

2023



The longest freshwater beach in the world.

EMERGENCY RESPONSE PLAN

PUBLIC VERSION

The Corporation of the Town of Wasaga Beach
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Introduction

1.1 The Town of Wasaga Beach

The Town of Wasaga Beach is situated in Central Ontario, in the County of Simcoe at the southern end of Georgian Bay. Wasaga Beach is within a 2-hour drive from Toronto and a 35-minute drive from Barrie.

The Town of Wasaga Beach covers an area of 61.13 square kilometres and is situated along 14 kilometres of Provincial Park beach on Nottawasaga Bay and the winding Nottawasaga River.

With a permanent population of 25,000, Wasaga Beach is one of the fastest growing communities in Southern Ontario and enjoys over 2 million visitors a year.

Because the initial response to an emergency is almost always at the municipal level, it is important that all essential services be co-coordinated to meet the needs of the emergency in the most effective way to avoid a duplication of efforts. For this plan to be effective, it is essential that all parties concerned are aware of its provisions. Each elected official and appointed representative must be prepared to carry out their assigned function and responsibilities in an emergency.

This plan has been presented to the Town of Wasaga Beach Council, and approved under By-law #2023-99, thereby giving legal authority for measures that need to be taken in an emergency.

It is important that residents, businesses, and interested visitors be aware of its provisions and we encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan. The Town of Wasaga Beach Emergency Response Plan is available for viewing on the Town’s website, at the Municipal Offices and Fire Station 1.

1.2 Definition of an Emergency

The Ontario Government defines an emergency as:

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

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, Wasaga Beach possesses a detailed emergency response plan designed to mitigate the damages created by an emergency. In the event of an emergency, the Town promotes a coordinated approach to emergency planning that includes the County of Simcoe, partner municipalities, emergency response agencies, community agencies and private sector partners.

The Town takes an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Major emergency events that significantly impact Town residents or the day-to-day business of the Town may require complex, coordinated emergency response. In such cases, the Town may choose to make a formal Declaration of Emergency.

As mandated by the Emergency Management and Civil Protection Act, 2006, all municipalities in Ontario must have an emergency response plan and an emergency management planning program.

The Town of Wasaga Beach Emergency Response Plan is also the document upon which the Town, County of Simcoe and partner municipalities can create mutual aid and assistance agreements that greatly improve the effectiveness of our response to larger-scale emergencies.

1.3 Amending Procedures

This plan will be reviewed annually by the Fire Chief/CEMC and, where necessary, revised by a meeting(s) of the Emergency Management Program Committee. The master copy of this Plan is maintained by the Community Emergency Management Coordinator.

It is inevitable that through the normal course of events, changes in methods of operation, responsibilities, titles, telephone numbers, etc., will occur. It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Fire Chief/CEMC or designate forthwith of any revisions to the appendices or administrative changes.

The schedule of revisions is provided in Appendix "A".

Each time this plan is revised, it must be forwarded to Council for approval. Revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time.

The master copy will be amended, and updated pages sent out to all persons registered as being holders of the Plan. For this reason, it is important that this Plan not be photocopied: "unauthorized" copies will become out-of-date and can thus be more harmful than helpful. If another copy is needed, please obtain one through official

channels and have it registered on the Distribution List found in the Appendix “B” of this Plan. Obsolete pages are to be replaced by the new pages; if the old pages are marked “Confidential”, they should be shredded.

In order that this emergency Plan is kept as current and concise as possible, any changes or suggestions for change are to be forwarded in writing to:

The Corporation of the Town of Wasaga Beach
Attn: Fire Chief/CEMC
30 Lewis Street
Wasaga Beach, Ontario
L9Z 1A1

1.4 Mock Emergency Exercises

An annual exercise shall be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the ECG. Revisions to this plan should incorporate recommendations stemming from such exercises.

Annual exercises may be site or emergency specific and may include neighbouring municipalities, the County of Simcoe, outside agencies or organizations.

Aim and Purpose

2.1 Purpose of the Town of Wasaga Beach Emergency Response Plan

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment, and economic health of residents, businesses, and visitors of the Town of Wasaga Beach when faced with an emergency.

This Plan has been prepared to provide key officials, agencies and departments within the Town of Wasaga Beach with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

This plan is designed to enable a centralized/controlled and coordinated response to emergencies in the Town of Wasaga Beach to meet the requirement of The Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9, as amended.

Sub Emergency Response Plans for the agencies noted below may be utilized in the event of a site/hazard specific emergency:

- Collingwood General & Marine Hospital
- Enbridge (gas)
- Nottawasaga Valley Conservation Authority (NVCA) Flood Contingency Plan
- Simcoe County District School Board
 - Worsley Elementary School
 - Birchview Dunes Elementary School
- Simcoe Muskoka Catholic District School Board
 - St. Noel Chabanel Catholic School
- Wasaga Distribution (hydro)
- Wasaga Beach Provincial Park (MNR)

2.2 Hazard Identification and Risk Assessment (HIRA)

HIRA Overview

The Emergency Management and Civil Protection Act requires every municipality to identify and assess the various hazards and risks to public safety that could give rise to emergencies and to identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

Conducting a Hazard Identification and Risk Assessment (HIRA) is a key step in Emergency Management planning. A HIRA is a systematic way of assessing the amount of risk that particular hazards present to the community, Town departments and business functions. Once specific high risk hazards are identified plans can be made to mitigate against the harm and damage they could produce. These plans also include provisions to ensure effective response and to facilitate recovery.

The HIRA process begins by identifying specific hazards that could pose a risk to a Municipality and organization. These are then examined in terms of the probability that they will occur and the potential impact they could produce to assess the amount of risk associated with the hazard.

Critical Infrastructure is that infrastructure which, if destroyed, degraded or rendered unavailable for some period of time, would significantly impact life/health, safety, security, social or economic well-being.

HIRA Terminology

Hazard: An undesirable event or situation that can arise from forces of nature, technological failures, or human actions (both accidental and intentional). Hazards have the potential to harm:

- people
- property
- infrastructure
- the environment
- animals
- agriculture
- businesses
- the economy

Likelihood: The probability that an undesirable event will occur.

Consequence: The impact or amount of harm could result from an undesirable event.

Quantifying Risk

The amount of risk a specific hazard presents is a product of how likely it is to occur and the severity of the consequences it produces. For the purposes of a HIRA, risk can be

quantified by ranking a specific hazard in terms of likelihood and consequences. The amount of risk a hazard poses is then determined by multiplying these two values together: **Risk = Likelihood x Consequence**

The resulting value can be plotted on a risk assessment matrix to determine if a hazard poses a high, medium, or low risk to the services delivered by the Town.

Assessing Likelihood and Consequence

The Town of Wasaga Beach HIRA uses the following two scales to assess likelihood and consequence.

Likelihood	
1	Rare: < once every 10 years
2	Unlikely: Occurs every 6 - 10
3	Moderate: Occurs every 2 – 5 years
4	Likely: Occurs once per year
5	Almost Certain: Occurs more than once per year

Consequence	
1	Insignificant: No injuries, Minor damage to corporate assets, no damage to corporate infrastructure, no disruption to delivery of services
2	Minor: Minor injuries to staff, volunteers, LTC and SH residents, or visitors that are non-life threatening (cuts and bruises) and that do not require acute medical care; minor damage to corporate assets and/or corporate infrastructure such as leaking roof – facility can still function and problem can be handled by maintenance staff; minor disruption to service delivery, such as short term power failure, phone lines down for up to one hour, critical operations can function fully, other operations can function with some
3	Moderate: Some serious injuries such as fractures or loss of consciousness that require acute medical care and removal from the workplace; higher number of minor injuries; more widespread damage to assets; longer disruption in service delivery.
4	Major: Some loss of life; higher number of serious injuries; more serious asset and infrastructure damage that compromises the integrity of a facility and that requires an alternate work location for some staff, such as major road washout, forest fire, disease, wind storm or insect infestation, loss of IT data that can be restored and that affects multiple department, long power outage.

5

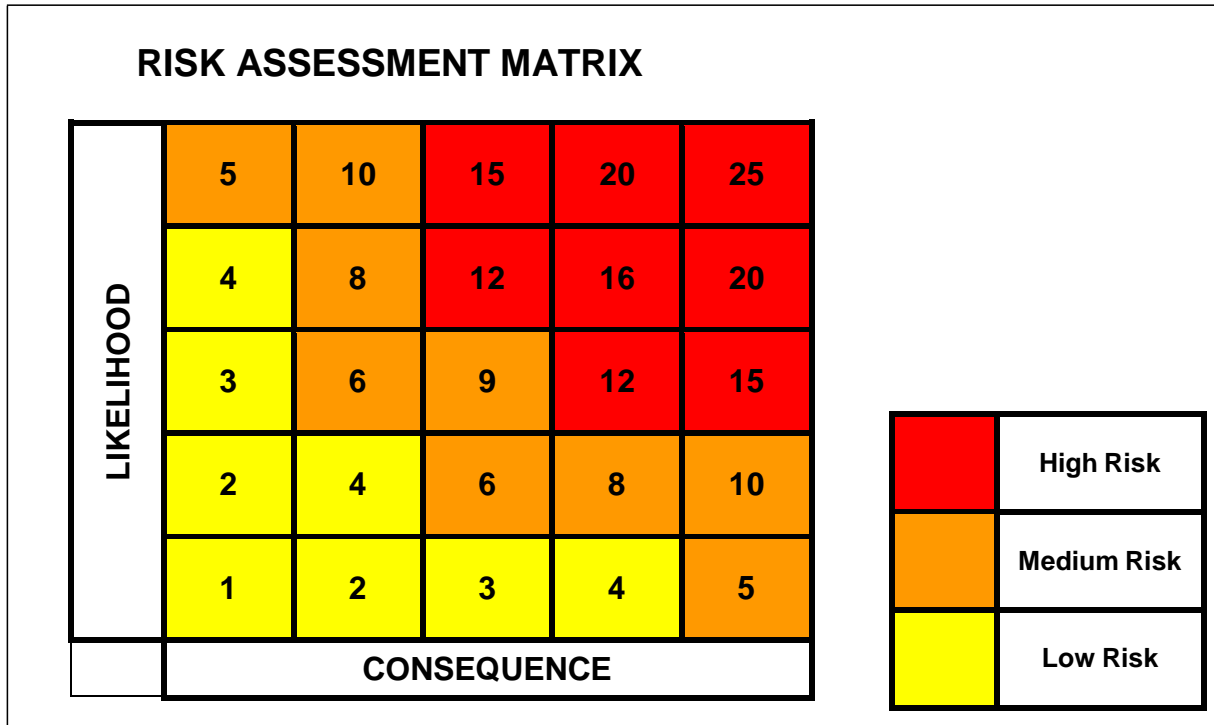
Catastrophic: Widespread loss of life and serious injuries; serious and widespread damage to corporate property and destruction of infrastructure; financial devastation to the extent that the corporation may never recover – assets destroyed, unrecoverable loss of data, loss of key personnel.

Assessing Level of Risk

Steps in the HIRA:

- Identify potential hazards
- Rank scale of likelihood
- Assess potential magnitude of consequences
- **Plot the degree of risk on a Risk Assessment Matrix to identify high, medium and low risk hazards**

Risk = Likelihood x Consequence



Results from the Corporate HIRA

The Corporate HIRA identified the following five categories of hazards that pose the most risk to the Town of Wasaga Beach:

- **Meteorological events** (e.g. flood or flash flood, forest or urban fire,

snowstorm, ice storm, extreme temperatures, windstorms, tornados)

- **Accidents** (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination)
- **Technological failures** (e.g. power failures, phone system interruptions)
- **Intentional acts** (e.g. labour strike, crime, arson, civil unrest)
- **Outbreaks of disease** (human or animal borne)

Town of Wasaga Beach Hazard Identification and Risk Assessment - Results

Legend					
	Geological		Biological		Human-caused accident
	Meteorological		Human acts of intention		

	Category	Likelihood	Consequence	Risk Score	Risk Level
	Extreme Temperatures	5	3	15	H
	Tornado	3	5	15	H
	Explosion/fire	5	3	15	H
	IT systems failure	3	4	12	H
	Crime	4	3	12	H
	Civil disturbance	4	3	12	H
	Snow, Ice, Hail, Sleet	5	2	10	M
	Diseases that impact humans (COVID, Influenza, West Nile, etc.)	2	5	10	M
	Lightning Strikes	5	2	10	M
	Misinformation	5	2	10	M
	Windstorm	5	2	10	M
	Communications system failure	3	3	9	M
	Flood	3	3	9	M
	Economic loss	3	3	9	M
	Arson	3	3	9	M
	Fire (Forest, Urban)	2	4	8	M
	Violent/Irate clients	4	2	8	M
	Transportation	4	2	8	M
	Hazmat spill or release	2	3	6	M
	Building/structure collapse	2	3	6	M

	Power failure –Long Term	2	3	6	M
	Strike	2	3	6	M
	Diseases that affect animals (e.g. hoof & mouth)	2	3	6	M
	Erosion	3	2	6	M
	Insect infestation	3	2	6	M
	Bomb Threat	1	5	5	M
	Terrorism: CBRN, cyber, traditional	1	5	5	M
	Enemy attack, war	1	5	5	M
	Earthquake	1	5	5	M
	Water contamination	1	5	5	M
	Dam failure	1	5	5	M
	Drought	1	5	5	M
	Sabotage	1	3	3	L
	Landslide, mudslide, subsidence	1	1	1	L

2.3 Flood Contingency Plan

The risk of flooding is A likely hazard for the Town of Wasaga Beach. As a result, for the protection and welfare of the Town of Wasaga residents in the event of a flood emergency within the Town of Wasaga Beach, the Town has developed a Flood Contingency Plan (Appendix “H”) outlining actions in the event of a flood emergency situation.

Authority

3.1 The Emergency Management and Civil Protection Act

Under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the “Act”) and Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

It is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery.

The purpose of the program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community.

3.2 Adopting By-law

As required by The Emergency Management and Civil Protection Act this emergency response plan and its elements have been:

- i) Adopted under Town of Wasaga Beach By-law # 2023-99, and as such is affixed to the By-law as Schedule 'A'.
- ii) Filed with the Chief, Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

3.3 Actions Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under the Emergency Response Plan as may be required to protect property and the health, safety, and welfare of the Town of Wasaga Beach.

Notification Procedures

4.1 Responsibility

Any member of the Emergency Control Group (ECG) being aware of a warning of a real or potential emergency shall immediately contact the Town's Community Emergency Management Coordinator (C.E.M.C) or designate to request that the ECG emergency notification process be implemented.

The request should include the following information:

- Identify themselves as a ECG member;
- State the type of notification, (e.g., Advisory, Convene, Cancellation);
- A brief description of the emergency, (e.g. location and type);
- Any immediate safety concerns;
- Any immediate security concerns;
- Any requirements for immediate emergency service response (police, fire, emergency medical services).

The CEMC or designate shall be responsible for notifying the ECG members.

4.2 Emergency Notification Process

Upon receipt of a warning of a real or potential emergency, the CEMC will immediately contact the Chief Administrative Officer, or alternate.

- a) The CEMC will notify all members of the Emergency Control Group (ECG).
- b) Upon being notified, it is the responsibility of all ECG officials to notify their staff and volunteer organizations.
- c) Where a threat of an impending emergency exists, the ECG will be notified and placed on standby.
- d) The Emergency Notification List is attached as Appendix "D".

All ECG activation notifications shall provide the following:

- Identify that a ECG member activated the notification process;
- State the type of notification, i.e. Advisory, Convene, Cancellation;
- The type and location of the situation;
- The ECG is assembling at the primary (or secondary) Emergency Operations Centre (EOC) as appropriate.

4.3 Levels of Notification

Emergency incidents may occur suddenly with little or no warning whereas advanced warning of potential incidents may be provided or recognized.

Due to the threat of an emergency situation developing or the potential for an emergency situation to change over time, there are two different levels at which the Emergency Control Group can be alerted. The levels of notification are as follows:

i) Advisory Alert

Under an “Advisory Alert” either all or selected members of the Emergency Control Group are contacted. This alert level may be used if there is an emergency situation developing or the threat of an emergency occurring which does not merit assembling the members of the above groups.

ii) Convene Alert

Under a “Convene Alert” either all or selected members of the Emergency Control Group, are instructed to assemble at an Emergency Operation Center at a given time or as soon as possible if only select Emergency Control Group members are required.

iii) Cancellation

When an advisory alert has been issued, a notice of cancellation will also be provided once the threat or development of an emergency situation has stabilized.

Scales of Emergency				
Level #	Level Name	Situation Details	Notification and Plan Implementation	Responders
1	<i>Normal</i>	<i>An incident or threat of an incident that is managed within the normal course of normal day to day operations</i>	<ul style="list-style-type: none"> ● No Notification ● Responders expected to control situation ● No Plan implementation 	<ul style="list-style-type: none"> ● Agency(ies) providing normal service(s) to the community
2	<i>Advisory</i>	<i>An incident or threat of an incident that:</i> <ul style="list-style-type: none"> ● <i>is confined to a small area and poses a limited threat to life, property or environment</i> ● <i>does not require evacuation, other than any involved structures or the immediate outdoor area or surrounding structures with no expectation for requiring shelter</i> ● <i>may require the enactment of mutual aid/assistance on a limited basis</i> ● <i>has potential to result in or expand to an event which</i> 	<ul style="list-style-type: none"> ● <i>Advisory Notification provided to the Emergency Control Group</i> ● <i>Responders expected to control situation</i> ● <i>No plan implementation</i> 	<ul style="list-style-type: none"> ● <i>Agency(ies) providing normal service(s) to the community with minimal assistance from external agencies, if required</i>

		<i>may cause damage, injuries or deaths of major proportions should it occur or materialize</i>		
3	<i>Convene</i>	<p><i>An incident or threat of an incident that:</i></p> <ul style="list-style-type: none"> ● <i>involves a greater hazard or larger area that poses a potential threat to life, property and/or the environment</i> ● <i>may require a limited evacuation and possibly shelter for the surrounding area</i> ● <i>may require the Emergency Control Group to make key decisions</i> ● <i>may require aid/assistance from some external agency(ies)</i> ● <i>has potential to result in an event which may cause damage, injuries or deaths of major proportions</i> 	<ul style="list-style-type: none"> ● <i>Convene</i> <p><i>Notification provided to the Emergency Control Group</i></p> <ul style="list-style-type: none"> ● <i>Responders may be able to control situation</i> ● <i>No plan implementation, but under consideration</i> 	<ul style="list-style-type: none"> ● <i>Agency(ies) providing normal service(s) to the community, may require minimal assistance from external agencies</i> ● <i>Emergency Control Group</i>
4	<i>Emergency Declaration</i>	<p><i>An incident or threat of an incident that:</i></p> <ul style="list-style-type: none"> ● <i>resulted in or poses potential threat to cause injuries, deaths and/or damage of major proportions to property and/or the environment</i> ● <i>evacuation and shelter for those in the affected area required</i> ● <i>requires the Emergency Control Group to make key decisions</i> ● <i>requires services beyond the capability of the municipality</i> ● <i>requires extraordinary actions or measures and may include extraordinary expenditures</i> 	<ul style="list-style-type: none"> ● <i>Emergency Control Group assembled</i> ● <i>Mayor or designate declares emergency</i> ● <i>Emergency Response Plan implemented</i> <p>Note - may also result in the implementation of a County, Provincial, and/or Federal emergency plan</p>	<ul style="list-style-type: none"> ● <i>Agency(ies) providing normal service(s) to the community</i> ● <i>Emergency Control Group</i> ● <i>Aid/assistance from some external agency(ies), including County of Simcoe, Province of Ontario or Government of Canada</i>

4.4 Actions by ECG Members

Upon being notified of a request for assembly it is the responsibility of each ECG member to assemble at the Emergency Operations Centre (EOC) within one (1) hour of receiving notification.

In the event the primary and alternate representative of any agency is unable to attend the EOC within the time noted above, another individual familiar with the agency services and with this plan shall be requested to attend the EOC until the primary or alternate arrives or at any other time as may be necessary.

Upon arrival at the EOC each ECG member shall establish at their workstation and start their incident log. Once a workstation has been established to ECG member shall contact related staff at the incident to obtain a status report.

A briefing of the ECG shall take place as soon as is practical to determine the extent of the situation.

The Mayor, or designate, acting as the Head of Council, is responsible for declaring an emergency. The decision will usually be made following the briefing and a consultative process with the ECG and/or CEMC.

4.5 Declaration/Termination of an Emergency

Upon the declaration/termination of an emergency it is the responsibility of the Mayor to ensure the following individuals/agencies are notified in order of priority as listed:

1. Emergency Management Ontario
2. Members of Council
3. County Warden
4. Public
5. Neighbouring Community Officials (i.e. Mayor, CAO, CEMC)
6. Local Member of Provincial Parliament (MPP)
7. Local Member of Parliament (MP)

In the absence of the Mayor, the Deputy Mayor will make the declaration/termination of an emergency. Should both the Mayor and Deputy Mayor be absent, the CEMC will make the declaration/termination of an emergency.

4.6 Office of the Fire Marshal and Emergency Management (OFMEM)

The Office of the Fire Marshal and Emergency Management staffs the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The Town should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer.

When the County declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible.

Requests for Assistance

Requests for assistance may be initiated by the ECG, at any time, from an external agency, private and/or public. In making any such request the municipality maintains responsibility for managing the emergency.

The responsibility for making such requests for assistance shall be with the ECG member who requires such in their area of responsibility unless otherwise assigned.

Requests for assistance for services provided within the municipality by the upper tier government shall be directed to the County of Simcoe. The initial contact between the County EOC and Town EOC is to be initiated by the respective CEMC. An overview of day to day and special services available to the municipality should be provided by the County.

Requests for assistance with a chemical, biological, radiological, nuclear concern or for heavy urban search and rescue assistance shall be directed to the Simcoe County Fire Coordinator.

5.1 Mutual Assistance Agreements

The Emergency Management and Civil Protection Act authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement 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.

5.2 Assistance from the Province of Ontario

If the resources available from the Town of Wasaga Beach area insufficient to meet emergency requirements, help will be requested from the neighbouring municipalities. If these resources are inadequate, assistance may be requested from the Province.

5.3 Ontario Disaster Relief Assistance Program (ODRAP)

ODRAP is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in an unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the necessities of life. ODRAP does not provide full cost recovery for all damages resulting from a disaster; it only helps eligible recipients restore essential furnishings and property to pre-disaster condition.

ODRAP provides assistance when damages are so extensive that they exceed the financial resources of the affected individuals, the municipality and the community at large. This program does not cover damages of privately-owned, non-essential property, nor to essential property where private insurance is normally available.

If the disaster is of such size and extent that damages are widespread, similar to that experienced during the 1998 Eastern Ontario ice storm, the Province of Ontario in conjunction with the Federal Government, may initiate the Disaster Financial Assistance Arrangements (DFAA).

The Minister of Municipal Affairs and Housing is authorized to declare a disaster area for the purpose of the ODRAP program. The Council, when asking for assistance under the ODRAP program, must adopt a resolution outlining the following:

- i. The Town's request for disaster assistance and declaration;
- ii. Whether all or a specified portion of the Town is to be declared a "disaster area";

The Province will contribute up to \$2.00 for every local dollar raised by fundraising, to an amount necessary to settle all the eligible claims, up to 90 percent of all eligible costs.

The Town of Wasaga Beach property damaged by natural disasters may also be eligible for financial assistance under ODRAP.

5.4 Office of the Fire Marshal and Emergency Management

Assistance may be requested from Office of the Fire Marshal and Emergency Management at any time. Office of the Fire Marshal and Emergency Management maintains a 24-hour duty roster and can coordinate assistance from a number of Provincial agencies and the Federal Government, including Military Aid to the Civil Authority.

Upon the declaration of an Emergency by the Head of Council, the Office of the Fire Marshal and Emergency Management (OFMEM) will deploy a liaison team to the ECG to provide advice and assistance.

5.5 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the **Town**, County and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

5.6 Additional Resources

MAJOR AIR CRASH, OTHER PEACETIME EMERGENCIES, WAR EMERGENCIES

Ministry of the Environment (705) 687-6647

FLOOD, FOREST FIRES

Ministry of Transportation 1-800-461-9547

Ministry of Municipal Affairs 1-800-668-0230/(416) 327-0017

Nottawasaga Valley Conservation Authority (705) 424-1479

SPILLS OF CHEMICALS, OIL OR OTHER CONTAMINANTS OR TOXIC AGENTS INTO THE ENVIRONMENT/GAS OR OIL PIPELINE BREAKS

Spills Action Centre 1-800-268-6060/(416) 965-9619

CANUTEC

Dangerous Good Initial Emergency Response (613) 996-6666 call collect

Ministry of Natural Resources (705) 725-7500 Midhurst

PROCEDURE FOR NOTIFYING CANUTEC:

When contacting any of the following organizations, state that an emergency exists and ask for assistance.

1. Name and location of your Fire Department;
2. Your name and telephone number in order to maintain contact;

3. Type of emergency and chemicals involved;
4. Any other useful details.

CANUTEC Main Office (613) 992-4624
 Emergencies (613) 996-6666

PROCEDURE TO USE WHEN MAKING A CALL:

Wasaga Beach Fire Department (705)429-5281/Administration number
 911/Emergency

Event: Product(s) involved
 Quantity
 Type of Vehicle/Container
 No. of Death(s)
 Time and Exact Location
 Environment
 Help: on site/to be called

Other helpful information: Shipper/origin
 Consignee/destination
 Bill of Lading/Waybill #
 Carrier
 Car/Truck Trailer/Flight #

1. T.E.A.P. II – Transportation Emergency Assistance Plan
2. Canadian Chemical Producers' Association (613) 237-6215
3. CIL (emergency # for CIL hazardous chemicals) (416) 226-6117

Emergency Support and Advisory Resources

If required a “support group” may be formed from members of public and private agencies having specialist knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

6.1 Amateur Radio Emergency Service

Upon request, will provide radio communication systems, by trained communicators, to recognized officials, agencies, public and non-profit organizations. Communication will be in the form of authorized report releases only to other recognized officials, agencies or support groups.

The Amateur Radio Club has agreed to provide reliable communications network in support of the Town of Wasaga Beach Emergency Response Plan. The service will assist the Emergency Control Group (ECG) and others in need of message handling in the case of a declared emergency.

The Radio Club is prepared to provide for the Town of Wasaga Beach, a fully trained telecommunications coordinator who will be available to the ECG.

The telecommunications coordinator’s responsibility shall be:

1. To activate the necessary action to ensure the emergency telephone system for the local amateur radio operator group.
2. To initiate the necessary action to ensure the emergency telephone system at the control site functions as efficiently as possible.
3. To ensure that the emergency communications centre is properly equipped and staffed and that emergency communications are dealt with in an efficient manner.
4. To maintain an inventory of municipal and private sector communications equipment that could augment services already in use, if required.
5. To ensure the communications equipment can be obtained as might be required during an emergency situation.

6.2 Bell Telephone

Will, if required and requested by the Emergency Control Group, provide emergency services at the scene of the emergency, or at the Emergency Operations Centre, or at such other facilities engaged in the emergency operation.

The BELL Emergency contact will require the following information:

- Contact phone number
- A working existing telephone number where the installation is required
- Address of location where the installation is required (street address, City/Town)
- Billing number of existing telephone number where the installation is required
- Number of telephone lines required

6.3 The Canadian Chemical Producers Association (CCPA)

Emergency Spills of Oil or Hazardous Materials

The Canadian Chemical Producers Association has a Transportation Emergency Assistance Plan (TEAP) to provide technical advice and assistance to police, fire and works departments as well as health staffs, water and sewage treatment plants, etc. The Plan operates in Ontario and Quebec through a network of Regional Control Centres (RCC's) established to perform two main functions:

1. A Telephone Emergency Service Under Directory

This service will be in operation twenty-four (24) hours a day by a trained attendant and through this service the local RCC will serve as the emergency contact point for local authorities.

2. An Emergency Assistance Service

A trained Technical Advisor (key person and alternates) will be available on a planned basis to respond to a request for help from the scene of an emergency, involving chemicals in transit.

Contact should be made to the Ministry of Environment through the Spills Action Centre, which operates on a 24-hour basis under directory.

6.4 Canadian Red Cross – Simcoe/Muskoka

Upon request provide assistance to identify or assist with shelter management, food, clothing and transportation needs on any declared emergency. Arrange with Director of Recreation & Community Services for the opening and staffing of any approved site selection location to provide registration of all residents in need of assistance due to displacement as a result of the emergency.

6.5 Communication Media

The ECG will, if deemed necessary, request local media outlets to alert and inform emergency personnel and the public of the situation and of the action to be taken.

Radio and television stations will, in an emergency, be requested to advise the public to keep clear of the emergency area and to refrain from using the telephone unnecessarily and particularly not to call emergency services unless it is absolutely essential.

The Chief Administrative Officer and Public Information Officer will provide the news media with factual information and other relative details pertaining to the emergency on a continuing basis.

Outlets include, but are not limited to:

LOCAL MEDIA	TELEPHONE (705)
Wasaga Sun	429-1688
Enterprise Bulletin	445-4611
Collingwood Connection	444-1875
Rogers Cable TV	445-2120
The Peak 95.1 FM	726-1597 x221
Beach Booster	241-9762
Barrie Advance	726-0573
Barrie Examiner	726-6537 x 245
CHAY 93.1	737-3511
CTV News Barrie	734-3300
Rock 95	725-7304
97.7 MAX FM	422-0970
OUT OF TOWN MEDIA	
CTV News Kitchener	(519) 578-1314
CTV News Toronto	(416) 332-5000
Toronto Star	(416) 869-4300
Toronto Sun	(416) 947-2222
The Globe & Mail	(416) 585-5000
GLOBAL TV	(416) 446-5460

City News Toronto	(416) 599-2489
Bayshore Broadcasting	(519) 376-2030

6.6 Coroner

In the event of death resulting from the emergency, the Coroner will fulfil the requirements of The Coroner’s Act. It is the responsibility of the Police Representative to advise the supervising Coroner when deemed necessary.

6.7 County of Simcoe

Upon declaration of an emergency by the Mayor, the County shall advise the County Warden. The County may provide any personnel, service, equipment or material under its control.

Director of Paramedic Services or designate

The Director of Paramedic Services or designate is responsible for:

- Ensure the appropriate deployment of paramedic services to the emergency site.
- Depending on the nature of the emergency, assigning the Paramedic Services, Incident Commander, and informing the County of Simcoe Control Group (CSCG).
- Establishing an ongoing communications link with the Paramedic Incident Commander of the emergency and the Emergency Control Group.
- Obtaining paramedic services from other municipalities for support, as required.
- Establish effective triage and transportation of casualties at the site(s).
- Advising the County of Simcoe Social Services Group (CSSG) of other means of transportation if required for large scale response.
- Liaising with the Ministry of Health and Long Term Care, and Central Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the community.
- Ensuring liaison with the receiving and area hospitals and provide continuous update of events as they unfold.
- Ensuring liaison with the Medical Officer of Health, as required.
- Providing an Emergency Site Manager, if required and directed by the Emergency Operations Group.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or medical supplies.
- Ensuring that a record is maintained of drivers and operators contracted to assist in the emergency.
- Procuring staff to assist, as required.
- Assist in the coordination for the evacuation of an acute care and long term care facility.

Social Services

- The County of Simcoe General Manager of Social Services or alternate is responsible for:
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes.
- Liaising with the Control Group with respect to the operations of both reception and evacuation centres.
- Ensuring that a representative of the Simcoe County Board of Education and/or Separate School Board is/are notified when facilities are required as reception and/or evacuation centres.
- Authorizing financial assistance to persons in need for the purpose of basic necessities.
- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres.
- Assisting with the opening, set-up and closing of temporary and/or long-term evacuation centres, to ensure adequate staffing and appropriate evacuation services are operational.
- Supervising and managing the operations of reception and evacuation centres.
- Coordinating counselling services that are made available for evacuees at evacuation centres via Public Health and/or other agencies.
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Acting as a liaison with the Public Information Officer to coordinate reception and evacuation centre communication requirements and other information for dissemination.
- Liaising with the Police to coordinate reception centre and evacuation centre security.
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre.
- Maintaining a personal log of all actions taken. Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required.
- Ensuring agreements are signed between the County of Simcoe Social Services Department and agencies designated to operate in reception and evacuation centres.
- Ensuring agreements are in place for meal services for staff/volunteers at the reception and evacuation centres.
- Conducting reception and evacuation centre assessments and maintaining facility database information.
- Conducting evacuation exercises to test reception and evacuation centre procedures.

- Coordinating training and development workshops for reception and evacuation centre staff and volunteers.

6.8 Medical Officer of Health or Designate

The Medical Officer of Health or designate is responsible for:

- Activates and terminates the Simcoe Muskoka District Health Unit Emergency Response Plan and Emergency Notification System.
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC.
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH.
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies.
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief Medical Officer of Health as required.
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response.
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka.
- Coordinates the response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health and Long Term Care policies.
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka.
- Coordinates vaccine storage, handling and distribution across Simcoe Muskoka.
- Initiates mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.
- Coordinates vaccine storage, handling and distribution across Simcoe Muskoka.
- Initiates mass vaccination campaigns during outbreaks of disease within affected municipalities in Simcoe Muskoka.
- Liaises with Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities.
- Provides for the inspection of evacuation centres, make recommendations and initiates remedial action in areas of:
 - Accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation.
 - Food handling, storage, preparation and service
 - General health and safety involving injury prevention
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:

- Victim assessment, support and referral
- Public health information and community networks
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential building which pose a public health threat.
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- Provides instruction and health information through public service announcements and information networks.
- Provides resource support and consultation to emergency workers.
- Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

6.9 Department of National Defence (DND)

The Canadian Forces has made contributions to the security and well-being of Canadians when assisting with the response and recovery phases of many different types of emergencies.

The Department of National Defence may be able to provide a wide variety of resources in an emergency including personnel, tools, and equipment.

Requests for assistance of Federal Government resources are coordinated by Emergency Management Ontario.

6.10 Collingwood General & Marine Hospital

The Collingwood General & Marine Hospital (C.G.M.H.) Disaster Plan will be activated by hospital authorities, if necessary, when alerted that an emergency has been declared and exists.

6.11 Local Industry

The need for outside assistance in a supporting role for local industry during an emergency is inevitable.

In addition to informing responsible authorities as to the existence of special hazards, local industrial engineering companies are equipped and capable of carrying out difficult tasks under emergency conditions.

Any designated member of the Emergency Control Group will, if deemed necessary, request the assistance and support of any one of all of the industrial, engineering and

construction companies from the area who have volunteered their support in times of an emergency.

6.12 St. John Ambulance Canada and C.E.R.T.

St. John Ambulance and C.E.R.T will provide first aid assistance and supplies at the emergency scene, or at such other designated first aid posts.

6.13 Salvation Army

Upon request, the Salvation Army will supply food and beverage to emergency personnel working at the emergency site.

6.14 Services Canada Employment Services

Upon request will provide human resources and facilities of limited use to Municipal, Provincial and Federal Officials to act as a staging area when requested. The centre will also serve and act as an information agency to other social services groups.

6.15 Simcoe County Public and Separate School Boards

School Boards are responsible for the control of the school population, school buildings, buses and other school facilities in the emergency area.

Schools may on request by the Emergency Control Group or the Medical Officer of Health, and with proper approvals be utilized as an Emergency Shelter or Evacuation Centre, or as a Emergency Control Group Emergency Operations Centre or such other facility that may aid in the handling and care of casualties or the public in general.

The designated school or schools that are staffed by school staff operate under the direction of the school Principal, or alternate.

6.16 Utilities

Will if required and requested by the Emergency Control Group, arrange for the discontinuation and re-establishment of services to consumers when considered necessary and in the interest of public safety.

6.17 211 Notification and Communication Protocol

Purpose

This information provides an overview of municipal and 211 (service in Ontario) responsibilities in the event of an emergency event.

2-1-1 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's Information & Referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. road closures, the location of evacuation centres, services, safety precautions etc.) 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 providers welcome opportunities to participate in municipal emergency exercises and training.

211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca.

Responsibilities

1. Municipality, city, town or county:

- Prior to an emergency event, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

2. 211 (service in Ontario):

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed.

- Track the nature of calls received and convey relevant information to the EIO, CEMC or designated person.
- Prepare an After Action Report and submit it to the municipality.

Emergency Control Group (ECG)

Emergency operations will be directed and controlled by the Emergency Control Group who shall be responsible for coordinating the provision of essential services necessary to minimize the effects of the emergency on the community. The ECG may function with a limited number of ECG members as is appropriate for the type of emergency faced. Although the ECG may function without all members being present, all members of the ECG must be notified.

7.1 Emergency Control Group Members

The Emergency Control Group shall be comprised of the elected and appointed officials as indicated below:

1. MAYOR
2. EOC DIRECTOR
3. LIASION OFFICER / CEMC
4. EMERGENCY INFORMATION OFFICER
5. LOGISTICS CHIEF / ALT CEMC
6. OPERATIONS CHIEF
7. PLANNING CHIEF
8. FINANCE AND ADMINSTRATIVE CHIEF
9. SCRIBE

The Emergency Control Group shall be comprised of elected and appointed officials. In the event one of the appointed officials is not available, the members as indicated below are designated as alternates.

Substitutions may be used based on the nature of emergency and knowledge/experience of available staff.

ECG Member	Primary	Alternate
Head of Council	Mayor	Deputy Mayor
EOC Director	CAO	Deputy CAO
Liaison Officer / CEMC	Fire Chief / GM	Deputy Fire Chief
Emergency Information Officer	Director of Communications	Deputy Clerk EA to CAO/Mayor

Logistics Chief / Alt CEMC	Chief Building Official / GM	Director of Recreation and Facilities
Operations Chief	Director of Public Works /GM	Manager of Public Works
Planning Chief	Director of Legislative Services / Clerk	Director of Human Resources
Finance and Administration Chief	Treasurer and Chief Financial Officer	Deputy Treasurer
Scribe	Fire Department Administrative Assistant	Special Project Coordinator
Additional Members (as required)	Primary	Alternate
Social Services/Evacuation Coordinator	Manager of Children and Community Services	Manager of Operations
Wasaga Distribution	CAO	Manager of Operations
Ontario Provincial Police	Inspector	Staff Sargent
Paramedic Services	Chief	Deputy Chief
Ontario Parks	Superintendent	Assistant Park Superintendent
NVCA	Director Engineering & Technical Services	Manager
Information Technology Officer	Chief Information Technology Officer	Information Systems Technician
GIS	GIS Technician	

7.2 Emergency Operations Centre (EOC)

In an emergency the ECG will convene at the Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used.

The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

The EOC affords the ECG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained and stocked with provisions to support the work of the ECG for 72 hours.

7.3 Operating Cycle

The most important part of the operating cycle is regular meetings of the ECG. The decision making process can best be accomplished by a round table assessment of

events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. This is best accomplished by setting up an Operations Cycle.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



A scheduled cycle of planning, acting, and reporting also provides ECG members time to deal with their individual responsibilities. Normally, an agreed course of action will be implemented by Municipal Departments functioning primarily within their own departments, however, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison.

An EOC Director will establish the frequency of meetings and coordinating the operations cycle. The C.A.O. will act as the EOC Director.

In order to preserve a record of ECG decisions and actions, a master log and individual incident logs shall be kept and information relevant to the entire EOC shall be posted in the EOC.

7.4 Emergency Control Group Responsibilities

Members of an Emergency Control Group (ECG) are/may be responsible for the following actions and/or decisions:

- Advising the Mayor on the need to declare an emergency to exist and determining the “emergency area.”
- Appointment of an Emergency Site Manager (ESM) and support of the ESM through the provision of equipment, staff and resources as required.
- Mobilizing, coordinating and directing the necessary services, agencies and equipment for the mitigation of the effects of the emergency. This includes internal municipal resources, and those external resources from agencies not under municipal control e.g. private contractors, service clubs, volunteer agencies, other levels of government.
- Notifying, requesting assistance/liaising with various levels of government and any private or public agency to obtain advice/direction/assistance or to establish an advisory group/working group/subcommittee for any aspect of the emergency.
- Ordering, coordinating and overseeing the evacuation of inhabitants from buildings or sections of the emergency area which are considered to be dangerous or which the inhabitants may be in danger from another source. This includes arranging for

accommodation and welfare, on a temporary basis, for any residents who are in need of assistance due to displacement as a result of the emergency.

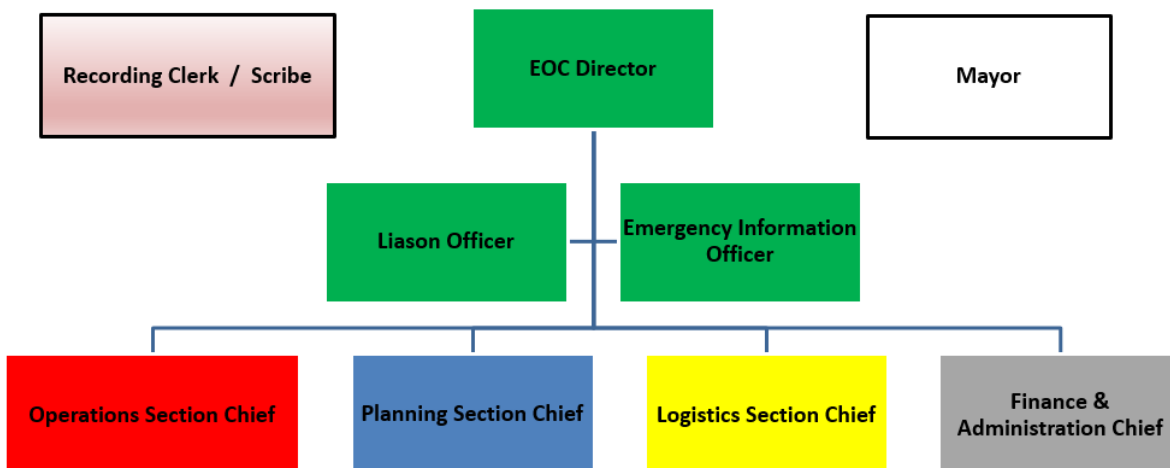
- Discontinuing utilities or services provided by public or private agencies when continuation of such utilities or services constitutes a hazard to public safety with the emergency area.
- Authorizing expenditure of money required to deal with the emergency.
- Establishing a communications network to:
 - issue current accurate information to media outlets
 - issue authoritative instructions to the public;
 - address incoming requests for information concerning the emergency;
 - establish a reporting centre concerning aspects of the emergency.
- Maintain a log outlining the emergency situation status, key actions taken, and decisions made.
- Advising the Mayor on the termination of an emergency.
- Participating in a post-emergency debriefing.
- The ECG has the authority to designate additional members, experts, advisory groups and/or sub-committees to report to the ECG to provide advice, as required.
- The ECG has the authority to excuse an existing ECG member if their function is no longer required or in the event it is necessary to relieve an ECG member with his/her alternate or other appointed individual due to fatigue or health reasons.
- Ensure administrative and logistical support is provided for emergency workers at the emergency site(s) and other locations such as EOC and shelters and post incident (i.e. food, water, shelter, sanitary facilities, maintenance, fuel, CISM).
- Determine if additional volunteers are required and if appeals for volunteers are warranted.
- Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- Notify all services, agencies, groups or persons under the direction of the ECG of the termination of the emergency.
- Before the response to an emergency has been completed, determine if a Recovery Committee needs to be established, and if so, determine the chair and composition of that committee, along with its reporting structure.

Individual Roles and Responsibilities of Emergency Control Group Members

As outlined in section 7.1, the Emergency Control Group shall be comprised of the elected and appointed officials as indicated below:

1. MAYOR
2. EOC DIRECTOR
3. LIASION OFFICER / CEMC
4. EMERGENCY INFORMATION OFFICER
5. LOGISTICS CHIEF / ALT CEMC
6. OPERATIONS CHIEF
7. PLANNING CHIEF
8. FINANCE AND ADMINSITRATIVE CHIEF
9. SCRIBE

Individual ECG 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 Director or Section Chief as appropriate, until delegated.



8.1 Emergency Control Group Members

Mayor

The Mayor (or Acting Mayor) shall be responsible for:

- Declaring an emergency exists within his/her community.
- Declaring that the emergency has terminated.
 - NOTE: Council may also terminate the emergency.
- Notifying the Ministry of Community Safety and Correction Services of the declaration of emergency and termination of the emergency through the OFMEM.
- Chairing meetings of the Emergency Control Group.
- Ensuring that Council members are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Contacting all neighbouring communities advising them of the emergency.
- Contacting the County Warden if required.
- Providing statements to the media or delegation of this duty.

Emergency Operations Centre (EOC) Director

The EOC Director is responsible for the overall management of the Emergency Operations Centre and for executive decision-making and must be fully qualified to fulfil this role.

- Establishes appropriate activation and staffing level
- Oversees all Town 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

Liaison Officer / Community Emergency Management Coordinator (CEMC)

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 CCG notification protocol and collates responses
- Advises the EOC Director between operational cycles
- Monitors emergency alerts
- Collaborates with the Emergency Information Officer on the development of key messages
- Initializes the Virtual Emergency Operations Centre
- Responsible for communications between the CCG and external agencies
- Leverages relationships with partner agencies to determine the current status of the incident
- Seeks to coordinate cooperating agencies
- Tasked with providing advice to the Head of Council regarding the declaration of emergency
- May act as the Emergency Site Liaison Officer
- Provides coaching and support as required to other members of the CCG

Emergency Information Officer

The Emergency Information Officer (EIO) is the interface between the CCG 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 Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Upon notification, activates a Emergency Information Team (EIT)
- Directs the activation of the Emergency Information and Crisis Communications Plan
- Consults with and obtains concurrence from the EOC Director on the need for news briefings and conferences, the granting of media interviews, and formal news releases
- Provides press conference/media interview support to the Official Spokesperson and other senior personnel and moderates press conferences
- Acts as the Official Spokesperson at the request of the EOC Director

- Consults with other members of the CCG, particularly the Liaison Officer, 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
- Apprises the EOC of any significant information received by the EIT from members of the public, the media, Community Emergency Management Coordinators from partnering communities, and other community/agency EIOs
- Delegates responsibilities and provides direction to the EIT with respect to production and distribution of informational material, media monitoring, media liaison, and other essential information functions including social media updates
- Liaises with Translation service
- Liaises with Emergency Information Officers from partner agencies
- Ensures that the required material and logistical support is available at all times, through ongoing coordination with the Liaison Officer and other members of the CCG
- Supervises demobilization of emergency information operations

Logistics

The Logistics Chief will be responsible for:

- Secures the Emergency Operations Centre, maintain this security throughout the event
- Establishes communication with Operations Chief to determine provisioning needs at the scene(s)
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan:
 - Emergency Social Services
 - Emergency Responders
 - Volunteers – personal protective equipment
- Ensures that purchase and/or rental of supplies and equipment is carefully tracked for efficient demobilization and cost analysis
- Works with the Critical Infrastructure Branch Lead re: debris management, roads clearance
- Ensures full functioning of the Emergency Operations Centre – telecommunications, IT, media, other equipment, bathrooms, kitchen
- Provisions Emergency Operations Centre with food, water, etc.
- Carries out other duties as assigned by the EOC Director

Operations Chief

The Operations Section has been divided into two distinct branches: Human Health and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief. Each Branch 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 and is accountable to the EOC
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Units as necessary
- Responsible for all activities focused on reduction of the immediate hazard a life and property
- Establishes situational control Restores normal operations and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

Planning Chief

The Planning Chief has the primary responsibility to collect, collate, seal, and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, 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 and the chairing of Operational Cycle Meetings.

- Confirms with Logistics Chief that the Emergency Operations Centre is secure
- Ensures that everyone attending the Emergency Operations Centre signs in and out
- Assigns a logbook to each person working in the Emergency Operations Centre
- Assigns a roll number to each logbook and record
- Establishes and maintains a Master Event Log to track major incidents, issues, receipt of documents, guests arriving and leaving, etc.
- Establishes workstation(s) if necessary for technical experts
- Ensures the operational cycle progresses as directed by the Emergency Operations Centre Director
- Calls to order the operational cycle meetings
- Receives reports from section chiefs

- Establishes and maintains the Incident Action Plan – reviewing and updating at every meeting
- Ensures all incoming documents are recorded in the master log and date and time stamped
- Coordinates damage assessment of corporate assets
- Collects logbooks at the end of shift for each personnel – ensure logbook properly signed off
- Collects and seals for secure storage a complete set of incident documentation, including EOC attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, maps, etc

Finance and Administration Chief

The Finance and Administration Chief will be responsible for:

- Establishes a dedicated General Ledger (GL) line track all costs associated with responding to the incident, including:
 - Direct response costs
 - Staff overtime
 - Procurement
 - WSIB claims
- Ensures that the function of the Safety Officer is maintained at all times, and that all County personnel responding to the incident have appropriate personal protective equipment, appropriate shift schedules, opportunities for rest, food, water, porta-potties, etc.
- Ensures all required Form 7s are completed as required regarding injuries to personnel or formally registered volunteers
- Leads the consistent implementation of overtime, donations and volunteers
- Leads the Towns application pursuant to the provincial Municipal Disaster Recovery Assistance program, as appropriate
- Leads the implementation of the financial and human resources aspects of any mutual assistance agreements if those agreements are activated

Recording Clerk

The Scribe shall be responsible for:

- Arrange workstations and notify any additional support and advisory staff as required.
- Assist the Chief Administrative Officer or designate and Public Information Officer as required.

- Arrange for printing and distribution of material as required.
- Ensuring all important decisions made and actions by the Emergency Control Group are recorded in the Master Log.
- Ensuring that maps and status boards are kept up-to-date.
- Initiating the opening, operation and staffing of switchboard at the municipal offices, as the situation dictates, and ensuring operators are informed to the appropriate information for callers and telephone numbers in the EOC.
- Coordinating the provision of clerical staff to assist in the EOC, as required.
- Securing and storing documents of all activities and events of the Control Group during the emergency.
- Maintaining the records and incident logs of the Control Group for the purpose of debriefings and post-emergency reporting that will be prepared.

Emergency Site Manager (as needed)

The Emergency Site Manager (ESM) shall be responsible for:

- Coordinating all of the activities for the emergency response team at the site and should be relieved of all other duties.
- Isolating the emergency site.
- Establishing outer and inner perimeters.
 - Access to the outer perimeter is restricted to the emergency response team and other (ie. the media or those with a specific function to perform.)
 - Outer perimeter – equipment and vehicles, rest areas for emergency workers, communication equipment, treatment area, other necessary facilities.
 - Inner perimeter – access only to those directly involved in dealing with emergency.
- In prolonged emergency circumstances, organize workers in shifts and ensure rest schedules are enforced in a protracted operation.
- Establishing rules for traffic moving in to and out of site.
- Searching for survivors and/or casualties.
- Carrying out a full damage assessment.
- Accessing secondary effects of the emergency (ie. spills, as a result of a tornado or accident).
- Ensuring information is passed back to ECG.
- Determining the best method of dealing with emergency.
- Has authority to use resources at site and request additional resources and maintain a reserve of resources and manpower to deal with the unexpected.
- Ensuring access to the site is limited to essential personnel and that the site is appropriately organized.
- Determining the aim of the emergency response. (Can the problem be solved or should you allow the event to run its course and simply act to preserve life or property. Do you fight the emergency or flee from it?)

- Defining priorities because resources are limited. In doing this, it is helpful to remember what the aim is.
- Providing for administration and logistics – food, fuel, sanitation, rest areas, etc.
- Acquiring information about the emergency and the actions which are being taken to bring it under control and ensure that information is disseminated to the appropriate agencies.
- Establishing a meeting and briefing cycle where all agencies involved with the site operations meet to exchange information, make decisions and ensure that all information is disseminated.
- Establishing and maintaining communications, ensuring that information follows from the site to the EOC and direction from the EOC is transmitted to the site.
- Learning about available municipal and external resources.
- Ensuring that the ECG meets within seventy-two (72) hours following the conclusion of the termination of the emergency for the purpose of debriefing and submitting of reports.

Police (as needed)

The Police Official shall be responsible for:

- Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- Provision of traffic control to facilitate the movement of emergency vehicles.
- Alerting persons endangered by the emergency and coordinating evacuation procedures.
- After designating an area for evacuation, shall liaise with the Social Services Officer regarding the establishment and operation of evacuation and reception centres.
- The protection of life and property and the provision of law and order.
- The provision of police services in evacuee centers, morgues and other facilities, as required.
- Notifying the coroner of fatalities.
- Liaise with other municipal, provincial and federal police agencies, as required.
- Providing site supervision, as required.
- The ECG will meet within seventy-two (72) hours following the conclusion of the termination of the emergency for the purpose of debriefing and submitting of reports.

Wasaga Beach Distribution (as needed)

The Wasaga Beach Distribution Representative shall be responsible for:

- The Director of Planning and Technical Services/designate shall be responsible for the coordination of all hydro electric services provided.

- The Director of Planning and Technical Services/designate will liaise with the following, as required:
 - the wholesale supplier of electrical power, as required.
- The Director of Planning and Technical Services/designate shall also be responsible for the following:
 - Dispatch on duty personnel and equipment to the scene of the emergency and, if the situation warrants, have off duty personnel alerted and place on standby.
 - Discontinue public utilities to consumers when considered necessary in the interest of public safety.
 - Provide alternative supplies of hydro, where necessary and practicable (eg. generators, temporary power lines, emergency lighting, etc.)
 - Maintain an up-to-date inventory of supplies and equipment that might be required by the department in an emergency indicating type, quantity, location and method of procurement.
 - Re-establish services after the emergency is determined.

Senior Health Services Representative (as needed)

The Senior Health Services Representative shall be responsible for:

- Acting as a coordinating link for all emergency health services at the ECG. (Ambulance).
- Liaise with the Ontario Ministry of Health, Public Health Branch. (Medical Officer).
- Liaise with the ambulance service representatives. (Medical Officer).
- Providing advice on any matters that may adversely affect public health. (Medical Officer).
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer. (Medical Officer).
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health policies. (Medical Officer).
- Ensuring coordination of care of bedridden citizens and invalids at home and in evacuee centers during an emergency. (Medical Officer).
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources. (Medical Officer).
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency. (Medical Officer).
- Notifying the Public Works Director regarding the need for potable water supplies and sanitation facilities. (Medical Officer).
- Liaise with Senior Social Services officers on areas of mutual concern regarding health services in evacuee centers. (Medical Officer).
- Liaise with Red Cross on area of mutual concern regarding Evacuee Centres. (Medical Officer).

Social Services Designate (as needed)

The Social Services Designate/ Evacuation Coordinator shall be responsible for:

- Coordinating emergency lodging, clothing, feeding, registration and inquiries and personal services for those residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- Supervising the operating and operation of temporary and/or long term evacuation centres pre-approved by area municipalities.
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes.
- Ensuring that a representative of the Simcoe County Board of Education and/or Separate School Board is/are notified when facilities are required as reception and/or evacuation centres.
- Authorizing financial assistance to persons in need for the purpose of basic necessities.
- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan.
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres.
- Assisting with the opening, set-up and closing of temporary and/or long term evacuation centres, to ensure adequate staffing and appropriate evacuation services are operational.
- Supervising and managing the operations of reception and evacuation centres.
- Coordinating counseling services are made available for evacuees at evacuation centres via Public Health and/or other agencies.
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.
- Acting as a liaison with the Public Information Officer (PICO) to coordinate reception and evacuation centre communication requirements and other information for dissemination.
- Liaising with the OPP to coordinate reception centre and evacuation centre security.
- Notifying volunteers and evacuees of the termination of the emergency and coordinating the dispersal of persons from the evacuation centre.
- Maintaining a personal log of all actions taken.
- Participate as a member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required.

- Ensuring agreements are signed between the County of Simcoe Social Services Department and agencies designated to operate in reception and evacuation centres.
- Ensuring agreements are in place for meal services for staff/volunteers at the reception and evacuation centres.
- Conducting reception and evacuation centre assessments and maintaining facility database information.
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers.

The Evacuation Coordinator (EC) shall be responsible for:

- Working directly with other agencies such as the Red Cross, St. John Ambulance, the Simcoe County District Health Unit and Simcoe County Community Care Access Centre.
- Establishing an Evacuee Registration Area and maintain a database of all registrants.
- Establishing a communication line by having staff in place to ensure that this area is operational during the evacuation.
- Working in concert with the Emergency Control Group and the CEMC.
- Coordinating volunteers required at the evacuation location.
- Attempting to provide necessities for the evacuees, within reason.

Public Information Officer (as needed)

The public information officer may be appointed by the EIO and shall be responsible for:

- Establishing and coordinating a media information centre in a safe, appropriate location, at or near the site, for media to assemble.
- Establishing a communication link and regular liaison with the EIO at the EOC.
- Redirecting all inquiries regarding decisions made by the ECG and the emergency as a whole to the EIO.
- Advising the following persons and agencies of the location and telephone number(s) (as available) of the Site Media Information Centre:
 - Emergency Site Manager (ESM)
 - Police Public Relations Officer
 - Emergency services personnel at scene (where possible)
 - Emergency Information Officers (EIO)
 - Media
 - Any other appropriate personnel or agencies
- Ensuring that media arriving at the site are directed to the site information centre.
- Where necessary and appropriate, coordinating media photograph sessions at the scene.

- Coordinating on scene interviews between the emergency services personnel and the media.
- Ensuring all important decisions made and actions taken by the ECG are recorded.
- Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency and location of the Emergency Operations Centre (EOC).
- Arranging for printing of material, as required.

Emergency Communications Plan

An important function of every department is to provide timely information for the benefit of the decision making process. This will necessitate a reliable system of communication between the emergency site and emergency operations centre for each agency. Radio communications are least susceptible to damage or interruption in times of emergency. For communication many of the external agencies will need to be contacted by telephone. ECG members are required to bring cellular phones to serve this purpose with them when reporting to the EOC.

The Chief Administrative Officer will normally function as the Operations Officer and be responsible for coordinating the activities of the ECG and for ensuring good communications between all agencies involved in emergency operations.

To effectively control, coordinate and review the status of the emergency, decisions made, and actions taken, a master log shall be maintained from the operational cycle meetings by the Clerk.

9.1 Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. The primary methods of communication in order of preference shall be:

- Landline and cellular phones
- Internet
- Ham radio

9.2 Emergency Communications Plan

Upon implementation of the Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson

9.3 Location of the Emergency Communications Media Centre

The ECG will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre (EOC). In the event that this location is not appropriate due to the nature of the emergency, an alternate location will be established.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be decided by the ECG. The site media information area will be staffed as determined by the Emergency Information Officer.

9.4 Role of the Emergency Information Officer

The role of the Emergency Information Officer is discussed in Section 8.1.

9.5 Role of the Public Information Officer

The role of the Public Information Officer is discussed in Section 8.1.

Recovery Plan

Once the urgent part of the emergency is over, community officials must shift the focus to dealing with the longer term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency is known as the “recovery phase”.

The Control Group will determine when the emergency has entered the recovery phase. Normally, the emergency, at that point, would not constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth changeover to the recovery phase, the Control Group will deal with all matters related to recovery until such time as a change is formally made in the response structure.

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the accident/event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

10.1 Organization

At the commencement of the recovery phase, the full municipal emergency response organization including the Control Group shall remain in place. Over time, the Control Group may close certain emergency operation centers or operate with reduced staff.

Following a smooth transition to the recovery phase, the Control Group may pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

The Recovery Committee may comprise of:

1. MAYOR
2. EOC DIRECTOR
3. LIASION OFFICER / CEMC
4. EMERGENCY INFORMATION OFFICER
5. LOGISTICS CHIEF / ALT CEMC
6. OPERATIONS CHIEF
7. PLANNING CHIEF
8. FINANCE AND ADMINSITRATIVE CHIEF
9. SCRIBE

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance.

Sub-committees may be struck to deal with specific areas of concern of issues. In particular, the Recovery Committee may wish to set up sub-committees on Human Needs, Infrastructure and Finance.

10.2 Development of a Recovery Strategy

During its initial and subsequent meetings, the Recovery Committee should develop a strategy including goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any community needs which have been identified and any tasks identified through a review of the Committee's responsibilities identified.

The Recovery Committee will report to Town Council on a regular basis to keep them informed on the status of the recovery process and on any recommended expenditures.

The Recovery Committee should periodically adjust its strategy and work plan to reflect the progress made towards full recovery or to reflect changing or evolving concerns.

10.3 Committee Responsibilities during the Recovery Phase

The following major responsibilities should be undertaken by the Recovery Committee:

1. Ensure that the essential services and utilities (eg. hydro/ water/ sewer/ gas/ telephone) are returned to service as soon as possible.
2. Ensure that public works including roads, bridges, traffic lights, signs etc. are replaced or returned to a usable state.
3. Ensure that structures and buildings within the community are in a safe condition, and if necessary, ensure that remedial action is taken to rectify any unsafe conditions.
4. Ensure the appropriate removal and disposal of debris.
5. Ensure that health standards are met throughout the community.
6. Provide assistance in the relocation and establishment of temporary housing for affected persons.

7. Conduct a needs assessment to determine the individual needs of residents and to determine the best method/forum for meeting those needs. This assessment should include ensuring that the needs of 'special populations' such as children, the elderly, and handicapped are met.
8. Oversee the provision of community counselling sessions.
9. Request funding from other levels of government.
10. Ensure that information on activities being undertaken by the municipality and that information on household recovery be disseminated to the public. This should be coordinated through the Emergency Information Officer.

Appendix “A” - Amendments

As per section 1.3 Amending Procedures, this plan will be reviewed annually by the Fire Chief/CEMC and, where necessary, revised by a meeting(s) of the ECG.

Each time this plan is revised, it must be forwarded to Council for approval. Revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time.

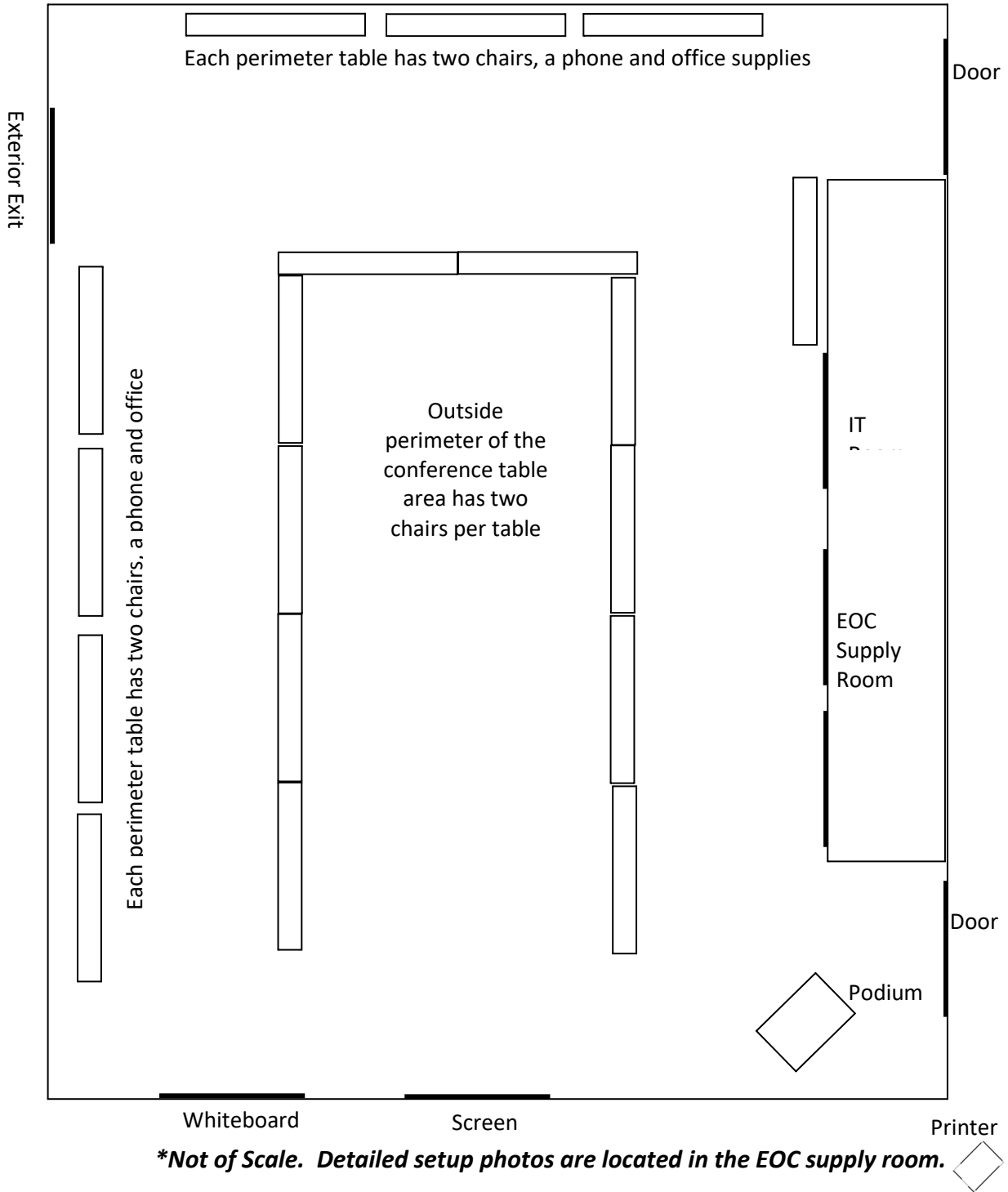
Amendment Number	Page	Section	Amended By	Date
01	Various	Emergency Notification List IMS Organization Chart IMS Roles and Responsibilities	C. Williams	November 2022
02	6/17 13 37/38	Change By-law #s Update HIRA Update ECG Titles	C. Williams	September 2023

Appendix “B” - Emergency Plan Distribution

DISTRIBUTION LIST

Name	Hard Copy	Electronic Copy
EOC Director	1	1
Mayor and Deputy Mayor	1	1
Liaison Officer / CEMC	1	1
Emergency Information Officer	1	1
Logistics Chief / Alt CEMC	1	1
Operations Chief	1	1
Finance and Admin Chief	1	1
Planning Chief	1	1
Scribe	1	1
Master Box (in E.O.C.)	6	1
County of Simcoe, Manager 911 and Emergency Planning (as requested)	0	1
Emergency Management Ontario (as requested)	0	1
Nottawasaga Valley Conservation Authority (as requested)	0	1
Ontario Provincial Police (as requested)	0	1
Wasaga Distribution (as requested)	0	1
Simcoe Muskoka Health Unit (as requested)	0	1

Appendix “C” - EOC Floor Plan



Appendix “D” - Emergency Notification List **CONFIDENTIAL**

This section of the Plan has been intentionally removed from the public version of the document.

Appendix “E” - Town of Wasaga Beach Critical Infrastructure Assurance Plan (CIAP) **CONFIDENTIAL**

This section of the Plan has been intentionally removed from the public version of the document.

Appendix “F” – Vital Services and Resources **CONFIDENTIAL**

This section of the Plan has been intentionally removed from the public version of the document.

Appendix “G” – Emergency Shelter Resources **CONFIDENTIAL**

This section of the Plan has been intentionally removed from the public version of the document.

Appendix “H” – Flood Contingency Plan

Introduction

1.1 Goal

The goal of the Town of Wasaga Beach Flood Contingency Plan is to prevent or reduce loss of life and/or property damage in the event of a flood emergency.

1.2 Purpose

The purpose of this Flood Contingency Plan is to prepare for the most efficient deployment of resources to achieve the following:

- a. The earliest possible response to a flood emergency.
- b. A coordinated response consistent with prevailing conditions and information provided by external agencies including the Nottawasaga Conservation Authority (NVCA), Ministry of Natural Resources, Environment Canada and/or other agencies.

1.3 Objectives

- a. To define the roles and responsibilities/functions of the Town departments and supporting agencies involved in a flood emergency.
- b. To provide the procedures needed to minimize the effects of a flood emergency in the Town of Wasaga Beach and to its residents.
- c. To provide contact information for quick and effective intra-agency and inter-agency cooperation and communication before, during, and following a flood event.

1.4 Implementation of the Plan

This plan may be implemented in whole or part, as required, by the Town of Wasaga Beach Emergency Control Group, with or without the declaration of an emergency by the Head of Council. This plan may be activated through notification by a designated Emergency Control Group member.

Upon implementation, all participating agencies will respond in accordance with the procedures described within this plan.

1.5 Definitions and Acronyms

Flood: The overflowing of the normal confines of a river, stream or other body of water (i.e., lake, pond, wetland, reservoir) or uncontrolled overland flow of an urban nature.

Flood Emergency: A flood emergency is defined as an incident wherein the safety and welfare of people, and/or damage to public property and/or private property, is threatened by the effects of flooding.

Flood Forecast: Forecasts used to provide warnings for people threatened by floods, and to help in the operation of water control structures.

Flood Notification Messages: Messages issued by the Nottawasaga Valley Conservation Authority that provide information regarding the occurrence of flooding at specific locations. There are three levels of flood messages, as follows:

- 1) **Bulletin:** A flood message that provides notice of watershed conditions or other conditions that pose a risk to personal safety such as may occur in the event of high flows and unsafe ice.
- 2) **Advisory:** A flood message issued to Municipal Flood Coordinators, and other primary contacts, providing notice that the potential for flooding exists and advising emergency responders to be prepared to possibly take action; and,
- 3) **Warning:** A flood message issued to Municipal Flood Coordinators, and other primary contacts, warning of impending or occurring flooding, and advising emergency responders to take appropriate action.

ECG: Emergency Control Group

CEMC: Community Emergency Management Coordinator

EIO: Emergency Information Officer

EOC: Emergency Operations Center

EC: Environment Canada

OFMEM: Office of the Fire Marshal and Emergency Management

PEOC: Provincial Emergency Operation Center

NVCA: Nottawasaga Valley Conservation Authority

MNR: Ministry of Natural Resources (**SWMC** – Surface Water Monitoring Center)

SMDHU: Simcoe Muskoka District Health Unit

OCWA: Ontario Clean Water Agency

Flood Information - General

2.1 Types of Flooding

The causes of flooding within the Town of Wasaga Beach could include one of the following, or a combination thereof:

- Snow and ice melt runoff
- Spring rainfall storms
- Severe summer storms
- Ice jams
- Debris jams
- Hydraulic structure (Dam) break or breach
- Urban flooding

Snow and Ice Melt Runoff Floods - during the winter, most of the precipitation is simply stored as snow or ice on the ground. During the spring melt, huge quantities of water are released. Heavy runoff results from the rapid melting of the snow under the combined effect of sunlight, winds, and warmer temperatures. When the ground is frozen or paved over, the melting snow is unable to penetrate and runs off over the ground surface into streams and lakes. Snowmelt runoff floods are the most common type of flooding in the Town of Wasaga Beach.

Spring Rainfall – During the spring, the predominant form of precipitation changes from solid (i.e. snow and ice) to liquid (i.e. rain). Depending on how much rain falls, how much melting occurred before a rain event, the water content of the existing snow on the ground, and depending on the ground conditions (frozen or unfrozen), the effects will vary. The worst scenario is above-zero temperatures combined with rain on frozen ground, or rain on snow with above-average water content.

Severe Summer Storms - During high intensity thunderstorms, the rainfall is often so heavy (torrential downpours) the ground is incapable of absorbing the water quickly enough, resulting in very high runoff rates. As a result, flash floods may occur.

Ice Jams / Frazil Ice - Ice jams result from the accumulation of ice fragments that build up to restrict the flow of water and then act as a temporary obstruction. Jams form during both the freeze-up and break-up periods, but it is usually the break-up jams that have the greater flood potential. During break-up in the spring, or during winter thaws, an ice jam results from the accumulation of ice from the break-up of the upstream ice cover. Ice jamming may also occur in the coldest period of winter due to the formation of *anchor ice* or *frazil ice*. In the Town of Wasaga Beach, anchor and/or frazil ice formation occurs

when extended periods of sub-zero air and severe wind-chill factors are combined with open turbulent flows.

Ice jamming occurs after prolonged periods of anchor and/or frazil ice formation resulting in ice build-up around bridge piers, islands, bends, shallow slope reductions, and constrictions.

Debris Jams – In the Town of Wasaga Beach, debris jams typically occur at crossing structures, and are triggered during extreme (i.e. high-intensity) rainfall events when large quantities of organic and inorganic material are washed into streams. Whereas, the largest crossing structures, such as those over the Nottawasaga River, are effective in passing debris, the smaller stream crossing structures found throughout the Town of Wasaga Beach sometimes are not effective.

Urban Flooding: Urban flooding may occur when the rainfall exceeds the Municipal storm drainage system's ability to handle the volume of rain. During these types of events, the streets may become inundated, sewer systems may surcharge, and basements may fill with water, etc. Urban flooding is common during flash flood events. This type of flooding occurs quite frequently in cities during thunderstorm events because the surrounding ground surfaces are largely paved over, thereby decreasing the capability of the ground to absorb even small rainfall events quickly enough. A number of locations within the Town of Wasaga Beach have been identified as being prone to this type of flooding.

2.2 Potential Adverse Effects Caused by Flooding

A flooding event could result in, but is not limited to, the following:

- Threat to life and property, including destruction of public property
- Utility failure: power, water, gas, and/or sewer.
- Communications disruption: telephone, internet, radio, television, newspaper production / delivery
- Structural damage
- Erosion
- Damage to the river system
- Traffic disruptions: road and bridge closures, stranded motorists
- Difficulty in attaining and delivering emergency services: Police, Fire, & EMS
- Food and water shortages
- Evacuation of people and animals
- Threat to public health: dangerous goods accidents, contaminated water (both potable and non-potable water sources)

2.3 Assumptions Affecting Emergency Response to a Flood Event

- a. Flooding can occur at any time during the year due to a variety of natural phenomenon (i.e. weather) and/or human induced circumstances (i.e. debris jamming), but is most likely to occur during inclement weather conditions that will affect response times and procedures.
- b. Some watercourses, within the Town limits, are characterized by fast response times to meteorological events such as rainfall, and therefore, emergency response to a major flooding incident will require quick and effective inter-agency cooperation and communication.
- c. Flooding does not necessarily occur in isolation of other emergency situations, and so it may occur simultaneously with another unrelated type of emergency, whether it is a natural or human-induced emergency.
- d. Flooding can result in secondary emergency events, including landslides, contamination of drinking water supplies, sewage back-up in homes and businesses, overloading of the Sewage Treatment Plant resulting in the release of partially or untreated sewage and a significant impact on the environment, etc.
- e. The amount and extent of damage caused by any flood depends on several variables, including how much area is flooded, the depth of flooding, the velocity of flow, the rate of rise, sediment and debris carried, the duration of flooding and the effectiveness of mitigation strategies.
- f. The potential for damage and/or loss of life due to flooding is magnified because, generally, the public:
 - Doesn't recognize the risk to property and/or public health and safety that accompanies flooding
 - Doesn't accept that floods are natural events that may be mitigated by water management efforts, but that cannot be eliminated entirely
 - Underestimates the destructive potential and/or public safety hazards associated with flooding

2.4 Limitations Affecting Emergency Response to a Flood Event

- a. It may take hours for emergency response personnel to reach all affected area(s).
- b. Some utilities may be unavailable for an extended period.
- c. Emergency response routes may be impacted.
- d. Normal channels of communication may be disrupted.
- e. People not directly connected with flood response operations may, by their presence at the location of a flood, hinder the efficient functioning of the flood combat/control operation.

2.5 Flood Emergency Management Priorities

- Preservation of life/safety of Municipal residents and visitors
- Support for stranded and evacuated persons
- Assist in critical infrastructure protection
- Preservation and protection of real and personal property
- Fulfilment of day-to-day responsibilities
- Assist residents with private property protection

Riverine Flooding Events

3.1 Sources of Flooding

Flowing in a south to north direction, through the Town of Wasaga Beach, is the Nottawasaga River. Several tributary watercourses are also found within Town limits. Those named tributaries are as follows:

- 1) Lamont Creek
- 2) McIntyre Creek
- 3) Little Marl Creek
- 4) Sturgeon River

There are also many smaller un-named waterways which drain directly into Nottawasaga Bay or Nottawasaga River.

Most flooding within the Town of Wasaga Beach occurs when the volume of water in one, or more, of the above-listed watercourses, exceeds channel capabilities. Flooding can also take place along the Nottawasaga (Georgian) Bay shoreline when higher than normal water levels inundate adjacent low-lying areas.

3.2 Response Times of Watercourses

In the Town of Wasaga Beach, various watercourses take different times to reach flood threshold levels after a rainfall / snowmelt event. How long it takes for a watercourse to flood following the onset of rainfall / snowmelt (i.e. response time) is a function of the size, shape, land use, etc. of a watershed.

Generally, the Nottawasaga River is a slow responder to rainfall / snowmelt events, and can sometimes take days to reach flood stage. In contrast, the peak of the flood on the much smaller, tributary streams typically occurs within 24 hours of the onset of rainfall. Thus, the creeks that pass through the Town are termed “flash flooders”. There are two conditions that typically cause flash floods: 1) a combination of rain and snowmelt on frozen or saturated ground in the winter and early spring months; and, 2) high intensity thunderstorms (i.e. torrential downpours) during the summer months.

The natural runoff from the Minesing Wetlands Conservation Area usually consists of low flows from late July through February, increasing flows during March, and high flows in April, May and June. Heavy rainfalls or melting snow or a combination of both cause high run-off within the Nottawasaga Valley watershed, which in turn results in high river flows.

Compounding the problem of riverine type flooding is flooding associated with, or caused by, frozen storm drains or storm drains blocked with debris, such as leaves. Also, during

intense rainfall events, cross-connections between storm water management systems and sewer pipes can lead to a build-up of hydrostatic pressure in both systems, and subsequently, sewer back-up into homes and businesses.

3.3 Knowing Where it Floods

Baseline knowledge of flood vulnerable areas is important to providing emergency response during a flood (i.e. where does action have to take place and under what flooding conditions).

Flood plain maps are available for operational use to illustrate areas that may be flooded based on flow/water level forecasts, and to provide emergency responders with an identification of infrastructure and public at risk.

Nottawasaga Valley Conservation Authority (NVCA)

Generally speaking, it is the goal of the Nottawasaga Valley Conservation Authority to do the following:

- 1) Prevent future loss of life and property damage by limiting flood plain development.
- 2) Reduce or minimize the risk of loss of life and property damage due to flooding in areas of historical development through the issuance of timely flood messages and information to those persons that may be at risk and to those agencies and individuals that respond to flood emergencies.
- 3) Assist the Town of Wasaga Beach and the Province with the implementation of their flood responsibilities.

It is the function of the Nottawasaga Valley Conservation Authority to:

- Restrict development in flood prone areas, and provide technical advice to Municipalities in preventing or reducing the effects of flooding
- Predict water level / flow response to forecast meteorological parameters such as precipitation and temperature
- Maintain a monitoring network to monitor precipitation and snow pack conditions.
- Maintain a network of stream gauges for monitoring rising water levels upstream and within areas subject to flooding
- Maintain a Flood Warning System for alerting area representatives, including Municipal officials, Fire Services, Police Services, the Ministry of Natural Resources, school boards, media, etc
- Appoint a Nottawasaga Valley Conservation Authority Flood Forecasting and Warning Duty Officer to coordinate the daily determination of flooding potential (i.e., flood risk assessment), and during times of pending and actual flood conditions to issue Advisory or Warning messages, liaise and assess the situation with Municipal Flood Coordinator(s), support Municipal flood response activities, and to oversee the Nottawasaga Valley Conservation Authority's flood response operations
- Maintain awareness of the status of Municipal and Provincial response to the flood emergency
- Provide on-going information and technical advice to the Town of Wasaga Beach
- Assist with flood damage assessment and estimation after the flood

4.1 Preparedness Activities

- a. River level monitoring:

River Level Gauges

Edenvale

Owner / Operator
NVCA

- b. Precipitation intensity and duration monitoring:

Precipitation Gauges

MNR- Wasaga Beach

Owner / Operator
Davis Weatherlink
www.weatherlink.com/user/wasagabeach/

- c. Dyke, protective works, inspection.
d. Flood threat monitoring.
e. Reviewing flood plans.
f. Dissemination of information to individuals likely to be affected.
g. Develop maps to identify areas that could be inundated by floodwaters.

Note: *The Nottawasaga Valley Conservation Authority does not operate any dams within the Town limits, or anywhere along the watercourses that flow into / through the Town of Wasaga Beach*

4.2 Types of Notification

The Nottawasaga Valley Conservation Authority issues flood messaging in the form of a Bulletin, Advisory and/or Warning.

Bulletin: The least serious type of message issued by the Nottawasaga Valley Conservation Authority is a Bulletin. Bulletins are general information notices. There are two types of bulletins issued, as follows:

- 1) Watershed Conditions Bulletin; and,
- 2) Safety Bulletin.

Standard content of a Watershed Conditions Bulletin is, as follows:

- Date and time issued
- Period for which the message is in effect
- General description of watershed conditions
- Long range weather forecast
- Implications of weather forecast information combined with watershed conditions

Purpose: A Watershed Conditions Bulletin is a general notice, issued by the Nottawasaga Valley Conservation Authority, as a reminder of the potential for high flows, such as those that might occur before spring ice cover break-up.

Advisory: A Flood Advisory message is issued by the Nottawasaga Valley Conservation Authority when over bank flow, or high water levels, are expected. Standard content of an Advisory is, as follows:

- Message number
- Date and time issued
- Period for which the message is in effect
- Date and time of expected up-date message, if any
- Identification of sender (i.e., NVCA) and intended recipient(s)
- Summary of weather forecast information
- Description of rainfall / snowmelt run-off conditions
- Assessment of possible flood magnitude and impact
- Nottawasaga Valley Conservation Authority contact name and number for additional information

Purpose: The purpose of a Flood Advisory message is to notify the Municipal Flood Coordinator(s), and other primary contacts, that the potential for flooding exists. Receipt of a Flood Advisory message does not require specific action, but having been advised to the potential of flood conditions, the Municipal Flood Coordinator(s) may choose to initiate a review of their Municipal Emergency Response Plans, initiate monitoring of potential problem areas, and/or choose to go to a stand-by alert.

Flood Advisory messages are typically more general in geographical scope than a Flood Warning message. Also, unlike a Flood Warning message, a Flood Advisory will not be followed by a cancellation/termination message when the threat has ended. However, a Flood Advisory message may be updated depending on how weather and run-off conditions change over time.

Warning: The most serious type of message issued by the Nottawasaga Valley Conservation Authority is a Flood Warning. A Flood Warning message is issued to warn of an imminent or occurring flood. Standard content of a Warning is, as follows:

- Message number
- Date and time issued
- Date and time of expected up-date message
- Identification of sender (i.e., NVCA) and intended recipient(s)
- Summary of weather forecast information
- Description of rainfall / snowmelt run-off conditions
- Assessment of possible flood magnitude and impact
- Nottawasaga Valley Conservation Authority contact name and number for additional information

Purpose: The purpose of a Flood Warning message is to notify the Municipal Flood Coordinator(s), and other primary contacts, that a flood is imminent or occurring. Unlike a Flood Advisory message, which provides general information on a status / anticipated situation over the entire watershed, a Flood Warning message will provide detailed information on a specific river/creek. Receipt of a Flood Warning message requires the Municipality affected to take action to control / combat the impending / occurring flood, such as activation of the Municipal Emergency Response Plan, warning individual residents in specifically affected areas, or possibly even evacuation of residents.

Flood Warnings may be updated depending on weather and run-off conditions. A final update will be issued stating that the flood situation has ended and the Flood Warning has been terminated.

Flood Advisories and **Flood Warnings** are also categorized to describe the magnitude of the anticipated flooding. The 5 sub-categories are:

No Flooding – water levels remain within channel banks

Nuisance Flooding – flooding of low lying lands. However, roads remain available and no structures will be flooded.

Minor Flooding – potential for some structural flooding and sections of road may be impassable.

Major Flooding – potential for significant basement flooding. Some first floor flooding, and significant road access cuts. Evacuation possibly required.

Severe Flooding – potential for many structures to be flooded, major disruption of roads and services. Evacuation is required due to risk to life and major damages to residential, industrial, commercial and/or agricultural sites.

The Nottawasaga Valley Conservation Authority notification process will begin when water levels are expected to reach or exceed the precipitation and/or river level gauge. The Wasaga Beach Fire Department and Huronia West OPP will serve as the 24-hour contact points for Municipal flood notification from the Nottawasaga Valley Conservation Authority.

For the purposes of flood forecasting and warning, NVCA notifies the following agencies through facsimile and email:

- Wasaga Beach Fire Department (Fire Chief/CEMC)
- Simcoe Muskoka District Health Unit
- Ministry of Natural Resources Emergency Management Ontario
- Wasaga Beach Utilities Group (Hydro, Public Works)
- Aviation and Forest Fire Management Program (MNR)

- Local MPP
- Neighbouring Conservation Authorities
- Local Media

Federal & Provincial Responsibilities

5.1 Federal

Part of Environment Canada's mandate as it relates to the Flood Plan, is to preserve and enhance the quality of the natural environment, including water, air and soil quality; conserve and protect Canada's water resources; and to carry out meteorology.

In partnership with the Ministry of Natural Resources, Environment Canada maintains a network of hydrometric stations under a Federal / Provincial Agreement.

Environment Canada, through the Weather Office, provides current weather conditions and forecasts, as well as long-term weather forecast information. Environment Canada weather warnings are issued when the weather for a community may affect its residents safety or the safety of property. The Community Emergency Management Coordinator receives daily weather updates through the Environment Canada e-weather service. The Community Emergency Management Coordinator also receives severe weather warning messages from Environment Canada Warning Preparedness Meteorologists when a significant weather event is forecast to affect the Wasaga Beach region.

FEDERAL ROLE IN FLOOD MANAGEMENT

**Table 1: Level of government response as flood escalates
Magnitude of Emergency Level of Government Response**

Local Incident- No Declared Emergency	-Routine occurrence -Community responds -Limited or no NVCA, MNR or Provincial assistance
Local Emergency- Officially Declared	- Significant event to community or communities - Threat to property and people -Municipality declares local emergency and responds -Provincial assistance provided, may be limited or significant level of involvement by NVCA, MNR and other ministries (depends on extent or complexity of emergency)
Provincial Emergency- Declared by the Premier	-Event of such magnitude to the community or communities that it has Provincial impact -Office of the Fire Marshal & Emergency Management Provincial Emergency Operations Centre is activated -Provincial assistance provided, with a high level of involvement by the NVCA, MNR and other ministries -Federal assistance may be required- request by Office of the Fire Marshal & Emergency Management
National Emergency-	-Federal government liaises with OFMEM

5.2 Provincial

By Order-In-Council No. 1492/2005, Provincial Cabinet has assigned the Ministry of Natural Resources the responsibility for Provincial flood emergency management that includes the following functions:

- Maintain a Provincial Flood Warning System to provide Conservation Authorities with early alerts of major precipitation events
- In partnership with Environment Canada, maintain a network of hydrometric stations under a Federal / Provincial Agreement that ensures all water level / flow data is collected in such a way as to conform to national standards
- Upon declaration of a Municipal flood emergency, and when the total resources available to the Municipality have been committed, respond to a request made by a Municipality for Provincial assistance by organizing and delivering the Provincial response in support of efforts by a Municipality to combat a flood emergency
- Declare a Provincial emergency when warranted
- In a declared Provincial emergency, invoke the Provincial Emergency Response Plan and coordinate delivery of the Provincial response
- Flood damage estimation and assessment after the flood

Provincial Notification

Both the Ministry of Natural Resources and the Nottawasaga Valley Conservation Authority have separate, but linked, flood forecasting and warning systems. The Provincial Flood Forecasting and Warning System are maintained to provide Ontario's Conservation Authorities with early alerts of major precipitation / snowmelt / ice cover break-up events.

Conservation Authorities and the Ministry of Natural Resources typically consider flooding with regard to riverine flooding only, and do not normally forecast urban flooding. Therefore, flood-warning messages would not normally be issued if watercourses were not expected to leave the confines of their channels.

Municipal Responsibilities

Upon the occurrence of a flood, the initial responsibility for the welfare of residents is at the Municipal level. It is the function of the Municipality to:

- Assemble the Emergency Control Group (**CEMC**)
- Liaise with Nottawasaga Valley Conservation Authority, Ministry of Natural Resources to assess the flood situation (**NVCA, MNR, CEMC**)
- Implement the “Flood Contingency Plan”, in whole or in part, by calling out and employing any Municipal equipment and personnel required (**Emergency Control Group**)
- If necessary, recommend the declaration of a Municipal flood emergency (**Mayor or Alternate**)
- Notify Office of the Fire Marshal and Emergency Management and request Field Officer(s) if deemed necessary (**CEMC**)
- Upon declaration of a Municipal flood emergency, direct and control all flood response operations in the Municipality (**Emergency Control Group**)
- Determine if Municipal resources are adequate to combat the flood emergency, and in the event that additional resources are needed, then request the assistance of personnel and equipment of voluntary and other agencies not under Municipal control, as may be required (i.e. Municipal Mutual Assistance Agreements; St. John Ambulance; Red Cross; Salvation Army; local industry; etc.), and/or make a request for the assistance of personnel and equipment of Provincial departments to perform specific flood combat/control tasks as may be required (**Emergency Control Group**)
- Arrange the necessary administrative support for Provincial, departmental, agency or other personnel who are supporting the Municipal operation (**CAO**)
- Control crowd/disperse people not directly connected with the operations who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the flood combat/control operation (**Police & Fire**)
- Rescue/evacuate any persons in danger with minimum delay and provide medical aid as necessary (**Police, Fire, EMS**)
- In the event of displacement of residents as a result of flooding, arrange for accommodation and support on a temporary basis, as deemed necessary and appropriate (**Community Social Services – Simcoe County**)
- Coordinate community disaster financial assistance (Ontario Disaster Relief Assistance Program) as deemed necessary (**CAO, Mayor, CEMC**)
- Inspect evacuated premises and provide for their orderly re-occupation (**Fire, Utility Services**)
- Establish a Public Inquiry Centre for the issuance of accurate releases to the news media, for the issuing of authoritative instructions to the general public, and for advising citizens about disaster assistance (**Emergency Information Officer, Emergency Control Group**)

- Discontinue any service that may constitute a public hazard. **(Utility Services)**
- Assist the Provincial authorities with damage estimation and assessment after the flood **(CEMC)**
- Remedial and mitigation responsibilities following the flooding event to minimize the probability of it occurring again **(Emergency Control Group)**

Emergency Response Activities

The extent of the initial emergency response to flooding will depend on the warning time, which will vary by the cause of the flooding. Intense storms may produce a flood in a few hours or even minutes, while areas downstream from heavy rains may have from 12 hours to several weeks to prepare. Flash floods occur within six hours of the beginning of heavy rainfall.

6.1 Notification

Internal – Town of Wasaga Beach- When the Wasaga Beach Fire Chief (CEMC) receives a flood notification message he will notify Public Works and Huronia West OPP who will then assess the situation and begin the required actions for their agency. **WHEN AND ONLY WHEN, SEVERE FLOODING IS IMMINENT, WILL THE EMERGENCY CONTROL GROUP BE NOTIFIED and/or ASSEMBLED.**

***Note:** The Wasaga Beach Fire Chief (CEMC), on occasion, may receive after-hours calls and or emails from the Nottawasaga Valley Conservation Authority to provide an update on the general condition of the watershed.*

When a flood threat is observed by Public Works, the Public Works employee shall contact their Supervisor. A list of On-Call Supervisors is maintained for evening and weekends. The Director of Public Works shall be advised of the pending emergency situation. If warranted, the Director of Public Works shall notify the Wasaga Beach Fire Chief (CEMC) who in turn initiates the Emergency Notification Fan-out.

Public Warning - There is no audible warning system in the Town of Wasaga Beach. Public warning of flooding will be through the Municipal website and media news broadcasts (radio, television, newspaper, social media). In extreme circumstances public warning may also be done through vehicle PA and/or door-to-door contact.

Public Information - Various methods of providing the public with information have been adopted by the Town of Wasaga Beach. The EIO will consult with the ECG to develop appropriate messages that will if possible be delivered by the Mayor.

***Note:** Flood forecasts issued by the MNR’s SWMC are intended as an ‘early alert’ of threatening conditions to the Conservation Authority and are not Flood Warnings. The MNR’s Surface Water Monitoring Centre does not issue Flood Warnings.*

It is the Conservation’s Authority responsibility to consider the information provided by the MNR’s Surface Water Monitoring Centre in conjunction with other data and information

to determine more accurately and precisely the local flood risk. If warranted, the Conservation Authority will issue to the affected local municipalities, a 'Flood Warning.'

6.2 Response Activities – General (for imminent severe flooding)

- a. The first agency on scene should initiate the Incident Command System (ICS) and establish an Incident Command Post (ICP). The ICP will be set up in a safe location. They will assess the situation and take appropriate actions. If the situation requires immediate action to isolate the site and evacuate nearby residents, the lead agency (as designated by the ECG) on the scene should notify the Police to begin such actions.
- b. Emergency Control Group (ECG) will designate an Emergency Site Manager.
- c. Emergency Site Team – Emergency Operations Centre (EOC) interface
 - i. When the EOC is activated the Emergency Site Team and the EOC Team shall agree on, and implement an appropriate action plan; and
 - ii. Regular communication between the Emergency Site Manager and the ECG (CEMC) regarding actions is required to ensure that critical actions are not inadvertently omitted.
- d. Identify the flood risk areas.
- e. The Emergency Site Team will determine the affected areas and prioritize response activities.
- f. Emergency Site Team will evaluate and identify equipment and resources needed.
- g. ECG will coordinate emergency response equipment, personnel and other resources needed.
- h. Wasaga Beach Fire Department personnel will conduct floodwater search and rescue, if required.
- i. Evacuation of the affected areas will be managed by the Huronia West OPP as required, and may be assisted by Wasaga Beach Fire Department and/or other agency if deemed necessary.
- j. Wasaga Beach Transit will provide transportation for pedestrians and people with disabilities, time permitting.
- k. Social Services (County) will be contacted, as needed to care for displaced residents and visitors. The RecPlex and/or Arena will be established as a temporary shelter for evacuees.
- l. Protection of the water systems. Threats to the drinking water must be identified quickly and water system operators (OCWA) must be notified in a timely manner in order to implement protective actions. If the water supplies are affected, the public must be warned and advised of appropriate protective actions; alternative sources of water will have to be provided. **Note:** *There are still some homes in the Town of Wasaga Beach on private wells. (provide notification to SMDHU)*
- m. Protection of sewer systems. A flood can cause damage to the sewage treatment plant. If sewer systems are threatened or damaged, the public must be warned and advised of what to do in a timely manner.

- n. The Emergency Information Officer will provide information to the public and media. A Public Inquiry Centre will be activated as required.
- o. Liaise with the Nottawasaga Valley Conservation Authority and Ministry of Natural Resources.
- p. Liaise with Environment Canada regarding weather forecasts and the impact on flood risk.

Note: Refer to the *Town of Wasaga Beach All Risk Emergency Plan for detailed responsibilities of Emergency Control Group Members.*

6.3 Office of the Fire Marshal and Emergency Management

- a. Provide advice, assistance, and liaison with the Provincial Emergency Operations Centre (PEOC).

Once the Office of the Fire Marshal and Emergency Management has been contacted, the OFMEM Duty Officer will contact the Ministry of Natural Resources to advise of the requested assistance. Upon agreeing with the need for provincial assistance, the MNR District Manager will invoke the District Emergency Response Operations Plan (DEROP) and commit resources as deemed appropriate in support of efforts by a municipality to combat a flood emergency.

6.4 Ministry of Natural Resources

The Ministry of Natural Resources will be able to provide the following resources:

- District and regional staff, work crews, specialists (i.e. Incident Command Expertise)
- District and regional Emergency Response Teams to assist communities during evacuations
- Vehicles, boats, generators, chainsaws, pumps and camping equipment
- Telecommunications equipment including radios (low band), satellite and cellular telephones
- Mobile units including kitchens, offices, warehouses, and washroom units
- Helicopters and fixed wing aircrafts
- Maps and mapping services (GIS)
- *Emergency dam operations- to maintain water levels and flows in those communities where MNR has responsibility for control of water levels and flows
- **Sandbags during a flood emergency **may be available** – Municipalities would be showing due diligence by having a predetermined number of sandbags available for use during a flood emergency. **Note:** refer to sandbagging procedures and suppliers in ANNEX A.

6.5 Enbridge Gas

- a. Perform disconnect operations where this is considered necessary and in the interest of public safety.
- b. Secure services and equipment to ensure continuity of supply.
- c. Coordinate the priority restoration of affected services as dictated by emergency needs of Town services and other essential users.
- d. Assist with clean up and restoration of services.
- e. Assess ability to resume normal operations.

6.6 Wasaga Distribution (Hydro)

- a. Perform disconnect operations where this is considered necessary and in the interest of public safety.
- b. Secure services and equipment to ensure continuity of supply.
- c. Coordinate the priority restoration of affected services as dictated by emergency needs of Town services and other essential users.
- d. Assist with clean up and restoration of services.
- e. Assess ability to resume normal operations.

6.7 Environmental Protection

Sewage Treatment Plant, Pumping Stations Bypasses

A flood emergency in the Town of Wasaga Beach may eventually result in the release of untreated or partially treated sewage into the Nottawasaga River.

In these instances the Spill Response Procedures in accordance with the Ministry of Environment legislation shall be followed.

In the event of a release, the following agencies/individuals shall be notified:

- Spills Action Center
- Ministry of Environment
- Public Works
- Wastewater Treatment Plant (OCWA)
- Various Utilities Services (if required)
- Town of Wasaga Beach Emergency Management Coordinators
- Department of Fisheries and Oceans
- Simcoe Muskoka District Health Unit
- Ministry of Natural Resources
- Nottawasaga Valley Conservation Authority
- Fire/Police/Ambulance

Training & Supplies

Each participating agency is responsible for defining and providing the necessary training and supplies in order to perform its emergency roles, and at its own cost.

Annex A – Sandbagging Techniques

How to Fill and Lap Sandbags

- Strip sod before placing bottom layer. Bonding trench is 1 sack deep by 2 sacks wide
- Put a plastic sheet down first to act as an extra seal
- Fill sandbags not more than ½ to ¾ full of clay, sand or silt
- Lap unfilled portion of sack under next sack
- Tying or sewing sacks is not necessary
- Tamp sacks thoroughly in place before laying another row on top
- Alternate direction of sacks with bottom layer - bottom layer lengthwise with dike, next layer crosswise
- If wall is to be more than two sandbags high, place a double line of bottom sandbags, followed with second double line, then a single line on top
- Protect all water entry points on homes and buildings including air bricks, air vents and utility openings
- If gas vents are sealed, disconnect any gas supply
- Seals around doors and windows should be made airtight Note: it can take 60 sandbags to properly seal an external door

Layering Sandbags

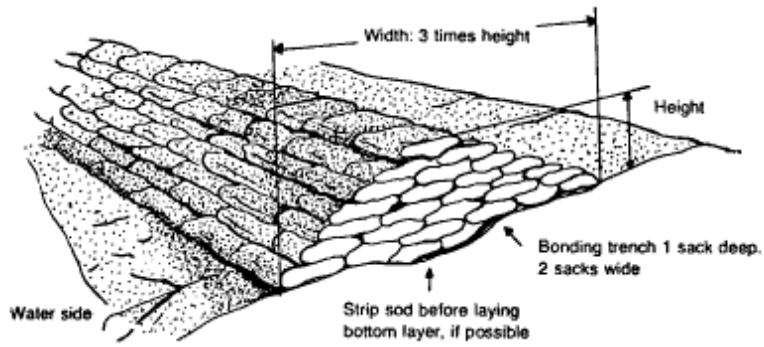


Number of Bags Required

Table 1: Bags required for 100 linear feet (30 linear meters) of dyke

Height	# Sandbags Required	Volume Sand Required
1 foot (0.3 m)	600 - 800	12 cubic yards (10 m ³)
2 feet (0.6 m)	2,100	30 cubic yards (25 m ³)
3 feet (1 m)	4,500	50 cubic yards (40 m ³)
6 feet (2 m)	10,000	167 cubic yards (130 m ³)

Stacking Sandbags



Sealing the Sandbag Dyke

