authorize employees of the municipality or,
- (b) In the case of a plan formulated under section 6 or 8, shall authorize Crown employees to take action under the Emergency Plan where an emergency exists, but has not yet been declared to exist.

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

### Township of Oro-Medonte Emergency Monitoring Status Indicator

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

### **4.1 Actions of the Township of Oro-Medonte of Employees**

When an emergency exists but has not yet been declared to exist, Township employees may take such actions under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township of Oro-Medonte.

### **4.2 Municipal Control Group Notification Process**

- Upon receipt of a warning of a potential emergency, the responding Township of Oro-Medonte Department will immediately contact the Township of Oro-Medonte Community Emergency Management Coordinator (CEMC) to request that the notification system be activated.
- Upon notification of an emergency, the CEMC will notify all members of the Township of Oro-Medonte Municipal Emergency Control Group (MECG).
- Where the threat of an impending emergency exists, the CEMC will contact the Mayor and the Chief Administrative Officer (CAO) for advice. The Mayor or CAO will decide whether to convene the MECG or place the group on standby. (see MECG notification procedures section 5.1).
- Upon being notified, it is the responsibility of all MECG officials to notify their staff and volunteer organizations of the situation.

### **4.3 Request for County of Simcoe Assistance by Member or Single Tier Municipality**

Assistance may be requested from the County of Simcoe at any time by contacting the Community Emergency Management Coordinator for the County of Simcoe. The request shall not be deemed to be a request that the County of Simcoe assume authority and control over the emergency situation.

### **4.4 Request for Assistance from the Province of Ontario**

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

#### **4.4.1 *Emergency Management Ontario (EMO)***

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

## **Township of Oro-Medonte Emergency Response Plan**

### **4.4.2 Provincial Emergency Operations Centre**

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

When the Township of Oro-Medonte declares an emergency, it must notify Emergency Management Ontario immediately. Submissions of an emergency declaration is accepted via email, scanned copy/photo or fax. A copy of the Declaration of Emergency Form can be found in APPENDIX D.

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

### **4.4.3 EMO Operations Sector**

Emergency Management Ontario has established ten (10) Operations Sectors across the province. The Township of Oro-Medonte is part of the Severn Sector. The Severn Sector also includes Durham Region, Peterborough County, Northumberland County, City of Kawartha Lakes, and Haliburton County.

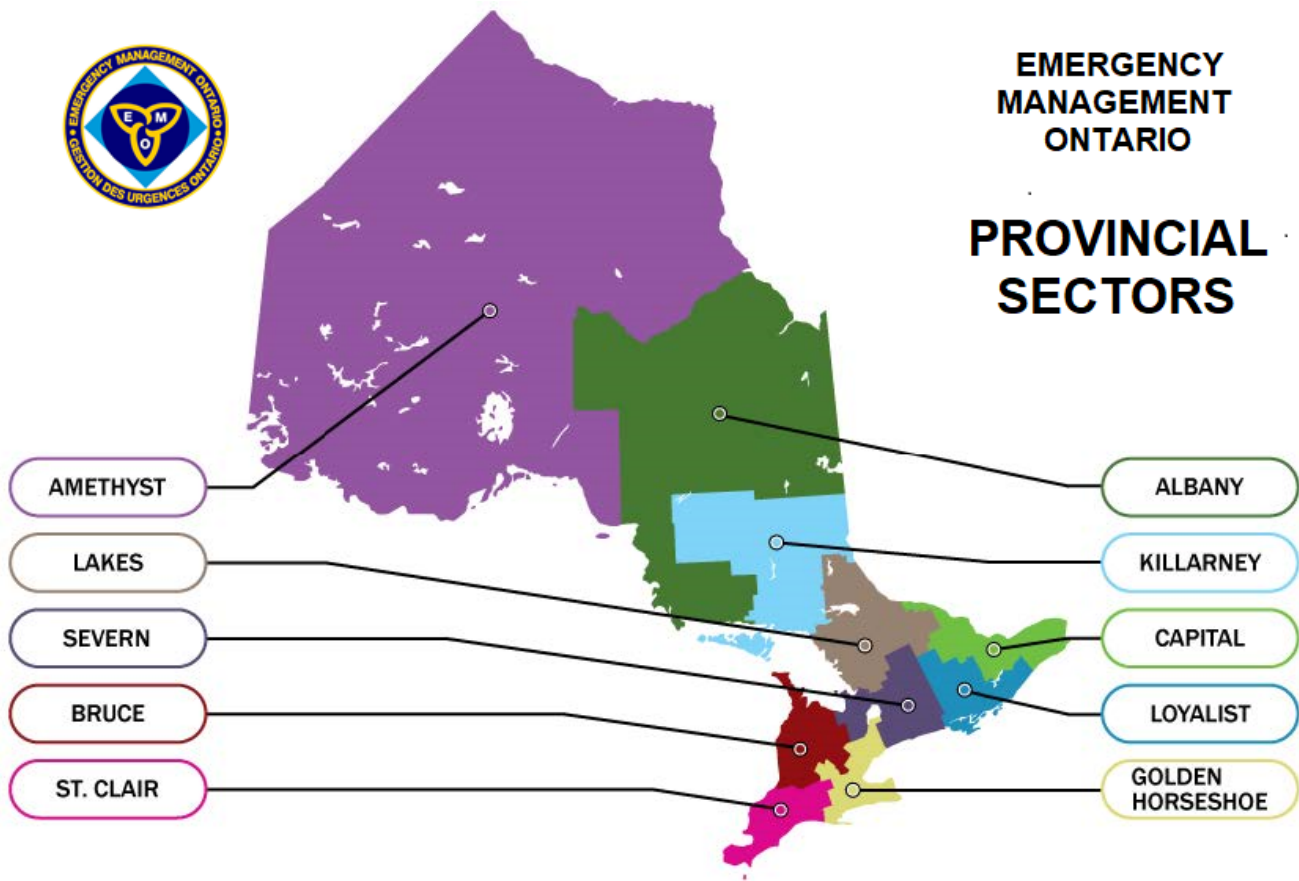
Each Operations Sector is assigned a Field Officer and the contact information for the most current Severn Sector Field Officer can be found in ANNEX A-3.

## Township of Oro-Medonte Emergency Response Plan



**EMERGENCY  
MANAGEMENT  
ONTARIO**

### **PROVINCIAL SECTORS**



## 4.5 How to Report an Emergency to EMO

When the Township of Oro-Medonte declares an emergency, it must notify Emergency Management Ontario immediately and fax, email, scan or photo a copy of the emergency declaration (see 4.4.2) to the Provincial Emergency Operations Centre as soon as possible.

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## **Convening the Township of Oro-Medonte**

### **5.1 Municipal Emergency Control Group Notification**

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

- Premier or Lieutenant Governor in Council.
- The Mayor.
- Any member of the Township of Oro-Medonte Emergency Control Group (MECG).

The request is made by contacting the Township Community Emergency Management Coordinator (CEMC) who shall proceed as follows:

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

### **5.2 Emergency Notification Procedure**

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A. Municipal Emergency Control Group members may be notified via email, phone, or other networking technology such as Text-EM-All. Text-EM-All allows for the simultaneous notification of all Control Group members via voice and/or email and facilitates the receipt of real-time responses.

The content of the messages transferred during Emergency Notification procedures may include the following:

1. Situation Report/Update which describes a current, pending, or potential emergency situation.

## **Township of Oro-Medonte Emergency Response Plan**

2. Status of notification (e.g. Enhanced Monitoring, EOC Activation, convening the Emergency Control Group for operational cycle meeting).
3. Location of the Emergency Operation Centre (EOC) or other meeting location.
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.).
5. Verbal update and instructions concerning notification status and required response.
6. Request to repeat the verbal message to ensure information is understood.

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## **Declaration, Notification and Termination of Emergency**

### **6.1 Authority to Declare**

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

The Declaration of Emergency Form can be found in APPENDIX D.

The factors affecting the decision to declare an emergency include:

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

### **6.2 Notification of Declaration**

Upon the declaration of a Township of Oro-Medonte Emergency, the Township of Oro-Medonte Emergency Community Control Group (MECG) will assemble to control and coordinate the response to the emergency.

Upon such declaration, the Mayor of the Township of Oro-Medonte (or designate) will notify:

- Emergency Management Ontario immediately and fax a copy of the emergency declaration to the Provincial Emergency Operations Centre as soon as possible.
- Remaining members of Township Council
- The public
- Neighbouring municipal officials as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Media
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

### 6.3 Termination of an Emergency

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

- The Head of Council for the Township of Oro-Medonte
- Township of Oro-Medonte Council
- Premier of Ontario

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

- Emergency Management Ontario; with copy of the termination be faxed to the Provincial Emergency Operations Centre (ANNEX D)
- 
- Members of Council
- Neighbouring municipal officials, as required by the affected area
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- The media
- The public
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

### 6.4 Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province.
- Direct and control the administration, facilities, and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier.
- Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the authority of the municipality and direct and control the provision of such assistance.



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## **Emergency Operations Centre (EOC)**

### **7.1 EOC Locations in the Township of Oro-Medonte**

In an emergency, the MCEG will convene at the primary Township Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The MCEG also has the option to meet in an online, virtual EOC. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the MCEG members.

The EOC affords the MCEG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained, supported by an emergency power supply, and stocked with provisions to support the work of the MCEG for five (5) days. General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Access to the Daily Emergency Situation Centre, including the EMAPs database and the Virtual EOC
- Emergency Communications equipment for interaction with media
- Food, potable water, cots, and hygiene kits for personnel
- Basic medical supplies
- Office supplies

The Township of Oro-Medonte has also implemented operating procedures for the EOC such as:

- Activation and sign-in
- Infection Control
- Security

Full Emergency Operations Centre (EOC) Operating Procedures can be found in ANNEX I.

## Emergency Operations Centre Operating Cycle

Members of the MCEG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The EOC Director will establish the frequency of meetings and agenda items, but the Operational Cycle will be managed by the Planning Officer. Meetings will be kept as brief as possible, to allow MCEG members to act on their responsibilities. Status boards, the Master Event Log and electronic or paper maps will be prominently displayed and kept current to the events of the emergency.

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



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## **Township of Oro-Medonte Emergency Control Group (MECG) Membership**

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

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

The Planning, Logistics, and Finance & Administration Section Chiefs will oversee operational units. The Operations Section will be comprised of the following branches: Police, Fire, Paramedic Services, Emergency Social Services, Medical Officer of Health and Critical Infrastructure. The positions in the MECG will be filled by the staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position as described in Section 11 of this plan. Although each member of the MECG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the MECG on an as-needed basis include:

- Ham Radio Operators
- Emergency Management Ontario Representative
- Liaison staff from Provincial Ministries
- Officials, experts, or representatives from the public or private sector

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## **Township of Oro-Medonte Emergency Control Group Responsibilities**

Members of the Township of Oro-Medonte Emergency Control Group (MECG) are responsible for the following actions or decisions:

- The primary responsibility of the Township of Oro-Medonte Emergency Control Group (MECG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to the Mayor or Designate in carrying out his/her duties under the Emergency Response Plan.
- Call out and mobilize their emergency services, agencies and equipment.
- Determining if the location and composition of the MECG is appropriate.

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

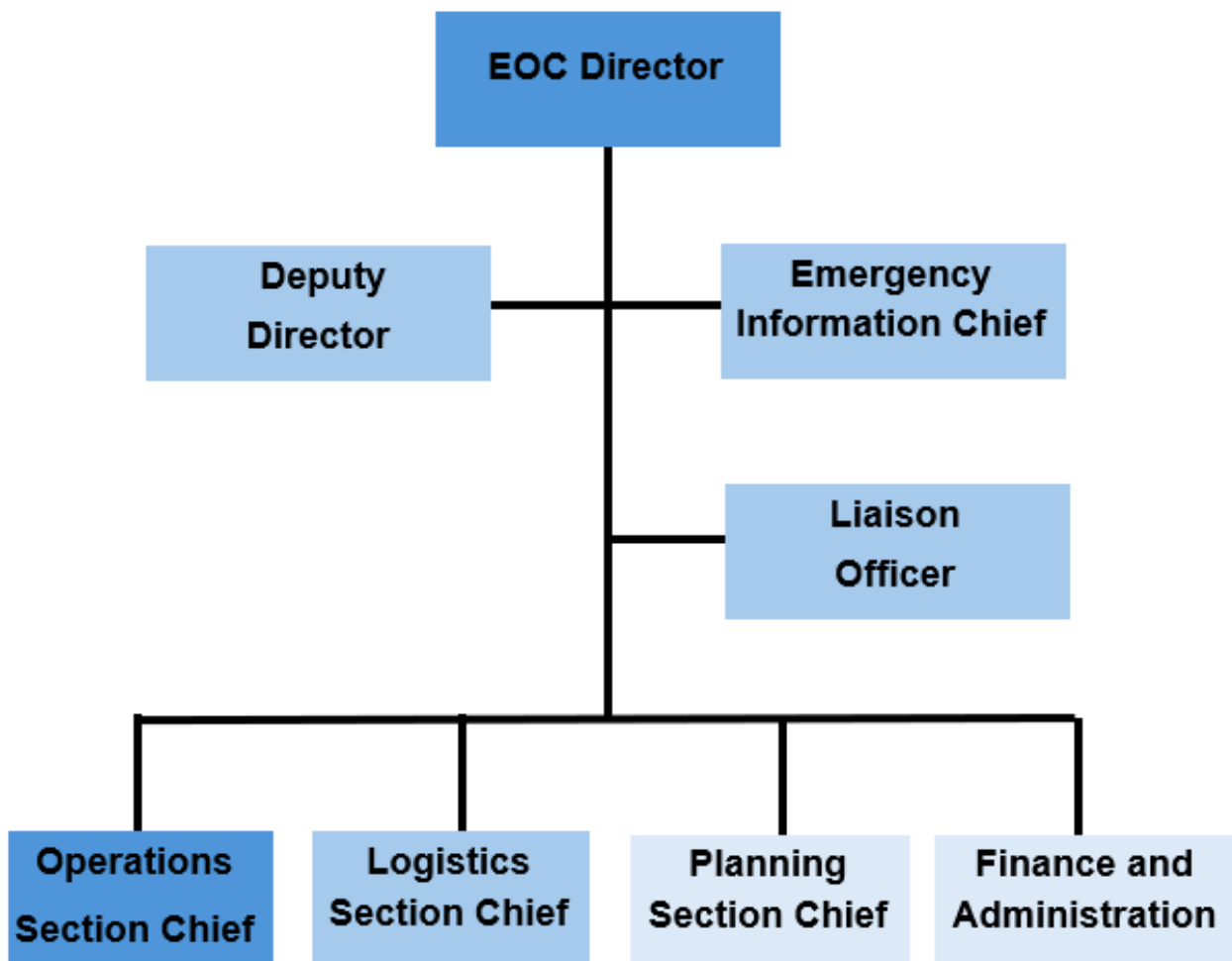
- Acquiring and assessing information to determine the status of the situation.
- Coordinating emergency services, agencies, and equipment, as required or requested by area municipalities.
- Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
- Advising the Township of Oro-Medonte Mayor whether the declaration of an emergency is recommended.
- Advising the Township of Oro-Medonte Mayor on the need to designate all or part of the Township of Oro-Medonte as an emergency area.
- Ensuring support to the municipal Emergency Site Liaison Officer or area municipal Emergency Operations Centre by offering equipment, staff, and resources, as required.
- Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
- Assisting in discontinuing utilities or services provided by public or private concerns.
- Arranging for services and equipment from local agencies not under Township of Oro-Medonte control, e.g., member communities, private contractors, industry, volunteer agencies, service clubs.
- Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Township of Oro-Medonte control, as considered necessary.

## **Township of Oro-Medonte Emergency Response Plan**

- Determining if volunteers are required and if so, appeals for volunteers are warranted.
- Determining if additional transportation is required for evacuation or transportation 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.
- Advising the Mayor if a Disaster Declaration should be requested from the Minister of Municipal Affairs and Housing.
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
  - a. Applying for Ontario Disaster Relief Assistance Program (ODRAP)
  - b. Authorizing the collection of donations
  - c. Establishing a Disaster Relief Committee
- Notifying the service, agency, or group under their direction, of the termination of the Township declared emergency.
- Maintaining a master event log outlining decisions made, and actions taken.

## Roles and Responsibilities of Individual MCEG Members

Individual MCEG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The Township of Oro-Medonte Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the Command Team report to the EOC Director.



## 11.1 Emergency Operations Centre (EOC) Director

The EOC Director is responsible for the overall management of the Emergency Operations Centre and for executive decision-making and must be fully qualified to fulfil this role.

- Establishes appropriate activation and staffing level.
- Oversees all Township of Oro-Medonte response and recovery operations.
- Overall management responsibility for coordinating, supporting, and assisting other agencies.
- Sets priorities for overall response and recovery efforts.
- Sets expenditure limits.
- Chairs Operational Cycle meetings and establishes the operational cycle.
- Leads development of the Incident Action Plan and monitors its implementation.
- Approves media releases.
- Final decision-maker on operational issues.
- Liaises with Mayor and Council.

## 11.2 Deputy Director

The Deputy Director assumes the role of the Director whenever the Director is absent from the EOC. Other responsibilities assigned to the Deputy Director are:

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

### **11.3 Liaison Officer**

The Liaison Officer is the aggregator of information from all external agencies and collates vital internal information between operational cycles. As the lead developer of the Emergency Response Plan, the Liaison Officer has the following duties:

- Responsible for the operational implementation of the Emergency Response Plan.
- Initiates the MEEG notification protocol and collates responses.
- Advises the EOC Director between operational cycles.
- Monitors emergency alerts.
- Collaborates with the Emergency Information Officer on the development of key messages.
- Initializes the Virtual Emergency Operations Centre.
- Responsible for communications between the MEEG and external agencies.
- Leverages relationships with partner agencies to determine the current status of the incident.
- Seeks to coordinate cooperating agencies.
- Tasked with providing advice to the Head of Council regarding the declaration of emergency.
- May act as the Emergency Site Liaison Officer.
- Provides coaching and support as required to other members of the MEEG.

The agencies the Liaison Officer may work with include, but are not limited to:

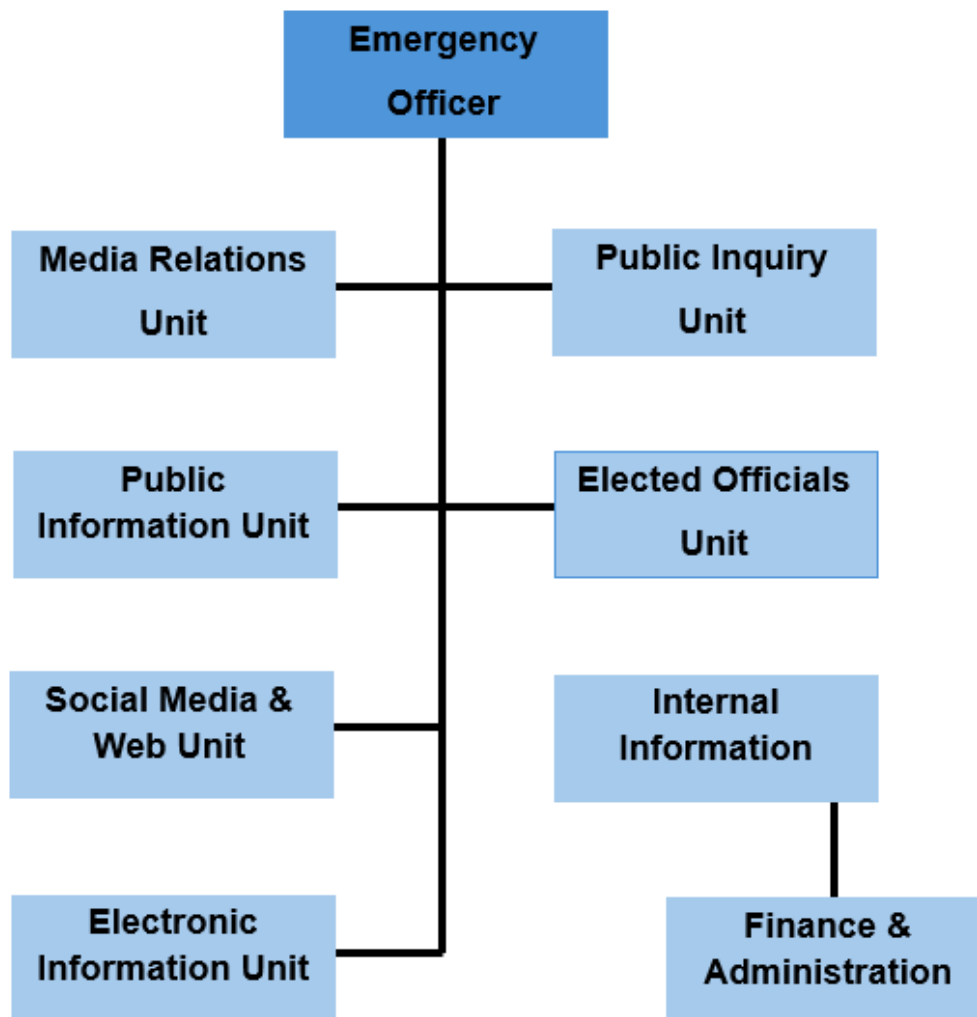
- Emergency Management Ontario
- Community Emergency Management Coordinators (CEMCs) from partner communities
- Police services (Community, Provincial and Federal)
- Paramedic Services
- Fire Services
- Environment Canada Storm Prediction Centre
- NGO Alliance (e.g., Canadian Red Cross, St. John Ambulance, Salvation Army)
- Victim Services
- Medical Officer of Health
- Regional Coroner
- Ministry of Health and Long-term Care Emergency Management Branch
- Central Ambulance Communications Centre
- Local acute care and long-term care facilities
- Ontario Health and Home & Community Care
- Administration staff from partner communities (e.g., Treasurer, Director of Public Works, etc.)
- Nottawasaga Valley Conservation Authority
- Lake Regional Conservation Authority
- Ministry of the Environment and Climate Change



## **Township of Oro-Medonte Emergency Response Plan**

- Ministry of Municipal Affairs and Housing
- Utilities providers (e.g., electricity, natural gas)
- Private sector stakeholders and partners

## 11.4 Emergency Information Officer

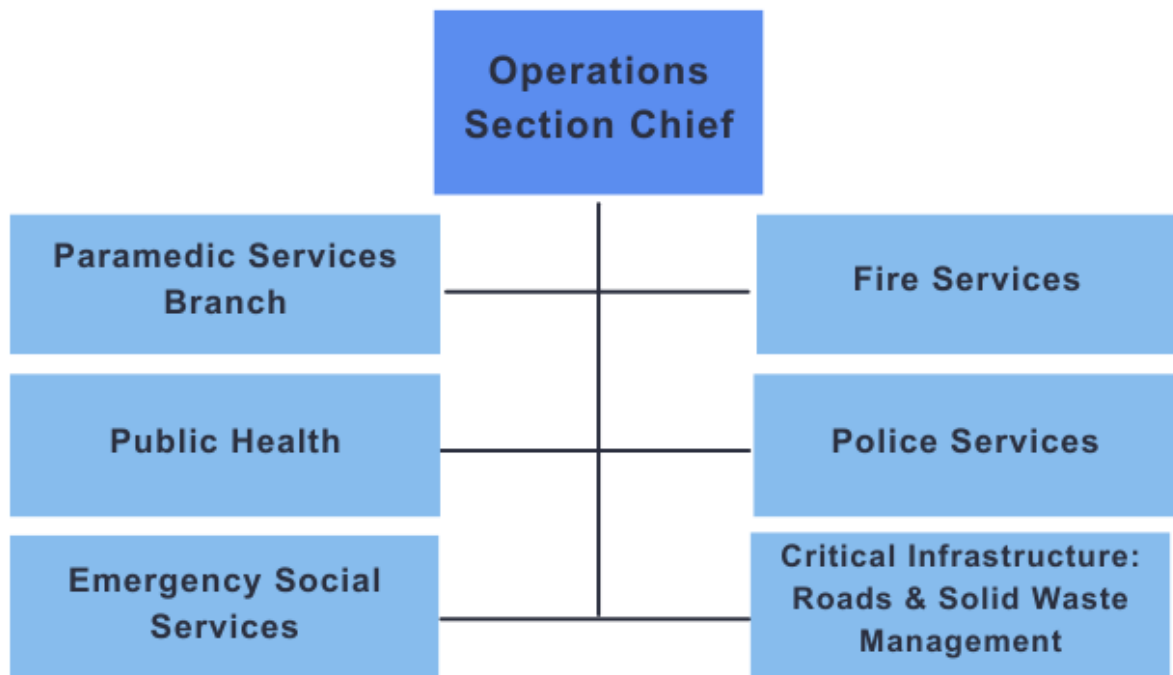


The Emergency Information Officer (EIO) is the interface between the MCEG and the public and media. The EIO is responsible for providing accurate and complete information about emergencies and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of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

- Interfaces with the site, media, the public and other agencies.
- Develops accurate and complete information on the current situation.
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry center, elected officials (site tours, briefings, etc.), and electronic information.

**For additional detailed information please refer to the Annex H - Emergency Information & Crisis Communications Plan.**

## 11.5 Operations Section Chiefs



The Operations Section has been divided into two distinct branches: Human Health and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief.

Each Branch Chief is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director.
- Implements the Incident Action Plan.
- Delegates tasks to Operations Section Units as necessary.
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property.
- Establishes situational control.
- Restores normal operations.
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief.

### **11.5.1 Human Health Branch**

#### **11.5.1.1 *Paramedic Services Branch***

- Reports to the Operations Section Chief.
- Ensures the appropriate deployment of paramedic services to the emergency site.
- Establishes an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the MCEG.
- Obtains Paramedic Services from other municipalities for support, as required.
- Establishes effective triage and transportation of casualties at the site(s).
- Advises the Section Chief if other means of transportation are required for large scale response for casualties and/or medical supplies.
- Liaises with the Ministry of Health and Long-Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for Paramedic Services at all times throughout the service area.
- Provides a Municipal Emergency Site Liaison Officer (ESLO) or Township of Oro-Medonte Emergency Site Coordinator (ESC), if required and directed by the area municipality Community Control Group or by the Township of Oro-Medonte of Municipal Emergency Control Group (MECG).
- Liaises with the receiving and area hospitals and provides continuous update of events as they unfold.
- Ensures that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency.
- Procures staff to assist as required, in providing paramedic services.
- Assists in the coordination for the evacuation of an acute care or long-term care facility.

## **Township of Oro-Medonte Emergency Response Plan**

### **11.5.1.2 Public Health Branch**

- Reports to the Operations Section Chief.
- Activates and terminates the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- Coordinates public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre.
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health and Long-term Care, Public Health Branch and local Medical Officers of Health as required.
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response.
- Provides advice on matters which may adversely affect public health within the Township of Oro-Medonte.
- Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies.
- Ensures coordination of agency resources to prevent and control the spread of disease during an emergency within Township of Oro-Medonte.
- Ensures the coordination of vaccine storage, handling, and distribution across Township of Oro-Medonte.
- Initiates mass vaccination campaigns during outbreaks of disease within the Township of Oro-Medonte.
- Liaises with the Director of Environmental Services or alternate to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.
- Provides for the inspection of evacuation centres, making recommendations and initiating remedial action in areas of:
  - accommodation standards relating to overcrowding, crowd control, security, sewage, and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation.
  - food handling, storage, preparation, and service.
  - general health and safety involving injury prevention.
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
  - victim assessment, support, and referral.
  - public health information and community networks.
- Provides inspection and advice in collaboration with municipal representatives regarding the evacuation of residential buildings which pose a public health threat.
- Provides instruction and health information through public service announcements and information networks.
- Provides resource support and consultation to emergency service workers.
- Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Control Group.

## **Township of Oro-Medonte Emergency Response Plan**

### ***11.5.1.3 Emergency Social Services Branch***

- Reports to the Operations Section Chief.
- Coordinates and arranges emergency lodging, clothing, feeding, registration, inquiries, and personal services for those residents who have been displaced from their homes.
- Authorizes financial assistance to persons in need for the purpose of basic necessities.
- Maintains accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Liaises with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres.
- Assists with the opening, set-up and closing of evacuation services as authorized by the County of Simcoe Emergency Control Group.
- Supervises and manages the operations of reception and evacuation centres.
- Coordinates counselling services for evacuees at evacuation centres via Public Health and/or other agencies.
- Liaises with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Acts as a liaison with the Emergency Information Officer to coordinate reception and evacuation centre communication requirements and other information for dissemination.
- Liaises with the Police to coordinate reception centre and evacuation centre security.
- Notifies volunteers and evacuees of the termination of the emergency and coordinates the dispersal of persons from the evacuation centre.
- Maintaining a personal log of all actions taken.
- Participate as a member of the Post Emergency Recovery Committee and /or Disaster Relief Committee, as required.
- Developing agreements for meal services for staff/volunteers at the reception and evacuation centres.
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers.

## **Township of Oro-Medonte Emergency Response Plan**

### **11.5.2 Public Safety Branch**

#### **11.5.2.1 Fire Branch**

- Reports to the Operations Section Chief.
- Coordinates activities from area fire agencies affected by the emergency, as required.
- Providing information and advice on firefighting and rescue matters.
- Establishes an ongoing communications link with the senior fire official(s) EOC to the scene of the emergency.
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required.
- Determines if additional or special equipment is needed and recommends possible sources of supply, e.g., breathing apparatus, protective clothing.
- Provides assistance to area municipal fire departments and other agencies and is prepared to coordinate or contribute to non-firefighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation.

## **Township of Oro-Medonte Emergency Response Plan**

### **11.5.2.2 Police Branch**

- Reports to the Operations Section Chief.
  - Coordinates information from area police agencies affected by the emergency.
  - Notifies necessary emergency, Township of Oro-Medonte, and municipal services, as required.
  - Establishes a police site command post with communications to the Township of Oro-Medonte EOC.
  - Establishes an ongoing communications link with the senior police official at the scene of the emergency.
  - Coordinates information and resources necessary in relation to the inner perimeter within the emergency area.
  - Establishes and coordinates information and resources necessary in relation to the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restricts access to only essential emergency personnel.
  - Provides traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required.
  - Alerts persons endangered by the emergency and coordinates evacuation procedures, as requested and/or required.
  - Liaises with the Emergency Social Services Branch regarding the establishment and operation of evacuation and reception centres.
  - Ensures the protection of life and property and the provision of law and order.
  - Provides police services to the Township EOC, evacuation centres, morgues, and other facilities, as requested and/or as required.
- 
- Notifies the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required.
  - Liaises with other community, provincial and federal police agencies, as required.
  - Arranges for the transportation of MECP members, as required.

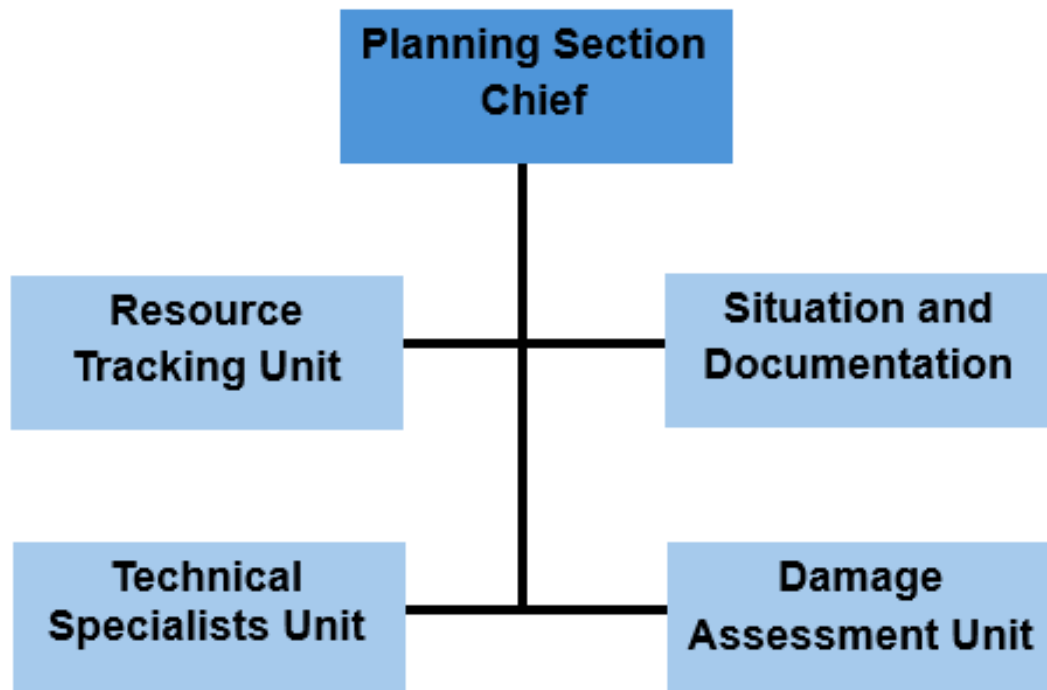


## **Township of Oro-Medonte Emergency Response Plan**

### ***11.5.2.3 Critical Infrastructure Branch***

- Reports to the Operations Section Chief.
- Provides the MCEG with information and advice on engineering, environmental, and roads services, as required.
- Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the MCEG.
- Establishes an ongoing communications link with the staff at the scene of the emergency.
- Coordinates and assists the activities from the local municipal public works in the affected areas as required.
- Ensures provision of engineering assistance.
- Ensures construction, maintenance, and repair of Simcoe County and Township of Oro-Medonte roads.
- Ensures the maintenance of sanitary sewage and water systems.
- Provides equipment for emergency pumping operations.
- Liaises with local public works departments concerning emergency water supplies for firefighting purposes, as required.
- Ensure the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health.
- Liaises to coordinate for the discontinuation of any public works service to any resident, as required, and the restoration of these services when appropriate.
- Liaises with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- Provides specialized vehicles and equipment owned by the Township of Oro-Medonte as required by emergency services.
- Liaises with the conservation authority(ies) regarding flood control, conservation and environmental matters and is prepared to take preventative action.
- Provides solid waste management services (collection, processing, and disposal) as required.
- Liaises with the Ministry of the Environment (MOE).
- Coordinates and liaises with utility agencies such as Hydro One to ensure:
  - The monitoring of the status of power outages and customers without services.
  - The provision of updates on power outages, as required.
- Provides assistance with accessing generators for essential services, or other temporary power measures.

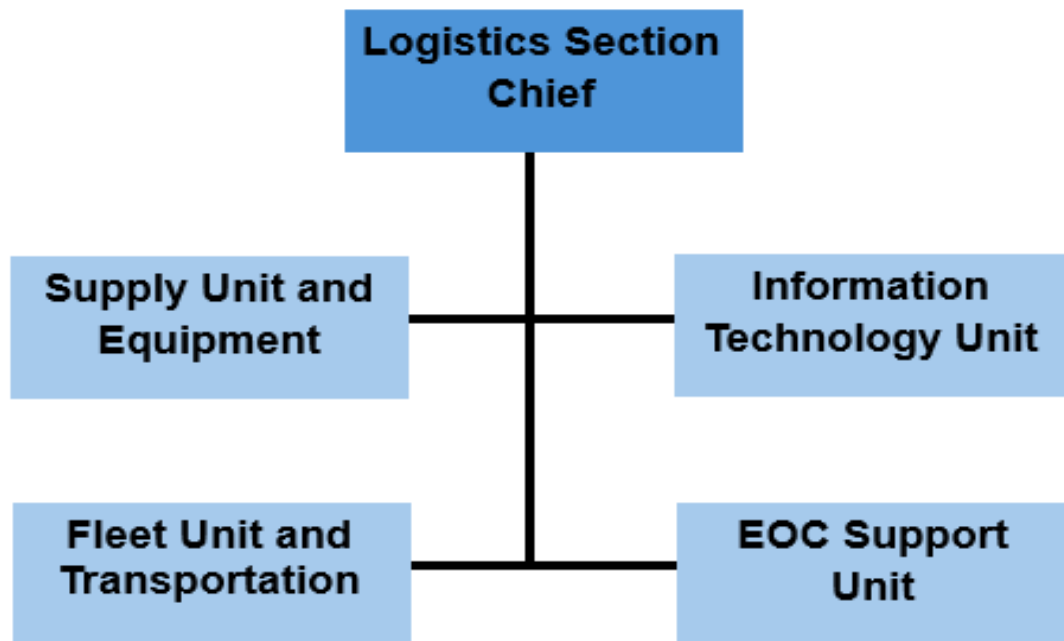
## 11.6 Planning Section Chief



The Planning Chief has the primary responsibility to collect, collate, seal, and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

- Planning Chief coordinates, the work of the planning section and is accountable to the EOC Director.
- Collects, evaluates, validates and disseminates incident situation information and intelligence.
- Damage assessment.
- Prepares status reports and facilitates operational cycles meetings.
- Displays situation information.
- Responsible for all incident documentation.
- Develops and documents the Incident Action Plan.
- Coordinates acquisition of technical experts.

## 11.7 Logistics Section Chief

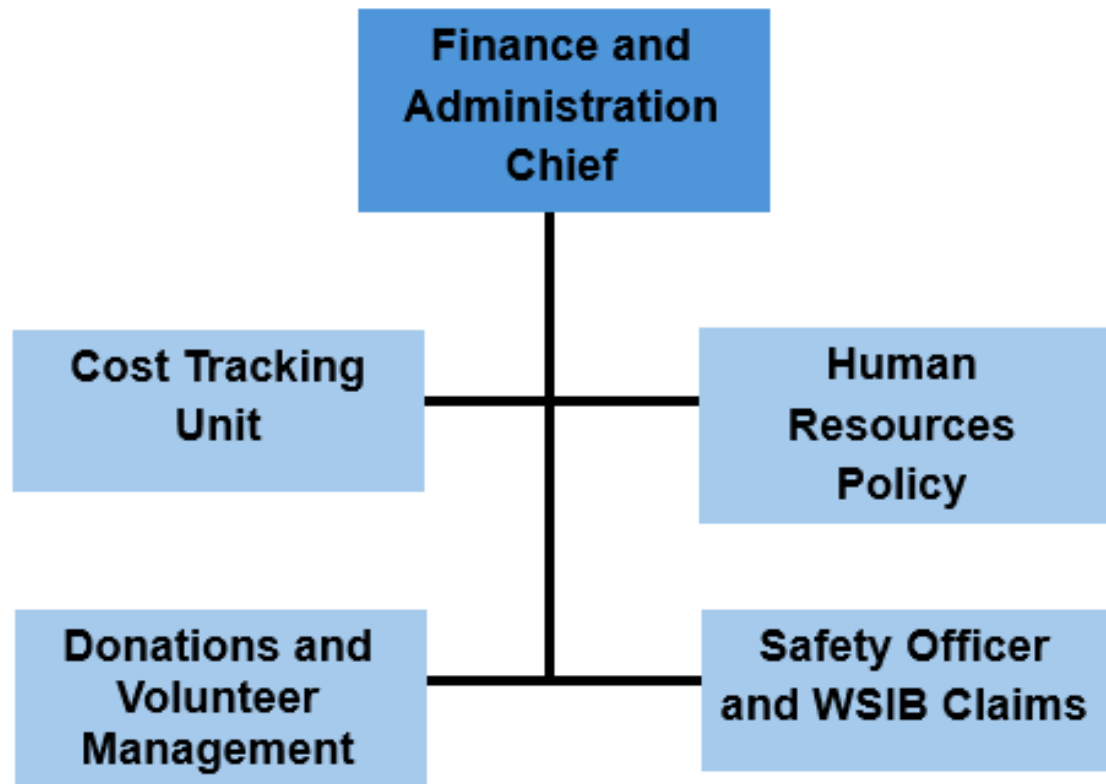


Logistics Chief coordinates units responsible for services and is accountable to the EOC Director.

Other responsibilities:

- Responsible for all support requirements needed to facilitate effective and efficient incident management.
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan.
- Emergency Social Services.
- Emergency Responders.
- Volunteers – personal protective equipment.
- Ensures that purchase and/or rental of supplies and equipment is carefully tracked for efficient demobilization and cost analysis.
- Works with the Critical Infrastructure Branch Lead re: debris management, roads clearance.
- Ensures full functioning of the Emergency Operations Centre – telecommunications, IT, media, other equipment, bathrooms, kitchen.

## 11.8 Finance and Administration Section Chief



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

Other responsibilities:

- Tracks all costs associated with responding to the incident.
- WSIB Claims.
- Direct response costs.
- Procurement.
- Coordinates donation management.
- Leads the consistent implementation of Human Resources Policies.

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## **Emergency Site Manager**

The Emergency Site Manager (ESM) communicates all activities of the emergency response team at the incident site and reports with updates to the MECG. The MECG appoints the ESM, who is usually a senior staff member from the Township of Oro-Medonte. Specific responsibilities of the ESM include:

- Communicating the aim and priorities of the emergency response team to the MECG Liaison Officer.
- If requested by the Site Incident Commander, communicate immediate needs for additional resources to the MECG Liaison Officer.
- Establishing and maintaining communications with the MECG Liaison Officer at the Township of Oro-Medonte EOC to ensure accurate information is relayed.

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## **Emergency Telecommunications Plan**

Upon implementation of the Township of Oro-Medonte Emergency Response Plan, communications will be established between the emergency site and the Township of Oro-Medonte EOC. The primary methods of communication between the Township of Oro-Medonte EOC and the emergency site, in order of preference shall be:

- Landline and cellular phones
- Internet (e.g. Whiteboard application and e-mail)
- Ham Radio
- Two-way radio

Instructions for operating these methods of communication are available in the document: *Information Technology Emergency Operations Centre Procedure Guide* in ANNEX I. Contact information for ham radio operators in the Township of Oro-Medonte can also be found in ANNEX A.

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## **Emergency Communications Plan**

Upon implementation of the Township of Oro-Medonte Emergency Response Plan, the Township of Oro-Medonte's Emergency Communications Plan will be activated to facilitate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for information concerning any aspect of the emergency.

In order to fulfil these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Centre Supervisor

For more information about the Township of Oro-Medonte Emergency Communications Plan see ANNEX F.

### **14.1 Location of Township of Oro-Medonte Media Centre**

The Township of Oro-Medonte Media Centre will be located at the East Oro Fire Station Two, 529 Line 11 North. In the event that this location is not appropriate due to the nature of the emergency, an alternative location will be established.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be decided by the MCEG, in consultation with the local municipal Community Control Group. The site media information area will be staffed as determined by the Emergency Information Officer.

## **14.2 Role of Emergency Information Officer**

The role of the Emergency Information Officer is discussed in Section 11.4.

## **14.3 Role of Community Spokesperson**

The Township Community Spokesperson will be appointed by the MEEG. This role will most frequently be filled by the Head of Council or his/her designate. Responsibilities of the Community Spokesperson include:

- Giving media interviews on behalf of the Township of Oro-Medonte Council.
- Redirecting all inquiries about decisions made by the MEEG, and about the emergency as a whole, to the Emergency Information Officer.

## **14.4 Role of Public Inquiry Supervisor**

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

Establishing a Public Inquiry Centre, including the appointment of personnel to assist and designation of telephone lines.

Informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers.

Responding to and redirecting inquiries and reports from the public about the emergency using information and key messages provided by the Emergency Information Officer and/or the MEEG.

Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers.



## Requests for Assistance

### 15.1 Mutual Assistance Agreements

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may formally provide agreed-upon assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions any may request, offer, and receive assistance according to predetermined and mutually agreeable relationships.

### 15.2 Assistance from the Province of Ontario

Under certain circumstances and/or when the resources of the Township of Oro-Medonte are deemed insufficient to control the emergency, the Head of Council may request assistance from the Premier of Ontario. The requesting of said services shall not be deemed as a request for the Government of the Province of Ontario to assume authority and control of the emergency.

Such a request shall be made to the Ministry of the Treasury Board Secretariat, Emergency Management Ontario.

Assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains the 24-hour Provincial Emergency Operations Centre and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

When requested by the Township of Oro-Medonte of, Emergency Management Ontario will send staff to the Township of Oro-Medonte of to act as a provincial liaison and advise on provincial matters.

## **15.2.1 Ontario Disaster Relief Assistance Program (ODRAP)**

ODRAP is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in an unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the necessities of life. ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to a pre-disaster condition.

ODRAP provides assistance when damage is so extensive that they exceed the financial resources of the affected individuals, the municipality and the community at large. This program does not cover damage of privately-owned, non-essential property, nor to essential property where private insurance is normally available.

If the disaster is of such size and extent that damages are widespread similar to that experienced during the 1998 Eastern Ontario ice storm, the Province of Ontario in conjunction with the Federal Government, may initiate the Disaster Financial Assistance Arrangements (DFAA).

The Minister of Municipal Affairs and Housing is authorized to declare a disaster area for the purpose of the ODRAP Program. The Council, when asking for assistance under the ODRAP program, must adopt a resolution outlining the following:

- I. The Township's request for disaster assistance and declaration.
- II. Whether all or a specified portion of the Township is to be declared a "Disaster Area".

The Province will contribute up to \$2.00 for every local dollar raised by fundraising to an amount necessary to settle all the eligible claims, up to 90 percent of all eligible costs. The Township of Oro-Medonte property damaged by natural disasters may also be eligible for financial assistance under ODRAP.

A copy of the ODRAP Plan can be found in ANNEX F.

## **15.3 Emergency Management Ontario**

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

## **15.4 Assistance from the Federal Government**

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the Township of Oro-Medonte and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

## Glossary and Acronyms

### 16.1 Glossary of Terms

**Chief Administrative Officer (CAO)**

The individual who is responsible for the administrative management of the Township of Oro-Medonte.

**Community Emergency Management Coordinator (CEMC)**

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

**Community Spokesperson**

An individual appointed by the Township of Oro-Medonte Emergency Control Group who is responsible for giving interviews to the media about the emergency situation.

**Disaster Financial Assistance**

Application for assistance to the Ministry of Municipal Affairs and Housing by a municipality on behalf of its citizens following an emergency for funding to restore key infrastructure to pre-disaster condition. Includes the Ontario Disaster Relief Assistance Program (ODRAP) and Special Assistance Grants.

**Emergency**

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

**Township of Oro-Medonte Emergency Management Program Committee**

A group of senior Township of Oro-Medonte personnel responsible for the development and implementation of the Township of Oro-Medonte Emergency Response Plan.

**Emergency Information Officer (EIO)**

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

***Emergency Management and Civil Protection Act (EMCPA)***

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

## **Township of Oro-Medonte Emergency Response Plan**

### **Emergency Management Ontario (EMO) Previously OFMEM, Office of the Fire Marshall & Emergency Management.**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development, and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

### **Emergency Notification**

A procedure to notify the Township of Oro-Medonte Emergency Control Group of an emergency or impending emergency.

### **Emergency Operations Centre (EOC)**

The location from which the Township of Oro-Medonte Emergency Control Group operates. Referred to as the Township of Oro-Medonte EOC.

### **Emergency Operations Centre Director**

The Senior Township of Oro-Medonte personnel in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

### **Emergency Response Plan (ERP)**

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

### **Emergency Site Manger**

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

### **Liaison Officer**

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

### **Evacuation Centre**

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

### **Finance and Administration Section**

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

### **Head of Council**

The individual who presides over Municipal Council meetings. In the Township of Oro-Medonte, the Mayor of Oro-Medonte is the Head of Council.

## **Township of Oro-Medonte Emergency Response Plan**

### **Incident Action Plan (IAP)**

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

### **Liaison Officer (LO)**

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

### **Logistics Section**

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

### **Incident Management System (IMS)**

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

### **Operations Section**

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

### **Planning Section**

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

### **Public Inquiry Centre Supervisor**

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

### **Reception Centre**

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

### **Township of Oro-Medonte Municipal Emergency Control Group**

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

### **Township of Oro-Medonte Emergency Management Program Committee**

## Township of Oro-Medonte Emergency Response Plan

A group of individuals responsible for the development and implementation of the Township of Oro-Medonte Emergency Response Plan.

### 16.2 Common Acronyms

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