

Part X

Appendices and Additional Resources

Links to other emergency response plans

Region of Waterloo Emergency Response Plan

<http://www.wrem.ca/en/emergencyplans/resources/REGIONALERP09.pdf>

Region of Waterloo Pandemic Influenza Plan

<http://www.waterlooregionpandemic.ca/en/planning/planning.shtml>

Appendix A Emergency Management Actions Checklist

CAO

- Appoint Scribe (WebEOC) _____
- Appoint EOC Duty Officer _____
- Establish communication with ESM (Emergency Site Manager)
- Establish Business Cycle of ECG
- Call for assistance (EMO, OFM etc) See page XX

Declaration of Emergency

- Declare Emergency Yes No If Yes see page XX
- Emergency Declared – Use template in Plan on page XX
- Notify City Council
- Notify Regional Chair
- Request to Activate Region of Waterloo Emergency Plan Yes No
- See page 3 for Activation Levels

Termination of Emergency

- Emergency Terminated – Use template in Plan on page XX
- Notify City Council
- Notify Regional Chair

Emergency Control Group

- Log of decisions/actions (WebEOC Software programme)
- Appoint Emergency Site Manager _____
- Establish Media Conference Area Yes No
- Establish Red Cross Registry and Inquiry System at Reception & Evacuation Centres
 Yes No
- Prepare Media Releases

Appendix B Primary EOC External Agency Office Assignment

<u>Position</u>	<u>Location</u>
WRPS	Office # 2XX
Union Gas	Office #2XX
ECG Meeting Room	Young Room – 2nd Floor
Social Services	Secord Room – 2nd Floor
St. John Ambulance	Secord Room – 2nd Floor
Red Cross	Secord Room – 2nd Floor
Ministry Natural Resources	Office #2XX
Fire Department	Offices #2XX
Grand River Conservation Authority (GRCA)	Office #2XX
Emergency Medical Services (EMS)	Office #2XX
Public Health	Office #2XX
Cambridge & North Dumfries Hydro	Office #2XX

Appendix C Emergency Terminology Acronyms

ARES	Amateur Radio Emergency Services (Ham Radio)
CARC	Cambridge Amateur Radio Club (“Ham Radio Club”)
CISM	Critical Incident Stress Management
ECG	Emergency Control Group
EMO	Emergency Management Ontario
EMS	Emergency Medical Services
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HUSAR	Heavy Urban Search And Rescue
IC	Incident Commander
ODRAP	Ontario Disaster Relief Assistance Program
OFM	Office of the Fire Marshal
OIC	Officer in Charge
PEOC	Provincial Emergency Operations Centre
PIO	Public Information Officer
REACT	Waterloo Region Radio Emergency Associated Communications Team – REACT (Volunteer Emergency Management Group)
SSERP	Social Services Emergency Response Plan

Appendix D Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice - it is merely a reference tool.*

An emergency is defined under the Emergency Management and Civil Protection Act as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to **xxxxxxx**. When declaring an emergency, notify the Provincial Emergency Operations Centre at **xxxxxxx**.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- Is the situation an extraordinary event requiring extraordinary measures?**
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]
- Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]
- Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, and sewage treatment/containment, supply of goods or medical care)?**
[Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the Police Services Act provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

- ❑ **Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?** [Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality....”]
- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]

- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]
- ❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Emergency Control Group, can greatly facilitate multi-agency and multi-government response.]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons may require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario has three Level 3 CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the Workplace Insurance and Safety Act related to

volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the Emergency Management and Civil Protection Act may provide municipal councillors and employees with certain protections against personal liability.]

- ❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
- ❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]



Appendix E Declaration of Emergency

I, _____ as Head of Council for the City of Cambridge
(Mayor or Elected Head of Council)
hereby declare an emergency in accordance with the Emergency Management and Civil Protection Act
RSO 1990, s.4.(1) due to the emergency described herein:

for the geographical area within the City of Cambridge described as:

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the City of Cambridge, Ontario.

Note: Fax to EMO Duty Office at **XXXXXX**
Notify Provincial EOC at **XXXXXX**



Appendix F Termination of a Declared Emergency

I, _____ as Head of Council for the City of Cambridge
(Mayor or Elected Head of Council)
hereby declare the emergency described herein as terminated in accordance with
the Emergency Management and Civil Protection Act RSO 1990, s.4.(2):

Signed: _____

Title: _____

Dated: _____ at _____ (time)

in the City of Cambridge, Ontario.

Note: Fax to EMO Duty Office at **XXXXXX**
Notify Provincial EOC at **XXXXXX**

Appendix G Rotating Schedule for Acting Mayor

ACTING MAYOR

FOR THE PERIOD OF

December 2010 – February 2011

March 2011 – May 2011

June 2011 – August 2011

September 2011 – November 2011

December 2011 – February 2012

March 2012 – May 2012

June 2012 – August 2012

September 2012 – November 2012

December 2012 – February 2013

March 2013 – May 2013

June 2013 – August 2013

September 2013 – November 2013

December 2013 – February 2014

March 2014 – May 2014

June 2014 – August 2014

September 2014 – November 2014

MUNICIPALITY

CITY CAMBRIDGE

Councillor Cowsill

Councillor Ermeta

Councillor Kiefer

Councillor Monteiro

Councillor Price

Councillor Reid

Councillor Tucci

Councillor Wolf

Councillor Cowsill

Councillor Ermeta

Councillor Kiefer

Councillor Monteiro

Councillor Price

Councillor Reid

Councillor Tucci

Councillor Wolf