

TOWNSHIP OF MUSKOKA LAKES EMERGENCY PLAN

TABLE OF CONTENTS

INTRODUCTION	<u>PAGE NO.</u>
Short Title	3
Purpose	3
Definition	3
Hazards	3
Aim	4
Authority	4
SECTION 1 – MUSKOKA LAKES EMERGENCY OPERATIONS CONTROL GROUP	
1.1 Composition	5
1.2 Support Group	5
1.3 Objective	6
1.4 Notification Procedures	6
1.5 Declaring an Emergency	6
1.6 Terminating An Emergency	7
1.7 Appointment of Emergency Site Manager	7
1.8 Communications and Co-ordination	7
1.9 Registration of Volunteers	8
1.10 Central Purchasing	8
SECTION 2 - RESPONSIBILITIES	
2.1 Members Collective Responsibilities	9
2.2 Head of Council	9
2.3 Senior Administrative Official (Coordinator)	10
2.4 Community Emergency Management Coordinator	10
2.5 Senior Fire Official	11
2.6 Senior Police Official	11
2.7 Public Works Superintendent	12
2.8 Emergency Information Officer	12
2.9 Water and Sewer Superintendent	13
2.10 Medical Officer of Health (The Health Unit)	13
2.11 Community Services Representatives	14
2.12 Hospital Representative	15
2.13 Ambulance Representative	16
2.14 Mass Casualties	16
2.15 Reception Centre Manager	16

SECTION 3 – NOTIFICATION SYSTEM

3.1	Township of Muskoka Lakes Emergency Notification System	17
3.2	Emergency Alert Levels	17
3.3	Initiating A Call-out	17

SECTION 4 – MUSKOKA LAKES EMERGENCY OPERATIONS CENTER

4.1	Emergency Operations Centre Location	18
4.2	Space Allocation	18
4.3	Equipment and Set-up	18
4.4	Security	18
4.5	Priority Access Dialing	18

SECTION 5 – EMERGENCY PLAN MAINTENANCE

5.1	Plan Maintenance	19
5.2	Testing of the Plan	19
5.3	Internal Procedures	19
5.4	Distribution of Emergency Plans	19

APPENDICES – CONFIDENTIAL

(In Accordance with the Emergency Management Act RSO 1990 Chapter E.9)

Call-out List – Muskoka Lakes Emergency Control Group	A
Provincial/Federal Emergency Assistance Requests	B
Response Capabilities (Disaster Tabs)	C
Evacuation Plan	D
Emergency Operations Radio Frequencies	E
Checklist in Consideration of a Declaration of Emergency	F
Emergency Operations Centre (Location/Equipment/Set-up)	G
Critical Infrastructure	H
Support Services Directory	I
Public Awareness – Strategic Plan	J
Biological Terrorism Considerations	K
Emergency Plan Distribution List	L

INTRODUCTION

Short Title

This emergency plan may be cited as the "Muskoka Lakes Emergency Response Plan"

Purpose

This plan has been formulated to assign responsibilities and to guide the immediate action of key officials in the first few critical hours after the onset of an emergency. For this plan to be effective, it is essential that all the concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises should be co-operatively staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

Hazards

The Emergency Management Act defines an emergency as ***"A situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."***

While most emergencies could occur within the Township of Muskoka Lakes, those most likely to occur were identified in the Hazard Identification and Risk Assessment analysis undertaken by the Muskoka Lakes Emergency Management Committee. The following list represents those hazards:

- Train Derailment
- Forest fire
- Major Power Outage (Winter)
- Motor Vehicle Accident involving Hazardous Materials
- Major Power Outage (Summer)
- Propane Explosion
- Immobilizing Winter Storm
- Pandemic
- GTA Event

CRITICAL INFRASTRUCTURE

Critical infrastructure is the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government. A list of critical infrastructure located within the Township of Muskoka Lakes is located in **Appendix H**.

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety, and welfare of the inhabitants of the Township of Muskoka Lakes when faced with an emergency.

Authority

The *Emergency Management Act (EMA)* is the legal authority for the emergency response plan in Ontario.

The EMA states that the:

“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”

“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.”

As enabled by the Emergency Management Act, 2003, this emergency response plan and its' elements have been:

- i. Issued under the authority of the Township of Muskoka Lakes By-law 04-182; and
- ii. Filed with Emergency Management Ontario, Ministry of Community Safety and Correction Services.

The Township of Muskoka Lakes Emergency Plan shall conform to the District Emergency Plan. In the event that the District declares an Emergency subsequent to an Emergency having been declared by the Township of Muskoka Lakes, and there are inconsistencies between the Township of Muskoka Lakes Emergency Plan and the Muskoka Emergency Plan, the Muskoka Emergency Plan shall take precedence.

SECTION 1 – MUSKOKA LAKES EMERGENCY OPERATIONS CONTROL GROUP

1.1 Composition

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at the Primary or Secondary Emergency Operations Centre. This group will be known as the Muskoka Lakes Emergency Control Group (MLECG) and will be composed of:

- (a) Head of Council or alternate;
- (b) Senior Administrative Official (Coordinator) or alternate;
- (c) Community Emergency Management Coordinator;
- (d) Senior Fire Official or alternate;
- (e) Senior Police Official or alternate;
- (f) Public Works Superintendent or alternate;
- (g) Emergency Information Officer or alternate;
- (h) Water and Sewer Superintendent or alternate;
- (i) Medical Officer of Health (The Health Unit), or alternate;
- (j) Muskoka Community Services representative, or alternate;
- (k) Hospital Representative, or alternate; and
- (l) Muskoka EMS Representative, or alternate.

The Control Group may function with only a limited number of persons depending on the emergency. While the Muskoka Lakes Emergency Control Group may not require the presence of all members, this shall not preclude the notification of all members.

1.2 Support Group

If required, a “support group” may be formed from the members of public and private agencies having specialist knowledge and advice to give. This group, drawn from but not restricted to the organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

- (a) Public or private utilities (gas, electrical, telephone, etc.);
- (b) Provincial ministries;
- (c) Industry representatives such as chemical manufacturers;
- (d) Amateur Radio Emergency Services (ARES);
- (e) School boards;
- (f) Transportation companies;
- (g) Suppliers;
- (h) Caterers;
- (i) Media,
- (j) Others as required

1.3 Objective

The principal function of the MLECG, and the Support Group if assembled, is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control and mitigate the effects of an emergency. The Emergency Plans Act, RSO 1990, Chapter E.9, as amended, states “Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as they consider necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area.”

1.4 Notification Procedures

Refer to Section 3 – Notification Systems.

1.5 Declaring An Emergency

The Mayor or Acting Mayor as the Head of Council has the authority to declare that a municipal emergency exists within the boundaries of The Township of Muskoka Lakes. This decision is made in consultation with other members of the Muskoka Lakes Emergency Control Group.

NOTE: Please reference the Checklist for Consideration of a Declaration (see Appendix F).

Upon such declaration, the Mayor will notify:

- i. The District Chair,
- ii. Emergency Management Ontario through the Provincial Emergency Operations Centre (Duty Officer);
- iii. The Area Municipal Council;
- iv. Public through various forms of media; and
- v. Neighbouring community officials, as required

The Mayor of the affected Area Municipality may request assistance from the District Municipality of Muskoka by contacting the District Chair without activating the Muskoka Emergency Response Plan. When the resources of the Area Municipality are deemed insufficient to control the emergency, the Mayor of the affected municipality may request that the District Chair or the District Chief Administrative Officer activate the Muskoka Emergency Response Plan.

1.6 **Terminating An Emergency**

A Municipal Emergency may be terminated at any time by:

- i. The Mayor or Acting Mayor, or
- ii. The Area Municipal Council, or
- iii. The Premier of Ontario.

Upon termination of a Municipal Emergency the Mayor will notify:

- i. The District Chair,
- ii. The Solicitor General and Emergency Management Ontario, Ministry of Public Safety and Correctional Services through the Provincial Operations Centre Duty Officer; and
- iii. The Area Municipal Council.
- iv. Public
- v. Neighbouring community officials, as required

1.7 **Appointment of the Emergency Site Manager**

The decision-making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed upon course of action will be implemented by each response agency functioning primarily within their spheres of responsibility. It may become necessary to adopt and implement a joint plan of action, which could involve two or more such agencies, groups or departments operating in unison. In the event of a major emergency, which threatens life or property, or in cases where an emergency may extend for several days, the Muskoka Lakes Emergency Control Group will appoint an Emergency Site Manager. His or her duty will be to work under the direction of the EOCG and co-ordinate all resources and services required to meet the emergency. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising on-site co-ordination of operations.

1.8 **Communications and Coordination**

An important function for all involved is to provide timely information for the benefit of the decision-making process. This will necessitate reliable systems of communication between the emergency site and the MLECG Operations Centre. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the Operations Centre must have a multiplicity of lines and instruments. The Operations Centre must be sufficiently large to accommodate

both information gathering and display activities and provide room for the MLECG to function.

Once decisions have been made by the Head of Council, they are to be quickly and accurately passed to every response agency, etc., and where necessary, to the public. This vital function will normally fall to the senior administrative officer (or other appointee) who will act as Operations Officer and be responsible for co-ordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations.

1.9 Registration of Volunteers

During an emergency situation within the Township of Muskoka Lakes, it may be necessary to have volunteers assist the normal Township and Emergency Operations departments, such as Police, Fire and Ambulance.

When volunteers are to be used, they are required to register at the Emergency Operations Centre or at a designated area decided upon by the MLECG. The Registration and Inquiry Team staff under the direction of the Reception Centres Manager will handle the registration.

Volunteers must be advised that they are not covered by municipal insurance for self-inflicted injuries. However, in a declared emergency these injuries would be covered under Worker's Compensation. Volunteers will receive an identification tag and armband when they register.

1.10 Central Purchasing

In order to make materials, equipment, manpower, food and accommodation available if required in an emergency, the co-ordinator will establish a central purchasing office. This office will ensure that materials, etc. are expedited to the required locations when required. This will eliminate the possibility of duplication on orders of equipment, etc.

All materials, food, etc. will be ordered by a special purchase order and only invoices bearing this number will be paid.

The central purchasing office will be in the Emergency Operations Centre and will be staffed by Township of Muskoka Lakes employees.

SECTION 2 - RESPONSIBILITIES

2.1 Member's Collective Responsibilities

Some or all of the following actions/decisions may have to be considered and dealt with by the MLECG:

- (a) Declaring an emergency to exist;
- (b) Designating any area in the municipality an emergency area;
- (c) Authorizing expenditures of funds for implementing the emergency plan;
- (d) Evacuating those buildings or sections within the emergency area which are themselves considered dangerous or in which occupants are considered to be in danger from some other source;
- (e) Casualty collection and evacuation in support of emergency health care authorities;
- (f) Dispersing people not directly connected with the operation who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operations;
- (g) Discontinuing utilities or services provided by public or private concerns without consulting with any consumers within the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within the emergency area;
- (h) Arranging for accommodation and welfare, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- (i) Calling in and employment of any municipal personnel and equipment which is required in the emergency;
- (j) Arranging for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, service clubs, etc.;
- (k) Arranging assistance from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
- (l) Establishing an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;
- (m) Establishing a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency.

2.2 Head of Council

Head of Council or alternate will perform the following responsibilities:

- (a) Chair meetings of the MLECG;
- (b) Declare an emergency to exist;

- (c) Ensure the Solicitor General of Ontario has been notified of the declaration of an emergency;
- (d) Make decisions, determine priorities and issue operational direction through the operations officer and the heads of municipal departments;
- (e) Request assistance from neighbouring municipalities and /or from senior levels of government, when required;
- (f) Approve media releases and make public announcements about the disaster at hand; and
- (g) Terminate the emergency at the appropriate time and ensure all concerned have been notified.

2.3 **Senior Administrative Official (Coordinator)**

The senior administrative official or alternate will perform the duties and responsibilities of an “operations officer”, as such he or she will:

- (a) Organize and supervise the Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- (b) Arrange the EOC shift schedule/rotation.
- (c) Arrange and co-ordinate telecommunications systems;
- (d) Advise Head of Council on administrative matters;
- (e) Approve all media releases, public advisories, warnings, bulletins, and emergency information placed on the Township web page; and
- (f) Maintain a record of all expenditures including issuing purchase orders for later cost recovery if warranted.

2.4 **Community Emergency Management Coordinator**

Working with the Emergency Management Program Committee, the coordinator is the primary person responsible and accountable for the emergency management program. Duties include:

- (a) Working with the emergency management program committee to develop the community emergency response plan.
- (b) Distributing the plan and keeping it up to date.
- (c) Providing emergency management expertise and administrative support during an actual emergency.
- (d) In any emergency, evaluating activities in order to improve the emergency response system in future.

2.5 Senior Fire Official

Upon learning of a potential emergency, the senior fire official or alternate should consider the need for possible activation of the emergency plan, and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to sit as a member of the MLECG and perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on fire fighting matters;
- (b) If appropriate, appoint an “On-site Coordinator” to control operations at the scene of an emergency;
- (c) Activate the Fire Department Emergency Activation Plan (Platoon System)
- (d) Inform the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed;
- (e) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.; and
- (f) Provide assistance to the other response agencies and be prepared to contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, etc.

2.6 Senior Police Official

Upon learning of a potential emergency, the senior police official or alternate should consider the possible need for activation of the emergency plan, and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to sit as a member of the MLECG and to perform the following additional functions and responsibilities:

- (a) Provide the Head of Council with information and advice on law enforcement matters;
- (b) If appropriate, appoint an “On-site Coordinator” to control operations at the scene of an emergency;
- (c) Seal off the area of concern;
- (d) Control and, if necessary, disperse crowds within the emergency area;
- (e) Control the movement of emergency vehicles to and from the site of the emergency;
- (f) Coordinate police operations with the other response agencies and arrange for additional supplies and equipment when needed, i.e., barriers and flashers, etc.

- (g) Conduct evacuation of buildings or areas when ordered by Head of Council;
- (h) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;
- (i) Protect property in the emergency area;
- (j) Arrange for additional “police assistance”, if required;
- (k) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act.

2.7 Public Works Superintendent

Upon learning of a potential emergency, the senior engineering official or alternate should consider the need for possible activation of the emergency plan and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to act as a member of the MLECG and to perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on engineering matters;
- (b) if appropriate, appoint an “On-site Coordinator” to control operations at the scene of an emergency;
- (c) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief of preventative operations;
- (d) Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- (e) Assist traffic control, evacuation, etc. by clearing emergency routes, making obstacles, providing road signs, etc.;
- (f) Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utilities, public or private, where in the interest of public safety;
- (g) Make recommendations and demolish unsafe structures if ordered by Head of Council; and
- (h) Re-establish essential services at the conclusion of an emergency.

2.8 Emergency Information Officer

- (a) Establish information center (call takers, admin assistants, etc) – to include work schedules, meals, transportation, and parking.
- (b) Establish Media center (care and control of reporters/journalists) – to include the provision of private phones/fax/internet, desks, adequate lighting, washroom facilities, and kitchen facilities.
- (c) Prepare media releases, information/advisory bulletins, and post emergency information on the Township web page.

- (d) Answer media and public inquiries / Arrange news briefings.
- (e) Brief the spokesperson and monitor media reports.

2.9 **Water and Sewer Superintendent**

Upon learning of a potential emergency, the Senior Official or alternate should consider the need for possible activation of emergency plan and, if warranted, should trigger the Emergency Alert System and report to the Operations Centre to act as a member of the MLECG and to perform the following additional functions and responsibilities:

- (a) Provide Head of Council with information and advice on engineering matters pertaining to water and sewer operations;
- (b) Advise the District Engineer of an emergency affecting water and sewer operations in the Township;
- (c) Maintain liaison with the Ministry of Environment, Ministry of Health, and any other agencies which may be involved;
- (d) Maintain safe, potable water supply;
- (e) Discontinue water or sewer service to any customer where this is considered necessary and practicable;
- (f) Provide or arrange for private suppliers to provide alternate water and sewer where necessary and practicable;
- (g) Secure the site of the emergency, provide barricades and cordon off area required;
- (h) Provide municipal vehicles and equipment with operators as required.

2.10 **Medical Officer of Health**

Upon learning of a potential emergency, the Medical Officer of Health for health matters should consider the need for possible activation of the emergency plan and, if warranted, trigger the Emergency Alert System and report to the Operations Centre to act as a member of the MLECG and either perform the following functions, or report the situation to a competent medical authority who would then take such appropriate action, in conjunction with the MLECG, as the situation warrants:

- (a) **Public Health** matters are the responsibility of the Medical Officer of Health who will:
 - Provide advice on public health matters to Head of Council;
 - Arrange for dissemination of special instructions to the population on matters concerning public health;
 - Arrange for mass immunization where needed;
 - Arrange for testing of water supplies and, when warranted, make recommendations for arranging alternate supplies;

- Notify other agencies and senior levels of government about health related matters.

(b) **Public Health Services Plan**

Public Health authorities should consider having an emergency health services plan drawn up jointly to fulfil the needs of one or more communities, serving to coordinate extensively with all health agencies and institutions.

2.11 Community Services Representatives (Emergency Social Response/Delivery)

(a) **Emergency Social Services Summary**

The Community Services Department of the District Municipality of Muskoka stands ready at all times to assist the Area Municipalities of Muskoka in implementation of the community services component of their Emergency Plan. Department officials are responsible for the **immediate liaison** with Ministry of Community and Social Services officials to ensure funding for emergency clothing, shelter, etc.

(b) **Emergency Financial Aid**

- To ensure communication with senior levels of government on emergency financial aid requirements;
- To provide emergency financial assistance to individuals and families as required.

(c) **Emergency Feeding**

- Feed persons without food or food preparation facilities.
- MLECG and Health Unit officials would cooperatively implement emergency feeding. The Health Unit maintains an inventory of resources for emergency feeding. District Community Services would facilitate payment for food.

(d) **Emergency Lodging**

- Provide safe temporary lodging.
- MLECG, Community Services, and Health officials would cooperatively implement these services, utilizing local suppliers, organized through the Operations Centre.

(e) **Personal Support**

- Provide assistance and counseling to individuals and families in need;
- To provide special care as required for unattached children, dependent adults and residents in collective living centres.
- The Community Services representative in cooperation with area officials would implement personal support services to satisfy physical, social, emotional and mental health needs of persons affected by the emergency. The Community Services representative would facilitate the provision of services utilizing the Health and Community Services providers and agencies in Muskoka.

2.12 **Hospital Representative**

The Hospital representative (or alternate) and facility responsibilities will be as follows:

- a) The South Muskoka Memorial Hospital will receive and treat patients from a disaster situation;
- b) The severity of the disaster will dictate the numbers. Presently, the hospital is capable of receiving and treating seven Code 3 and 4's safely. The hospital will refer patients to other hospitals if the situation or patient's condition deems so. The hospital will notify other hospitals in our region so that they will be prepared to receive casualties if the need arises;
- c) The hospital will discharge patients whose condition permits so as to provide beds for patients that may require admission;
- d) Upon being notified of a disaster, the hospital will cancel all elective procedures, place all staff on standby (call additional staff if required) and prepare the O.R. for emergency surgery;
- e) Medical and nursing staff, as well as supplies, shall be made available to assist at the scene if required;
- f) The hospital will direct family members to a central location and provide information to the family as it becomes available;
- g) Patients who are Code 1 and 2 will be treated and released as quickly as possible so as not to overtax the hospital's limited resources;
- h) Notify pharmaceutical suppliers of the situation and have additional supplies shipped to the area;
- i) Provide palliative care to the victims and family members in handling any emotional crises that may occur.

2.13 Ambulance Representative

The Ambulance Services Representative's responsibility (or alternate's) will be to provide enough staff and equipment for patient triage, emergency patient care, transportation to the appropriate medical facility, and first aid to patients who do not require transportation or hospital care. Emergency coverage, not related to the disaster, will be provided. The Ambulance Representative will be sent to the scene, and/or, the Operations Centre.

Ambulance dispatch will arrange for:

- Communication with the hospital and advise the number of patients, conditions and estimated time of arrival of patients;
- Additional ambulance coverage as required;
- Air flights - fixed wing and helicopter;
- Additional first aid equipment;
- Communication or command post.

(All ambulances are equipped with the interagency frequency for communication with other emergency responders.)

2.14 Mass Casualties

Arrangements for coping with mass casualties are made jointly by the hospital(s) and ambulance services, which serve the local area. Such arrangements should be worked out beforehand to provide for the following activities:

- a) Bringing casualties to a central point for triage and, afterwards, arranging a balanced distribution of casualties to hospitals, and
- b) Provisions for first aid for minor casualties who would not require transportation to hospital.

2.15 Reception Centre Manager

For the Reception Centre Manager's responsibilities see **REGISTRATION & INQUIRY TEAM TAB in the Confidential Appendices.**

SECTION 3 – NOTIFICATION SYSTEM

3.1 Township of Muskoka Lakes Emergency Notification System

The Mayor, CAO, Fire Chief/CEMC, Ontario Provincial Police Detachment commander, or the Medical Officer of Health may activate the Township of Muskoka Lakes Emergency Notification System.

3.2 Emergency Alert Levels

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two levels at which emergency operations center personnel can be alerted. These levels are as follows:

- (a) “Full Alert” – Under a “Full Alert” either all or selected members of the Muskoka Lakes Emergency Control Group, the Support Group, and any advisory/liaison staff, are contacted and are instructed to respond to the Muskoka Lakes Emergency Operations Centre at a specified time or as soon as possible. If not all members are requested to attend then they will be advised that they are on “Stand-by Alert”.
- (b) “Stand-by Alert” – Under a “Stand-by Alert” either all or selected members of the Muskoka Lakes Emergency Control Group, Support Group, and any advisory/liaison staff are contacted and asked to Stand-by for further information. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring, which does not merit assembling the aforementioned groups.

3.3 In accordance with section 3.1 the Mayor will initiate a fan-out calling sequence utilizing the list in **Appendix A**.

NOTE: In both the “Full Alert” and the Stand-by Alert” levels, the Provincial Operations Centre is to be notified.

SECTION 4 – MUSKOKA LAKES EMERGENCY OPERATIONS CENTRE (MLEOC)

- 4.1 The Primary and Secondary location for the Muskoka Lakes Emergency Operations Centre (MLEOC) is listed in **Appendix G** of this plan.
- 4.2 The MLEOC shall consist of the following:
- Emergency Operations Centre
 - Communications Centre
 - Support staff, advisors, and Committee room
 - Rest and dining area.
- 4.3 The Emergency Operations Centre will be equipped and set up in accordance with Appendix G of this plan.
- 4.4 The MLEOC is a **secure** location; access is restricted to pass holders only.
- 4.5 All telephones utilized in the MLEOC shall be listed as Priority Access Dialing (PAD).

SECTION 5 - PLAN MAINTENANCE

5.1 Plan Maintenance

The Community Emergency Management Coordinator (CEMC) maintains the master copy of this Plan. This plan will be reviewed annually, and where necessary, revised by the Muskoka Lakes Emergency Management Coordinator in consultation with the stakeholders. Each time major revisions are made to the plan, it must be forwarded to the Township of Muskoka Lakes Council for approval. The Emergency Management Coordinator can make revisions to the appendices and minor administrative changes. It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Muskoka Lakes Emergency Management Coordinator forthwith, of any revisions to the appendices or administrative changes. All changes, additions, or required deletions should be immediately forwarded to the CEMC for inclusion in an update. The master copy will be amended, and update pages sent out to all persons registered as being holders of this Plan. For this reason, it is important that this Plan not be photocopied: "unauthorized" copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official channels and have it registered on the Distribution List found in the **Appendix L** of this plan.

5.2 Testing of the Plan

An annual exercise should be conducted in order to test the overall effectiveness of the emergency plan and provide training to the Muskoka Lakes Emergency Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

5.3 Internal Procedures

Each Control Group member, support agency, advisor, or liaison staff involved with this emergency plan is expected to prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each Control Group member, support agency, advisor, or liaison staff should ensure that it designates a member of its staff to maintain and update its own emergency procedures or guidelines.

5.4 Distribution of Emergency Plans

The Community Emergency Management Coordinator shall be responsible for the distribution and tracking of the emergency plans. The plans will normally be updated on an annual basis (November). If any section of the plan requires an amendment between the annual updates, it will be forwarded to the plan holder as soon as they are available. Much of the information provided in this plan is considered to be confidential.

Under the Freedom of Information and Protection of Privacy Act, we are required to keep this information confidential.

If the plan holder receives his/her copy in the form of a binder, they are required to shred all sheets that have been replaced with updated copies. All electronic copies of the plan must be stored where access to the plan will be limited to the plan holder or their Alternate.