



**Municipality of Chatham-Kent
Emergency Response Plan
Bylaw # 146-2025**

Table of Contents

Table of Contents	1
Revision History	2
1. Introduction.....	3
1.1. Aim.....	4
1.2.Scope.....	4
1.3.Legislative Authority.....	4
1.4.Public Access to the Emergency Response Plan.....	5
1.5.Definition of an Emergency	5
1.6.Council Approval	5
1.7. Emergency Management Program Committee	5
1.8.Municipal Emergency Control Group	6
1.9.Department Emergency Procedures	6
2. Concept of Operations	7
2.1.Site Response	7
2.2.Corporate Response	7
2.3.Policy Group.....	7
3. Implementation	7
3.1.Municipality of Chatham-Kent EOC Activation	8
3.2.Municipal Emergency Operations Centre (EOC)	8
3.3.Public Emergency Notification System.....	8
4. Declaration and Termination of an Emergency.....	8
4.1.Prior to Declaration	9
4.2.Declaration of an Emergency	9
4.3.Termination of an Emergency	9
5. Requests for Assistance	10
5.1.Mutual Aid Agreements	10
5.2.Requesting Provincial Assistance	10
5.3.Requesting Federal Assistance	10
5.4.Support Agency Composition	10
6. Incident Management System	11
6.1.Response Goals	11

6.2.Site Incident Commander 11

6.3.Incident Management System Functions 12

7. Compensation for Losses 22

8. Emergency Response Plan Review and Maintenance 22

 8.1.Exercising of the Emergency Response Plan 22

 8.2.Plan Distribution..... 23

9. Abbreviations and Definitions 23

 9.1.Abbreviations 23

 9.2.Definitions 25

10. Appendices 28

11. Annexes 28

Revision History

Revision Number	Revised By	Changes	Revision Date
1	Allison Phillipps	Purchasing By-Law number update	March 2, 2026

1. Introduction

The Province of Ontario, in enacting the *Emergency Management and Civil Protection Act*, has legislated that all municipalities must be prepared to respond to any emergency and must also develop an emergency management program. Included within the program are annual requirements for: training, planning, public education, regular exercises, analysis of risk, identification of critical infrastructure, the appointment of key emergency management officials and the annual review of the Bylaw and the Emergency Response Plan (ERP).

Chatham-Kent is a single-tier municipality composed of many small towns and villages in southwestern Ontario. Covering approximately 2,500 square kilometres, Chatham-Kent is the ninth largest municipality by area in Canada and has a population of around 104,000 (2021 Census). Some of Chatham-Kent's unique hazards include the agribusiness and chemical industry as well as Ontario Highway 401 that spans 48 kilometers through the municipality.

The Municipality of Chatham-Kent Emergency Response Plan establishes a framework for responding to a number of risks the Municipality faces. Developed with key officials, agencies and departments, the Emergency Response Plan (ERP) provides guidance regarding; Municipal emergency response, inter-agency interaction during an emergency, and planning for emergency mitigation and recovery efforts.

1.1. Aim

As per the *Emergency Management and Civil Protection Act* (EMPCA), the Municipality of Chatham-Kent has formulated the Emergency Response Plan (ERP), which is adopted by Council as By-Law #146-2025.

The aim of Chatham-Kent's Emergency Response Plan is to provide guidance for efficient and effective co-ordination of the extraordinary activities and measures that may have to be taken when faced with an emergency to:

- a) Protect and preserve life and property;
- b) Protect the environment;
- c) Minimize and/or mitigate the effects of the emergency on the residents, businesses, visitors and physical infrastructure of the Municipality of Chatham-Kent; and
- d) Quickly and efficiently enable the recovery and restoration of normal services.

1.2. Scope

The scope of this Emergency Response Plan includes all of the provisions required for the municipality to effectively respond to a major emergency. It does not include day-to-day emergency responses and regular operations provided by Police, Fire, EMS, Public Works, PUC, Public Health or other public or private resources.

Emergency response duties, responsibilities and efforts should be regarded as separate and distinct from the normal day-to-day operations carried out by the municipality and its partner organizations.

1.3. Legislative Authority

The legislation under which the Municipality and its employees are authorized to respond to an emergency are:

- *The Emergency Management and Civil Protection Act*, R. S. O. 1990, as amended (the “Act”);
- Ontario Regulation 380/04; and
- The Municipality of Chatham-Kent Emergency Management Program By-Law #146-2025.

The Emergency Operations Centre (EOC) may be activated for any emergency and is intended for the purposes of managing the emergency, maintaining services to the community, and supporting the emergency site.

1.4. Public Access to the Emergency Response Plan

The Municipality’s ERP is available to be viewed by the public at the Civic Centre, Service Centres and Libraries during regular business hours as well as on the municipal website.

Supporting Plans, contact lists, and plans of external agencies do not form part of the ERP as they may be confidential and provide more detailed relevant information that may require frequent updating, be of technical nature, or contain sensitive or personal information which could pose a security threat or violate privacy legislation if released.

1.5. Definition of an Emergency

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies and municipal departments.

The *Emergency Management and Civil Protection Act* defines an emergency as:

“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 the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”.

1.6. Council Approval

The Emergency Management Coordinator is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, contact information and other administrative updates. Where significant portions of the Municipality of Chatham-Kent Emergency Management Plan are revised, the Plan shall be presented to Council for approval and By-Law adoption. Smaller revisions, revisions of appendices, as well as the maintenance and distribution of the ERP will be the responsibility of the Emergency Management Coordinator and EMPC.

1.7. Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the *Emergency Management and Civil Protection Act* consists of representatives from

Municipal Departments and agencies, or designated alternates. The Emergency Management Coordinator chairs the EMPC.

This committee reviews the emergency management program and plan annually, ensures training is provided to employees on their functions and recommends changes to the program as considered appropriate and refers recommendations to Council for further review and approval.

In addition to the CEMC and Alternate, the persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Emergency Information Officer
- Director of Public Works
- Manager, Compliance and Quality Standards (PUC)
- Manager, Long Term Care
- Director, Employment and Social Services
- General Manager, Chatham-Kent EMS
- Assistant Chief, Fire & Emergency Services
- Inspector, Chatham-Kent Police Services
- Director, Parks, Recreation and Facilities

Additional personnel may be assigned to the Emergency Management Program Committee by the chair, including, but not limited to:

- Lower Thames Conservation Authority
- St. Clair Regional Conservation Authority
- Local Utility Representatives
- Program Manager, Public Health
- OFMEM Sector Field Officer

1.8. Municipal Emergency Control Group

The Municipal Emergency Control Group (MECG), or Community Control Group (CCG), as defined by Ontario Regulation 380/04 is responsible for directing the municipality's response in an emergency, including coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG shall consist of the following positions or their designates:

- C.A.O., acting as the MECG Chair and EOC Director
- Deputy C.A.O.
- Fire Chief/CEMC
- Director, Legal Services
- General Manager, Health and Human Services
- General Manager, Infrastructure and Engineering Services
- General Manager, CFO/Treasurer
- General Manager, Development Services
- General Manager, Public Utilities Commission
- Chief of Police

Additional personnel may be assigned by the EOC Director to fulfill roles within the EOC, as required. IMS roles will be assigned on a case-by-case basis by the EOC Director.

The Community Emergency Management Coordinator (CEMC) or Alternate acts as the EOC Facilitator and assists in coordinating activities in the EOC, or other duties as assigned by the EOC Director.

The Emergency Information Officer (EIO) works with Incident Command, the CEMC, and the EOC Director to disseminate information to the public and to monitor media reports concerning the incident.

1.9. Department Emergency Procedures

Each Municipal department shall prepare emergency response procedures or guidelines (i.e. Departmental Emergency Plan, Continuity of Operations Plan) outlining how it will fulfill its own internal responsibilities under this plan during an emergency. Each department shall designate a member of its staff to review, revise and maintain its own emergency response procedures or guidelines on a periodic basis.

2. Concept of Operations

The Municipality's Emergency Response Plan adopts the principles of the Incident Management System (IMS). The Incident Management System can be used in any size or type of emergency to manage emergency response personnel, facilities and equipment. IMS principles include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designed facilities and comprehensive resource management. The basic functional modules of the Incident Management System (Command, Operations, Planning, Logistics and Finance & Administration) can be expanded or contracted to meet requirements as an event progresses.

2.1. Site Response

The emergency responders at the site or sites of the emergency have a distinct site command structure and provide tactical response to the emergency as they attempt to mitigate its effects and bring the situation under control.

2.2. Corporate Response

The Emergency Operations Centre (EOC) is a physical, virtual or hybrid location where the leadership of the Municipality of Chatham-Kent can gather to support the emergency response and manage the consequences of an emergency collectively and collaboratively. The EOC is utilized, where necessary, to centralize and support efforts occurring at the site(s).

2.3. Policy Group

The Head of Council and Councillors act as the Policy Group during the Municipality of Chatham-Kent EOC Activation. The Policy Group may be assembled to receive information or reports during an emergency, and to provide any necessary policy direction to the MCEG. The Policy Group does not have responsibility for overall emergency management, but the Policy Group does have the power under the Act to declare or terminate a declaration of emergency.

The main responsibilities of the Policy Group are to:

- Assist in relaying approved information to area residents;
- Attend community or evacuee meetings;
- Reassure constituents;
- Support actions taking place in the community;
- Liaise back through Mayor concerns from within Wards; and
- Follow the leadership and guidance of the Mayor.

3. Implementation

This plan can be implemented when an emergency exists or is expected to occur, which is considered to be of significant magnitude, even if it has not yet been declared. Municipal employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the inhabitants of the Municipality of Chatham-Kent.

Any of the Municipal Emergency Control Group members outlined in section 1.8 have the authority to activate the EOC. That MECG Member will contact the CEMC or Alternate CEMC to activate the EOC and have personnel assemble at the appropriate EOC location.

The Emergency Response Plan may be activated when:

- a) There is the need or the potential to need to evacuate residents.
- b) There is the potential for significant, critical damage to the environment, to property, to the economy or to services and/or utilities.
- c) The incident requires more resources than are available locally or through mutual aid or other service agreements.
- d) Triggers are initiated/activated for department specific emergency plans, and other emergency plans, for example the pandemic plan.
- e) The emergency event will likely attract media attention that is beyond just local media involvement or that may require the dispersal of important information to the public.
- f) The immediate activation of the Municipal Emergency Control Group (MECG) is required for public safety.
- g) There are immediate or potential threats to life, property, the environment or the economy that is beyond the ability of first responders to manage.
- h) Preparing for a large-scale, planned community event that has the potential to require additional coordination from the Municipality.

3.1. Municipality of Chatham-Kent EOC Activation

All members of the Municipal Emergency Control Group (MECG) have the authority to activate the Emergency Operations Centre. To activate the EOC, contact the CEMC or Alternate CEMC. The CEMC will confirm activation through the MECG chair before alerting members of the MECG. EOC members will be notified through the Everbridge Notification System automated call-tree feature or through a manual call-tree.

3.2. Municipal Emergency Operations Centre (EOC)

The locations of the primary and alternate EOCs are listed in Appendix 3 of this plan. A fully virtual EOC or hybrid version can also take place using Microsoft Teams. In the event of implementation of the plan for a declared or undeclared emergency, EOC personnel will be notified and instructed to assemble at one of the designated locations.

3.3. Public Emergency Notification System

Chatham-Kent's CKAlert system allows mass notifications of public safety messages to be sent in a major emergency through text message, email, and cell or home phone call to anyone registered. There must be a prescribed community action included for the system to be used, as outlined in the CKAlert Standard Operating Procedure (Annex F).

4. Declaration and Termination of an Emergency

4.1. Prior to Declaration

When an emergency exists, but has not yet been declared, Municipal employees and first responders may take such action(s) under the authority of this Plan necessary to protect lives and property.

4.2. Declaration of an Emergency

Under the *Emergency Management and Civil Protection Act* (EMCPA), the Head of Council of a Municipality, the Lieutenant Governor in Council, and the Premier all have the authority to declare an emergency.

The Mayor or Acting Mayor, as Head of the Council, is responsible for making an official written declaration that an emergency exists within the boundaries of the Municipality of Chatham-Kent. The declaration form is available in Appendix 1. In declaring an emergency, the Head of Council will identify the geographical boundaries of the emergency area in consultation with the MCEG.

The MCEG will ensure that all personnel and supporting agencies concerned are advised of the declaration of the emergency.

Upon declaration of an emergency, the Municipality will notify:

- a) Emergency Management Ontario by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b) Members of the Municipal Council

The following may also be notified of a declaration of emergency:

- a) Local Member(s) of Provincial Parliament (MPPs);
- b) Local Member(s) of Federal Parliament (MPs)
- c) Local Media;
- d) The public; and
- e) Neighbouring Municipalities

4.3. Termination of an Emergency

When it has been determined by the MECG that the emergency should be terminated, the Mayor and/or Head of Council will make an official termination of declared emergency in writing. The termination form is available in Appendix 2. The Premier of Ontario may also terminate an emergency at any time.

The MECG will ensure that all personnel and supporting agencies concerned are advised of the termination of the emergency.

Upon termination of an emergency, the Municipality shall notify:

- a) Emergency Management Ontario by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b) Members of the Municipal Council

The following may also be notified of a termination of emergency:

- a) Local Member(s) of Provincial Parliament (MPPs);
- b) Local Member(s) of Federal Parliament (MPs);
- c) Local Media; and
- d) The public; and
- e) Neighbouring Municipalities

5. Requests for Assistance

It is possible that assistance from other levels of government, or external partner agencies with specialized knowledge or expertise may be required by the Municipality of Chatham-Kent to successfully respond to an emergency.

Depending on the nature of the emergency and the assistance required, these agencies may be requested by the Municipality to attend the emergency site(s) and/or the physical or virtual EOC to provide assistance or information and advice to the MECG through the Liaison Officer.

5.1. Mutual Aid Agreements

When the resources of the Municipality of Chatham-Kent are at capacity or there is a need for support from neighbouring Municipalities, the MECG may request assistance by contacting their respective Community Emergency Management Coordinator (CEMC).

5.2. Requesting Provincial Assistance

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to Emergency Management Ontario through the Provincial Emergency Operations Centre or Field Officer by the CEMC or Alternate CEMC.

5.3. Requesting Federal Assistance

Requests for personnel or resources from the Federal Government are requested through the Provincial Emergency Operations Centre who in turn liaises with the Federal Government Operations Centre.

5.4. Support Agency Composition

When requested by the MCEG, support agencies work in support of the EOC and site and include but are not limited to representatives from the following external groups and organizations:

- Enbridge Gas
- Plains Midstream Energy Company
- Entegrus
- Chatham-Kent Health Alliance (CKHA)
- CN and CPKC Railway Police
- Ontario Provincial Police
- Lower Thames Valley Conservation Authority
- St. Clair Regional Conservation Authority
- Pet and Wildlife Rescue (PAW/PAWR)
- Lambton Kent District School Board
- St. Clair Catholic District School Board
- Chatham-Kent Amateur Radio Club
- Representatives of Neighbouring Municipalities
- Volunteer-based organizations (Canadian Red Cross, St. John Ambulance, Salvation Army, Mennonite Disaster Services, Samaritan Purse, etc.)
- Provincial and Federal Ministries as required
- Representatives from any other service organization or agency deemed necessary by the MCEG

Support Agency representatives may be invited to attend MCEG or site meetings as required. Volunteer Support Agencies may provide resources on a cost recovery basis as per Memorandum of Understanding (MOU).

6. Incident Management System

The Municipality's Emergency Response Plan adopts the principles of the Incident Management System (IMS). The Incident Management System can be used in any size or type of emergency to manage emergency response personnel, facilities and equipment. IMS principles include the use of common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span-of-control, pre-designed facilities and comprehensive resource management. The basic functional modules of the Incident Management System (Command, Operations, Planning, Logistics and Finance & Administration) can be expanded or contracted to meet requirements as an event progresses.

6.1. Response Goals

The following response goals are applied to all emergency situations. In order of priority, they are:

1. Provide for the Health and Safety of all responders
2. Save Lives
3. Reduce Suffering

4. Protect Public Health
5. Protect Critical Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic and Social Losses

6.2. Site Incident Commander

The Incident Commander at site is responsible for and/or has the authority to:

- Establish a Unified Command Structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency Incident Commanders;
- Designate an emergency site media coordinator;
- Implement the strategy established by the MCEG at the emergency site(s), if required;
- Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- Maintain a communication link with the MCEG for the flow of information regarding the management of the emergency site;
- Maintain a record of events, decisions made, and actions taken as Incident Commander;
- Participate in a debriefing with MCEG regarding the emergency, if required; and
- Assist the CEMC in creating an after-action report on the emergency.

6.3. Incident Management System Functions

During an EOC Activation, the following positions are filled to provide overall support and coordination of site activities and consequence management issues. It is their responsibility to ensure that response priorities are established, and that planning and response activities are coordinated, both within the EOC (i.e. between sections) and between sites and other EOCs.

- EOC Director
- EOC Policy Group Representative
- CEMC
- Emergency Information Officer
- Safety Officer/Risk Management Officer
- Liaison Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

These positions are assigned by the EOC Director on a case-by-case basis upon arrival to the EOC. Additional personnel and roles may be assigned by the EOC Director to fulfill roles within the EOC, as required.

EOC Director

- Overall authority and responsibility for the activities of the EOC.
- Sets out priorities and objectives in conjunction with the MECG members for each operational period and ensures they are carried out.
- Liaises with the Policy Group (Head of Council) through Policy Group Representative and advise whether or not a declaration and termination of an emergency is recommended.
- Designates the geographical boundaries of the emergency area.
- Authorizes the extraordinary expenditure of municipal funds during the emergency.
- Confirms the adequacy of the expenditure limits as identified in the purchasing by-law.
- Approves emergency information releases.
- Establishes procedures to be taken for the safety or evacuation of persons in an emergency area in partnership with other agencies as needed.
- Determines what sections are needed, assigns section chiefs as appropriate and ensures they are staffing their sections as required.
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Planning Chief
 - Finance and Admin Section Chief
- Determines which management staff positions are required and ensures they are filled as soon as possible.
 - Emergency Information Officer
 - Liaison Officer
 - Safety Officer/Risk Management Officer
 - Legal Advisor
- Maintain a position log and recording all decisions and relevant actions.

Director Scribe

- Reports to the EOC Director.
- Responsible for updating the EOC Director's position log.
- Answers calls for the EOC Director.
- Manages emails on behalf of the EOC Director.
- Arrange and assign EOC Scribes to high demand EOC positions as required.

When attending the EOC Management Team Meetings, take notes on decisions throughout the meeting for the decisions/directions notes.

IMS Policy Group Representative

- In coordination with the Information Officer, assist the EOC Director in ensuring the proper procedures are in place for communicating with the Policy Group.
- Provide approved updates, media releases and helpful messaging sheets and/or FAQ sheets (frequently asked questions and answers) to ensure

consistent and accurate information is being shared with the public to the Policy Group.

- Act as liaison for the Policy Group in the EOC.
- Maintain a position log and recording all decisions and relevant actions.

Community Emergency Management Coordinator

- Ensures EOC is properly setup, appropriately staffed and operational.
- Support and assist EOC staff as it relates to their roles in the EOC and the overall effectiveness of the EOC organization.
- Serve as advisor to the EOC Director and Section Chiefs and assist with the overall facilitation and function of the EOC ensuring compliance with existing emergency plans and procedures.
- Liaises with the neighbouring Municipal CEMCs, Emergency Management Ontario and other Provincial and Federal representatives as required.
- Maintain a position log and recording all decisions and relevant actions.

Emergency Information Officer (EIO)

- Establishes and maintains media contacts.
- Prepares news releases; coordinates interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by customer contact centre and EOC staff.
- Establishes communications strategies for internal and external purposes.
- Monitors media and information sources.
- Liaises and coordinates messages with other Emergency Information Officers.
- Ensures public safety information is provided in accessible formats as required by provincial legislation.
- Maintain a position log and recording all decisions and relevant actions.

EIO Support

- Reports to the Emergency Information Officer.
- Supports the EIO with all media-related support required, including but not limited to social media monitoring, proofreading, public web edits, etc.
- Maintain a position log and recording all decisions and relevant actions.

Public Inquiry Centre Coordinator

- Reports to the Emergency Information Officer.
- Manages the Public Inquiry Centre.
- Ensures tracking of inquiries/questions from the public are recorded at the Public Inquiry Centre.
- Disseminates approved emergency information and messages to the Public Inquiry Centre personnel for public inquiries.
- Maintain a position log and recording all decisions and relevant actions.

Risk/Legal/Safety Officer

- Identifies liability and loss exposures to personnel and property, and the municipality.
- Provides advice and assistance on matters related to law and how they may be applicable to the actions of the Municipality of Chatham-Kent during the emergency.
- Provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.
- Monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary.
- Liaises and provides advice to site Safety Officer regarding health and safety issues for site personnel, as required.
- Maintain a position log and recording all decisions and relevant actions.

Liaison Officer

- Invites required or requested agencies and stakeholders to the EOC, as identified by the EOC Director and MCEG and maintains contact when required.
- Provides input on the strategic direction and advice to the MCEG regarding emergency management issues.
- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate agencies or organizations and prepares an After-Action Report on the emergency.
- Maintain a position log and recording all decisions and relevant actions.

Operations Section

The Operations Section maintains direct contact with the site(s) and coordinates the overall site support response, in conjunction with other agencies and/or departments. The Operations Section is also responsible for gathering current situation information from the site and sharing it with the Planning Section and other EOC personnel, as appropriate; coordinating resources requested from the site level; and directing deployment of all EOC issued resources to the Site Incident Commander.

Operations Chief

- Ensures coordination of the Operations function including supervision of the various Branches required to support the emergency event.
- Ensures that operational objectives and assignments identified in EOC Action Plans are carried out effectively.
- Establishes the appropriate level of Branch and Unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Consults with Planning Chief to clearly define areas of responsibility between the Operations and Planning Sections.
- Maintains a communications link between Incident Commanders (sites), and the EOC for the purpose of coordinating the overall response, resource requests and event status information.

- Ensures that the Planning Section is provided with Branch Status Reports and Incident Reports.
- Conducts periodic Operations briefings for the EOC Director and EOC Management Team, as required or requested.
- Approves special resource requests and/or obtains the EOC Director's approval of critical and extra-ordinary resources.
- Maintain a position log and recording all decisions and relevant actions.
- Supervises the Operations Section.

Branch Coordinators

Branch Coordinators oversee the operations of a particular city department, division, section or outside agency. A Branch Coordinator will be responsible for coordinating the activities of their department/agency site personnel and dispatch centre (if one exists). Additional Branch staff may be needed, dependent on the size of the emergency event and the support required. Branch Coordinators may include, but are not limited to:

a) Chatham-Kent Fire Branch Coordinator

- Establishes ongoing communications with Fire Site Commander.
- Provides a site Incident Commander as designated by the MCEG.
- Arranges and Coordinates fire suppression, as well as hazardous materials support operations.
- Coordinates fire branch activities with fire site personnel and fire dispatch centre.
- Liaises with the Office of the Fire Marshal for any additional fire service assistance or resources required.
- Acquires and coordinates all fire mutual aid resources, as necessary.
- Ensures an appropriate level of continuous service to the unaffected part of the Municipality in accordance with legal obligations and available resources.
- Advises and provides consultation on the issue of evacuation relative to the number of citizens involved, and/or the size of the geographical area involved, which falls under the jurisdiction of the Fire Service.
- Assists in the alerting of persons endangered by the emergency.
- Implements the objectives of the EOC Action Plan assigned to the Fire Branch.
- Completes and maintains Branch Status Reports throughout the emergency.
- Maintains status of unassigned fire and HAZMAT resources.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

b) Chatham-Kent Infrastructure and Engineering Branch Coordinator

- Coordinates Infrastructure Operations Branch activities including engineering, parks, cemeteries, vehicles and equipment, public works,

information technology and facilities management operations during the emergency.

- Assists in setting up suitable Reception Centres, as required.
- Provides advice and assists with traffic engineering.
- Provides advice and assists with design and engineering matters related to roads, bridges, drainage and sediment/erosion control, water, wastewater and storm water.
- Surveys all other infrastructure systems, such as roads, bridges, sewer and water systems within the area.
- Provides advice and assists with construction and commissioning.
- Provides advice and assists with infrastructure planning.
- Liaises with the Ministry of the Environment and other relevant agencies and departments with respect to environmental contamination.
- Liaises with local Conservation Authorities with respect to water levels during times of flooding or anticipated flooding.
- Ensures an appropriate level of continuous service to the unaffected part of the municipality in accordance with legal obligations and available resources.
- Coordinates waste management issues including collection, processing and disposal.
- Developing a plan to provide heavy equipment as required.
- Liaising with the Logistics Section Chief to provide road/traffic barriers upon request and supporting emergency evacuation and perimeter control as requested.
- Liaising with the Logistics Section Chief to maintain a fuel supply for emergency vehicles, generators and other equipment.
- Liaising with the Logistics Section Chief to arrange for the procurement of other resources not found in the existing municipal equipment inventory.
- Coordinates debris removal services as required.
- Liaises with external agencies to ensure a coordinated response to critical infrastructure and Environmental Services matters as required.
- Coordinates Recreation Services Branch activities with Recreation personnel and the Health and Human Services Branch.
- Coordinates recreation programs and operations during the emergency.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

c) Chatham-Kent Building Branch Coordinator

- Provides and/or arranges for advice on the structural safety of buildings.
- Identifies and prioritizes damaged structures to be inspected.
- Coordinates building inspection personnel.
- Takes action to ensure the protection of the public including, but not limited to:
 - Upon completion of an application, issues required building/demolition permits to property owners;
 - Prohibiting the use or occupancy of a building;

- Order a building to be renovated, repaired, or demolished to remove an unsafe condition; and
- Take measures necessary to terminate the danger where a building is involved.
- Provides technical expertise regarding the construction of buildings, as required.
- Provides advice and assistance relating to the enforcement of municipal by-laws and property standards which may include:
 - Enforces by-laws by investigating to determine if there is a violation(s) and will take the necessary measures to ensure the violation(s) is corrected (compliance obtained).
 - Responds to citizen complaints and conducts proactive investigations.
- Contacts local utility companies for building demolition needs.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

d) Police Branch Coordinator

- Ensures all necessary emergency services are notified as required.
- When legally required to do so, ensures an investigation is conducted and further ensures all other investigative agencies are notified and provides assistance as needed.
- Ensures a communication link is established between the EOC and the Police On-Scene Command Post.
- Provides the EOC with advice on public safety matters.
- Ensures persons endangered by the emergency are alerted and provides coordination of evacuation procedures, including traffic control on evacuation routes.
- Liaise with the EOC regarding the site(s) selected for reception centre(s) and the approximate time of arrival of first evacuees.
- When time and circumstances permit, ensure the initial designation of reception centres has occurred and meet the initial needs of the evacuees.
- Ensures a police presence is provided at the EOC, reception centres, holding areas and other facilities, as required.
- When required, assists the Incident Commander in fulfilling their responsibilities.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

e) Paramedic Branch Coordinator

- When required, assists the Incident Commander in fulfilling their responsibilities.
- In conjunction with the Incident Commander, assesses the need and the initial request for (special) emergency resources at the emergency site,

e.g., multi-patient units, support units, air ambulances, etc., and any other medical resources required.

- Liaise with the hospitals for the efficient distribution of casualties through the Central Ambulance Communication Centre (CACC) Dispatch.
- Notifies and requests assistance of the Ontario Ministry of Health and Long-Term Care, Emergency Health Services Branch through the CACC.
- Liaise with neighbouring Paramedic Services regarding areas of mutual concern which may include coverage issues, distribution of patients to area hospitals and any other issues needed in pre-hospital care.
- In conjunction with the Incident Commander, assess the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams.
- Note: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc.
- Liaise with the Director of Engineering in providing busses for low acuity patients.
- Liaise with the Commissioner of Public Health and Emergency Services/Medical Officer of Health regarding the evacuation of persons requiring ambulance or other stretcher transportation and assist with the organization.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

f) Public Health Branch Coordinator

- Acts as a coordinating link with the Local Health Integration Network (LHIN) for all health services at the EOC, as appropriate.
- Liaise with the Provincial Ministry of Health and Long-Term Care (MOHLTC), Public Health Ontario (PHO), and the Local Health Integration Network (LHIN) as needed.
- Liaise and coordinate with community health care partners as needed, as part of the Public Health emergency response (e.g. physicians, hospitals, etc.).
- Provides advice and recommendations to the public on matters which affect the health of the community (e.g. boil water advisory, preventative measures for infectious disease outbreaks, etc.).
- Coordinates the health response to public health emergencies or emergencies with public health impacts (e.g. infectious disease outbreaks, contamination of the drinking water, etc.), according to Ministry of Health and Long-Term Care direction, the Ontario Public Health Standards, the Health Protection and Promotion Act, and/or other relevant legislation (e.g. Safe Drinking Water Act).
- Liaise with the Commissioner of Transportation and Environmental Services to ensure the safety of drinking water and appropriate sanitation services.

- Liaise with the Health and Human Services Branch Coordinator to provide support specific to reception/evacuation centres, or other temporary lodging sites, in the areas of:
 - Environmental health consultation (food, water safety, sanitation and infection control practices);
 - Participation in intake of clients at a reception/evacuation centre;
 - Infectious disease case management and surveillance; and
 - Infectious disease outbreak control
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

g) Health and Human Services Branch Coordinator

- Implements the Emergency Social Services (ESS) Plan that is aimed at providing services to those people displaced as a result of an emergency or disaster.
- Ensures reception centres are established, operated, staffed and closed, with the assistance of Public Health and Emergency Services and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the centres.
- Liaise with LHIN to determine the number and location of medically fragile persons and provide specialized support as needed.
- Liaise with Chatham-Kent Victim Services to provide psychosocial resources, as required, to support evacuees, staff, volunteers.
- Liaise with Infrastructure and Engineering Branch with respect to determining the location of the reception centre when using a municipal facility.
- Ensures that property representative(s) is/are notified when a public or private facility is required as a reception centre.
- Determines whether additional reception centres need to be opened.
- Liaise with the Commissioner of Public Health/Medical Officer of Health on areas of mutual concern regarding operations in reception centres when requested by reception centre personnel including:
 - Food safety and water quality
 - General sanitization and health hazards
 - Infection prevention and control
 - Accommodation standards for emergency lodging
 - Assessment of the health risks of the affected community
- Liaise with RideCK for the provision of transportation of evacuees to and from reception centres.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

h) Public Utilities Commission Branch Coordinator

- Arranging to discontinue water/wastewater services where it is considered necessary in the interest of public safety.

- Prioritizing the restoration of water/wastewater services for essential users and for the emergency needs of municipal services.
- Establishing procedures and plans for the emergency response to drinking water contamination.
- Ensuring that CKFES has working water pressure and water volume to address fires within the community.
- Assisting with the post-disaster clean-up and the restoration of utility services.
- Maintaining plans for the provision of alternative water supplies.
- Monitoring the status of water disruptions and addressing the concerns of those areas of the community without water/sewer services.
- Accounting for water usage with the Ministry of the Environment.
- Providing updates on water disruptions, as required.
- Liaise with Infrastructure and Engineering Services.
- Provide assistance with accessing generators for essential services.
- Performing other duties as assigned by the MECG.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

i) Economic Development Branch Coordinator

- Provide advice on all areas of concern related to the Community Development Department and its respective divisions.
- Liaising with businesses, other agencies and levels of government as required.
- Ensuring that support staff are provided to assist in the mitigation of the emergency.
- Coordinating and facilitating the use of any municipal buildings or facilities under the care and control of the Economic Development Department to assist with mitigating the emergency.
- Providing facilities to assist with the establishment of emergency reception centres and shelters in those buildings under the management and control of the Economic Development Department.
- Maintain a position log and recording all decisions and relevant actions.
- Provides routine status reports to the Operations Section Chief.

Planning Section

- Collects, processes, evaluates, and displays situation information.
- Develops EOC Incident Action Plans in coordination with other functions.
- Tracks the status of EOC issued resources.
- Maintains all EOC documentation.
- Conducts advance planning activities and makes recommendations for action.
- Obtains technical experts for the EOC, as required.
- Plans for EOC demobilization of personnel and resources.
- Facilitates the transition to the recovery phase.
- Maintain a position log and recording all decisions and relevant actions.

Logistics Section

- Provides/acquires requested resources including personnel, facilities, equipment, and supplies.
- Arranges access to technological and telecommunication resources and support.
- Acquires and arranges resources for the transportation of personnel, evacuees and goods.
- Provides other support services such as arranging for food and lodging for workers within the EOC and other sites.
- Maintain a position log and recording all decisions and relevant actions.

Finance and Administration Section

- Monitors the expenditure process, and response and recovery costs.
- Coordinates claims and compensation.
- Tracks and reports on personnel time.
- Develops service agreements and/or contracts.
- Oversees the purchasing process.
- Maintain a position log and recording all decisions and relevant actions.

7. Compensation for Losses

The Municipal Disaster Recovery Assistance (MDRA) program will help municipalities address extraordinary emergency response costs and damage to essential property or infrastructure like bridges, roads, and public buildings, as a result of a natural disaster.

The Disaster Recovery Assistance for Ontarians (DRAO) program provides assistance to individuals, small businesses, farmers, and not-for-profit organizations that have experienced damage to, or loss of, essential property as a result of a natural disaster.

Further information and application guidelines can be found on the Ministry of Municipal Affairs and Housing website.

8. Emergency Response Plan Review and Maintenance

The Municipality of Chatham-Kent Emergency Response Plan (Plan) will be maintained and distributed by the Community Emergency Management Coordinator (CEMC) to the public via the Municipality of Chatham-Kent public website.

The Plan will be reviewed annually by the Emergency Management Program Committee. The review and recommended revisions will be coordinated by the CEMC.

The Plan shall be revised only by By-law; however, revisions to the appendices, annexes and minor administrative or housekeeping changes may be made by the CEMC without the need for a replacement By-Law.

It is the responsibility of each person, agency, service, or department identified within the Plan to notify the CEMC forthwith, of the need for any administrative changes or revisions to the Plan or supporting plans.

The CEMC is responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each department and Support Agency involved with this plan should prepare emergency response procedures or guidelines (i.e. Departmental Emergency Plan) outlining how it will fulfill its own internal responsibilities under this plan during an emergency.

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis.

8.1. Exercising of the Emergency Response Plan

At least one exercise will be organized and conducted annually by the Emergency Management Coordinator in order to test the overall effectiveness of the Plan. Recommendations arising from the annual exercise shall be considered by the CEMC and Emergency Management Program Committee for revisions to the Plan.

8.2. Plan Distribution

Copies of the Emergency Response Plan will be provided to EOC personnel, partner organizations and agencies, the Province, and bordering Municipalities that may have a role to play in responding to or providing assistance for emergencies in Chatham-Kent. In order for the Emergency Response Plan to be successful, municipal officials and response partner agencies must be aware of their emergency roles and responsibilities by reviewing the plan regularly.

9. Abbreviations and Definitions

9.1. Abbreviations

AAR – After Action Report

ASC – Administration Section Chief

CACC – Central Ambulance Communications Centre

CAN – Conditions, Actions, Needs

CAO – Chief Administrative Officer

CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive

CCG – Community Control Group

CEMC – Community Emergency Management Coordinator

CKHA – Chatham-Kent Health Alliance

CKPS – Chatham-Kent Police Service

CKVS – Chatham-Kent Victim Services

CMT – Crisis Management Team

COOP – Continuity of Operations Program

DRAO – Disaster Recovery Assistance for Ontarians
ECC – Emergency Communications Centre
EIO – Emergency Information Officer
EMPCA – Emergency Management and Civil Protection Act
EMPC – Emergency Management Program Committee
EMO – Emergency Management Ontario
EMS – Emergency Medical Services
EOC – Emergency Operation Centre
ERP – Emergency Response Plan
ESS – Emergency Social Services
FERP – Federal Emergency Response Plan
FSC – Finance Section Chief
GIS – Geographic Information System
H&FS – Health & Family Services
HAZMAT – Hazardous Materials
HIRA – Hazard Identification Risk Assessment
HOC – Head of Council
HUSAR – Heavy Urban Search and Rescue
IAP – Incident Action Plan
IC – Incident Commander
IMS – Incident Management System
LHIN – Local Health Integration Network
LSC – Logistics Section Chief
MDRA – Municipal Disaster Recovery Assistance
MECG – Municipal Emergency Control Group
MOE – Ministry of the Environment
MOH – Medical Officer of Health
MOHLTC – Ministry of Health and Long-Term Care
MNRF – Ministry of Natural Resources and Forestry
MP – Local Members of Federal Parliament
MPP – Local Members of Provincial Parliament

MTO – Ministry of Transportation
OFM – Office of the Fire Marshal
OPP – Ontario Provincial Police
OSC – Operations Section Chief
PEOC – Provincial Emergency Operations Centre
PHO – Public Health Ontario
PSC – Planning Section Chief
PUC – Public Utilities Commission
RFA – Request for Assistance
TES – Transportation and Environmental Services

9.2. Definitions

After Action Report (AAR)

A formal AAR will be completed after any major incident or emergency involving the operation of the EOC. It will include the events of the incident, the operational impacts, concerns and issues, associated costs and recommendations and findings from the debriefings. This report will be utilized when evaluating deficiencies in the ERP and related plans and procedures.

CBRNE

An acronym that stands for Chemical, Biological, Radiological, Nuclear and Explosives.

Citizen Enquiry Service

A service established by the Municipality to respond to enquiries from the public.

Command Post

The physical location of the tactical level, on scene incident command and management organization.

Community Emergency Management Coordinator (CEMC)

Community Emergency Management Coordinator. The *Emergency Management and Civil Protection Act* requires the establishment of a CEMC in every municipality. This position is responsible for coordinating the Emergency Management Program within the Municipality and for facilitating activities within the Emergency Operations Centre (EOC).

Continuity of Operations Program

An ongoing process designed to ensure that the necessary steps have been taken to ensure that there is continuity of services and to ensure that each municipal business unit quickly recovers in the event of a major emergency.

Critical Infrastructure

A network of institutions, services, and systems designed to provide for vital human needs, sustain vital services and the economy, protect public safety and security, and maintain government functions.

Debriefing

A debriefing is a meeting of officials from responding organizations to formally discuss issues of mutual interest pertaining to a major incident or emergency. It provides a opportunity for organizations and departments involved in emergency management post-disaster to review the lessons learned.

Declared Emergency

A signed declaration made in writing by the Head of Council (or designate) or the Premier of Ontario (or designate) in accordance with the provisions of the *Emergency Management and Civil Protection Act*.

Disaster

A term which is used by the provincial and federal government to describe a major emergency which is governed by those levels of government.

Emergency

A situation or an impending situation caused by the forces of nature, an accident, an intentional act, or an infections/contagious disease that constitutes a danger of major proportions to life, property, the economy or the environment.

Emergency Management Program

A program that is based on a hazard identification and risk assessment process and that includes: mitigation, prevention, preparedness, response and recovery.

Emergency Management Program Committee

A committee comprised of representatives from key areas of the municipality and other outside organizations that have been tasked with overseeing the development, implementation, revision and maintenance of the Emergency Management Program within Chatham-Kent.

Emergency Operations Centre (EOC)

A location designated for the use of the Emergency Control Group. Contains all required supplies, equipment, and documentation to effectively respond to an emergency.

Emergency Social Services

The provision of food, clothing, shelter, registration and inquiry, and personal services during and following an emergency in order to met essential human needs. ESS also provides temporary rehabilitation assistance until regular pre-emergency social services resume operations, or until other plans and programs come into effect.

Evacuation

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous areas, and their reception and care in safe areas.

Evacuation Centre

An evacuation centre is a facility that provides temporary care and shelter to persons displaced by the emergency. Persons may be sent to an evacuation centre after registering at a reception centre, and/or they may register at the evacuation centre directly.

Hazard Identification and Risk Assessment (HIRA)

Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused, and technological sources/activities and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Incident Commander (IC)

The person appointed by the Community Control Group to develop: an emergency command organization structure, strategies, tactics, the Incident Action Plan and to ensure that the health and wellbeing of first responders and the public is maintained.

Inner Perimeter

A restricted area in the immediate vicinity of the emergency scene as established by the Site Incident Commander. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

Municipal Emergency Control Group (MECG)

A group of senior municipal staff members responsible for directing those services necessary for mitigating the emergency and for maintaining services outside the designated emergency area. The CAO or designate shall chair all meetings and is responsible for the overall actions and decisions taken by the Emergency Operations Centre.

Operational Period

The period of time scheduled for execution of a given set of operational actions as specified in the action plan. Operational periods can be of various lengths, although not usually longer than 24 hours.

Outer Perimeter

The geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential personnel as determined by the Site Incident Commander.

Reception Centre

A reception centre is a facility designated by the MECG and is used to register persons who have been displaced by an emergency, reuniting them with their families or dispatching them to evacuation centres or other accommodation.

Resource Management

Those actions taken by an organization to: identify sources and obtain resources needed to support emergency response activities; coordinate the supply, allocation, distribution, and delivery of resources so they arrive where and when they are most needed; and maintain accountability for the resources used.

Shelters

Facilities designated by the MECG to temporarily house persons displaced during an emergency.

Triage

The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

10. Appendices

Appendix	Name
Appendix 1	Declaration of Emergency Form
Appendix 2	Termination of Emergency Form
Appendix 3	EOC Locations
Appendix 4	Emergency Response Contact List
Appendix 5	Purchasing By-Law #19-2026
Appendix 6	Incident Management System Organization Chart

11. Annexes

Annex	Name
Annex A	Emergency Management and Civil Protection Act
Annex B	IMS Forms Package
Annex C	Critical Infrastructure List
Annex D	Community Risk Profile
Annex E	HIRA
Annex F	CKAlert Standard Operating Procedures and Instructions for Use