



County of Essex

Emergency Management Plan

Confidential – Revised: October 2025, Version 10.0

Emergency Management Division

Table of Contents

Version Control	4
Acronyms	5
Emergency Management Plan	5
1.0 Overview	5
1.1 Purpose	5
1.2 Scope	6
1.3 Legal Authorities.....	6
1.4 Plan Ownership and Maintenance	7
1.5 County Emergency Assistance	7
2.0 Declaration of an Emergency	8
2.1 Plan Activation Criteria.....	8
2.2 Declaration and Termination of an Emergency	8
2.3 Emergency Response Levels.....	9
2.4 Notification Systems and Implementation Procedures	10
2.5 Emergency Operations Centre (EOC) Designation.....	10
3.0 County Control Group (CCG)	11
3.1 Overview	11
3.2 Role of the County Control Group (CCG)	12
4.0 Incident Management System	13
4.1 Overview	13
4.2 Structure	13
4.3 EOC and Site Command.....	14
4.4 Unified Response Structure	14

4.5	Operational Planning Cycle	14
4.6	Incident Command Responsibilities.....	15
4.7	Staffing and EOC Support.....	15
4.8	Response Priorities	15
4.9	Detailed IMS Structure Diagram.....	15
5.0	EOC Structure and Key Roles	16
5.1	Overview of EOC Command Structure.....	16
5.2	EOC Command Staff.....	17
5.3	EOC General Staff (IMS Sections).....	18
6.0	Emergency Support Functions	21
6.1	Community Emergency Measures Coordinator (CEMC).....	21
6.2	Protective Services.....	22
6.3	Infrastructure and Operations.....	25
6.4	Planning, Finance and Admin Support.....	26
6.5	Liaison, Specialized and Technical Advisors/Support	27
7.0	Recovery Plan.....	29
7.1	Transition to Recovery	29
7.2	Recovery Committee Structure	30
7.3	Recovery Strategy and Responsibilities	31
8.0	Plan Maintenance and Revision	32
8.1	Plan Maintenance	322
Appendices	33
9.0	Distribution List.....	33
10.0	Emergency Warnings and Alerting Systems	33

10.1	Purpose.....	33
10.2	Public Alerts and Notifications	33
10.3	County Notification System (Internal Use)	34
10.4	Standard Messaging and Activation	34
10.5	Notification Procedure (CCG Activation).....	34
10.6	Testing and Maintenance.....	34
11.0	Public Education and Awareness	35
11.1	Table 5: County of Essex Public Education Events	35
12.0	Emergency Information Plan	36
12.1	Purpose.....	36
12.2	Emergency Information Team	36
12.3	Emergency Information Centres	37
12.4	Information Management Procedures.....	37
13.0	Emergency Operations Centre	37
13.1	Location and Activation	37
13.2	EOC Equipment and Setup.....	38
13.3	EOC Information Management	38
13.4	Briefings and Operating Cycles.....	39
13.5	Health, Safety, & Logistics.....	40
14.0	Telecommunications Plan	40
15.0	County Control & Support Group Notification List.....	41
16.0	Annex's for Hazard Specific Plans.....	41
17.0	Conclusion	42

Version Control

Version	Date	Changes	Prepared By	Approved By
1.0	2016		Emergency Management Division	County Council
2.0	2017	IMS Implementation, CCG List	Emergency Management Division	County Council
3.0	2018	IMS Structure, IMS Identification, Emergency Response Levels	Emergency Management Division	County Council
4.0	2019	COE CCG Update, COE Flood Plan Annex 1	Emergency Management Division	County Council
5.0	2020	COE CCG & Support Group Update, COE Pandemic Plan	Emergency Management Division	County Council
6.0	2021	COE Control Group & Support Group Update	Emergency Management Division	County Council
7.0	2022	Extreme Temperature Plan Annex, Town of Amherstburg Nuclear Emergency Management Plan Annex	Emergency Management Division	County Council
8.0	2023	COE Emergency Communications Plan Annex	Emergency Management Division	County Council
9.0	2024	COE Control Group & Support Group Update, Additional Annex Plans	Emergency Management Division	County Council
10.0	2025	Updated Emergency Management Plan and Supporting Documents	Emergency Management Division	County Council

Acronyms

Acronym	Description
CAO	Chief Administrative Officer
CCG	County Control Group
CEMC	Community Emergency Measures Coordinator
CFO	Chief Financial Officer
CISM	Critical Incident Stress Management
CSA	Canadian Standards Association
EIO	Emergency Information Officer
EMCPA	Emergency Management and Civil Protection Act
EMPC	Emergency Management Program Committee
EOC	Emergency Operations Centre
ERCA	Essex County Region Conservation Authority
EMP	Emergency Management Plan
HIRA	Hazard Identification and Risk Assessment
HR	Human Resources
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
IMS	Incident Management System
MECG	Municipal Emergency Control Group
MEPR	Ministry of Emergency Preparedness and Response
MOH	Medical Officer of Health
NGO	Non-Governmental Organization
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PERT	Provincial Emergency Response Team
URS	Unified Response Structure
WECHU	Windsor Essex County Health Unit

Emergency Management Plan

1.0 Overview

1.1 Purpose

The Emergency Management and Civil Protection Act (EMCPA) defines an “emergency” as “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, disease or other health risk, an accident, or an act whether intentional or otherwise.”

The County of Essex maintains an Emergency Management Program aligned with the Canadian Standards Association (CSA) Z1600 Standard on Emergency Management and Business Continuity Programs, along with other best practice standards, guidelines, and Ontario Regulation 380/04. The program is updated annually based on the Hazard Identification and Risk Assessment (HIRA), which reflects local vulnerabilities and risks.

The most likely emergencies in the county include:

- Floods and Shoreline Erosion
- Disease/Pandemic Outbreak
- Tornadoes and Extreme Weather
- Transportation or Hazmat Incidents
- Hazardous Material Spills or Leaks
- Major fires and explosion hazards

The Corporation of the County of Essex (COE) supports seven municipalities: Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington, and Tecumseh, and stands ready to assist the City of Windsor, Township of Pelee Island, and Caldwell First Nation as needed.

1.2 Scope

This Emergency Management Plan (EMP) provides a scalable and coordinated framework that outlines and guides the COE and its partners in responding to major emergencies. It defines operational roles, outlines activation and escalation procedures, and aims to ensure interoperability among county departments and local municipalities.

This plan applies to all departments within the Corporation of the COE and is intended for trained personnel with their assigned responsibilities. It outlines core functions, decision-making structure, and communication protocols, all of which are necessary for effective emergency management/response at the county level.

1.3 Legal Authorities

This Emergency Management Plan has been developed and maintained under the authority of the EMPCA R.S.O. 1990, Chapter E.9, and the Ontario Reg. 380/04, requiring all municipalities to develop an EMP and adopt it by bylaw. The act grants the Head of Council authority to declare an emergency and act to implement the plan and protect life, property, and the environment.

In accordance with the EMPCA, this plan was adopted by COE By-law #56-2023 and has been filed with the Ministry of Emergency Preparedness and Response (MEPR).

1.4 Plan Ownership and Maintenance

This EMP is owned by the COE and is maintained under the authority of the Community Emergency Management Coordinator (CEMC). The plan is reviewed and updated on an annual basis to reflect changes in legislation, hazard risks, or operational structure. Updates are approved by the County Council and are filed with the MEPR in accordance with provincial regulations.

All COE staff and elected officials assigned roles under this plan are expected to be familiar with the contents and prepared to carry out their responsibilities in the event of an emergency. This plan is intended to support local municipal emergency response efforts and guide coordinated efforts during county-specific, widespread, or multijurisdictional emergency events that exceed the capacity of the municipality.

1.5 County Emergency Assistance

The initial responsibility for managing an emergency is with the affected local municipality. Upon identification of a real or potential emergency, the responding agency will notify the appropriate municipal official, who would activate the Municipal Emergency Notification System and activate the Municipal Emergency Control Group (MECG).

The COE may be contacted for support at any stage throughout this process. Upon notification, the Warden, Chief Administrative Officer (CAO), Essex Windsor Emergency Medical Services (EWEMS) Chief, or CEMC will assess the situation and determine the appropriate level at which the County should get involved. This includes:

- Assigning a county representative to liaise with the municipal control group
- Assembling a partial County Control Group (CCG) to monitor and support the municipal response
- Fully activating the County EMP and activating the CCG to convene at the Emergency Operations Centre (EOC), especially when there are multiple municipalities affected or when a municipality may require county resources

The County EMP will be activated in situations that exceed local capacity, impact critical County services/infrastructure, or require coordination across multiple jurisdictions or municipalities.

2.0 Declaration of an Emergency

2.1 Plan Activation Criteria

The COE EMP may be activated in the following situations:

- A request for assistance from one or more municipality
- A widespread or regional emergency that is affecting multiple municipalities/jurisdictions
- A threat or impact to County infrastructure or critical services
- Situations where county support or coordination is beneficial

2.2 Declaration and Termination of an Emergency

Local Declaration

A mayor (or acting mayor) may declare an emergency within their municipality. Upon declaration the mayor must notify:

- Their Municipal Council
- Duty Officer at the Provincial Emergency Operations Centre (PEOC)
- The Warden of Essex County

County Declaration

The County Warden (or acting), in consultation with the CAO and CCG, may declare a county-wide emergency when:

- Multiple municipalities are affected
- Critical county infrastructure or services are disrupted
- County resources are being deployed beyond routine levels

Termination

The following authorities may terminate an emergency:

- The COE Warden (or acting) or Head of County Council
- The COE County Council
- The Premier of the Province of Ontario

Upon termination, the warden must notify:

- All affected municipal leaders
- The Duty Officer at the PEOC, or the Ontario Provincial Police (OPP) Duty Officer
- County Council

2.3 Emergency Response Levels

The table below is a tiered escalation model used by the COE to align both resources and coordination based on the severity of an incident/emergency.

Table 1 – Emergency Response Levels for the County of Essex

Response Level	Trigger	Response Actions	Examples
Normal Operations	Routine Emergency	Managed by municipal responders	Small car accident, isolated flooding, small power outage, house fire
Level 1: Local Monitoring	The incident is contained within one municipality with minor impact	Local MECG notified, MECG monitors, Local CEMC's notified	Apartment fire, localized flooding, hazmat incident
Level 2: Partial Notification/Activation of Local MECG	Moderate local impact, potential for the incident to need county support, significant media attention, significant demand on resources, may affect multiple buildings	Local MECG is on standby, CEMCs are notified, the PEOC may be notified, and CCG may be notified	Multi-vehicle crash, large chemical spill, town-wide boil water advisory, disease outbreak
Level 3: Full Activation of Local MECG	Significant local impact or risk of escalation, possible activation of reception/evacuation center(s), significant media and/or public interest, significant demand on resources, multiple buildings/incidents	Local MECG convened, notification of all CEMCs in the county, CCG notified and on standby (monitoring or partial activation), may require local municipal emergency declaration, PEOC notified	Ice storm, tornado, chemical spill, commercial airliner crash, train derailment, epidemic, terrorism, large scale flood
Level 4: County of Essex Full CCG Activation	Exceeds local municipal resources and capabilities, may affect three or more local municipalities, major impact to citizens, property, and/or environment, major media and/or public interest, multiple	The COE CCG convened; notification of all CEMCs in the COE; local MECGs may continue to be in operation; may require County and/or Local Municipal emergency declaration; PEOC	Level 4 examples are those that: impact more than three local municipalities, or are contained within one municipality but has major county-wide impact, or

Response Level	Trigger	Response Actions	Examples
	sites/incidents, the emergency affects or threatens county facilities or services	notified	impact county services/facilities'

2.4 Notification Systems and Implementation Procedures

The EMP may be activated, or the CCG may be placed on standby, under the following conditions:

- A local MECG requests county assistance or support for a regional EOC coordination role
- The emergency cannot be managed solely at the municipal level
- County facilities or resources are threatened or under extraordinary demand
- A large-scale, widespread event occurs

The CCG may be alerted to an emergency situation by an MECG designate, a member of the CCG, or any emergency response agency. To notify the CCG, the following procedure will be used to alert or activate its members:

- A request for assistance is made to the Warden, CAO, or CEMC (or designate)
- The notified official must inform the remaining two officials
- The Warden, CAO, EOC Director/Command, Operations Manager, and/or the CEMC will assess the situation and determine next steps
- If activation or standby is needed, the CCG members are notified through the COE's Everbridge Notification System

2.5 Emergency Operations Centre (EOC) Designation

As per Ontario Regulation 380/04 and the EMCPA, the County maintains a designated EOC that is equipped with appropriate communication and coordination technologies.

[REDACTED]

[REDACTED]

[REDACTED]

3.0 County Control Group (CCG)

3.1 Overview

A county emergency response will be coordinated by a CCG consisting of officials who are responsible for providing essential services necessary to minimize the effects of an emergency in the county.

The Corporation of the COE adopts the Incident Management System (IMS) and color identification as set out in the Province of Ontario IMS Doctrine.

The Commander, command staff, and general staff will all wear "coloured vests" with the function I.D. name on the back.

The membership of the CCG is listed in the table below. Listed to the right of the official's title is the capacity in which the official is to assist with the CCG, along with the current member and their respective IMS colours.

Table 2 – County Control Group Membership & Colour Identification

CCG Member	Responsibility	Color	Color Description
Municipal Government Representative	Warden of the COE or Deputy Warden/Head of Council	Green	
EOC Command/Director	Chief Administration Officer	Green	
Liaison Officer	Clerk	Green	
Safety Officer	Manager Health and Safety	Green	
Emergency Information Officer	Manager Corporate Communications	Green	

CCG Member	Responsibility	Color	Color Description
Legal/Policy Section	CCG Legal Advisor/Counsel	Purple	Purple
Operation Section Chief	Dept. Head/Chief	Red	Red
Planning Section Chief	Dept. Head	Blue	Blue
Logistics Section Chief	Dept. Head	Yellow	Yellow
Finance Section Chief	Dept. Head or Alternate	Grey	Grey
Public Information Section Chief	Communications Officer or Coordinator Corporate Communications	Lavender	Lavender
EMC/CEMC	Primary CEMC		

All other management, alternates, scribes, and staff will be identified by lanyards with a Tag and Function I.D. and name.

3.2 Role of the County Control Group (CCG)

The CCG provides strategic direction and oversight. They do not manage the on-the-ground operations. The CCG is mandated to address the ongoing or potentially expanding threat(s) to the broader community, including the health, safety, and well-being of persons, property, infrastructure, essential services, the environment, and the local economy, and to instill a level of confidence in the public. Overall responsibilities include:

- Supporting Incident Command (IC) through logistics, staffing, and decision-making
- Ensuring critical county services continue outside affected areas
- Coordinating mutual aid and provincial assistance
- Managing public information and media relations
- Initiating recovery planning and transition

The CCG may operate with a full or partial roster depending on the nature and scale of the emergency. All members must still be notified even if they are not immediately required.

4.0 Incident Management System

4.1 Overview

The COE uses the IMS as the primary structure for emergency response coordination. IMS is based on the Ontario IMS doctrine and aligns with the CSA Z1600 standard. It enables a scalable, modular system that can support emergency response at any size or complexity.

IMS also ensures clear lines of authority and communication in the event of an emergency and is used at both the EOC and incident site levels.

4.2 Structure

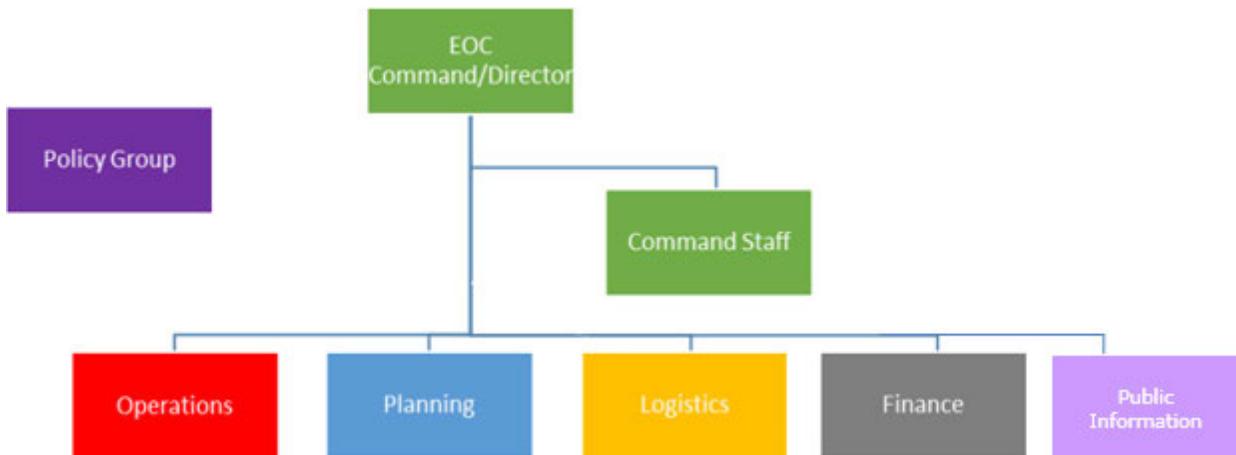
IMS consists of five core functions:

- **Command:** Overall direction of response and strategy
- **Operations:** Strategic activities and resource deployment
- **Planning:** Situational analysis and incident action planning
- **Logistics:** Acquisition and movement of supplies, personnel, and equipment
- **Finance/Admin:** Cost tracking, claims, and personnel timekeeping

This structure remains the same through all phases of an emergency: preparedness, response, and recovery.

The following diagram represents the basic IMS structure that may be used in an EOC during simple to complex emergency situations. This model may be used with or without the declaration of an emergency. In the Emergency Operation Centre, the Head of Council and/or their alternate may fill the role of Command/EOC Director or may appoint an appropriate designate such as the CAO.

Figure 1: County of Essex IMS Flow Chart



4.3 EOC and Site Command

The EOC is in support of and coordinating with the Incident Command Post (ICP) at the site. Site command is responsible for managing the tactical response, while the EOC is there to handle strategic support, logistics, stakeholder coordination, and public communications.

Regular updates between the EOC director and the IC can ensure the two are coordinated and aligned. The county may support one or more ICPs, depending on the scale and complexity of the incident.

4.4 Unified Response Structure

When there are multiple agencies that are responding to the same incident, a Unified Command may be established to respond to the emergency. A unified command structure brings together representatives from different organizations (fire, police, EMS, public works, public health, etc.) to jointly manage priorities and share information.

Each agency in a unified response structure (URS) is expected to designate a site representative to participate in the Unified Command process.

4.5 Operational Planning Cycle

The EOC establishes operational periods, which are defined blocks of time (usually 8-12 hours) where objectives are being pursued. Each of these operational periods begins with a planning meeting and finishes with the creation of an Incident Action Plan (IAP).

IAPs can be written or verbal and include:

- Incident objective and strategies
- Resource needs
- Communication and safety plans
- Tactics and directions for achieving goals

The IAP is developed by the Planning Section and approved by Command.

4.6 Incident Command Responsibilities

The IC at the emergency site is responsible for the following:

- Assessing the situation and establishing command
- Setting objectives and assigning tasks
- Ensuring responder safety and site coordination
- Communicating with the EOC and Unified Command partners
- Overseeing public messaging in coordination with the Emergency Information Officer (EIO)
- Requesting additional support/resources or escalating as needed

The IC may delegate duties and also appoint scribes, or spokespersons, when needed.

4.7 Staffing and EOC Support

If an emergency situation were to continue over an extended period of time, the CCG may need to implement rotating shifts and arrange for food, rest areas, and transportation. Staff availability and accommodation should be identified immediately or in advance to ensure effective deployment once the EOC is activated.

4.8 Response Priorities

The following response priorities apply to all incidents:

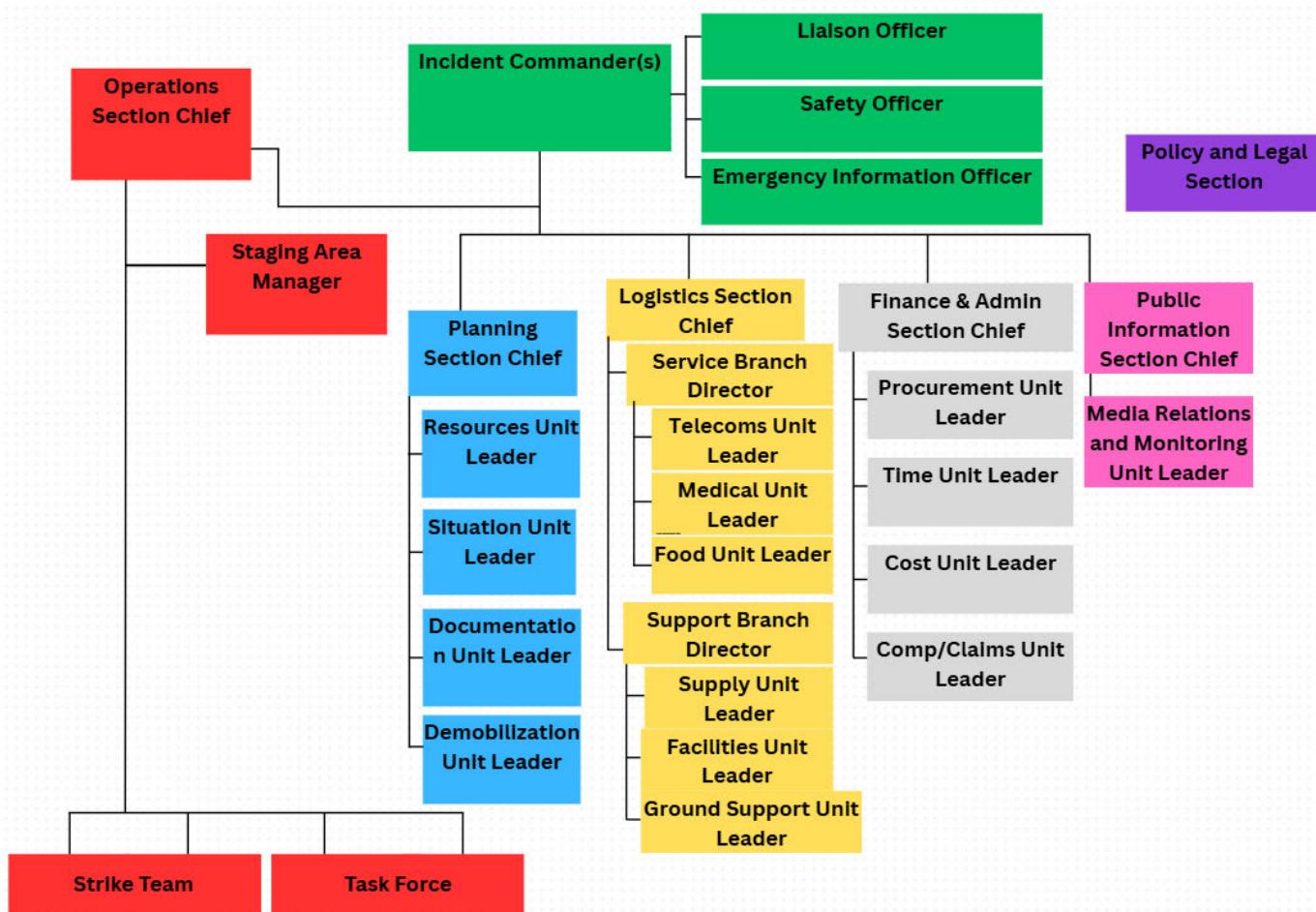
1. Protect lives and responder safety
2. Save lives and reduce suffering
3. Stabilize and control the incident
4. Protect public health and the environment
5. Preserve critical infrastructure
6. Protect property and economic loss
7. Maintain public confidence and essential services

4.9 Detailed IMS Structure Diagram

The following diagram represents a sample of how the IMS model may be expanded upon for use during complex, multijurisdictional municipal

emergency situations over an extended period of time. It is expected that this model would be used during a county emergency declaration, and further, that there will be at least one individual to fill each responsibility identified in the chart either through county staff or through assistance from neighboring municipalities and/or partner agencies.

Figure 2 –Detailed IMS Hierarchical Flow Chart



5.0 EOC Structure and Key Roles

5.1 Overview of EOC Command Structure

Command is defined as the act of directing, ordering, or controlling by virtue of explicit statutory, regulated, or delegated authority. Command is responsible for managing all responses to an incident. It may consist of a single person or a team. It is the first and primary organizational component of IMS, to which all other functions report. The COE EOC follows the IMS, with clearly defined roles that are organized into Command Staff and General

Staff. The EOC Director (command) leads the response and coordinates all functions within the EOC.

5.2 EOC Command Staff

EOC Director (Command)

The following is a list of some of the decisions/responsibilities that may be made by Command in the EOC:

- Leads the EOC and sets out response priorities and objectives
- Advises Head of Council on emergency declaration/termination
- Coordinates with the IC and/or Unified Command
- Authorizes with the IC who signs off and approves the IAP and resource allocation
- Activates the EMP
- Authorize setup of an Emergency Information Centre (EIC), if required
- Coordinate evacuations
- Authorize the discontinuation of utilities and services such as hydro, water, or natural gas at both the emergency site and any other areas of the municipality in order to safeguard inhabitants and to reduce the potential for secondary emergencies
- Supports the Section Chiefs in their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Safety Officer

Specific responsibilities of the Safety Officer include:

- Work with the Operations Section Chief, IC, and the Site Safety Officer to ensure responders are as safe as possible, that they wear appropriate safety equipment and personal protective equipment (PPE), and that they implement the safest operational procedures and options.
- Advise EOC Director/Command on safety issues
- Conduct risk analysis, normally through the planning process
- Monitor safety and risk conditions and develop safety measures
- Assisting in the review of the IAP and with writing the Incident Medical Plan
- Maintain a personal log

Emergency Information Officer (EIO)

The EIO is responsible for ensuring the timely dissemination of information to the media. Specific responsibilities of the EIO include:

- Implement the Emergency Information Plan for every incident
- Appoint a 211 Liaison as required by the nature of the emergency
- Develop and release emergency information to the public
- Prepares spokesperson for media interviews
- Acts as media spokesperson when required
- Maintain a personal log of all actions taken
- Participate in the post-emergency debriefing
- Ensure notifications required under this plan are carried out in a timely and accurate manner
- Supports the Public Information Section Chief and Unit Leaders in their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Liaison Officer

In most cases the Liaison Officer at the EOC may be the CEMC and/or designated alternates who will maintain contact with the Ministry of Emergency Preparedness and Response (MEPR) and the PEOC to arrange for provincial resources as may be requested by the EOC or the Incident Command through the EOC. The Liaison Officer acts as the link between Command and other organizations involved in the emergency response. Specific responsibilities of the Liaison Officer are to:

- Gather information about organizations involved in the incident. This includes information about representatives, standards, and specialized resources or special support they might need
- Serve as a coordinator for organizations not represented in Incident Command but may have representatives arrive in the EOC or working outside the EOC supporting the IC and the emergency incident site
- Provide briefings to organization representatives about the operation
- Maintain an up-to-date list of supporting and cooperating organizations
- Participate in the post-emergency incident debriefing
- Maintain a personal log

5.3 EOC General Staff (IMS Sections)

Operations Section Chief

The Operations Chief is responsible for all operations section activities in the EOC; for ensuring the actions of the IC and EOC Director/Command are carried out; and for ensuring that resources are directed to locations such as evacuation centres or the site as may be requested and approved by Command. The Operations Section Chief or alternate is assisted by the Ops

Assistant/Scribe and Ops Assistant/Duty Officer. Major responsibilities of the Operations Section Chief include:

- Implements tactical response objectives and tracks those tactical response outcomes
- Coordinates resource deployment to the site, shelters, and reception centres
- Maintains situational awareness/status boards and assists the IC and EOC Command/Director and other Section Chiefs
- Supports the Operations Section and Unit Leaders in their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Refer to the Operations Section binder in the “EOC Totes” for a full breakdown.

Planning Section Chief

The Planning Section coordinates the development of each IAP and ensures information is approved by the IC and shared effectively with the EOC Director/Command, Command Staff, and General Staff in an efficient planning process. Major responsibilities of the Planning Section Chief include:

- Collecting, collating, evaluating, analyzing, storing, and disseminating incident information
- Managing the planning process, including preparing and documenting the IAP, ON IMS Form 1001 for each operational period
- Conducting long-range and/or contingency planning
- Maintaining situational awareness and a common operating picture of the emergency incident
- Supporting the Planning Section Unit Leaders in their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Refer to the Planning Section binder in the “EOC Totes” for a full breakdown.

Logistics Section Chief

The Logistics Section provides all supporting resources to implement the IAP. These may include facilities, transportation, supplies, fuel, maintenance equipment, food service, communications, and medical services for responders and support personnel. Major activities of the Logistics Section Chief include:

- Ordering, obtaining, maintaining, distributing, tracking, and accounting

for essential personnel, equipment and supplies beyond those immediately accessible to Operations

- Developing the telecommunications plan
- Providing telecommunications/Information Technology (IT) services and resources
- Setting up food services
- Setting up and maintaining incident facilities
- Providing support transportation
- Providing medical services to incident personnel
- Participate in the post-emergency incident debriefing
- Supporting the Logistics Section Unit Leaders in their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Refer to the Logistics Section binder in the "EOC Totes" for a full breakdown.

Finance and Administration Section Chief

This section provides the financial and cost analysis support to an incident. In smaller incidents, a specialist within the Planning Section may perform this function. Major activities of the Finance & Administration Section include:

- Tracking timesheets for incident personnel and equipment as necessary along with any incident injuries
- Contract negotiation and monitoring
- Reimbursing expenses (individual and organization/department)
- Making cost estimates for alternative response strategies
- Monitoring sources of funding
- Tracking and reporting of the financial usage rate
- Supports the Finance Section and Unit Leaders with their responsibilities
- Participate in the post-emergency incident debriefing
- Maintain a personal log

Refer to the Finance and Admin Section binder in the "EOC Totes" for a full breakdown.

Public Information and Management Section (if activated)

This section develops and shares information directly with the public. They typically feed and share information with command and are connected directly to the community. Major activities of the Public Information and Management Section include:

- Updating the general public with information approved by command

- Monitoring public – is there any false information spreading? Is local news being accurately transmitted to the public by the media?
- Ensuring panic does not arise
- Consistently keeping the public informed with important information
- May utilize more than the news, radio, and newspaper by using social media accounts to better facilitate outreach and public connection
- Support Unit Leaders in their responsibilities Participate in the post-emergency incident debriefing
- Participate in the post-emergency incident debriefing
- Maintain a personal log

6.0 Emergency Support Functions

The following support roles and functions provide critical expertise and operational assistance to both the EOC and the CCG. Representatives from these support functions may be called into the EOC or consulted virtually/by phone, depending on the scale and complexity of the emergency being dealt with.

6.1 Community Emergency Measures Coordinator (CEMC)

The CEMC is responsible for:

- Activating the Emergency Notification System for the COE CCG and arranging the EOC
- Ensuring that security is in place for the EOC and for the registration of CCG members
- Aid, advise, and support members of the CCG on emergency response and support operations in the EOC
- Ensure the CCG has access to plans, maps, equipment, and resources
- Supervising the telecommunications plan and coordinator
- Ensuring the Liaison Officer has the contact information for the local members of Ontario Corp, the Ontario Non-Governmental Organization (NGO) Alliance, and community support agencies such as the Canadian Red Cross, St. John's Ambulance, and the local amateur emergency radio group, as well as any agency, public or private, including technical subject matter experts that may be involved with the emergency but not represented in the COE EOC
- Ensuring the operating cycle is met by the CCG and related IMS documentation is maintained for future reference
- Maintaining the logs and records for the purpose of debriefings and post-emergency reporting
- Participate in the post-emergency incident debriefing

- Regularly review the contents of the EMP to ensure that it is up-to-date and in conformity with provincial procedures and standards
- Organizing and coordinating annual CCG member training and participation in an annual Emergency Management Exercise

6.2 Protective Services

Police Coordinator

Dependent upon the location of a county-level emergency, the police chiefs within the COE and the detachment commanders of local OPP detachments may be requested to sit as the CCG's police coordinator. Some responsibilities of the police coordinator are:

- Activating the emergency notification system
- Alerting one of the three main County contacts (Warden, CAO, or CEMC) in the event of an emergency or the threat of an emergency that may require county assistance
- Notification of necessary emergency, county and municipal services, as required
- The establishment of a site command post with communications to the EOC
- Establishing an ongoing communications link with the senior police official at the scene of an emergency
- In conjunction with responding agencies, the establishment of an inner perimeter within the emergency area
- In conjunction with responding agencies, the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- The provision of traffic control to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordinating evacuation procedures

County Mutual Aid Coordinators

The County Mutual Aid Coordinators, as the emergency situation dictates, is responsible for:

- Activating the emergency notification system
- Alerting one of the three main County contacts (Warden, CAO, CEMC) in the event of an emergency or the threat of an emergency that might require County assistance
- Coordinating the activation of the County Mutual Fire Aid Plan;

- Notification of necessary emergency, county, and municipal services, and his or her alternates as required
- Providing the CCG with information and advice on firefighting and rescue matters
- Establishing an ongoing communications link with the senior firefighting personnel and equipment that may be needed
- Determining if additional or special equipment is needed and recommending possible sources of supply (i.e., breathing apparatus, protective clothing, etc.)
- Aiding other county and municipal departments and agencies and being prepared to take charge of, or contribute to, non-fire operations if necessary (i.e. search and rescue, first aid, casualty collection, evacuation, etc.)
- Providing an emergency site manager if required
- Participate in the post-emergency incident debriefing

Medical Officer of Health

The Medical Officer of Health is responsible for:

- Notifying appropriate members of the Health Unit when notified of an emergency situation and activating the Health Unit Contingency Plan
- Alerting one of the three main County contacts (Warden, CAO, CEMC) in the event of an emergency or the threat of an emergency that may require County assistance
- Advising the CCG on public health and medical matters, including Community Care Access Centres
- Liaison with Public Works with regard to emergency workers safety and potable water as required
- Keeping the ambulance services, hospitals, and Health Unit staff informed of developments by relaying information through the Central Ambulance Communications Centre in Windsor
- Providing staff at each Evacuee Centre to assist the manager of each reception/evacuee Centre in public health matters and in assisting evacuees

Emergency Medical Services Coordinator

The Emergency Medical Services Coordinator is responsible for:

- Alerting one of the three main County contacts (Warden, CAO, and Emergency Measures Coordinator) in the event of an emergency or the threat of an emergency that may require County assistance
- Providing the Head CCG and CCG with information and advice on emergency health matters

- Providing staff, materials, supplies, and equipment for emergency purposes, as requested
- Notifying the Ontario Ministry of Health and Long-Term Care, Emergency Health Services Branch, of the emergency and requesting their assistance, if required
- Liaison with the responding agencies active at the emergency site via the emergency site manager
- Assessing the need and extent of special emergency health service resources at the emergency site
- Assessing the need and extent of emergency medical teams at the emergency site
- Ensuring triage and treatment at the emergency site
- Liaison with local hospitals for the efficient distribution of casualties
- Assessing whether or not assistance is required from police, fire or other emergency services in providing transportation to the emergency site for medical teams
- Liaison with the Central Ambulance Communication Centre in providing the main radio and telephone communication links among health services
- Liaison with Medical Officer of Health (MOH) and/or the Windsor Essex County Health Unit (WECHU)
- Assisting with the organization and transportation of persons to ensure that they are evacuated as required
- Participate in the post-emergency incident debriefing

Emergency Social Services (ESS) Coordinator

The ESS Coordinator is responsible for:

- With the activation and support of the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiry service, and personal services
- In partnership with the Canadian Red Cross, supervising the opening and operation of temporary and/or long-term reception/evacuation centres, and ensuring the same are adequately staffed
- Liaison with the police chiefs with respect to the pre-designated evacuee centres which can be opened on short notice
- Liaison with the Health Services Coordinator on areas of mutual concern required during operations in reception/evacuation centres
- Ensuring that representatives of the Greater Essex County District School Board, the Windsor-Essex Catholic District School Board, or Le Conseil Scolaire de District des École's Catholiques du Sud-Ouest are notified when facilities are required as reception/evacuation centres,

- and that staff and volunteers utilizing school facilities coordinate activities with the boards' representatives
- Liaison with public and private nursing/care homes in the county as required
 - Coordination of the provision of services of other partner organizations (Red Cross, Salvation Army, Victim Services, Ontario NGO Alliance, etc.)

6.3 Infrastructure and Operations

Infrastructure and Planning Director

The Infrastructure Director is responsible for:

- Activating the emergency notification system
- Alerting one of the three main County contacts (Warden, CAO, CEMC) in the event of an emergency or the threat of an emergency that may require County assistance
- Providing the CCG with information and advice on engineering matters
- Liaison with senior public works officials from local and neighbouring municipalities to ensure a coordinated response
- The provision of engineering/public works/roads assistance
- The provision of equipment for emergency pumping operations
- Liaison with the fire chiefs concerning emergency water supplies for firefighting purposes
- Coordinating the provision of emergency potable water, supplies, and sanitation facilities to the requirements of the Health Services Coordinator
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Providing public works vehicles and equipment as required by other emergency services
- Maintaining liaison with flood control, conservation, and environmental agencies and being prepared to take preventative action

The Facilities Manager

The Facilities Manager is responsible for:

- Providing security and opening of the County offices and EOC, as required
- Obtain and ensure EOC Supply Totes are brought to the EOC and opened
- Providing identification cards to CCG members and support staff

- Coordinating the maintenance and operation of feeding, sleeping, and meeting areas at the EOC, as required
- Procuring staff to assist, as required

6.4 Planning, Finance and Admin Support

Director of Finance/CFO/Treasurer

The Director of Finance/CFO/Treasurer is responsible for:

- Assisting the EOC Command, as required
- The provision of information and advice on financial matters as they relate to the emergency
- Liaison, if necessary, with the treasurers of local and neighbouring municipalities
- Liaison with the Human Resources (HR) Director
- Ensuring that records of expenses are maintained for future claim purposes
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency
- The provision and securing of equipment and supply not owned by the COE

Human Resources Director

The Director of Human Resources is responsible for:

- Coordinating and processing requests for human resources
- Under the direction of the CCG and with the assistance of the local representatives or members of the Ontario Non-Governmental Organization Alliance, such as the Canadian Red Cross, assist with and coordinate offers of and appeals for volunteers
- Selecting the most appropriate sites for the registration of human resources Ensuring records of human resources and administrative detail are completed
- When volunteers are involved, in partnership with the Canadian Red Cross or other agencies, ensuring that a Volunteer Registration Form is completed and a copy of the form is retained for county records
- Ensuring identification cards are issued to volunteers and temporary employees, where practical
- Arranging for transportation of human resources to and from sites
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies, and volunteer groups

Administrative and IT/Geographic Information System (GIS) Staff

Administrative and IT/GIS Staff are responsible for:

- Ensuring all decisions made and actions taken by the CCG are recorded through use of scribes
- Ensuring that GIS data, maps, and status boards are kept up-to-date
- Registering and maintaining a CCG members list
- Arranging for printing, copying, and distributing EOC materials and documentation as required
- Providing clerical assistance to the EOC
- Participate in the post-emergency incident debriefing

6.5 Liaison, Specialized and Technical Advisors/Support

The Support and Advisory Staff/Policy Group is responsible for:

- Maintain records and logs to support situational awareness, continuity, and legal review
- Provide support in tracking decisions, actions, and correspondences during EOC operations
- Offer expertise from legal counsel, finance, procurement, transport, the public/private sector, and provincial/federal ministries
- Ensure EOC security and access control, limiting entry to authorized CCG and support personnel
- Support EOC setup alongside facilities and the CEMC to ensure readiness upon activation

Solicitor for the County/Member of Policy Group

The Solicitor for the County/Member of the Policy Group is responsible for:

- The provision of advice to CCG, or any member of the CCG, on matters of a legal nature as they may apply to the actions of the COE in its response to the emergency, as required as part of the Policy Group
- Participating in the post-emergency incident debriefing

Representative(s) of the Conservation Authority Conservation Authority

The representative(s) of the Essex Region Conservation Authority (ERCA) and/or Lower Thames Valley Conservation Authority (LTVCA) is responsible for:

- Providing advice on the abatement of flood emergencies and source water protection

- Designing, updating, and implementing the flood plan and source water protection plan for the Essex Region
- Assisting in acquiring resources to assist in flood emergencies
- Participate in the post-emergency incident debriefing

School Board Representative

School Board Representatives are responsible for:

- The provision of any school as designated in the ESS Emergency Plan for use as an evacuation or reception centre
- Upon being contacted by the ESS Coordinator, providing school board representatives to coordinate activities with respect to maintenance, use, and operation of the facilities being used as evacuation or reception centres
- Providing advice on matters of provincial concern to members of the CCG
- Have evacuation and student/family reunification plans in place for schools and students under their legislated responsibility
- Participate in the post-emergency incident debriefing

Ontario Corps

The local members of the Ontario Corps, may include but are not limited to the Canadian Red Cross, Salvation Army, and St. John Ambulance.

Ontario Corps may provide any or all of the following services:

- Reception Centre Management, including, but not limited to, information and education, feeding, needs assessment, distribution of supplies, and acceptance and management of funds raised by appeals
- Family reunification, including, but not limited to, registration of evacuees, processing inquiries, and management of records
- Evacuation Centre Management, including, but not limited to, temporary lodgings, personal services, logistics management, procurement and distribution of supplies, first aid
- Volunteer Resource Management, including, but not limited to, recruitment of volunteers, orientation and training of volunteers, job assignments, and management of volunteers in accordance with standard Canadian Red Cross Human Resource policies
- Coordination of other Non-Governmental Agencies
- Provision of Liaison Officers as required

Emergency Management Ontario (EMO)/Ministry of Emergency Preparedness and Response (MEPR)

Emergency Management Ontario (EMO) may provide the following support:

- The Provincial Emergency Operations Centre (PEOC) may deploy an EMO Field Officer to assist with impact assessments, provide expert advice, and help communicate any requests for additional support. The COE may also request an EMO Field Officer through the PEOC to attend the EOC, either in person or virtually, at any point.
- Coordinate the involvement of other provincial ministry officials as required.
- Regardless of when assistance from the Province of Ontario is requested, it is strongly recommended that the EMO be notified and kept informed of any emergency incident occurring within the area.
- Facilitate requests for support from the Government of Canada, including Federal departments and agencies.
- Participate in the post-emergency incident debriefing to support ongoing improvement and preparedness efforts.

Essex Windsor Solid Waste Authority

The Essex Windsor Solid Waste Authority (EWSWA) is responsible for:

- Provide debris management information
- Consider the possibility of expanded hours of operation for landfill sites during mass debris events
- Coordinate with other agencies (private and public) on debris collection and distribution to landfill sites
- Participate in the post-emergency incident debriefing

Other officials, technical experts or representatives are responsible for:

- Any special advice or subject matter expertise necessary to abate the emergency situation as required by the CCG (such as public transportation matters, utilities, representatives, private businesses)
- Participate in the post-emergency incident debriefing

7.0 Recovery Plan

7.1 Transition to Recovery

Once the urgent part of the emergency event is over and/or the emergency declaration has been terminated, community officials must shift the focus to

dealing with the long-term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the "recovery phase."

The CCG 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 transition to the execution of the recovery phase, the CCG will continue to address all matters related to recovery until such time as a handover is formally made to the Recovery Committee.

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

It is important to note an emergency declaration may or may not still be in place when recovery operations begin, and that decisions concerning community recovery are considered in all phases of an emergency incident.

7.2 Recovery Committee Structure

Following a smooth transition to the recovery phase, the CCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee listed below and/or their alternates.

Table 3 – County of Essex Recovery Committee Membership

Recovery Committee Membership
Warden, County of Essex
Chief Administrative Officer
Chief Financial Officer (CFO)/Director of Finance/Treasurer
COE Mutual Aid Coordinators
Local Police Representatives
Windsor-Essex County Health Unit
Director of Infrastructure and Planning Services
Director, Human Resources
Emergency Measures Coordinator
Emergency Information Officer/Manager, Communications and Organizational Development
Emergency Social Services Representative

Recovery Committee Membership

Ontario NGO Alliance

Technical Specialists

Director, Legal and Legislative Services

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

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Planning, Finance, Health and Social Services.

7.3 Recovery Strategy and Responsibilities

The Recovery Committee should undertake the following major responsibilities:

- Assist municipalities in ensuring that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers, and waste disposal) are returned to service as soon as possible
- Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc., are repaired or replaced
- Assist municipalities in ensuring that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions
- Ensure that public health risks or concerns are addressed through WECHU and Ontario Health atHome organization
- Public safety and security issues are dealt with through the appropriate police services to ensure that health and safety standards are met
- Aid municipalities in the relocation and establishment of temporary housing for affected persons
- Ensure that ESS, including but not limited to shelter/housing, mental health services, and emergency psychological services, assist municipalities in the provision of counselling sessions (victims' counselling services and critical incident stress debriefing for emergency workers and volunteers, as well as the general population)
- Coordinate requests for funding support from other levels of government; Ensure that information on the recovery process and activities is disseminated in a clear and timely manner to the public through regular bulletins and updates
- Consolidate, with the affected municipalities, the damage assessment (approximate emergency event costs) reports

8.0 Plan Maintenance and Revision

8.1 Plan Maintenance

The COE EMP is maintained by the Emergency Management Division and coordinated by the CEMC. The plan is reviewed annually by the COE Emergency Management Program Committee (EMPC) and after any major incident or exercise to ensure it stays accurate and relevant.

Additionally, plans are re-evaluated to ensure currency when any of the following occurs (review cycle):

- Legislative and regulatory changes
 - New hazards are identified or existing hazards change
 - Resource or organizational structures change
 - After exercises
 - After disaster/emergency response
 - Infrastructural, economic, and political changes
 - Funding or budget-level changes

This plan will be reviewed annually and, where necessary, revised by the EMPC, the CCG, and the CEMC.

Table 4: County of Essex Emergency Management Program Committee Membership

This figure is a horizontal bar chart with 10 categories on the x-axis. Each category is represented by a bar divided into two segments: a black segment on the left and a white segment on the right. The total length of the bars increases from left to right, suggesting a cumulative or growing trend. The bars are set against a background of vertical grid lines.

Testing the Plan

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and to provide training to the CCG. Revisions to this plan should incorporate recommendations stemming from such exercises (or actual emergency incidents).

Appendices

9.0 Distribution List

This EMP will be distributed out on an as-needed or upon-request basis to individuals and agencies. Distribution will be managed in a way that respects the confidentiality and security of this plan, consistent with municipal and provincial emergency management standards.

10.0 Emergency Warnings and Alerting Systems

10.1 Purpose

The purpose of this appendix is to outline the system and procedures used by the COE and the municipalities it supports for issuing both internal and public emergency notifications.

10.2 Public Alerts and Notifications

Public alerting systems allow for local authorities to promptly notify their residents of an immediate threat/danger/emergency. Public awareness and community engagement are helpful for increasing the public's capabilities to understand and comply with appropriate measures. The effectiveness of a public alert depends on:

- Using consistent coordinated messaging and message formats
- Pre-scripted templates allowing for clear and quick messaging
- The public being familiar with their municipality's warning system, but also their terminology and instructions

Each of the local municipalities operates their own public alerting systems. A majority of the municipalities use the Everbridge Notification System:

Municipal residents are able to subscribe to their local notification system through their local municipal websites.

10.3 County Notification System (Internal Use)

The COE uses the Everbridge Mass Notification System to contact:

- Members of the CCG
- EOC Support Staff and Agencies
- EOC Technical Advisors
- Other County Personnel/Staff as needed

Everbridge allows for alerts to be distributed by list, location, and GIS targeting, and also tracks confirmation responses for accountability.

10.4 Standard Messaging and Activation

The county is developing standardized message protocols to:

- Ensure clear, quick, and consistent messaging
- Support rapid alerting through the use of pre-approved templates
- Reduce the chances of there being miscommunication during emergencies

Authorized officials at the county are trained to send notifications through the Everbridge system and to use messages that are pre-scripted whenever possible.

10.5 Notification Procedure (CCG Activation)

- Initial emergency notification may come from a local municipality, response agency, or a CCG member
- First contact is to be made to the Warden, CAO, or CEMC (whichever of them is available)
- The notified person must immediately notify the other two
- An official will activate the Everbridge Notification System, contacting all CCG members and other personnel as needed
- Recipients will confirm through Everbridge. Follow-up contact attempts will be made if no confirmation is received
- Details will be relayed through this messaging, including the nature of the emergency, whether to remain on standby or report to the EOC, location, and timing

10.6 Testing and Maintenance

The Everbridge Mass Notification System is and must be:

- Tested Regularly
- Maintained by the CEMC
- Updated with current contact lists and roles

11.0 Public Education and Awareness

Emergency Measures Coordinators have the responsibility to explore opportunities to work with educational institutions and include public education and awareness on public alerting as an element of emergency preparedness education.

Table 5 includes a list of Public Education events Essex County Emergency Management Department does each year.

11.1 Table 5: County of Essex Public Education Events

Event	Description	Date(s)
The Safety Village Windsor-Essex	Emergency Awareness & Preparedness, Public Education	Requested Events
Essex County Farm Safety Day(s)	Educating children on hazard awareness tailored to agricultural/rural emergency preparedness.	Summer & Winter (2 sessions annually)
Safe Boating Week	Educating the public on safety in and around the water. Set up awareness booths at multiple beaches across the region.	Second/third week of May
Drowning Prevention	Educating the public on safety in and around the water. Set up awareness booths at multiple beaches across the region.	Third week of July
Emergency Preparedness Week EMS Week Fire Prevention Week	Public alerting awareness and preparedness education. Monday-Friday the location varies throughout the County of Essex annually and day to day.	First Full Week of May & Various Dates yearly
Fest for All	Educating local community on emergency awareness, preparedness and emergency management	September 12 th 2025

Throughout the year other public education events may come up that are not listed above, the COE Emergency Management Division is always available to

take public education and awareness requests. Contact the Emergency Management Division at:

The Corporation of the County of Essex, Emergency Management Division
360 Fairview Ave W
Essex, Ontario N8M 1Y6
T. 519-776-6441, ext. 1243
Direct Line: 519-776-2024
Cell 519-791-1917
TTY 1-877-624-4832
F. 519-776-4455

12.0 Emergency Information Plan

12.1 Purpose

This appendix lays out the structure and responsibilities for emergency information coordination/process during an incident, including public alerting, media, and citizen inquiries.

12.2 Emergency Information Team

The following roles make up the Emergency Information Team under the command of the EOC:

- **Emergency Information Officer (EIO):** Leads all the public communication efforts, coordinates message approvals, and liaising and ensuring coordination between the CCG, Incident Commander, and the media
- **Community Spokesperson:** Appointed by the CCG/IC to act as the official voice to both the public and the media (i.e. CAO, Warden, EMS Chief, EIO, CEMC, etc.)
- **Public Information Officer (PIO):** Coordinates the flow of information to the public through inquiry lines, and supports the public through giving accurate updates
- **Citizen Inquiry/Reunification Officer:** Manages public inquiries about evacuees, supports family reunification, and coordinates with reception centres and partner agencies to provide accurate information while maintaining confidentiality.

12.3 Emergency Information Centres

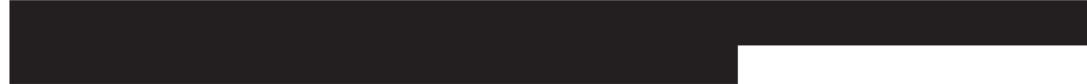


12.4 Information Management Procedures

- All public messaging must be approved by the EIO and CCG prior to the information being released
- The EIO liaises with the IC and the CCG for updates and situational awareness, to then coordinate releases
- The Citizen Inquiry Supervisor ensures that the publics questions are addressed accurately and if need be redirected for specialized inquiries (missing persons, evacuee status)
- Emergency Information (social media, news) are being monitored to correct any misinformation and keep public trust

13.0 Emergency Operations Centre

13.1 Location and Activation



The EOC may be activated by the Warden, the CAO, or the CEMC, depending on the nature of the emergency.

13.2 EOC Equipment and Setup

The equipment required for the EOC is organized in kit form and located in the Emergency Management Division in the County's HR Department. The CEMC is responsible for ensuring that the individual kits and EOC resources/equipment are inspected and updated on a regular basis.

Table 6: County of Essex EOC Equipment and Storage Location

Item	Location
Spare laptops	IT Services
Fax Machines/Copiers	County Administration Building
Primary EOC Telephones	EOC tote boxes in Emergency Management Division
Secondary EOC Telephones	EOC tote boxes in Emergency Management Division
Satellite phones	EOC tote boxes in Emergency Management Division
Whiteboards	County Administration Building
Amateur HAM Radio Equipment	County Administration Building, Radio Room (2 nd floor)
EOC Supplies (flip charts, pens, papers, binders etc.)	EOC tote boxes, Emergency Management Division
Maps	Infrastructure and Planning Services, GIS & Emergency Measures Division
Portable Radios	Emergency Management Division
Weather Radio	Primary/Secondary EOC tote boxes
Hand-held Tape Recorders	Primary/Secondary EOC tote boxes

13.3 EOC Information Management

The CCG inside the EOC should be and will be managing activities and information using the IMS 214 Activity Logs and also maintain a Master Operations Map, detailing the location of the site, site incident command post(s), site perimeter(s), hot, warm, or contaminated areas, etc.

Information received from outside the EOC should be shared with the members of the CCG/EOC team through the operations cycle, briefing notes, incident and resource status display boards, regular meetings, and one-on-one conversations. Information and direction from the EOC must be efficiently and expeditiously communicated to the external world. This is not always easily accomplished, particularly if the telecommunications infrastructure is impacted by the emergency. Effective backup telecommunications systems are critical to the needs of the EOC information management functions.

The following are the four information management functions performed by the EOC:

Collection:

- The bringing together of all information relevant to the understanding and management of the emergency situation,

Collation:

- The sorting and comparison of information to determine its relationship to the emergency situation

Evaluation:

- Verifying the accuracy and relevance of the information and using it to develop a more accurate and complete understanding of the situation upon which to base timely operational decisions,

Dissemination:

- The sharing of information or direction relevant to the emergency situation in a timely manner.

All EOC actions should be recorded and logged.

13.4 Briefings and Operating Cycles

The EOC must maintain accurate situational awareness and stay coordinated throughout the emergency. This can be achieved through structured briefings and timely reporting.

Briefings and Information Sharing

- Information must be collected, summarized, and shared throughout the scheduled briefings and situation reports.

Standard Briefing Format:

1. Introduction and Purpose
2. General situation overview (hazard summary)
3. Status of responding and supporting agencies
4. Emergency information/public messaging
5. Operations update (past/current/planned)
6. Logistics and administration
7. Miscellaneous items
8. Decisions required (if applicable)

Operating Cycles:

- The CCG sets out the EOC's operating cycle during its initial meeting
- EOC staff will align their internal briefing and reporting cycles with the CCG to maintain a shared common operating picture
- Between cycles, staff coordination meetings may be held to ensure there are timely updates, resolve any issues, and track objectives

Table 7: Intensity of Emergency and Level of Staffing Needed

Intensity Level	Description
High Intensity (Full EOC Staffing)	A very fast and complex emergency may require a large number of staff members to handle the volume of information received and generated. This would likely occur in the early hours of an event, when the common operating picture is still being established.
Medium Intensity (Moderate EOC Staffing)	Once the common operating picture has been developed and a routine established, fewer staff could be required to operate the EOC
Low Intensity (Minimal EOC Staffing)	During quiet periods a much smaller staff will be required

13.5 Health, Safety, & Logistics

- Appoint a facility manager for cleanliness, operations, and maintenance of the EOC if the emergency continues for any length of time
- Establish rest areas, feeding plans, and wellness supports for the staff in the EOC
- Provide access to Critical Incident Stress Management (CISM) or any other peer/mental health supports

14.0 Telecommunications Plan

Effective communication between the EOC, the incident site, and key facilities is important to have during an emergency. A designated telecommunications coordinator should be appointed to manage the communication systems and ensure interoperability between responding agencies, stakeholders, etc.

Primary Communication Tools:

- Landlines at the County Administration Building/Fire Station #1
- Satellite phones and cellular phones
- Portable radios and mobile command post systems
- VOIP phones with expansion capability
- Internet-connected laptops and desktop computers
- Amateur (HAM) radio via the locally partnered emergency radio group
- Fax lines as needed

Supplementary & Backup Systems:

- Email/Internet: A shared EOC email address and pre-arranged contact lists are maintained for emergency coordination
- Two-way Radios: Commercial service radios for CCG members, with backups and chargers, remain in a state of readiness
- VHF/UHF Radios: These must be regularly tested for range and coverage
- Cross-Border Interoperability: The Border Interoperable Data Project (BIPD) Project allows for radio/data messaging between the emergency partners in both the State of Michigan and the Province of Ontario
- Amateur Radio (HAM): Critical backup during large-scale telecom failures; regular exercises and integration with the local HAM radio emergency group are done and recommended

Emergency Telecommunications Hub:

This primary telecom room is located inside Council Chambers at the County Administration Centre, Radio Room (2nd floor). This room includes power backups, antenna hookups, and connections for emergency services (police, fire, EMS, public works, HAM radio, BIPD).

15.0 County Control & Support Group Notification List

The County Control and Support Group Notification List is maintained separately by the CEMC and is supported through the Everbridge Mass Notification System. Although it is not included in this document, the list is available to authorized personnel by request to support emergency notification and coordination procedures.

16.0 Annex's for Hazard Specific Plans

The COE EMP is supported by several hazard-specific annexes. These annexes provide tailored guidance and details to ensure an effective and coordinated

response to specific hazards that pose a risk to the region. Each annex outlines roles and responsibilities, protective actions, resource requirements, communication protocols, etc., specific to the hazard. Together these annexes support the main EMP.

The following annexes are maintained as a part of this EMP:

Annex A – Extreme Temperature Management Plan

- Details the response to heat waves and cold weather emergencies, including activation of warming/cooling centres, public messaging, and support for vulnerable populations

Annex B – Flood Management Plan

- Outlines preparedness and response measures for overland flooding, shoreline erosion, and related impacts to property, infrastructure, and public safety

Annex C – Infectious Disease Management Plan

- Establishes procedures for managing outbreaks and pandemics, including infection prevention, continuity of operations, and coordination with public health authorities

Annex D – Nuclear Management Plan

- Provides direction for protective actions, coordination with provincial authorities, and support to residents in the event of a nuclear incident at Fermi 2

17.0 Conclusion

The COE EMP provides a clear, scalable, and coordinated framework to safeguard residents, critical infrastructure, and essential services during emergencies of any type and scale. This plan is grounded in the core principles of emergency management, the EMCPA, the CSA Z1600 standard, and best practices. This plan ensures that response, recovery, and preparedness efforts are consistent, and adapt to evolving threats.

By outlining roles for the CCG, EOC, and support functions, this EMP establishes a structure that prioritizes life safety, stabilizing incidents, protecting property and the environment, and keeping public confidence. Importantly, this plan recognizes that recovery is not an afterthought in an emergency but a core component of emergency management that needs to

be considered throughout the incident, ensuring our communities can restore services and build resilience following an emergency event.

The county is committed to plan maintenance, annual exercises, public education and training, and collaborating with municipal, provincial, community, and cross-border partners, showing the proactive approach to emergency preparedness. Emergencies can be unpredictable, but having a plan like this makes the COE positioned to respond effectively, recover quickly, and continue building resilience within our communities. Through shared responsibility, collaboration, and continuous improvement, the COE reaffirms its dedication to protecting the health, safety, and well-being of all those who live, work, and visit within the area.