

THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES



Strategic Emergency Response Plan

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The Corporation of the Township of Muskoka Lakes Strategic Emergency Response Plan – January 2024

TABLE OF CONTENTS

SECTION 1 – EXECUTIVE SUMMARY.....	3
Disclaimer.....	3
Introduction.....	3
Background.....	3
Muskoka Lakes Emergency Control Group.....	4
Muskoka Lakes Emergency Program Committee.....	4
Plan Maintenance	5
Annual Compliance	5
Internal Procedures.....	5
Distribution of Emergency Plan.....	5
SECTION 2 – HAZARDS, AIM, AUTHORITY, PRECEDENCE, STRUCTURE, UPDATES	6
Introduction.....	6
Hazards	6
Aim	7
Authority	7
Command Structure.....	8
SECTION 3 – DECLARATION OF AN EMERGENCY	8
Actions Prior to Declaration	8
Scales of Emergency.....	8
Declaring and Emergency.....	9
Termination of an Emergency.....	10
SECTION 4 – REQUESTS FOR ASSISTANCE.....	10
Mutual Assistance Agreements.....	10
Current Agreements.....	10
Execution of Mutual Assistance Agreements.....	11
Assistance From the Province.....	11
Request for Provincial Assistance.....	11
Emergency Management Ontario.....	11
Assistance From the Federal Government	11

APPENDICES

- 1 –** Definitions
- 2 –** Control Group Alert Procedures
- 3 –** Muskoka Lakes Emergency Operations Centre
- 4 –** Municipal Emergency Considerations and Emergency Declaration Check List
- 5 –** Emergency Plan – Support Services Directory
- 6 –** District Emergency
- 7 –** Provincial Emergency
- 8 –** Incident Management System
- 9 –** Incident Command
- 10 –** Logistic Section
- 11 –** Finance and Administration Section
- 12 –** Operations Section
- 13 –** Planning Section
- 14 –** Disaster Recovery Assistance Programs: Resident and Municipal
- 15 –** Critical Infrastructure and Hazard Identification Risk Assessment
- 16 –** Emergency Evacuation Plan
- 17 –** Activation of Relief Centres
- 18 –** Power Outages Response Plan
- 19 –** Chemical, Biological, Radio Active, Nuclear Response Plan
- 20 –** Influenza Pandemic Response Plan
- 21 –** Mass Casualty Response Plan
- 22 -** Cyber Security
- 23 –** Media Plans and Communication
- 24 –** Fuel Management Plan
- 25 –** Township Fleet
- 26 –** Agreements
- 27 –** OFMEM Contact Information
- 28 –** Emergency Plan Distribution
- 29 –** Public Water Taps - Sources
- 30 –** By-law # 2017-130, as amended – Adopt Emergency Plan
- 31 –** Pet Management Plan
- 32 –** Livestock Management Plan
- 33 –** Emergency Operations Radio Frequencies
- 34-** Flood Operating Guidelines



The Corporation of the Township of Muskoka Lakes Strategic Emergency Response Plan – January 2024

35 – Public Alerting with Alert Ready

36 – SMDHU Cooling Centres

SECTION 1 - EXECUTIVE SUMMARY

Disclaimer

This Muskoka Lakes Strategic Emergency Response Plan and Program was adopted by the Council of The Corporation of the Township of Muskoka Lakes to comply with the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended*.

The Township of Muskoka Lakes does not, in any way, guarantee or warrant the accuracy, completeness or usefulness of any information, product or process disclosed or recommended in this document, or that the procedures laid out herein will be a perfect response to any emergency situation. The procedures laid out herein will be implemented on a best efforts basis.

The Muskoka Lakes Strategic Emergency Response Plan and Program is the property of The Corporation of the Township of Muskoka Lakes and may not be reproduced in whole or in part without the prior written consent of the Township.

Introduction

This Emergency Management Plan and Program has been prepared in order to provide key officials, agencies and departments within the Township of Muskoka Lakes with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

Background

The *Emergency Management & Civil Protection Act R.S.O. 1990 c.E.9, as amended* provides the authority to municipalities to formulate and implement Emergency Plans. The legislation states that a “Head of Council” may declare that an Emergency exists within a municipality and may take such action as may be deemed necessary and are not contrary to law to protect the property, health, safety and welfare of the inhabitants of the Emergency area.

Municipalities routinely respond to situations that require responses from fire, police, ambulance, and public works. Large-scale emergencies such as chemical spills, plane crashes, tornadoes and floods can severely deplete available resources and require additional personnel, equipment and expertise. In cases such as these, an Emergency Plan must be implemented.

Response to a large-scale Emergency requires an assessment of the situation, an effective determination of resources required, and the efficient deployment and management of these

resources. The primary role of Township government in an Emergency is to provide the organizational framework within which the coordinated response will take place, thereby reducing the impact of the Emergency on the inhabitants within the Township.

Muskoka Lakes Emergency Control Group (MLEGC)

Composition of the *MLECG*

The ECG is comprised of the following persons or their delegates;

- Head of Council or their Alternate
- Chief Administrative Officer/Chair of the ECG
- Emergency Information Officer
- Community Emergency Management Coordinator
- Municipal Treasurer
- Municipal Clerk
- Director of Public Works
- Director of Planning
- Fire Chief
- Reception Centre Manager
- Recording Secretary

Muskoka Lakes Emergency Management Program Committee (MLEMPC)

The EMPC is comprised of the following persons:

- Head of Council or their Alternate
- Chief Administrative Officer/Chair of the EMPC
- Emergency Information Officer
- Community Emergency Management Coordinator
- Municipal Treasurer
- Municipal Clerk
- Director of Public Works
- Director of Planning
- Fire Chief

- Reception Centre Manager
- Recording Secretary

Plan Maintenance

The Community Emergency Management Coordinator (CEMC) maintains the master copy of this Plan. Each time major revisions are made to the plan, it must be forwarded to the Township Council for approval.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Muskoka Lakes CEMC forthwith, of any administrative changes.

Annual Compliance

The Township of Muskoka Lakes is required under the Emergency Management Civil Protection Act to;

- Meet annually as an Emergency Control Group
- Meet annually as an Emergency Management Program Committee and review plan.
- Conduct Training and Testing of the Emergency Response Plan
- Review and Update Emergency Response Plan as necessary

Internal Procedures

Each Muskoka Lakes service 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 Muskoka Lakes service shall ensure that it designates a member of its staff to maintain and update its own emergency procedures or guidelines.

Distribution of Emergency Plan Programs

The CEMC shall be responsible for the distribution and tracking of the Emergency Plan Programs. The plan will normally be updated on an annual basis. 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.

SECTION 2 - HAZARDS, AIM, AUTHORITY, PRECEDENCE, COMMAND STRUCTURE, AND UPDATES

Introduction

The Township of Muskoka Lakes maintains an active Emergency Management Program. The purpose of this program is to protect and preserve life and property during times of crisis, by providing efficient, coordinated emergency services and responsible decision-making. The program will also provide for training of Township staff as required, and for external agencies to the extent practicable. The program will permit coordination of community-based exercises and outreach at the township level. The Emergency Management Program is further designed to ensure that all agencies that may become involved in an Emergency are fully aware of their respective roles and responsibilities and are capable of fulfilling their assigned tasks.

The program also provides for the creation of subordinate plans that are deemed to be part of the Muskoka Lakes Emergency Program, and a mechanism to ensure the updating and testing of all Township plans. The Muskoka Lakes Emergency Plan is an important element of this program as it provides a framework of activity to ensure that the objectives of the program are met.

Hazards

The *Emergency Management & Civil Protection Act R.S.O. 1990 c.E.9, as amended* defines an emergency as “a 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 All Hazards Identification and Risk Assessment analysis undertaken by the Muskoka Lakes Emergency Control Group. They are as follows;

1. Energy Emergency (summer)
2. Energy Emergency (winter)
3. Floods
4. Hazardous Materials (transportation/fixed site)
5. Forest Fires
6. Human Health Emergencies (pandemic)
7. Ice/Sleet Storms
8. GTA Event

Aim

The aim of the Township of Muskoka Lakes Emergency Plan is an All Hazards Approach Plan of action for the efficient deployment and coordination of the Township of Muskoka Lakes services, agencies and personnel to provide the earliest possible response in order to:

1. Protect and preserve life and property;
2. Assist other Area Municipalities as requested;
3. Minimize the effect of the emergency on the Township of Muskoka Lakes;
4. Restore essential services; and,
5. Maintain services in the unaffected areas of the Township of Muskoka Lakes.

Authority

The *Emergency Management & Civil Protection Act R.S.O. 1990 c.E.9, as amended*, outline the requirements for the Emergency Planning in Ontario.

The Act states:

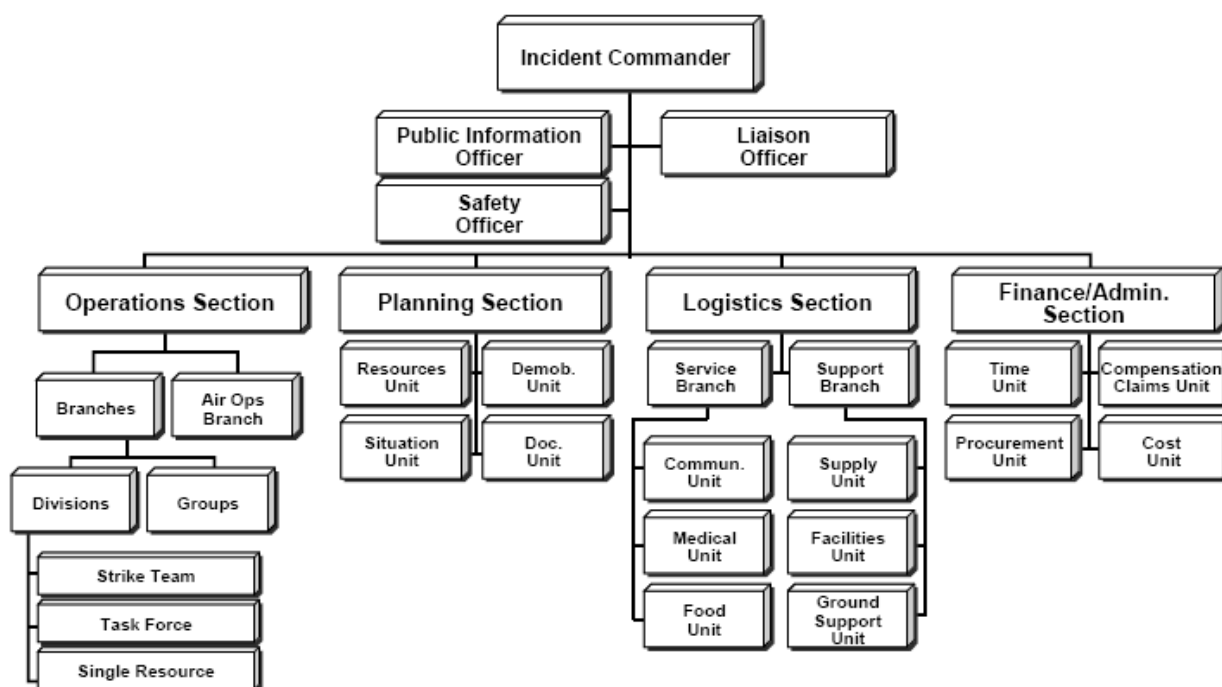
“The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property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

As enabled by the *Emergency Management & Civil Protection Act R.S.O. 1990 c.E.9, as amended*, this Emergency Plan and its' elements have been:

1. Issued under the authority of The Corporation of the Township of Muskoka Lakes By-Law 2017-130.
2. Filed with Emergency Management Ontario, Ministry of Community Safety and Correction Services.

Command Structure

See Appendices 8-13 for Job Descriptions



SECTION 3 – DECLARATION AND TERMINATION OF AN EMERGENCY

See Appendix 4 for Activation Criteria Check List

Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, Township Municipal employees may take such action(s) under this Emergency Management Plan and Program as may be necessary to protect the lives and property of the inhabitants of the Township of Muskoka Lakes.

Scales of Emergency

SCALE OF EMERGENCY

An incident, or threat of an incident that:

- can be controlled by the first response agencies
- does not require evacuation, other than any involved structures or the immediate outdoor area
- is confined to a small area and poses a limited threat to life or property



PLAN IMPLEMENTED

➡ No Plan implemented;
first responders can
control situation

WHO RESPONDS

➡ Local response
agencies

An incident, or threat of an incident that:

- involves a greater hazard or larger area that poses a potential threat to life, limb, property or the environment
- that may require a limited evacuation of the surrounding area
- that warrants the gathering of the BECG to make key decisions
- that may require Mutual Aid and/or help from some District agencies

➡ Local Municipal Plan implemented

- ➡
- Local response agencies
 - MLECG
 - External agencies, including District of Muskoka, as required



A large-scale emergency (or threat of) that:

- is beyond the response capability of the local municipality, and/or;
- crosses the boundaries or (or impacts a large part of) two or more municipalities, and/or;
- the Head of Council of the local municipality requests the District Plan be implemented, and/or;
- requires extraordinary actions or expenditures of money by one or more District service
- as a result of an incident that immediately or rapidly develops into a District level emergency, without prior declaration of an Area Municipality such as a pandemic or large-scale emergency.
- the District Chair may declare a District emergency.

➡ District Plan implemented

- ➡
- First response agencies
 - Muskoka Support Group
 - District agencies
 - Affected Area Municipal Control Groups
 - External agencies as required



A large-scale emergency (or threat of) that:

- is beyond the response capability of the District, or;
- the emergency crosses two or more municipal boundaries, or;
- the District Chair requests the Provincial Plan to be implemented, or; the Premier of Ontario implements the Provincial Plan.

➡ Provincial Plan implemented

- ➡
- All of the above, plus, Provincial and Federal agencies as required

Declaring an Emergency

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 MLECG. Prior to the declaration of an emergency

If declaration is declared, the Head of Council will notify;

1. The Office of the Fire Marshal and Emergency Management through the Provincial Emergency Operations Centre (duty officer);
2. The District Chair
3. Township Council
4. Public through various means of media; and
5. Neighboring municipal officials, as required.



The Corporation of the Township of Muskoka Lakes Strategic Emergency Response Plan – January 2024

The Head of Council of the Township of Muskoka Lakes 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 Township of Muskoka Lakes are deemed insufficient to control the emergency, the Head of Council may request the District Chair or the District Chief Administrative Officer activate the Muskoka Emergency Response Plan.

Termination of an Emergency

A Municipal Emergency may be terminated at any time by;

1. The Head of Council; or
2. The Township of Muskoka Lakes Council; or
3. The Premier of Ontario

Upon Termination of a Municipal Emergency the Head of Council will notify

1. The Office of the Fire Marshal and Emergency Management through the Provincial Emergency Operations Centre (duty officer);
2. The District Chair
3. Township Council
4. Public through various means of media; and
5. Neighboring municipal officials, as required.

SECTION 4 - REQUEST FOR ASSISTANCE

General

Mutual Assistance Agreements

The *Emergency Management & Civil Protection Act R.S.O. 1990 c.E 9, as amended*, authorizes municipalities to enter into agreements wherein each party may provide 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 and may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

Current Agreements

It is intended that Mutual Assistance Agreements will be established with all Area Municipalities, First Nations Communities, and neighboring communities including but not limited to;

- Parry Sound,
- Huntsville,
- Bracebridge,
- Gravenhurst,
- Georgian Bay,
- Seguin, and
- Simcoe County

Execution of Mutual Assistance Agreements

The EOC Commander, on advice from the MLECG, makes the final determination to ask for assistance from a neighboring Municipality. The EOC Commander also makes the decision to provide assistance to a neighboring Municipality under a Mutual Assistance Agreement.

Assistance from the Province of Ontario

Request for Provincial Assistance

See Appendix 27 for Contact Information

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

Emergency Management Ontario

Upon the declaration of an Emergency by the Head of Council, Emergency Management Ontario will deploy a liaison team to the MLECG. This team will provide advice and assistance to the MLECG.

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 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.