The Corporation of The

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

EMERGENCY RESPONSE PLAN

Revised: December 1, 2025

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RECORD OF AMENDMENTS

Amendment Number	Section(s); Page(s)	Date
2016-01	Replace entire plan	May 30, 2016
2017-01	Replace entire plan	April 18, 2017
2018-01	ER Plan Update	November 20, 2018
2019-01	ER Plan Update	October 7, 2019
2021-01	ER Plan Update	December 1, 2021
2022-01	ER Plan Update	December 1, 2022
2023-01	ER Plan Update	December 1, 2023
2024-01	ER Plan Update	November 28, 2024
2025-01	Update entire plan	December 1, 2025

ACRONYMS

AAR - After Action Review
CCG - Community Control Group
CEMC - Community Emergency Management Coordinator
CEMPC - Community Emergency Management Program Committee
EIO - Emergency Information Officer
EMO - Emergency Management Ontario
EOC - Emergency Operations Centre
ERP - Emergency Response Plan
HIRA - Hazard Identification and Risk Assessment
IAP - Incident Action Plan
IC - Incident Commander
ICP - Incident Command Post
IMS - Incident Management System
LO - Liaison Officer
MFIPPA - Municipal Freedom of Information and Protection of Privacy Act RSO 1990
MP - Member of Parliament
MPP - Member of Provincial Parliament
NGO's - Non-Government Organizations
ODRAP - Ontario Disaster Relief Assistance Program
PEOC - Provincial Emergency Operations Centre
Township - Township of Macdonald, Meredith & Aberdeen Additional

1.0 Introduction, Aim, Authority and Scope

1.1 Introduction

Emergencies and disasters—whether natural, technological, or human-caused—can occur with little to no warning and may significantly disrupt normal municipal operations. Events such as severe weather, extended power outages, hazardous materials incidents, public health emergencies, and communication system failures have the potential to strain local resources and require coordinated, multi-agency response efforts.

The Township of Macdonald, Meredith & Aberdeen Additional (Township) is committed to safeguarding the health, safety, welfare, property, and environment of its residents, businesses, and visitors. Effective emergency management requires advance planning, training, and procedures that allow the Township to respond quickly, maintain essential services, protect vulnerable populations, and support a timely and orderly recovery.

The Township has a permanent population of approximately 1,513 residents, with seasonal increases due to tourism, camps, and cottage use. The rural geography, limited staffing capacity, reliance on external utilities, and proximity to major transportation corridors influence the Township's risk profile and response requirements. In the event of an emergency, coordinated action by multiple agencies under the direction of the Community Control Group (CCG) is essential to ensuring an effective and efficient response.

This Emergency Response Plan (ERP) establishes the framework through which the Township will prepare for, respond to, and recover from emergencies. It outlines roles and responsibilities, activation and notification processes, resource coordination, and operational procedures that differ from normal day-to-day activities. The plan also provides guidance on establishing an Emergency Operations Centre (EOC), supporting site response, issuing public information, activating reception/warming/cooling centres, and coordinating mutual aid and external assistance when needed.

This ERP has been developed by the Community Emergency Management Program Committee (CEMPC) in accordance with the Emergency Management and Civil Protection Act and its associated regulations. All Council members, CCG members, and designated municipal staff must be familiar with this plan and be prepared to exercise their duties with due diligence during an emergency.

Copies of the Township of Macdonald, Meredith & Aberdeen Additional Emergency Response Plan are available for public review at the Township Office and at www.echobay.ca, except for confidential annexes as permitted under the Municipal Freedom of Information and Protection of Privacy Act.

1.2 Aim

The aim of this Emergency Response Plan (ERP) is to establish the arrangements, authorities, and coordinated actions required to protect the health, safety, welfare, property, environment, and economic stability of the Township of Macdonald, Meredith & Aberdeen Additional during emergencies of any scale.

This plan provides a structured framework to guide municipal decision-making, ensure continuity of essential services, support effective communication, and enable timely response and recovery operations. It is designed to be flexible and scalable so it can be applied to a wide range of incidents, from routine disruptions to complex, multi-agency emergencies.

All Council members, Community Control Group (CCG) members, and designated municipal staff are expected to understand their roles and responsibilities as outlined in this Plan and to act with due diligence in the best interests of the Township. The ERP supports:

- Coordinated activation of the Emergency Operations Centre (EOC);
- Clear leadership and governance during emergencies;
- Efficient use of available municipal resources and access to mutual aid or external support;
- Protection of vulnerable populations;
- Timely and accurate public information and media coordination; and
- Consistent documentation, evaluation, and improvement of emergency response activities.

The ERP aims to ensure that, in any emergency, the Township is able to respond effectively and maintain public confidence through organized, strategic, and collaborative action.

1.3 Authority

The authority for the development, implementation, and maintenance of this Emergency Response Plan (ERP) is derived from the Emergency Management and Civil Protection Act (EMCPA), R.S.O. 1990, and its associated regulations, including Ontario Regulation 380/04 – Standards. These legislative requirements mandate that

every municipality in Ontario develop and adopt an emergency management program consisting of:

- An up-to-date emergency response plan;
- A designated Community Emergency Management Coordinator (CEMC);
- A Community Emergency Management Program Committee (CEMPC);
- An annual training and exercise program for the Community Control Group (CCG); and
- Public education and risk awareness initiatives.

This ERP has been prepared under the authority of Municipal By-law and adopted by Council. The Plan is consistent with the Ontario Incident Management System (IMS) 2.0 and is intended to align municipal emergency operations with provincial standards, mutual aid frameworks, and recognized emergency management practices.

During an emergency, the Mayor—or designate—has the legislative authority to declare and terminate a municipal emergency under the EMCPA. This authority supports access to additional resources, enhanced coordination, and the implementation of extraordinary measures to protect life, property, and the environment.

All municipal departments and personnel named within this Plan are required to carry out their assigned responsibilities in accordance with the authority granted by the EMCPA, this ERP, and any supporting by-laws, policies, or procedures.

1.4 Scope

This Emergency Response Plan (ERP) provides the framework for how the Township of Macdonald, Meredith & Aberdeen Additional prepares for, responds to, and recovers from emergencies that may affect the municipality. It outlines the organizational structure, roles, responsibilities, and procedures necessary to coordinate municipal and external resources during incidents that exceed normal operational capacity.

In accordance with Ontario Regulation 380/04, the Township completes a Hazard Identification and Risk Assessment (HIRA) to identify the events most likely to occur and the potential impacts of those events. The Township's HIRA considers historical incidents, emerging threats, community vulnerabilities, and local infrastructure dependencies. Based on this analysis, the hazards most likely to affect the Township include:

- Severe weather events (windstorms, snowstorms, heat events, flooding, tornadoes, ice storms);
- Hazardous materials incidents (fixed-site or transportation-related);
- Extended power outages or utility disruptions;
- Public health emergencies or pandemics;
- Wildland or structural fires;
- Environmental spills or contamination; and
- Communications failures or cyber disruptions.

This ERP is designed to be scalable and flexible, allowing the Township to respond to any emergency, whether anticipated or unforeseen. It applies to all municipal departments and outlines how the Community Control Group (CCG) coordinates municipal services, supports on-site Incident Command, activates the Emergency Operations Centre (EOC), communicates with the public and partner agencies, and maintains continuity of operations.

The Plan also includes provisions for:

- Activation of reception, warming, or cooling centres;
- Coordination of mutual aid and provincial assistance;
- Identification and support of vulnerable populations;
- Protection of critical infrastructure; and
- Documentation, evaluation, and continuous improvement following an incident.

The ERP provides strategic guidance and does not replace departmental standard operating procedures (SOPs). Instead, it integrates all municipal functions under a unified incident management structure to ensure an organized, timely, and effective response to any emergency affecting the Township.

2.0 Confidentiality

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, governs the collection, use, disclosure, and protection of information held by the Township. While the Emergency Response Plan (ERP) itself is a public document, certain portions—particularly annexes, internal procedures, operational details, and personal information—are confidential and must not be publicly released.

Confidential information includes, but is not limited to:

- Personal information about residents, staff, or vulnerable individuals;
- Contact lists for emergency personnel and partner agencies;

- Tactical or operational procedures that could compromise public safety if disclosed;
- Information supplied in confidence by provincial, federal, or external agencies;
- Sensitive infrastructure details (e.g., facility access codes, system vulnerabilities); and
- Any records that could reasonably be expected to threaten the safety or security of individuals or municipal assets.

Under MFIPPA:

- **Section 9** prohibits disclosure of information received in confidence from other levels of government or international bodies.
- **Section 10** protects trade, scientific, technical, commercial, or financial information supplied in confidence where disclosure could cause harm.
- **Section 13** allows the municipality to refuse disclosure where doing so could reasonably be expected to endanger the health or safety of an individual.

During an emergency, the Township may collect or generate additional information—including situation reports, maps, social media monitoring data, registration lists, and EOC logs. These records must be managed in accordance with MFIPPA, municipal retention by-laws, and proper chain-of-custody procedures.

Confidential material related to emergency response:

- Must be stored securely;
- Must only be shared with those who have a legitimate operational need to know;
- Must not be distributed over unsecured platforms;
- May be subject to disclosure exemptions if requested under MFIPPA; and
- Must be protected during and after the incident.

Public information released during an emergency is the responsibility of the Emergency Information Officer (EIO) and must be approved through established processes to ensure accuracy, consistency, and compliance with privacy legislation.

3.0 Incident Management System (IMS) - Version 2.0

The Township of Macdonald, Meredith & Aberdeen Additional utilizes the Ontario Incident Management System (IMS) 2.0 as the standardized framework for organizing, coordinating, and managing emergency response activities. IMS provides a consistent, flexible, and scalable structure that can be applied to all types and sizes of emergencies, from routine incidents to complex, multi-jurisdictional events.

IMS establishes common terminology, defined functional roles, coordinated planning processes, and unified communication pathways. Its use promotes interoperability

among municipal departments, partner agencies, provincial ministries, and non-governmental organizations.

3.1 IMS Principles and Applicability

IMS is founded on the following core principles:

- **Standardization:** Consistent terminology, structure, and processes support clear communication and coordinated response.
- **Scalability and Flexibility:** IMS can expand or contract based on the nature and complexity of the incident.
- **Functional Approach:** Roles are organized by function—not by rank or department—to maximize available personnel and expertise.
- **Interoperability:** IMS aligns with provincial and federal systems, enabling seamless coordination and resource sharing.
- **Unity of Command:** Each individual reports to one designated supervisor to ensure clarity and accountability.
- **Manageable Span of Control:** Supervisors maintain an effective number of direct reports.

IMS is applied at both the incident site and the Emergency Operations Centre (EOC). It ensures that tactical operations and strategic decision-making remain coordinated and mutually supportive.

3.2 IMS Functional Structure

IMS includes five primary functional areas:

1. Coordination and Command
2. Operations
3. Planning
4. Logistics
5. Finance & Administration

Depending on the incident, these functions may be combined, delegated, or expanded. Given the Township's size and staffing model, it is expected that CCG members may fill multiple roles simultaneously until additional support becomes available.

3.3 Incident Command at the Site

The **Incident Commander (IC)** is responsible for managing all tactical operations at the emergency site. Responsibilities include:

- Establishing objectives and priorities for site response;
- Deploying and directing resources;
- Ensuring responder and public safety;
- Maintaining situational awareness;
- Requesting additional support from the EOC as required; and

- Maintaining an incident log.

The IC may establish an **Incident Command Post (ICP)** and may delegate functions to additional officers or sector leads based on operational needs.

3.4 EOC Support and Coordination

The Township's **Emergency Operations Centre (EOC)** provides strategic direction, resource coordination, situational analysis, and interagency communication in support of site operations or, when applicable, as the primary response coordination point for non-site-based emergencies (e.g., public health emergencies, extended power outages, extreme heat events).

The **EOC Commander** is responsible for:

- Setting emergency response priorities and strategic direction;
- Ensuring all IMS functions are activated or delegated as needed;
- Coordinating municipal support to the Incident Commander;
- Authorizing public information messages through the Emergency Information Officer;
- Maintaining municipal continuity of operations;
- Ensuring appropriate liaison with provincial, regional, and partner agencies; and
- Overseeing demobilization and transition to recovery.

The first arriving CCG member will assume the role of EOC Commander until relieved by a more senior or appropriate designate.

3.5 IMS Functions Within the EOC

Coordination and Command:
Provides overall management of the EOC, sets priorities, approves emergency information, and ensures communication with Council, partner agencies, and the public.

Operations Section:
Implements the strategic direction set by EOC Command, coordinates municipal field operations, and provides subject matter expertise on infrastructure, fire response, transportation, and public works activities.

Planning Section:
Collects and analyzes incident information, prepares the Incident Action Plan (IAP), forecasts future resource and operational needs, maintains documentation, and plans for demobilization and recovery.

Logistics Section:
Sources, acquires, and coordinates personnel, equipment, facilities, communication systems (including backup systems such as Starlink), transportation, food services, and other support items required for sustained operations.

Finance & Administration Section:
Tracks expenditures, staff time, resource costs, contracts, and funding eligibility. Supports procurement and cost recovery and ensures adherence to documentation standards.

3.6 Operational Periods and Briefings

The EOC uses **Operational Periods** to structure planning and ensure coordinated action. Each operational period includes:

- Current situation and priorities;
- Objectives for the next period;
- Assigned tasks and functional responsibilities;
- Resource needs;
- Safety considerations.

Regular briefings ensure that all sections share situational awareness and remain aligned with the overall strategy. The EOC Commander determines briefing frequency based on the nature of the incident.

3.7 Integration With External Agencies

The Township collaborates closely with:

- Emergency Management Ontario (PEOC);
- Neighboring municipalities through mutual aid or assistance agreements;
- Provincial ministries and federal partners;
- Non-Government Organizations (e.g., Canadian Red Cross);
- Local emergency services;
- Utilities and critical infrastructure operators.

IMS supports efficient integration of these partners into the EOC through the **Liaison Officer** and established coordination protocols.

3.8 Multi-Role Assignments and Small Municipality Adaptation

Given the Township's limited staff complement, IMS functions may be combined or adapted as required. This flexibility is permitted within IMS and ensures:

- Rapid activation of the EOC;
- Efficient use of available personnel;
- Continuity of decision-making;

- Scalable expansion as more support arrives.

Examples include:
- EOC Command also acting temporarily as Emergency Information Officer;
- Logistics and Finance sharing procurement responsibilities;
- Planning and Command jointly developing early operational objectives.

4.0 Declaration/Termination of an Emergency (Notification)

Emergencies may escalate quickly and require coordinated municipal action. The Township's response follows a tiered approach, beginning with activation of the Community Control Group (CCG) and, where warranted, the declaration of a municipal emergency under the Emergency Management and Civil Protection Act (EMCPA), R.S.O. 1990.

Declaration of an emergency is a strategic decision that provides additional authority, enhanced coordination, and access to external resources. Not all emergencies require a formal declaration; however, clear procedures and triggers support timely and effective decision-making.

4.1 MECG Activation (Does NOT Require a Declaration)

The Municipal Emergency Control Group (MECG) may be activated at any time by the Mayor, CEMC, or any MECG member when an incident:
- **Requires coordination among multiple departments or agencies;**
- **Exceeds the capacity of a single municipal department;**
- **Has the potential to escalate into a broader emergency;**
- **May require activation of the EOC, Reception Centre, Warming Centre, or Cooling Centre;**
- **Involves significant public safety, infrastructure, or communication impacts;**
- **Generates substantial public concern or media attention;**
- **Involves vulnerable populations requiring coordinated support.**

Examples of activation triggers include:
- Extended power outages (6+ hours in winter or 12+ hours during extreme heat);
- Extreme heat alerts or extreme cold alerts;
- Water system failures;
- Hazardous materials spills;
- Multi-vehicle collisions, highway closure with stranded motorists;
- Severe storms causing major infrastructure or service disruption;
- Requests for municipal support from OPP, Algoma Public Health, ADPH, or neighboring municipalities.

MECG activation allows the Township to coordinate operations through the Emergency Operations Centre (EOC) without the need for an emergency declaration.

4.2 Declaration of a Municipal Emergenecy

Under the EMCPA, the authority to declare a local emergency rests solely with the **Mayor**, or in the Mayor's absence, his/her designate. This decision is made in consultation with the CCG and is based on the scale, severity, and potential consequences of the incident.

A declaration may be made when:

- The required response exceeds municipal capabilities;
- There is widespread or prolonged threat to life, property, essential services, or the environment;
- Extraordinary measures or resources are needed beyond municipal authority;
- Provincial or federal assistance may be required;
- There is a need for heightened public awareness and legal protection for responders.

Upon declaring an emergency, the Mayor (with assistance from the EOC Commander and Liaison Officer) will notify:

- Emergency Management Ontario (PEOC Duty Officer);
- Council members;
- Neighboring municipalities (as required);
- Local MPP/MP;
- The general public through the Emergency Information Officer.

A formal declaration does **not** direct tactical operations but strengthens coordination, authority, and access to support.

4.3 Termination of a Municipal Emergency

A municipal emergency may be terminated by:

- The **Mayor**, or designate; or
- The **Premier of Ontario**.

Termination occurs when:

- The immediate threat to public safety has passed;
- Essential services are restored or stabilized;
- Municipal operations can return to normal management procedures;
- The EOC is no longer required for coordinated decision-making.

Upon termination, the Mayor and EOC Commander will ensure notification to:

- EMO (PEOC Duty Officer);
- Council members;
- Neighboring municipalities;
- Local MPP/MP;
- The general public.

Termination signals the transition to recovery operations, including cost documentation, community supports, and After Action Review (AAR).

4.4 Requests for External Assistance

The EOC Commander may request additional resources at any time during an incident—with or without a municipal declaration.

Requests may include:

- Mutual aid or assistance from neighboring municipalities;
- Provincial support through EMO/PEOC;
- Support from NGOs such as the Canadian Red Cross;
- Private sector or contracted services for specialized needs.

All requests must be tracked through the Logistics and Finance & Administration Sections to ensure proper accountability and documentation.

5.0 Plan Maintenance, Revision and Testing

This ERP is developed, approved, and maintained in accordance with the Emergency Management and Civil Protection Act (EMCPA) and related regulations. The Community Emergency Management Program Committee (CEMPC) is responsible for overseeing its ongoing accuracy and recommending updates to Council for approval.

Key requirements include:

- **Annual Review:**
  The ERP will be reviewed and updated no later than December 1st each year, or more frequently if organizational changes, new hazards, or lessons learned warrant immediate revisions.
- **Departmental Responsibility:**
  Each municipal department or agency named within the ERP is responsible for reviewing its roles, procedures, contact lists, and resources annually, and must report necessary updates to the CEMC.

- **Record of Amendments:**
  All changes to the Plan must be documented in the Record of Amendments, including the section updated, date of revision, and amendment number.
- **Distribution:**
  Updated versions of the ERP will be distributed to all plan holders and available to the public (excluding confidential annexes) at the Township Office and on the municipal website.
- **Confidential Annexes:**
  Sensitive information, including contact lists, facility diagrams, tactical procedures, and operational details, will be maintained as confidential annexes in accordance with MFIPPA.

5.2 Plan Testing and Training

To ensure readiness, the Township will conduct training and exercises in accordance with provincial standards.

- **Annual Exercise:**
  The Township will conduct at least one annual exercise to evaluate the effectiveness of the ERP, train the Municipal Emergency Control Group (MECG), and test specific procedures such as EOC activation, communications, or reception centre operations.
- **Training Requirements:**
  All MECG members must complete required provincial emergency management training and participate in annual municipal training to maintain competency in IMS and EOC operations.
- **Exercise Types:**
  Exercises may include:
  - Tabletop exercises
  - Functional or communications exercises
  - Full-scale simulations
  - Multi-municipal or joint-agency exercises
- **Incorporating Lessons Learned:**
  Recommendations arising from exercises must be evaluated and incorporated into the ERP where appropriate, with revisions documented in the Record of Amendments.

5.3 After Action Review (AAR)

Following any EOC activation, municipal emergency declaration, major incident, or annual exercise, the Township will conduct an After Action Review to evaluate the effectiveness of the emergency response.

The AAR process includes:

- Reviewing actions taken during the incident or exercise;

- Identifying strengths, gaps, and areas for improvement;
- Evaluating communications, coordination, decision-making, and resource utilization;
- Gathering input from municipal staff, partner agencies, and external responders;
- Documenting findings using the template included in Annex 7;
- Assigning corrective actions, responsible parties, and timelines.

AARs support continuous improvement and ensure the ERP remains aligned with best practices, emerging risks, and operational capabilities.

5.4 Corrective Action and Program Improvement

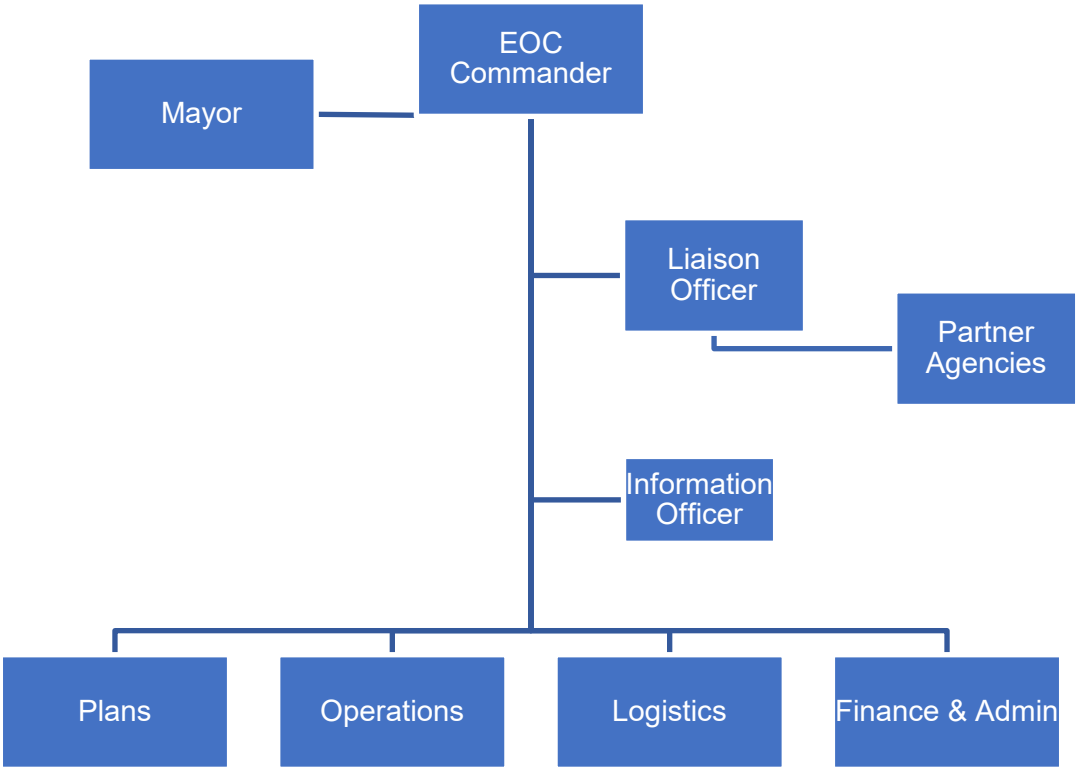
Based on AAR findings or annual review outcomes:

- A Corrective Action Plan will be developed to identify required improvements, responsible leads, implementation timelines, and resource needs.
- The CEMPC will monitor progress until each action item is completed.
- Completed corrective actions will be incorporated into future revisions of the ERP and supporting procedures.

ANNEX 1 - Township Map

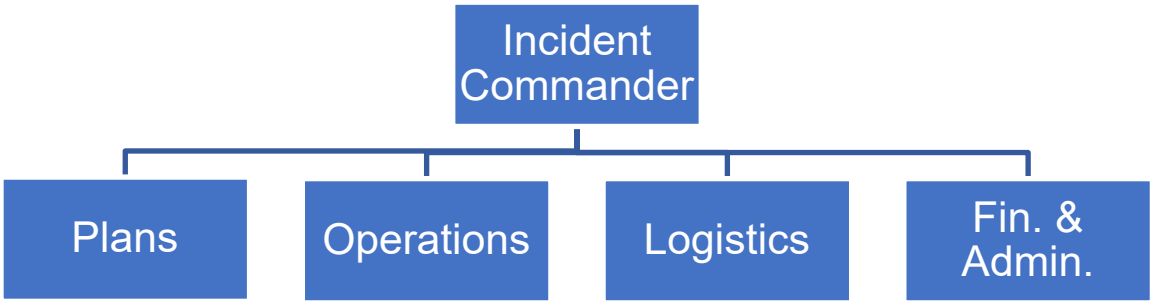
ANNEX 2 – IMS Organizational Charts

2.1 - EOC



ANNEX 2 – IMS Organizational Charts

2.1 – SITE



ANNEX 3 - IMS Key Roles & Responsibilities

3.1 Purpose of Annex

This annex outlines the functional roles and responsibilities of each position within the Incident Management System (IMS) as applied to the Township's Emergency Operations Centre (EOC) and incident site operations. These roles support a scalable, coordinated, and flexible response consistent with IMS 2.0 standards and reflect the operational realities of a small, rural Northern Ontario municipality.

3.2 IMS Command Roles

EOC Commander

The EOC Commander provides overall leadership, direction, and strategic coordination during an emergency.

Responsibilities include:

- Establishing response priorities, objectives, and strategies.
- Ensuring all IMS functions are activated or delegated.
- Approving the Incident Action Plan (IAP).
- Authorizing public messaging and media releases.
- Ensuring coordination with the Mayor, Council, and partner agencies.
- Approving resource requests and mutual aid support.
- Ensuring proper documentation and maintaining situational awareness.
- Leading planning for demobilization and transition to recovery.

Emergency Information Officer (EIO)

Responsible for municipal emergency communications and public messaging.

Responsibilities include:

- Developing and releasing timely, accurate public information.
- Posting updates to the municipal website, Facebook page, and media outlets.
- Monitoring social media and community sentiment.
- Correcting misinformation and addressing emerging public concerns.
- Coordinating messaging with provincial agencies, public health, and emergency services.
- Supporting the Mayor during interviews and speaking engagements.
- Maintaining records of messaging and approvals.

Liaison Officer

Acts as the primary contact for external agencies and partners.

Responsibilities include:

- Coordinating with NGOs, utilities, provincial agencies, health units, school boards, and other municipalities.
- Communicating agency capabilities, limitations, and expectations to Command.
- Facilitating mutual aid/assistance agreements.
- Ensuring confidentiality of shared information.
- Supporting Logistics with external resource sourcing.

3.3 IMS Section Chiefs

Operations Section Chief

Responsible for implementing the tactical aspects of the response.

Responsibilities include:

- Directing and coordinating municipal response activities (Fire, Roads, Water/Wastewater, By-law, etc.).
- Providing situational updates to Command.
- Identifying resource needs and staffing requirements.
- Supporting field-level decisions and ensuring responder safety.
- Tracking operational issues such as power outages, road closures, facility impacts, and evacuations.

Planning Section Chief

Responsible for information management and development of the Incident Action Plan.

Responsibilities include:

- Collecting, analyzing, and validating incident information.
- Preparing and updating the IAP for each Operational Period.
- Managing EOC documentation, maps, status boards, and situation reports.
- Forecasting future impacts, needs, and operational requirements.
- Supporting demobilization and long-term recovery planning.
- Maintaining all official incident records.

Logistics Section Chief

Responsible for sourcing and managing the resources necessary to support operations and the EOC.

Responsibilities include:

- Acquiring personnel, equipment, supplies, fuel, and facilities.
- Coordinating transportation and delivery of resources.
- Supporting communications systems, including backup systems such as Starlink.
- Managing volunteer support, if used.
- Working closely with Finance & Administration to follow purchasing procedures.

- Anticipating future resource needs throughout the response.

Finance & Administration Section Chief

Responsible for cost tracking, procurement coordination, and financial documentation.

Responsibilities include:
- Tracking all expenses, contracts, and purchase authorizations.
- Monitoring time and resource usage for municipal staff and equipment.
- Providing daily cost summaries to Command.
- Ensuring documentation necessary for funding or reimbursement programs.
- Supporting procurement in accordance with municipal policy.
- Advising Command on financial implications of response strategies.

3.4 Additional IMS Support Roles (As Assigned)

Scribe / Documentation Support

Ensures accurate, timely documentation of EOC decisions and actions.

Responsibilities include:
- Recording key actions, decisions, and timestamps.
- Supporting Planning with documentation transfers.
- Ensuring note-taking standards are followed (referencing training materials).
- Ensuring notebooks do not leave the EOC and are archived per municipal policy.

Situational Awareness Lead

Supports Planning by maintaining real-time incident status.

Responsibilities include:
- Monitoring weather, outage systems, social media, and provincial dashboards.
- Updating situational awareness displays and sharing critical updates with Command.

Reception / Warming / Cooling Centre Coordinator

Activated when a centre is established.

Responsibilities include:
- Overseeing facility setup, registration, staffing, accessibility, safety, and demobilization.
- Coordinating with NGOs (e.g., Canadian Red Cross) and municipal departments.
- Ensuring appropriate documentation of registrants and supports provided.

ANNEX 4 - Township EOC Staffing Model and Location

4.1 Township EOC Staffing Model

The Township EOC will be deployed as needed, in coordinated stages, as the flexibility in the Incident Management System allows for as many or as few sections to be deployed as needed to support operations.

The following Township EOC Staffing Model demonstrates a fully activated EOC:

Head of Council:	Lynn Watson Shelly Bailey (Designate)
Township EOC Director:	Tiffany Fleming Lacey Kastikainen (Designate) Lynne Duguay (Alt. Designate)
Emergency Information Officer:	Lacey Kastikainen Catie Stevens (Designate)
Liaison Officer:	Lacey Kastikainen Catie Stevens (Designate)
Incident Commander: **(Situational)**	Matt Jarrell, (Fire Chief) Cody Jarrell, (Road Supervisor) Mike Hunter (Alt. Road Supervisor) Laurie Graham (Staff Sgt. OPP)
Operations Chief **(Situational)**	Matt Jarrell (Fire Chief) Cody Jarrell (Deputy Fire Chief) Cody Jarrell (Road Supervisor) Mike Hunter (Alt. Roads Supervisor)
Plans Chief	Brooke Campbell
Logistics Chief	Cody Jarrell
Finance & Administration Chief	Catie Stevens

4.2 Township EOC Locations

PRIMARY:	**Township of Macdonald, Meredith & Aberdeen Additional**
	Municipal Office
	208 Church Street, Echo Bay, ON
	Phone: 705-248-2441 / Fax: 705-248-3091
DESIGNATE #1:	**Laird Municipal Office**
	3 Pumpkin Point Road, Echo Bay, ON
	Phone: 705-248-2395 / Fax: 705-248-1138
	LOCATED: 10 km. east of Primary EOC
DESIGNATE #2:	**Sylvan Valley Hall**
	9288 Hwy 638, Echo Bay, ON
	Phone: 705-248-2438
	LOCATED: 8 km. south of Primary EOC

ANNEX 6 - INCIDENT ACTION PLAN (IAP) TEMPLATE

The Incident Action Plan (IAP) outlines the objectives, actions, resource requirements, and safety considerations for each Operational Period. It is completed by the Planning Section and approved by the EOC Commander or Incident Commander.

All sections below may be expanded as required depending on incident complexity.

INCIDENT ACTION PLAN (IAP)
Incident Name:

Operational Period:
From: _____
To: _____
Date Prepared: _____
IAP Version #: _____

---

1. Current Situation Summary
(Brief overview of what is happening, major impacts, relevant updates, and current status of municipal services.)

- _____
- _____
- _____

---

2. Incident Objectives
(What must be achieved THIS operational period; clear, measurable, achievable.)

1. _____
2. _____
3. _____
4. _____

---

3. Priorities for the Operational Period
(High-level priorities that guide all sections.)

- Life safety
- Protection of critical infrastructure
- Protection of property and the environment
- Continuity of municipal operations
- Support to vulnerable populations
- Effective public communication

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4. Weather & Environmental Conditions
Issued (date/time): _____

Condition	Details
Temperature	_____
Humidity	_____
Wind Speed/Direction	_____
Forecast (next 48–72 hours)	_____
Extended Outlook (5–7 days)	_____
Additional Environmental Concerns (smoke, air quality, storm fronts, etc.)	_____

---

5. Impact to Municipal Services
(List only what is affected or at risk.)

- Roads/Transportation: _____
- Power: _____
- Water/Wastewater: _____
- Municipal Buildings: _____
- Communications: _____
- Staffing/Continuity: _____

---

6. Assignments – By Section
(What each Section is responsible for during this operational period.)

EOC Commander

- _____

Operations Section

- _____
- _____

Planning Section

- _____
- _____

Logistics Section

- _____
- _____

Finance & Administration Section

- _____
- _____

Emergency Information Officer

- _____
- _____

---

7. Resources Required
(What is needed to meet objectives — personnel, equipment, facilities, contracts.)

Resource Needed	Qty	Source	Status
_____	___	Internal / External	Pending / Secured
_____	___	Internal / External	Pending / Secured
_____	___	Internal / External	Pending / Secured

---

8. Vulnerable Populations & Special Considerations
(Who needs special support? Seniors, medically dependent, homeless, isolated rural residents.)

- _____
- _____
- _____

---

9. Public Information Plan
(Key messages, platforms, posting schedule, community concerns, media info.)
Key Messages:

- _____
- _____

Public Notifications Required:
☐ Facebook
☐ Municipal Website
☐ Media Release
☐ Direct Outreach / Phone Checks
☐ Shelter/Reception Centre Notifications

---

10. Safety Considerations
(Responder safety, public hazards, EOC safety.)

- _____
- _____

---

11. Communications Plan
(How all sections will communicate; backup systems if needed.)

Communications Method	Primary	Backup
Phone	_____	_____
Email	_____	_____
Radio	_____	_____
Starlink / Satellite	_____	_____
Field Communications	_____	_____

12. Cooperating Agencies / Partners
(Who is involved and what are they doing?)

- _____
- _____
- _____

13. Attachments (Check All That Apply)

☐ Incident Map
☐ Organizational Chart
☐ Weather Data
☐ Resource Summary
☐ Safety Message
☐ Reception/Warming/Cooling Centre Plan
☐ Additional Documentation (specify): _____

14. Approval

Prepared By:

_____

Planning Section Chief

Approved By:

_____

EOC Commander / Incident Commander

_____

ANNEX 7 - AFTER ACTION REVIEW (AAR) TEMPLATE

An After Action Review (AAR) is completed following any EOC activation, emergency response, or annual exercise. The purpose is to capture lessons learned, identify strengths, note areas for improvement, and recommend corrective actions to enhance future readiness.

Incident:
Incident Date(s):
Location:
AAR Meeting Date/Time:

In Attendance:

- Expand as required

Regrets:

- Expand as required

Chronology of Events (list):

- Expand as required

Section Reports (list highlights as applicable):

- Command:
- Information Officer
- Liaison Officer
- Safety Officer
- Operations Section
- Plans Section
- Logistics Section
- Finance/Administration Section

Action Items (be specific)

1. Expand as required

Other Comments:

- Expand as required

Meeting adjourned:

ANNEX 8 – Declaration of Emergency

Municipality: Township of Macdonald, Meredith & Aberdeen Additional

I, Mayor _____hereby declare a state of local Emergency in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency described herein: *(nature of emergency)*

_____

_____

_____

for an Emergency Area or part thereof described as: *(geographic boundary)*

_____

_____

_____

Signed: _____

Title: _____

Dated: _____ at _____ *(time)*

In the Municipality of:

Township of Macdonald, Meredith and Aberdeen Additional

A copy of this declaration is to be forwarded to OFMEM

Duty Operations Officer Tel: 1-866-314-0472

Email: pencdo01@ontario.ca Fax (416) 314-6220 or (416) 314-0474

ANNEX 9 – Termination of a Declared Emergency

Municipality of: Township of Macdonald, Meredith & Aberdeen Additional

I, Mayor _____hereby declare a state of local Emergency terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4.(1) due to the emergency described herein: *(nature of emergency)*

_____

_____

_____

for an Emergency Area or part thereof described as: *(geographic boundary)*

_____

_____

_____

Signed: _____

Title: _____

Dated: _____ at _____ *(time)*

In the Municipality of:

Township of Macdonald, Meredith and Aberdeen Additional

A copy of this declaration is to be forwarded to OFMEM

Duty Operations Officer Tel: 1-866-314-0472

Email: pencdo01@ontario.ca Fax (416) 314-6220 or (416) 314-0474