The Corporation of
The Township of Tarbutt

EMERGENCY RESPONSE PLAN

Current Version: November 2025
(Revised Annually: 2004 to 2025)

PART A
PUBLIC VERSION

The Corporation of
The Township of Tarbutt

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(PUBLIC VERSION)
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1.0 INTRODUCTION

Emergencies vary in intensity and complexity depending on factors such as the time of occurrence, weather conditions, severity of impact, nature of the affected infrastructure and buildings, and demographics. The Township of Tarbutt Emergency Response Plan is intended to provide a framework for the prompt coordinated response of government, private and volunteer resources when an emergency overwhelms the capacity of normal operations.

2.0 PURPOSE

The purpose of this document is to ensure a controlled, coordinated and effective response is quickly undertaken at the outset of an emergency to minimize its impact on the health, safety and welfare of the residents and visitors to the Township, as well as, to protect the environment and economy.

The Emergency Response Plan applies to large scale emergencies that may occur within the Township. The EMO defines an emergency as,

> *"A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise".*

An emergency may last from a few hours to several days or longer and possible events for the Township include but are not limited to:

- Agricultural and Food - Farm animal infectious disease outbreaks;
- Environmental - Severe weather emergencies;
- Extraterrestrial – Space objects and weather;
- Hazardous Materials – Biological, Chemical, Nuclear, or Radiological;
- Health – Water quality, infectious disease, and substance abuse related emergencies;
- Public Safety – Active threats, cyber-attacks, and sabotage;
- Structural – Loss of infrastructure integrity;
- Supply and Distribution – Communication/Electrical failures, Food/Petroleum disruption;
- Transportation – Aviation, Rail, and Highway emergencies.

This Plan does not replace existing operating procedures or guidelines that are used by other agencies responding to an emergency.

3.0 AUTHORITY

3.1 PROVINCIAL LEGISLATION

The *Emergency Management and Civil Protection Act* (EMCPA) is the legal authority for all municipal emergency response plans in Ontario. Section 3(1) of the EMCPA states:

> *Every municipality shall formulate an emergency response plan governing the provision of necessary service during an emergency and the procedure under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.*

Section 4(1) of the EMCPA states that:

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

3.2 MUNICIPAL LEGISLATION

Ontario Regulation 380/04 sets in place the standards for Municipal emergency management programs. These standards describe minimum provisions that must be met to constitute an essential level program. In accordance with Section 3(1) of the EMCPA, the Township of Tarbutt enacted By-Law 2023-21 which was filed with EMO, Ministry of the Solicitor General. The Municipality shall establish an Emergency Management Program (EMP) and:

- Appoint a Community Emergency Management Coordinator (CEMC);
- Appoint an Emergency Management Program Committee (EMPC);
- Identify and Assess Hazards and Risks (HIRA);
- Identify and Create a Critical Infrastructure (CI) List;
- Prepare an Emergency Response Plan;
- Establish a Municipal Emergency Control Group (MECG);
- Establish an Emergency Operations Centre (EOC);
- Appoint an Emergency Information Officer (EIO);
- Establish a Public Education Program; and,
- Complete Required Training & Conduct an Annual Review and Exercise.

The EMPC provides strategic direction and advises the Municipal Council on the development and implementation of the Municipal emergency management program and conducts an annual review of the program and plan and shall make recommendations to the Council for its revision if necessary.

In addition, it is important that residents, businesses and interested visitors be aware of the provisions of the Plan. Copies of the public version of the Emergency Response Plan may be viewed at the Municipal Office and on the Municipal Township website at **https://tarbutt.ca**.

3.3 CONFIDENTALITY OF PLAN

The Municipal Emergency Response Plan is a public document excluding the annexes which are deemed confidential. As stated, in part, in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56:

> *S.8(1): A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,*
>
> *(i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;*
>
> *S.9(1:) A Head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,*
>
> *(a) The Government of Canada;*
> *(b) The Government of Ontario or the Government of a Province or Territory in Canada;*
> *(c) The Government of a Foreign Country or State;*
> *(d) An agency of a government referred to in clause (a), (b) or (c) or;*
> *(e) An international organization of states or a body of such an organization.*
>
> *S.10(a): A Head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to result in similar information no longer being supplied to the institution where it is in the public interest that similar information continues to be so supplied;*
>
> *S.13: A Head may refuse to disclose a record when disclosure could reasonably be expected to seriously threaten the safety or health of an individual.*

4.0 EMERGENCY MANAGEMENT RESPONSE NOTIFICATION & PROCEDURES

The Township's Emergency Response Plan may be activated in whole or in part by any member of the Municipal Emergency Control Group (MECG). The MECG may take action under the Emergency Response Plan where an emergency exists, but has not yet been declared to exist. The following may be event triggers which drive the activation of the Plan:

- The event requires the coordination of multiple agencies;
- The event requires centralized decision-making to mitigate impact;
- The event requires coordinated communication and messaging;
- The event requires a coordinated approach with other levels of government;
- The event is outside the scope of normal operations;
- The event requires information gathering and analysis from multiple sources; and,
- The event is pre-planned and requires active management to ensure public safety.

A request to activate the MECG may be made by any of the following if they believe an emergency exists or has the potential to develop by contacting the CEMC:

- Any member of the MECG; or,
- An Incident Commander (IC) at the site of an emergency.

The request is made by contacting the CEMC who shall proceed as follows:

- Where an emergency exists, the CEMC will notify all members of the MECG;
- Where a threat of an impending emergency exists, the CEMC will contact the CAO and Responding Agency for advice. The CAO or Responding Agency will decide to convene the ECG or whether they will be notified and placed on standby; and,
- Upon being notified to convene, it is the responsibility of all members of the MECG to report to the EOC and notify their staff and volunteer organizations.

5.0 DECLARATION OF STATE OF EMERGENCY PROCESS

5.1 Declaration of an Emergency

The Mayor of the Township is responsible for declaring an emergency. This decision is made in consultation with other members of the MECG.

5.2 Notification of an Emergency

Upon declaring an emergency, a formal written Declaration of Emergency must be submitted to EMO by the CEMC. Notification will also be made to:

- Township Council;
- Public;
- Neighbouring Municipal officials;
- Members of Provincial Parliament (MPP) and Federal Parliament (MP);
- Media.

5.3 Termination of an Emergency

A declared Municipal emergency may be terminated at any time by the Mayor, Township Council, or the Premier of Ontario.

A formal written *Termination of a Declared Emergency* must be submitted to Emergency Management Ontario by the CEMC. Notification will also be made to:

- Township Council;
- Public;
- Neighbouring Municipal officials;
- Members of Provincial Parliament (MPP) and Federal Parliament (MP);
- Media

6.0 EMERGENCY INFORMATION AND NOTIFICATION

The MECG will inform the public, as soon as possible, of the emergency that is occurring or imminent and advise the public of appropriate self-help actions and/or issue public warning messages. Emergency information will be conveyed through local and social media. Warnings will also be posted on the Township's website. In extreme circumstances, the municipality will consider alternate forms of delivering messages including:

- Municipal and Emergency staff establish Door-to-Door contact;
- Establish emergency information lines which can take large numbers of calls from the public with relevant information; and,
- Issue an Alert through Alert Ready.

6.1 Alert Ready

Alert Ready is designed to deliver critical geographically specific alerts through television and radio. The Alert Ready system is developed in partnership with federal, provincial and territorial emergency management officials, Environment and Climate Change Canada, The Weather Network and the broadcast industry.

6.2 Triggering an Alert

To trigger an Alert, the CEMC provides the following information, in both official languages, to the Provincial Emergency Operations Centre:

- What is happening – the nature of the threat;
- Where is it happening – as precisely as is appropriate for the situation; and,
- What are the recommended actions for the public to take to protect themselves (e.g. evacuate, close all doors and windows, etc.)

Alerts will then be distributed via Canadian Radio and TV, Cable and Satellite Operators, and Telecommunication Cell Phone providers. For additional information, visit **www.alertready.ca**.

7.0 MUNICIPAL EMERGENCY CONTROL GROUP

7.1 Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group (MECG) is a group of officials who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency on the community.

Under Provincial Regulation 380/04, the MECG possess the legislative accountability to direct the Municipality's response in an emergency, including the implementation of the Municipality's emergency response plan. This group is also required to complete annual training and participation in exercises.

7.2 Composition

The MECG will be composed of the following Municipal officials, or their designated alternates, holding the following appointments:

- Mayor;
- Chief Administrative Officer/Clerk;
- Community Emergency Management Coordinator (CEMC);
- Information Officer;
- Roads Superintendent; and,
- Fire Chief.

MECG Advisors will be kept informed of any emergency event that requires a response by the MECG. These may be called upon to provide assistance/technical information to the MECG, as required. MECG Advisors include:

- Deputy Clerk/Treasurer;
- Ontario Provincial Police;
- Ambulance/Paramedic Services;
- Social Services; and,
- Algoma Public Health.

7.3 Site Response and MECG Response

Emergency Responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control. The MECG can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The MECG is utilized, where necessary, to centralize and coordinate efforts occurring at the site.

The MECG provides for the overall management and coordination of site support activities and consequence management. The MECG has responsibility for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the response;
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public; and,
- Advising the Mayor as to whether the declaration of an emergency is recommended

7.4 Emergency Operations Centre (EOC)

The location of the Township of Tarbutt's Primary Emergency Operations Centre (EOC) is the Township of Tarbutt Office, Municipal Garage, and Fire Hall site, located at 27 Barr Road South, RR1, Desbarats, Ontario.

8.0 ROLES AND RESPONSIBILITES OF MECG

First responders and Municipal departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from the Municipality. The MECG can be called upon to provide that assistance. Individual MECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. **Roles will be filled as appropriate to the emergency situation.** As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with the EOC Commander or Section Chief as appropriate, until delegated. All members report to the EOC Commander.

8.1 EOC Commander

The EOC Commander is responsible for the overall management of the EOC and for executive decision-making. The EOC Commander has the following duties:

- Establishes appropriate activation and staffing level;
- Oversees all response and recovery operations;
- Overall management responsibility for coordinating, supporting, and assisting other agencies;
- Sets priorities for overall response and recovery efforts;
- Sets expenditure limits;
- Chairs Operational Cycle meetings and establishes the operational cycle;
- Leads development of the incident action plan and monitors its implementation;
- Approves media releases;
- Final decision-maker on operational issues;
- Liaises with Mayor and Council; and,
- Maintain a log of all actions taken.

8.2 Liaison Officer (LO)

The Liaison Officer is the aggregator of information from all external agencies and collates vital internal information between operational cycles. As the lead developer of the Emergency Response Plan, the Liaison Officer has the following duties:

- Responsible for the operational implementation of the Emergency Response Plan;
- Initiates the MECG notification protocol and collates responses;
- Advises the MECG Commander between operational cycles;
- Monitors emergency alerts;
- Collaborates with the Emergency Information Officer on the development of key messages;
- Responsible for communications between the EOC and external agencies;
- Leverages relationships with partner agencies to determine the current status of the incident;
- Seeks to coordinate cooperating agencies;
- Provide advice to the Head of Council regarding the declaration of emergency;
- Provides coaching and support as required to other members of the MECG; and,
- Maintain a log of all actions taken.

8.3 Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is the interface between the EOC and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Commander approves the release of all incident related information. Specific responsibilities of the EIO include:

- Coordinates with the Liaison Officer, on-site Media Officer, media, the public and EIOs from other agencies;
- Develops accurate and complete information on the current situation;
- Consult with the EOC Commander on the need for news briefings and conferences, the granting of media interviews, and status of media monitoring;
- Recommend responses to media misinformation and rumour, announcements and other forms of public communication, and the release of any emergency related information to the public;
- Consult with other members of the EOC on status of emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means;
- Apprise the EOC of any significant information received from members of the public, the media and other EIOs.; and,
- Maintain a log of all actions taken.

8.4 Fire Chief/Operations Section Chief

The Operations Sections Chief is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations,

- Establishes tactical objectives;
- Implements the Incident Action Plan;
- Delegates tasks to Operations Section Units as necessary;
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property;
- Establishes situational control;
- Coordinates logistical needs of branches and communicates needs to the Planning Section;
- Provides the EOC with information and advice on firefighting, rescue and paramedic matters;
- Establishes an ongoing communications link with the senior fire and paramedic officials on site;
- Informs the Mutual Aid Fire Coordinators and/or initiates mutual aid arrangements including the provision of additional firefighters and equipment, as required;
- Contribute to all response operations if requested and/or required, e.g. rescue, first aid, casualty collection, evacuation;
- Advises the EOC if other means of transportation are required for large scale response for casualties and/or medical supplies;
- Determines if additional or special equipment is needed and recommends possible sources of supply, e.g., breathing apparatus, protective clothing; and,
- Maintain a log of all actions taken.

8.5 Planning Section Chief

The Planning Section Chief has the primary responsibility to collect, collate and retain for secure storage a complete set of incident documentation, including EOC attendance records, logbook records, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan. The Planning Section Chief has the following responsibilities:

- Planning Section Chief coordinates, the work of the planning section and is accountable to the EOC Commander;
- Collects, evaluates, validates and disseminates incident situation information and intelligence;
- Prepares status reports;
- Displays situation information;
- Responsible for all incident documentation;
- Develops and documents the Incident Action Plan;

- Coordinates technical experts; and,
- Maintain a log of all actions taken.

8.6 Logistics Section Chief

Logistics Chief coordinates units responsible for services and is accountable to the EOC Commander and is responsible for all support requirements needed to facilitate effective and efficient incident management.

- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support; and,
- Maintain a log of all actions taken.

8.7 Financial/Administrative Section Chief

Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Commander and tracks all costs associated with responding to the incident.

- WSIB claims;
- Direct response costs;
- Procurement; and,
- Maintain a log of all actions taken.

8.8 Emergency Site Liaison Officer (ESLO)

If requested, an Emergency Site Liaison Officer (ESLO) will attend the incident site or the EOC of a partner community and act as a liaison between the site and/or partner EOC and the Township's EOC. Specific responsibilities of the ESLO include:

- Communicating the aim and priorities of the emergency response team to the EOC Liaison Officer;
- If requested by the Site Incident Commander, communicating immediate needs for additional resources to the EOC Liaison Officer;
- Establishing and maintaining communications with the EOC Liaison Officer to ensure accurate information is relayed;
- Seeking authorization from the EOC prior to making resource commitments; and,
- Maintain a log of all actions taken.

9.0 REQUESTS FOR ASSISTANCE

9.1 Mutual Aid

The Township Fire Department has Mutual Aid Agreements with surrounding Municipalities. Mutual Assistance Agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions any may request, offer and receive assistance according to predetermined and mutually agreeable relationships.

9.2 Provincial and Federal Assistance

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance is the responsibility of the CEMC who will contact the Provincial Emergency Operations Centre (PEOC) Duty Officer by:

- Phone: 416-314-0472;
- Toll Free: 1-866-314-0472; or,
- Fax: 416-314-6220.

The PEOC will evaluate the municipality's request and determine the availability of requested resources. Any request for federal resources must be made to the PEOC through the same channels as described above.

10.0 PLAN MAINTENANCE AND REVIEW

The Plan is reviewed annually by, and where necessary, revised with input from the Emergency Management Planning Group and other partner agencies.

Generally, these updates will be the result of reports following an event or exercise. Plan holders will be notified of any changes and provided an electronic copy of the updated Plan.

Each time the Plan is substantially amended, it will be brought forward to Township Council for approval. However, minor editorial revisions and updates to maintain the currency of the plan may be made without resubmitting the plan to Township Council each time for approval.