



TOWN OF KINGSVILLE EMERGENCY RESPONSE PLAN

Updated June 2022

Table of Contents

1.0 Revision History	3
2.0 Abbreviations.....	3
3.0 Plan Overview.....	4
3.1 Introduction	4
3.2 Definition of an Emergency.....	4
3.3 Aim	4
3.4 Legal Authority.....	4
3.5 Training and Exercises.....	5
3.6 Emergency Management Program Committee	5
3.7 Hazards Analysis.....	6
4.0 Review and Maintenance	6
4.1 Plan Maintenance	6
4.2 Council Approval	6
4.3 Plan Distribution	6
5.0 Plan Operations	7
5.1 Concept of Operations.....	7
5.2 Community Control Group.....	7
5.3 IMS Organizational Chart	8
5.4 IMS Roles and Responsibilities.....	8
EOC Commander.....	8
Community Emergency Management Coordinator (CEMC).....	9
Emergency Information Officer (EIO)	9
Safety Officer	10
Operations Section.....	10
Planning Section.....	11
Logistics Section	11
Finance and Administration Section	12
Policy Group	12
Incident Site Commander	13
5.5 Support Groups.....	13
6.0 Declaration/Termination of an Emergency	19

6.1 Prior to Declaration.....	19
6.2 Declaration of an Emergency.....	19
6.3 Termination of an Emergency.....	19
7.0 Request for Assistance	20
7.1 County of Essex Assistance	20
7.2 Provincial Assistance	20
7.3 Federal Assistance.....	20
7.4 External Assistance	21
8.0 Implementation	21
8.1 EOC Operations.....	22
8.2 EIC Operations	22
8.3 Reception/Evacuation Centre	23
8.4 Telecommunications.....	23
8.5 Notification System.....	24
9.0 Emergency Response Plan Supporting Documents.....	25
9.1 Emergency Notification Procedure	25
9.2 EOC Manuel	25
9.3 Hazard Identification and Risk Assessment	25

1.0 Revision History

Revision Number	Revised by	Changes	Revision Date
1			
2	John Quennell (CEMC), Sarah Campbell	Complete revision	June, 2022

2.0 Abbreviations

AAR	After Action Report
ARES	Amateur Radio Emergency Service
CAO	Chief Administrative Officer
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
DRAO	Disaster Recovery Assistance for Ontarians
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMPC	Emergency Management Program Committee
EMS	Emergency Medical Services
ERCA	Essex Region Conservation Authority
ESM	Emergency Site Manager
ERP	Emergency Response Plan
EIC	Emergency Information Centre
EOC	Emergency Operations Centre
FERP	Federal Emergency Response Plan
HIRA	Hazard Identification and Risk Assessment
IAP	Incident Action Plan
IC	Incident Commander
IMS	Incident Management System
KFR	Kingsville Fire and Rescue
LHIN	Local Health Integration Network
MDRA	Municipal Disaster Recovery Assistance
MOH	Medical Officer of Health
MOHLTC	Ministry of Health and Long-Term Care
MTO	Ministry of Transportation
OCWA	Ontario Clean Water Agency
OFMEM	Office of the Fire Marshal and Emergency Management
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre

TCC	Traffic Control Centre
WECHU	Windsor-Essex County Health Unit

3.0 Plan Overview

3.1 Introduction

The Town of Kingsville Emergency Response Plan (ERP) establishes a framework for responding to a number of risks the town faces. Developed with key officials, agencies, departments and municipal partners, it is a guideline that outlines collective and individual roles and responsibilities when preparing for, mitigating, responding to and recovering from emergencies and disasters.

3.2 Definition of an Emergency

The Emergency Management and Civil Protection Act (EMCPA) 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, disease or other health risk, an accident or an act whether intentional or otherwise”.

3.3 Aim

The ERP aims for the efficient administration, coordination, and implementation of extraordinary arrangements and response measures taken by the Town of Kingsville to protect life, property, and the environment in addition to the health, safety, and welfare of the residents and visitors of Kingsville during an emergency by:

- a) Identifying the governance structure for emergency response within the Town of Kingsville;
- b) Identifying roles and responsibilities required in preparing for, mitigating, responding to and recovering from emergencies and disasters;
- c) Identifying standard response goals for emergency response operations and decision making within the application of an all hazards and plan specific approach where applicable; and,
- d) Providing for a coordinated response by the municipality and partner agencies when managing emergencies.

3.4 Legal Authority

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, c. E.9 and Ontario Regulation 380/04.

The Emergency Management and Civil Protection Act states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan” (Section 3 (1)).

"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 may 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." (Section 4 (1)).

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

- Issued under the authority of The Town of Kingsville’s Adopting an Emergency Plan by-Law 27-2022
- Filed with Emergency Management Ontario (EMO) and the Ministry of Community Safety and Correctional Services.

3.5 Training and Exercises

Responding personnel are required to maintain competency with respect to their designated areas of responsibility and assigned tasks. Ongoing training and exercises with the aim of maintaining competency are standard practice. The Town of Kingsville maintains an exercise program in order to meet legislative requirements. As required by the EMCPA, the Town’s ERP will be tested in whole or in part at minimum on an annual basis.

3.6 Emergency Management Program Committee

The Emergency Management Program Committee (EMPC) as required by the Emergency Management and Civil Protection Act (EMCPA). The EMPC consists of representatives from municipal departments and agencies, or designated alternates. The Chief Administrative Officer (CAO) (or designate) and the CEMC (or designate) cochair the EMPC. This committee reviews the emergency management program and plan annually, ensure training is provided to employees on their functions and recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.

3.7 Hazards Analysis

The Emergency Management Program Committee (EMPC) has identified realistic hazards that may occur in Kingsville and assessed them in terms of probability, frequency of occurrence, and magnitude of consequence or impact. Results of the HIRA assist with the development of training and exercise scenarios, and may initiate the development of hazard-specific plans or procedures in the event of an emergency. The HIRA is a supporting document and a copy can be retrieved from the CEMC. See section 9.0 Emergency Response Plan Supporting Documents for other supporting documents to the Town of Kingsville's ERP and how to access them.

4.0 Review and Maintenance

4.1 Plan Maintenance

Kingsville Fire and Rescue (KFR) is responsible for maintaining the towns ERP.

The ERP and related plans and protocols are reviewed annually by the Community Emergency Management Coordinator (CEMC).

4.2 Council Approval

Where significant portions of the Town of Kingsville's ERP are revised, Council is required to adopt the plan by a by-law.

Smaller revisions as well as revisions of appendices may be made by the CEMC on an ongoing basis.

4.3 Plan Distribution

The most current, protected version of the ERP is available on the towns website.

Additionally, a copy of the ERP can be viewed at KFR South Station (1720 Division Road. N.).

As per the EMCPA, a copy of the ERP or any revisions will be submitted to the Office of the Fire Marshall and Emergency Management (OFMEM).

5.0 Plan Operations

5.1 Concept of Operations

The Towns Emergency Response Plan adopts the principles of the Incident Management System (IMS). Utilizing an “all hazards” approach, the Incident Management System can be used in any size or type of emergency to manage response personnel, facilities and equipment. Incident Management System principles include the use of common terminology, modular organization, unified command structure, action planning, manageable span-of control, pre-designated facilities and comprehensive resource management.

5.2 Community Control Group

In the event of an emergency, the EOC Commanders listed in the by-law 27-2022 act as the Municipal Community Control Group (CCG) as defined by Ontario Regulation 380/04 to oversee the Town’s emergency's response.

The primary responsibility of the CCG is to provide for the overall management and coordination of site support activities and consequence management issues. It is the responsibility of the CCG to ensure that response priorities are established, and that planning and response activities are coordinated, both within the EOC (i.e. between sections), between sites, and other EOCs. The Head of the Community Control Group shall be the Mayor of the Town of Kingsville. During the absence of the Mayor or his/her inability to act, the Deputy Mayor shall be the Head of the Community Control Group (The Emergency Management Act).

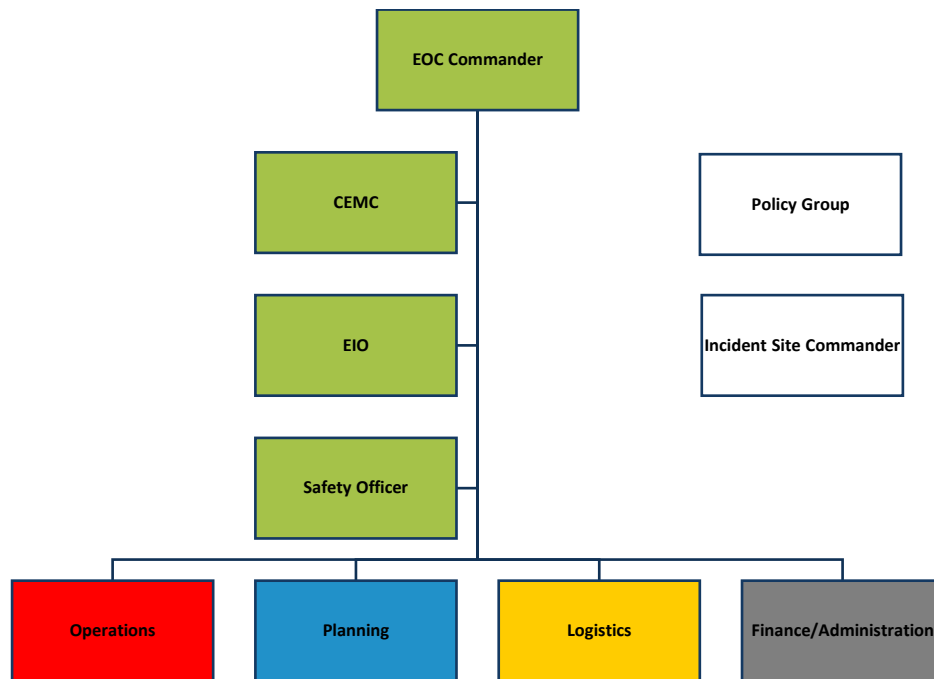
The EOC will be directed by the CCG (equivalent to the Municipal Emergency Control Group), a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

1. Mayor of Town of Kingsville
2. Chief Administrative Officer (CAO)
3. Fire Chief (CEMC)
4. OPP S/SGT
5. Essex-Windsor Emergency Medical Services (EMS) Chief
6. Community and Development Services

7. Financial and Information Technology Services
8. Infrastructure and Engineering Services
9. Legal and Clerk Services

5.3 IMS Organizational Chart



5.4 IMS Roles and Responsibilities

EOC Commander

In accordance to the Emergency Management Act, the Mayor of the Town of Kingsville, the CAO of the Town of Kingsville, the Kingsville Fire and Rescue Chief, or the OPP Detachment Commander are authorized to take action and implement the plan where such action is considered necessary.

- Overall authority and responsibility for the activities of the EOC.
- Sets out priorities and objectives in conjunction with the Control Group members for each operational period and ensures they are carried out.
- Liaises with the Policy Group 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.
 - a) Operations Section Chief
 - b) Planning Section Chief
 - c) Logistics Section Chief
 - d) Finance Section Chief
- Determines which management staff positions are required and ensures they are filled as soon as possible.
 - EIO
 - CEMC
 - Safety Officer

Community Emergency Management Coordinator (CEMC)

The Fire Chief is appointed as the Community Emergency Management Coordinator (CEMC).

- Invites required or requested agencies and stakeholders to the EOC, as identified by the EOC Commander and Control Group and maintains contact when required.
- Provides input on the strategic direction and advice to the Control Group regarding emergency management issues.
- Liaises with the neighboring Municipal and Regional CEMCs, Office of Fire Marshal and Emergency Management and other provincial and federal representatives as required.
- In conjunction with the EOC Commander, facilitates a debriefing with the EOC personnel and other appropriate agencies or organizations and prepares an After Action Report on the emergency.

Emergency Information Officer (EIO)

The Communications and Public Relations Coordinator is appointed as the Emergency Information Officer (EIO).

- Establishes and maintains media contacts.

- Prepares news releases; coordinating interviews, news conferences, and/or media briefings.
- Develops public information materials; providing messaging for use by customer contact center 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.

Safety Officer

Major responsibilities of the Safety Officer include:

- 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.
- Liaising with Workplace Safety and Insurance Board (WSIB) and/or the Ministry of Labour.

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 Control Group and Support Group personnel, as appropriate; coordinating resources requested from the site level; and directing deployment of all EOC issued resources to the Incident Commander.

Operations Section Chief Roles and Responsibilities:

- 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 Commander and EOC Management Team, as required or requested.
- Approves special resource requests and/or obtains the EOC Commander's approval of critical and extra-ordinary resources.
- Supervises the Operations Section.

Planning Section

The Planning Section coordinates the development of each Incident Action Plan and ensures information is approved by the Incident Commander and shared effectively with the EOC Director/Command, Command Staff and General Staff in an efficient planning process.

Major responsibilities of the Planning Section Chief include:

- Collects, processes, evaluates and displays situation information.
- Develops EOC Incident Actions Plans in coordination with other functions.
- Tracks the status of EOC issued resources.
- Maintains all EOC documentation.
- Conducts advance planning activities and makes recommendation 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.

Logistics Section

The Logistics Section provides all supporting resources. These may include facilities, transportation, supplies, fuel, maintenance equipment, food service, communications, medical services for responders and support personnel. Staff are responsible for tracking

usage and current locations of these same items. Logistics and Finance/Administration Sections work together closely to contract for and purchase required goods and services.

Major activities of the Logistics include:

- 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.

Finance and Administration Section

The Finance Section provides the financial and cost analysis support to an incident.

Major activities of the Finance & Administration Section include:

- 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 processes.

Policy Group

The Policy Group is comprised of the Mayor and members of Council sitting as Town Council at any regular or special meeting called during an emergency situation. The policy group is not a part of the community control group but is a support group to the operations.

Responsibilities of the Policy Group include:

- Providing overall policy direction.
- Changing/amending bylaws or policies.
- Requesting Regional and/or Municipal level assistance.
- Declaration of an emergency.
- Termination of a declared emergency.
- Acting as an official spokesperson.
- Ensuring members of Council are notified of the emergency.

- Notifying the Mayors of adjoining municipalities of the emergency if required and providing any status reports.

Incident Site Commander

The Incident Site Commander is not a part of the community control group but is a support group to the operations. The Incident Commander at site is responsible for and/or has the authority to:

- a) 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;
- b) Designate an emergency site media coordinator;
- c) Implement the strategy established by the Control Group at the emergency site(s), if required;
- d) Ensure that responding agencies make available the human and material resources that are required at the emergency site;
- e) Maintain a communication link with the Control Group or Support Group for the flow of information regarding the management of the emergency site;
- f) Maintain a record of events, decisions made and actions taken as Incident Commander;
- g) Participate in a debriefing with the Control Group, or Support Group regarding the emergency, if required; and
- h) Assist the CEMC in creating an after action report on the emergency.

5.5 Support Groups

Support Groups oversee the operations of a department, division, section or outside agency. A support group will be responsible for coordinating the activities of their department or agency site personnel. Additional support group may be needed, dependent on the size of the emergency event and the support required. Support Groups may include, but are not limited to:

- a) Fire Services
 - Provides a site Incident Commander as designated by the Control Group.
 - Coordinates with Administrative, Fire Prevention, Operations and personnel.
 - Places all required employees on appropriate shifts upon being notified of activation of the Plan.

- Arranges and coordinates fire suppression, as well as hazardous materials support operations.
- Coordinates fire branch activities with fire site personnel and fire dispatch center.
- Liaises with the Office of the Fire Marshal and Emergency Management (OFMEM) for any additional fire service assistance or resources required.
- Ensures an appropriate level of continuous service to the unaffected part of the town 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 Status Reports throughout the emergency.
- Maintains status of external support from fire and HAZMAT resources.
- Provides routine status reports to the Operations Section Chief.

b) Community Services

- Provides a site Incident Commander as designated by the Control Group.
- Coordinates with Community Program/Outreach, Greater Essex County District School Board, Windsor Essex Catholic School Board, Parks And Recreation, Fire Services, Municipal Enforcement.
- Places all required Community Services employees on appropriate shifts upon being notified of the activation of the Plan.
- Set-up suitable Reception Centers, as required.
- Ensures personnel are notified to open and assist with the operations in Reception Centers.
- Coordinates animal control operations at Reception Centers, 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.
- Provides routine status reports to the Operations Section Chief.

- Provides assistance to other municipal departments and external organizations and agencies as required.

c) Public Works and Environmental Services

- Provides a site Incident Commander as designated by the Control Group.
- Coordinates with Transportation, Customer Service, Planning, Water Services, Building, Engineering Services, and Planning personnel.
- Places all required Public Works employees on appropriate shifts upon being notified of activation of the Plan.
- Advises the Community Control Group with information and advice on transportation, engineering, critical infrastructure and public works matters including recovery and rehabilitation of municipal services, fleet, water, wastewater, environmental operations and levels-of-service.
- Provides equipment in support of emergency site.
- Liaises with utilities and agencies to discontinue, maintain, or restore any engineering service or utility to consumers as required or determined by the Community Control Group.
- Liaises with local community partners to provide special equipment, vehicles and personnel as required.
- Liaises with Ministry of the Environment and other relevant agencies and departments with respect to environment contamination.
- Liaises with local Conservation Authorities (ERCA) with respect to water levels during times of flooding or anticipated flooding.
- Supports traffic control operations as required.
- Surveys all other infrastructure systems, such as roads, bridges, sewer and water systems within the area.
- Ensures an appropriate level of continuous service to the unaffected part of the town in accordance with legal obligations and available resources.
- Coordinates waste management issues including collection, processing and disposal.
- Coordinates debris removal services as required.
- Provides routine status reports to the Operations Section Chief.
- Coordinates asset management for roads, bridges, water, wastewater and storm water and facilities programs.
- Implements Water Distribution Emergency Response, as required.

- Through coordination with Ontario Clean Water Agency (OCWA), ensures adequate emergency water supply/pressure for effective fire suppression operations.
- Arranges for the provision of emergency potable water supplies and sanitation facilities in co-ordination with the Medical Officer of Health.
- Ensures the clearing of blocked passageways in coordination with the site Incident Commander, either inside or outside the emergency perimeter.
- Coordinates the removal of rubble for emergency response.
- 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 a 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.
- Contacts local utility companies for building demolition needs.
- Provides routine status reports to the Operations Section Chief.
- Provides assistance to other municipal departments and external organizations and agencies as required.

d) Ontario Provincial Police

- 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 Incident Site Commander and the Police On-Scene Command Post.
- Provides the Community Control Group 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 Community Services regarding the site(s) selected for reception center(s) and the approximate time of arrival of the first evacuees.
- Where time and circumstances permit, liaise and consult with community services to ensure the initial designation of reception centers has occurred and meet the needs of the evacuees.
- Ensures a police presence is provided at the EOC, reception centers, holding areas and other facilities, as required.
- When required, assists the Incident Commander (IC) in fulfilling his/her responsibilities.
- Provides routine status reports to the Operations Section Chief.

e) Essex-Windsor EMS

- When required, assists the Incident Commander (IC) in fulfilling his/her responsibilities.
- In conjunction with the IC, assesses the need and the initial request for (special) emergency resources at the emergency site, e.g., multi-patient units, support units, air ambulances, and any other medical resources required.
- Liaise with hospitals for the efficient distribution of casualties
- Notifies and requests assistance of the Ontario Ministry of Health and Long-Term Care
- Liaise with neighboring 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 IC, 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.
- Liaise with the Director of Transit Services in providing busses for low acuity patients.
- Liaise with Medical Officer of Health (MOH) regarding the evacuation of persons requiring ambulance or other stretcher transportation and assist with the organization.
- Provides routine status reports to the Operations Section Chief.

f) Public Health

- Liaise with the Provincial Ministry of Health and Long-Term Care (MOHLTC), Windsor-Essex County Health Unit (WECHU), 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, preventive measures for infectious disease outbreaks).
- 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). The Public Health response would be aligned with the Regional emergency response.
- Liaise with Public Works and Environmental Services to ensure the safety of drinking water and appropriate sanitation services.
- Liaise with Community Services and provide support specific to reception/evacuation centers, 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 center;
 - Infectious disease case management and surveillance; and infectious disease outbreak control.
- Provides routine status reports to the Operations Section Chief

g) Lasalle Police Dispatch

Serve as the municipal contact point for notifying the municipal emergency response organization of the response level that has been adopted. Establish detailed procedures to carry out their responsibilities as outlined in the supporting document Emergency Notification Procedures. Ensure that all personnel with duties under this plan are trained and that the appropriate personnel participate in drills and exercises.

6.0 Declaration/Termination of an Emergency

6.1 Prior to Declaration

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

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

6.2 Declaration of an Emergency

The Mayor or Acting Mayor, as Head of the Council, is responsible for declaring that an emergency exists. The decision whether to declare an emergency will be made in consultation with the Community Control Group. The CCG will ensure that all personnel and Supporting Agencies concerned are advised of the declaration of the emergency. Upon declaration of an emergency in Kingsville the Mayor shall notify:

- a) The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b) Members of the Town of Kingsville Council.

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

- c) Local Members of the Federal Government (MP's)
- d) Local Member(s) of Provincial Parliament (MPP's);
- e) Local media; and,
- f) The public.

6.3 Termination of an Emergency

When it has been determined by the CCG that the emergency should be terminated, the Mayor or Acting Mayor will make an official termination of declared emergency in writing. The Premier of Ontario may also terminate an emergency at any time. The EOC Commander will ensure that all personnel and Supporting Agencies concerned are advised of the termination of the emergency. Upon termination of an emergency in Kingsville the Mayor shall notify:

- a) The Solicitor General and Office of Fire Marshal and Emergency Management (OFMEM) by email or fax, through the Provincial Emergency Operations Centre (PEOC);
- b) Members of Town of Kingsville town Council.

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

- a) Local Members of the Federal Government (MP's)
- b) Local Member(s) of Provincial Parliament (MPP's);
- c) Local media; and,
- d) The public.

7.0 Request 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 Town of Kingsville to help successfully respond to an emergency situation. Depending on the nature of the emergency and the assistance required, these agencies may be requested to attend the emergency site(s) and/or EOC to provide assistance, or provide information and advice to the Community Control Group through the CEMC.

7.1 County of Essex Assistance

When the resources of the Town of Kingsville are at capacity or there is a need for support from regional departments the designated members of the CCG may request further assistance from the County of Essex by contacting the (acting) Chair or (acting) CAO. Where required due to time restrictions, such requests can be made through the County of Essex CEMC who will submit the request to the appropriate designate.

7.2 Provincial Assistance

Where provincial assistance is required, which is outside of the normal departmental or service working agreements, the request will be made to Office of the Fire Marshal and Emergency Management through the Provincial Emergency Operations Centre.

7.3 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.

7.4 External Assistance

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

- Canadian Red Cross
- Salvation Army
- County of Essex
- Greater Essex County District School Board
- Windsor Essex Catholic District School Board
- Amateur Radio Emergency Service (ARES)

8.0 Implementation

This ERP can be implemented as soon as an emergency occurs, or is expected to occur, which is considered to be of such magnitude as to warrant its implementation. An official declaration of an “Emergency” does not have to be made for the ERP to be implemented to protect the lives, property and the environment of the inhabitants and visitors of the Town of Kingsville. When an emergency exists or appears imminent, but has not yet been declared, municipal employees may take such action(s) under this ERP as may be necessary to protect the lives and property of the inhabitants of the Town of Kingsville. It authorizes employees of the Town of Kingsville to respond to an emergency in accordance with the emergency plan where an emergency exists but has not yet been declared to exist. Any of the member of the CCG or Support Groups outlined in the supporting document Emergency Notification Procedure have the authority to activate the EOC when they determine the activation of the EOC is required. CCG and/or Support Group members may receive an initial warning, or notification of a potential emergency and/or be the first arrive at the scene of an emergency and determine that the event or incident requires the support of the EOC. EMPC members will contact Kingsville Fire and Rescue Communications Centre (Lasalle Dispatch) to activate the EOC and have personnel assemble at the appropriate EOC location.

8.1 EOC Operations

Primary EOC	Alternate EOC	Tertiary EOC
<i>Town Hall</i> 2021 Division RD. N Kingsville, Ontario	<i>Kingsville Fire</i> <i>Department South</i> <i>Station</i> 1720 Division Road. N. Kingsville, Ontario	<i>Essex County Civic &</i> <i>Education Centre</i> 360 Fairview Ave. W. Essex, Ontario

For more information regarding the EOC facility including staffing, physical layout, equipment and resources, refer to the supporting document EOC Manual.

The EOC may function with only a limited number of persons depending on the emergency. Operations within the EOC may not require the entirety of the CCG, however all members of the CCG must be notified of the EOC activation.

8.2 EIC Operations

The Emergency Information Centre is a municipal facility that may be set up to provide:

- Directions to the public on measures that should be taken to ensure their health and safety.
- Central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

Primary EIC	Alternate EIC	Tertiary EIC
<i>Grovedale Arts and</i> <i>Culture Centre</i> 102 Park Street. Kingsville, Ontario	<i>Kingsville Main Public</i> <i>Works Yard</i> 2021 Division Road. N. Kingsville, Ontario	<i>Essex County Civic &</i> <i>Education Centre</i> 360 Fairview Ave. W. Essex, Ontario

8.3 Reception/Evacuation Centre

Reception/Evacuee Centres may be set up to receive and provide emergency welfare services to evacuees from the emergency area if evacuations are ordered. The number and location of the required Reception/Evacuee Centres will be established at the time of the emergency. The Windsor-Essex Social Services Department is responsible for the operation of all Reception/Evacuee Centres set up in the county.

Evacuation Centres
<i>Kingsville Arena and Recreational Complex</i> 1741 Jasperson Lane Kingsville, Ontario
<i>Kingsville District High School</i> 170 Main St E. Kingsville, Ontario

8.4 Telecommunications

- All of the emergency centres are currently linked through the Bell Telephone System which permits voice and fax communications between centres.
- All emergency centres in this municipal plan shall have available back up radio communications. The centres in this radio 'net' shall include the EOC, and if established: the EIC, Reception/Evacuation Centres. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service. Additional ARES support may include locations at fire dispatch, Kingsville OPP Detachment and site command, if applicable.
- It shall be the responsibility of the CEMC to keep updated information on each organization involved in this Municipal Plan to ensure that essential telephone lines needed to make outgoing calls during an emergency are covered by the Priority Access Dialing Program.

8.5 Notification System

The following four emergency management response levels can be referred to as a guide to be used before, during and following emergencies. Each level signifies the variation of the impact to the community caused by an emergency.

Response Level	Actions	Criteria	Examples
Normal Operations	Normal response by operating departments and responders.	Routine operations	Small car accident, isolated flooding, small power outage, house fire
Level 1: CCG monitoring level	CCG members are notified and on standby CCG members monitoring incident	Minor impact to citizens and environment Minor impact on resources	Apartment fire with displacements, contained hazmat, water rescue, predicted significant weather event (flood, tornado, ice storm, etc.)
Level 2: Partial notification/activation of CCG	CCG responds to EOC PEOC may be notified	Significant impact to citizens, property and environment Significant media attention Significant demand on resources	Chemical spill, multiple fire locations, multiple suspects/active threat, boil water advisory, significant weather event (flood, tornado, ice storm, etc.)
Level 3: Full notification/activation of CCG	Municipal emergency declared by Mayor	Major impact to citizens, property and environment	Ice storm, tornado, large scale flood, chemical spill, commercial

Response Level	Actions	Criteria	Examples
	PEOC notified	Major media and/or public interest Major demand on resources	airliner crash, large propane explosion, pipeline leakage, potable water emergency, pandemic, terrorism

9.0 Emergency Response Plan Supporting Documents

9.1 Emergency Notification Procedure

The Emergency Notification Procedure outlines the process for the Kingsville Fire Department Communications division to notify EOC personnel to place them on alert, or request that they respond to the designated EOC. The procedure also includes the confidential contact information for EOC personnel. A copy of the ENP can be obtained from the CEMC.

9.2 EOC Manuel

The supporting document for the Operations and organization of the Emergency Operation's Centre's is in the process of being created and developed in accordance with the EMPCA and the Town of Kingsville's CCG.

9.3 Hazard Identification and Risk Assessment

A copy of the HIRA supporting document can be obtained by the CEMC.