

The Corporation of the Town of Tecumseh

By-Law Number 2026-081

A by-law to establish an Emergency Management Program for the Town of Tecumseh and to appoint certain position required under the Emergency Management and Civil Protection Act

Whereas the *Emergency Management and Civil Protection Act R.S.O. 1990, c. E.9* (the "Act") sets municipal standards for emergency management in Ontario;

And Whereas the Section 3(1) of the Act states every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

And Whereas Subsection 2.1(1) of the Act requires that every municipality shall develop and implement an emergency management program;

And Whereas Subsection 11(1) of Ontario Regulation 380/04 (the "Standards") made under the Act requires that every municipality shall have an emergency management program committee;

And Whereas Subsection 12(1) of the Standards requires that every municipality shall have a municipal emergency control group.

Now Therefore the Council of The Corporation of The Town of Tecumseh enacts as follows:

1. **That** the Emergency Management Plan for the Town of Tecumseh (Plan), a copy of the Plan is attached hereto, and forms part of this by-law be adopted, and that the Clerk is hereby authorized to do such further acts which may be necessary to implement the said Plan for the Town's Emergency Management Program.
2. **That** the Director Community Safety & Fire Chief is hereby appointed as the Community Emergency Management Coordinator for the Town of Tecumseh.
3. **That** an Emergency Management Program be developed and implemented by the Community Emergency Management Coordinator, in accordance with the Act.
4. **That** an Emergency Management Program Committee for the Town of Tecumseh be established in accordance with the Act.
5. **That** the personnel in the following positions are hereby appointed as members of the Emergency Management Program Committee:

- A) Mayor
 - B) Chief Administrative Officer
 - C) Community Emergency Management Coordinator
 - D) Director Community & Recreation Services
 - E) Director Public Works & Engineering Services
6. **That** the Community Emergency Management Coordinator is hereby appointed as the Chair of the Emergency Management Program Committee.
7. **That** an Emergency Control Group be established for the Town of Tecumseh in accordance with the Act.
8. **That** the personnel in the following positions are hereby appointed as members of the Emergency Control Group:
- A) Mayor
 - B) Chief Administrative Officer
 - C) Community Emergency Management Coordinator
 - D) Director Community & Recreation Services
 - E) Director Public Works & Engineering Services
 - F) Director People & Culture
 - G) Director Financial Services
 - H) Director Development Services
 - I) Director Legislative Services & Clerk
 - J) Director Technology & Client Services
9. **That** the Manager Customer Service is hereby appointed as the Emergency Information Officer.
10. **That** By-Law No. 2025-110 is hereby repealed.
11. **That** this by-law shall come into full force and take effect on the date of its final passing.

Read a first, second, third time and finally passed this 19th day of August, 2026.



Gary McNamara, Mayor

2026-08-20



Robert Auger, Clerk

2026-08-20



EMERGENCY MANAGEMENT PLAN

Issued: August 2026

Adopted: By-law No. 2026-081

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Glossary of Terms

Below is a list of terms and acronyms used in this plan.

CAO	Chief Administrative Officer
CEMC	Community Emergency Management Coordinator
ECG	Emergency Control Group
EIO	Emergency Information Officer
EMPC	Emergency Management Program Committee
EMCPA	Emergency Management & Civil Protection Act
EMS	Windsor-Essex Emergency Medical Service
EOC	Emergency Operations Centre
FPPA	Fire Protection & Prevention Act
IAP	Incident Action Plan
IC	Incident Command
IMS	Incident Management System doctrine for Ontario
OPP	Ontario Provincial Police
PEOC	Provincial Emergency Operations Centre
PPE	Personal Protective Equipment
Support Agency	An external agency that supports efforts either in the EOC or at the incident site

Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 (EMCPA) requires that:

3 (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).

Town Council has adopted the Tecumseh Emergency Management Plan ("Plan") through By-law 2026-081.

Overview

The purpose of the Plan is to outline the strategies, responsibilities, and procedures, through which the Town of Tecumseh's emergency management system operates. This allows the Town to prepare for, mitigate, respond to, and recover from emergencies that could affect the health and safety of its residents, property or the environment. The Plan details coordination of resources and initial response efforts; outlines the authorities and responsibilities of Town staff; and provides a basis for incorporating external agencies and organizations into management of an emergency.

The Plan is designed to meet the requirements of the EMCPA following the Incident Management System (IMS) doctrine for Ontario, making it flexible, scalable, and adaptable to cover the range of emergency management functions required to address potential hazards faced by the Town. The decision to implement the Plan or any part thereof shall be determined by the Community Emergency Management Coordinator (CEMC) in consultation with the Mayor and Chief Administrative Officer (CAO), based on the specific situation at hand. Implementation of this plan in whole or in part may occur with or without the declaration of an emergency.

The Plan is posted electronically for public viewing on the Town's website, and a printed copy is available for review at Fire Station #1 at 985 Lesperance Road during business hours, specifically Monday through Friday between 8:30 am and 4:30 pm, excluding holidays.

The Plan includes annexed plans and appendices that provide more detailed information. These may contain confidential information and as such, may not be available for public viewing. The full Plan, including annexed plans and appendices, is available at the Emergency Operations Centre (EOC) for reference and use by the Emergency Control Group (ECG) and Support Agencies.

Plan Maintenance

The CEMC shall be responsible for plan review and maintenance. The Plan shall be reviewed at least annually and revised when necessary. The Plan should also be reviewed as soon as practical following significant emergencies, emergency exercises and when known hazards within the community change to ensure the appropriateness of the information contained in the Plan.

Minor revisions shall be approved by the CEMC in consultation with the CAO. Significant revisions shall be presented to the Emergency Management Program Committee for consideration and presented to Council for approval. A revision history is included at the end of this document.

All personnel included in the Plan must be competent in the responsibilities of their assigned role under the Plan. To maintain this competency, ongoing training of personnel on their roles and responsibilities shall take place annually, at a minimum. Further, response under the Plan shall be tested in whole or in part at least annually to ensure the appropriateness of the Plan and to ensure compliance with the EMCPA. The training of personnel and exercise of the Plan shall be the responsibility of the CEMC.

Emergency Management Program Committee

O. Reg. 380/04, s. 11(1) made under the EMCPA requires that Municipalities have an Emergency Management Program Committee appointed by Council, to advise Council on the development and implementation of the Town's Emergency Management Program and to review the program annually.

The Emergency Management Program Committee (EMPC) for Tecumseh has been appointed by Council through By-Law 2026-081, and is comprised of the following:

- Mayor
- CAO
- CEMC (Chair)
- Director Community & Recreation Services
- Director Public Works & Engineering Services

Emergency Control Group (ECG)

O. Reg. 380/04, s. 12 (1). made under the EMCPA requires that Municipalities have a municipal emergency control group appointed by Council to direct the Municipality's response during an emergency. The ECG for Tecumseh has been appointed by Council through By-Law 2026-081, and is comprised of the following members:

- Mayor
- CAO
- CEMC
- Director, Public Works & Engineering Services
- Director, Technology & Client Services
- Director, Financial Services
- Director, People & Culture
- Director, Community & Recreation Services
- Director, Development Services
- Director, Legislative Services & Clerk
- Manager Customer Service – Emergency Information Officer (EIO)

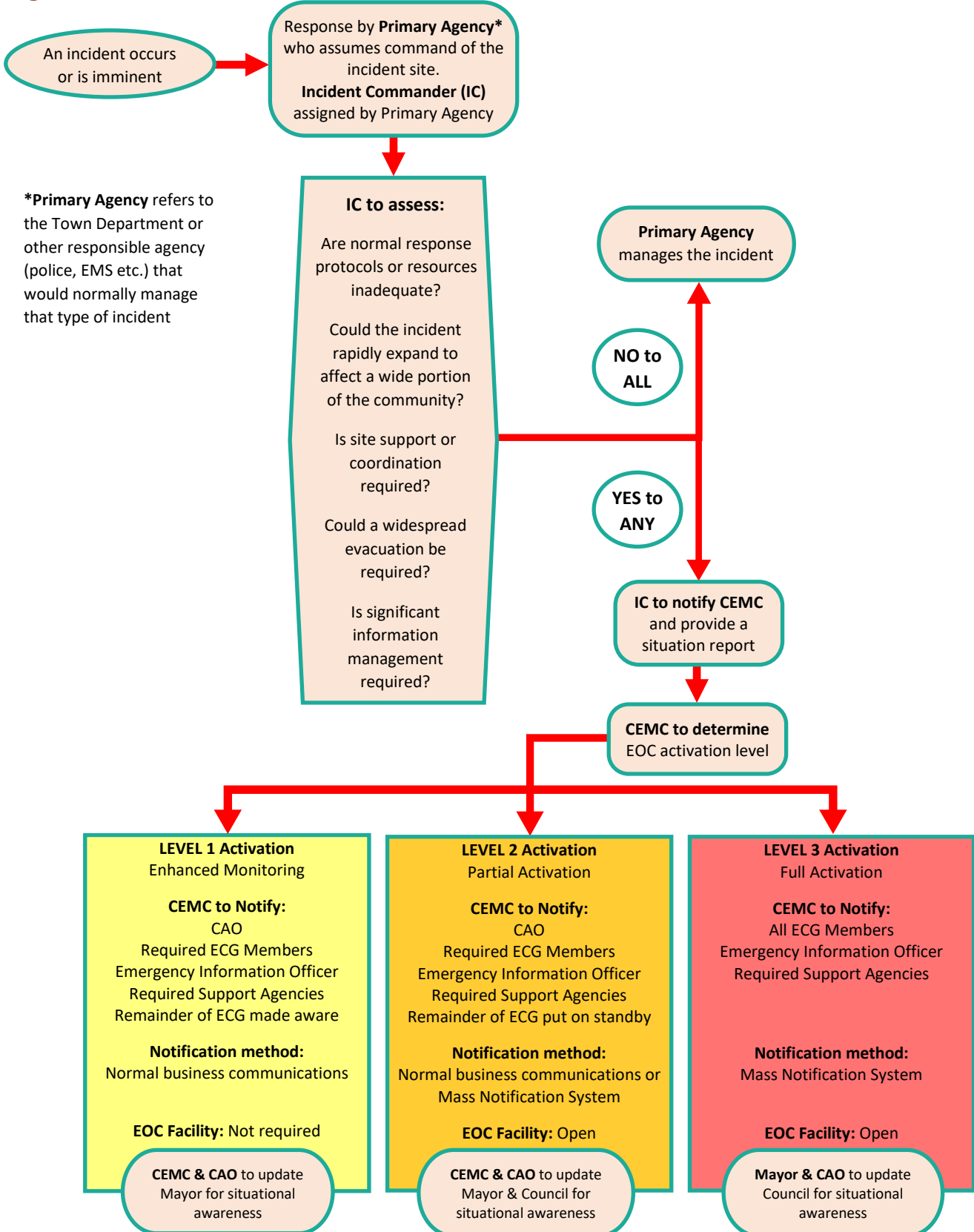
It is the responsibility of the ECG is to carry out the primary roles of the IMS structure in the EOC required to support an emergency. The ECG shall collaborate to ensure response priorities are established and coordinated within the EOC and communicated out to the Site Incident Commander, and that Council is kept informed of the incident status. The ECG is also responsible for public messaging, providing accurate and timely information as required and maintaining essential Town functions throughout the emergency.

Specific roles and responsibilities are discussed in subsequent sections of the Plan.

Notification Procedures

The Site Incident Commander (IC) is assigned at the site by the responsible agency (Police, Fire, EMS, or Town Department) that typically manages the type of incident that has occurred or is imminent. This IC maintains command of the operations at the site, in conjunction with other responding agencies. The IC is also responsible for escalating the response if warranted, following the process outlined in Figure 1, below.

Figure 1: Notification Process



Emergency Operations Centre (EOC)

The EOC is a designated secure location where the Town's ECG and Support Agency personnel, representing community agencies and organizations come together to support site and response efforts. The EOC can refer to a physical location or a virtual meeting space, as appropriate for the situation and conditions. Specifics regarding the EOC location, selection and set-up are outlined in Appendix I.

Activities in an EOC include managing and providing information and resources, long-term planning, and other forms of coordination. In some non-site-based incidents such as widespread flooding, the EOC may coordinate and command direct response efforts.

Activation

The CEMC is to be notified by the site Incident Commander (IC) or any ECG member of a threat or emergency that has occurred or is likely to occur. The EOC is to be activated by the CEMC, in consultation with the Mayor and CAO. Activation can occur with or without an emergency declaration.

Notification of activation of the EOC shall specify which EOC location is being used; the coordinates for the virtual EOC, or a combination of both.

Activation Levels

Activation of the EOC falls into one of three categories; however, the CEMC shall ensure staff required for specific tasks are involved for the current emergency or situation. Notification of scribes for ECG members, where required, is the responsibility of the individual ECG members.

Activation levels for the EOC are:

Level 1 – Enhanced Monitoring

Enhanced monitoring should be implemented when a community emergency has not yet occurred but instead when an incident has occurred that while currently limited in scope, has the potential to escalate to a widespread threat. Enhanced monitoring should also be implemented for emergencies in neighbouring communities that have potential for significant local impacts.

During enhanced monitoring, the CEMC, CAO, Emergency Information Officer, required ECG members and Support Agency representatives monitor the emergency from their typical work locations, meeting regularly for situation updates. The CAO and CEMC will provide updates to the Mayor as required. The remainder of the ECG members will be notified of the incident for situational awareness.

Notification of ECG members for enhanced monitoring is accomplished through normal business communications, i.e. cell phone, email, or face to face.

Level 2 - Partial Activation

Partial activation should be implemented when either: a widespread emergency has high potential to occur that would require a significant emergency response; or when a localized emergency has occurred that involves a limited number of response agencies but would still require EOC coordination and support.

During a partial activation, the CEMC, CAO, Information Officer, required ECG members and Support Agency Representatives are in attendance at the EOC. All other ECG members are notified and placed on standby. The CAO and CEMC shall ensure the Mayor and Council are kept up to date with respect to the current situation.

Notification of ECG members for partial activation of the EOC is accomplished through either normal business communications or using the Town's mass notification system, at the discretion of the CEMC, depending on the urgency and number of members involved in the activation.

Level 3 - Full Activation.

Full activation of the EOC should be implemented when a community emergency has occurred, is imminent, or if an emergency has occurred in a neighbouring municipality, that is likely to have significant impacts and would require the full coordination and support of the EOC.

During a full EOC activation, all members of the ECG and Support Agency representatives required for the emergency are in attendance at the EOC. Alternate ECG members are also notified and placed on standby by the respective primary members for longer duration events. The Mayor and CAO shall ensure Council is kept up to date with respect to the current situation.

Notification of ECG members and Support Agency representatives for full activation of the EOC is accomplished through the Town's mass notification system.

Set-up Procedures

The EOC shall be set up in accordance with Appendix I at either the primary or secondary location. The Virtual EOC set up and operation are also detailed in Appendix I. The selected location, and whether virtual or physical, will be identified in the ECG notification.

Deactivation

The EOC Director will deactivate the EOC and associated activities as appropriate for the incident status. Deactivation may be comprised of a reduction in the activation level, a transition to recovery mode or a complete shutdown of EOC activities.

Procedures for deactivation and closeout of an incident are included in Appendix 1.

Emergency Declaration

The EMCPA gives the Mayor as the head of council, the authority to declare a local emergency, under Section 4 (1):

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

This declaration is done in consultation with the ECG and in consideration of the "Checklist in Consideration of a Declaration of Emergency" published by Emergency Management Ontario, and using the Declaration of Emergency form, both found in Appendix 2.

Should an emergency be declared, the CEMC shall notify the following:

- Town Council,
- Provincial Emergency Operations Centre by telephone and a copy of the declaration shall be faxed to Emergency Management Ontario,
- Warden of the County of Essex, and
- CEMC of the County of Essex.

Notification of the County Warden and CEMC are completed to ensure coordination with the County's response plan and to facilitate requests for assistance and resources from the County.

It should be noted that this Plan or any part thereof can be implemented to respond to an incident with or without declaration of an emergency.

Emergency Termination

The EMCPA gives the Mayor as the head of council, the authority to declare termination of a declared local emergency, under Section 4 (2):

4 (2) The head of council or the council of a municipality may at any time declare that an emergency has terminated.

Termination of a declared local emergency shall be completed using the Termination of Emergency form found in Appendix 2. It should be noted that the Premier of Ontario or Town Council may also terminate a declared local emergency under the EMCPA.

When an emergency is terminated by the Mayor, the CEMC shall notify the following:

- Town Council,
- Provincial Emergency Operations Centre by telephone and a copy of the termination shall be faxed to Emergency Management Ontario,
- Warden of the County of Essex, and
- CEMC of the County of Essex.

Should the emergency be terminated by the Premier of Ontario, the CEMC shall ensure the Mayor and Council as well as the County Warden and CEMC have been notified.

Request for Assistance

If local resources have been exhausted, the CEMC, in consultation with the ECG, may request assistance from the County of Essex, or senior levels of government.

A request for assistance from the County of Essex shall be done through the County of Essex CEMC. This request shall be comprised of a situation report and details regarding the resources required.

A request for assistance from senior levels of government shall be made through the Provincial Emergency Operations Centre. A draft request for assistance for a severe flood event is included in Appendix 3 as a resource.

Additional Plans

Additional plans have been attached to this Emergency Management Plan, both for specific hazards (e.g. Information Security Incident) or as a resource for all emergencies (e.g. Communications Plan). These plans have been adopted by Council as part of this Emergency Management Plan.

Updates to these annexed plans shall be done in conjunction with the Emergency Management Plan updates, in accordance with the Plan Maintenance section of this plan. Each annexed plan includes a history of revisions to that specific plan.

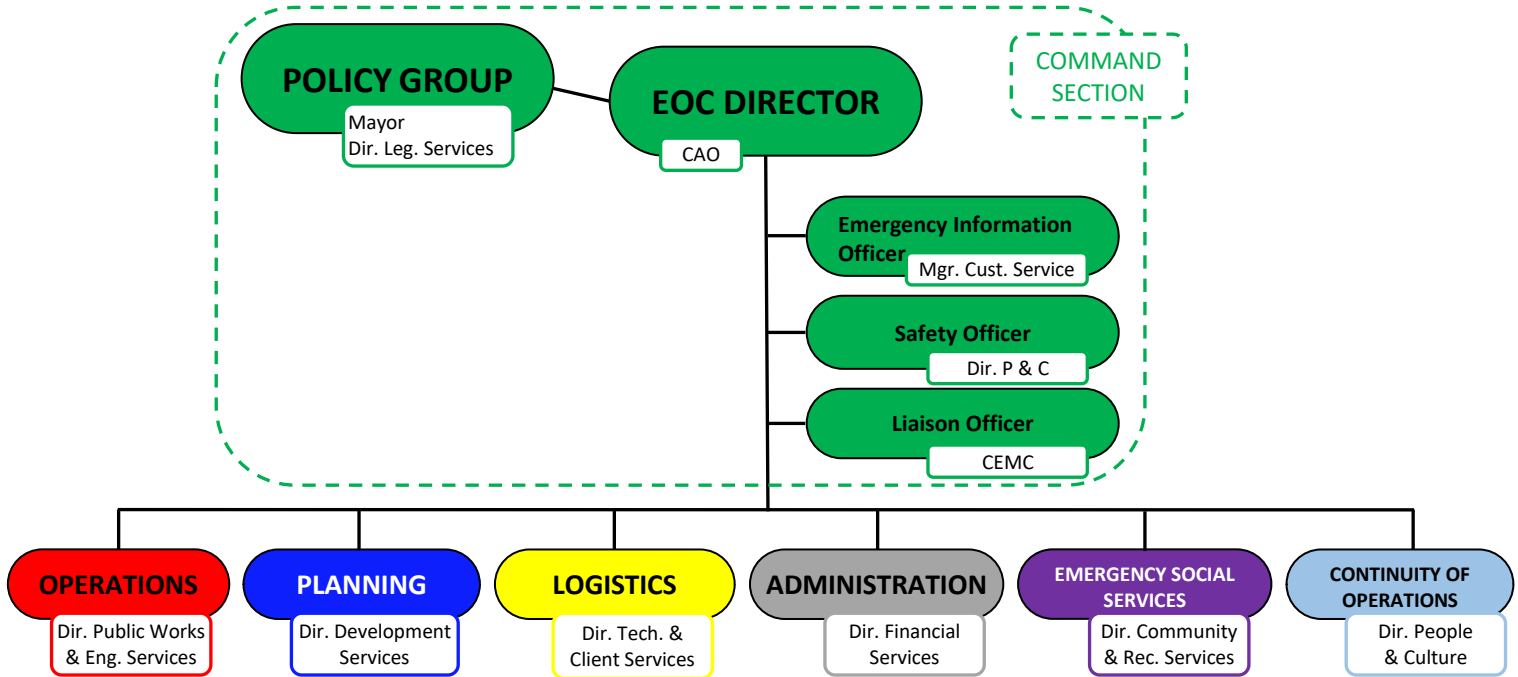
Roles & Responsibilities

The roles and responsibilities for the specific IMS positions within the EOC as well as those common amongst all positions are outlined below. Primary assignment of IMS roles to personnel and backup staff members are outlined in Appendix 4. It should be noted that with the exception of the Command Section, staff assigned to IMS roles shown below may be modified based on the nature of the emergency.

Contact information for Support Agencies and Town Departments is also included in Appendix 4 for reference.

IMS Structure

The primary staff assigned for IMS Coordination & Command Staff and Section Chiefs are shown below.



Common Responsibilities

All members of the ECG have common responsibilities related to an emergency and specifically within the EOC, regardless of what IMS position they are assigned. Those responsibilities include:

- Completion of required training to ensure a thorough understanding of their role and responsibilities under the Plan and under the IMS structure
- Reporting immediately to the EOC when requested for an emergency and EOC activation
- Remaining available to report to the EOC if notified of an emergency but not currently required to attend the EOC
- Arranging for their own scribe
- Checking in and out of the EOC, completing IMS 211-B
- Ensuring completion of all IMS forms required for their respective area, and that all forms are submitted to the Planning Section prior to leaving the EOC
- Completing and maintaining a personal activity log (IMS 214) of events for the duration of their involvement in the emergency
- Arranging for their own alternate to replace them in the EOC should they need to leave or for longer term events and providing the alternate with a detailed handover briefing prior to leaving the EOC, ensuring that all in-progress activities, outstanding issues and follow-up requirements are identified
- Participate in the after-action debrief, where required

Specific Responsibilities

The sections below list the primary responsibilities of specific IMS positions. It is important to note that the staff assigned to IMS roles may vary based on the nature of the emergency, with the exception of the Command Section. The position titles are shown highlighted with their respective IMS colour code for ease of reference to the IMS structure shown on the previous page.

It should be noted that the responsibilities of any IMS section not activated remains with the EOC Director, who may in turn assign those responsibilities to an active Section Chief. These assignments should be documented in the organization assignment list (IMS 203) and/or incident organization chart (IMS 207).

The following sections describe the IMS roles and responsibilities for each.

Command Section

The Command Section is comprised of the Policy Group, EOC Director, and the Command Staff, which is the Liaison Officer, Emergency Information Officer and Safety Officer. Together, these positions are responsible for overall management of the response to the emergency through the EOC providing direction for the ECG members assigned to the activated IMS Sections.

Policy Group

Mayor, & Director Legislative Services & Clerk

The Policy Group provides overall policy direction to the EOC and is responsible for public information for the event. Those responsibilities include:

- Declaration / termination of an emergency, with advice from the ECG
- Serving as primary spokesperson(s) for the event
- Liaise with Town Council, providing situational updates, approved messaging, and bringing questions and concerns from Council back to the ECG
- Approval of news releases and public information updates
- Participating in media briefings & interviews
- Providing overall direction regarding policy and extraordinary expenditures
- Reviewing / approval of extraordinary external resource requests in consultation with EOC Director
- Keeping apprised of situational status through EOC operational meetings and situation reports
- Review and approval of requests for assistance from senior levels of government

EOC Director

Chief Administrative Officer

Reporting to the Policy Group, the EOC Director is responsible for management of the EOC including ensuring the set-up, staffing, of the EOC and coordination of overall support during an incident.

The responsibilities of the EOC Director include:

- Assess the magnitude and potential threat from an emergency in coordination with the Site Incident Commander and CEMC
- In consultation with the CEMC, determine the appropriate level of EOC activation, and which IMS sections are required, assigning staff to those positions in accordance with this plan
- Obtain a current situation status and Incident Briefing (IMS 201) from the CEMC, identifying the current needs of the Site Incident Commander
- Consult with Policy Group regarding emergency declaration
- Maintain personal activity log (IMS 214)
- Identify and coordinate incident objectives, strategies and tactics
- Identify and coordinate resource allocation priorities
- Establish the operational period for the EOC
- Schedule and chair operational meetings
- In consultation with the Policy Group review / approve Incident Action Plan, verifying current objectives are incorporated
- Ensure the Policy Group is kept informed of the situation status of current Incident Action Plan (IAP)
- Deactivate the EOC when appropriate

Liaison Officer

Community Emergency Management Coordinator

Reporting to the EOC Director, the Liaison Officer serves as the primary contact for support agencies and is the primary link to the Provincial Emergency Operations Centre (PEOC). The responsibilities of the Liaison Officer include:

- Is the primary contact for staff and support agencies for the EOC
- Serve as the liaison between the EOC, PEOC and any other municipal EOC's
- Notify staff and Support Agency personnel required for the activation level selected, placing the remainder of the ECG on standby
- Physical set-up of the EOC
- Complete an Incident Briefing (IMS 201) to provide to arriving members of the ECG
- Orientation of staff and support personnel in the EOC, ensuring check-in/check-out procedures are followed and workspaces are assigned
- Consult with Emergency Information Officer for inter-agency coordination of messaging
- Keep the EOC Director apprised of issues related to communications, logistics and operational coordination with external agencies
- Notify the PEOC Duty Officer of the emergency and providing an Incident Briefing (IMS 201) and ongoing Situation Reports (IMS 209)
- Notify the County of Essex Warden and CEMC
- Prepare requests for assistance in consultation with the Policy Group and EOC Director
- Submission of requests for assistance to the County and/or PEOC

Emergency Information Officer

Manager Customer Service

Reporting to the EOC Director, the Emergency Information Officer is responsible for public communications including development and release of approved public information and coordination of the communications team. Responsibilities of this position include:

- Drafting the initial information summary for approval based on the Incident Briefing (IMS 201) and templates included in Annex 1 – Communications Plan.
- Drafting ongoing emergency information messaging for approval by the Policy Group
- Acting as the primary contact for media representatives
- Monitor media and social media to help dispel misinformation
- Arranging and participating in media briefings
- Assisting customer service reps & 211 with updating of public information
- Ensure all news releases, summaries and documents are provided to the Documentation Unit of the Planning Section

Safety Officer

Director People & Culture

Reporting to the EOC Director, the Safety Officer monitors safety conditions and develops safety measures to protect the health and safety of those responding to the emergency. The Safety Officer is responsible for overall health and safety while the individual leaders remain responsible for those under their direction. Responsibilities of this position include:

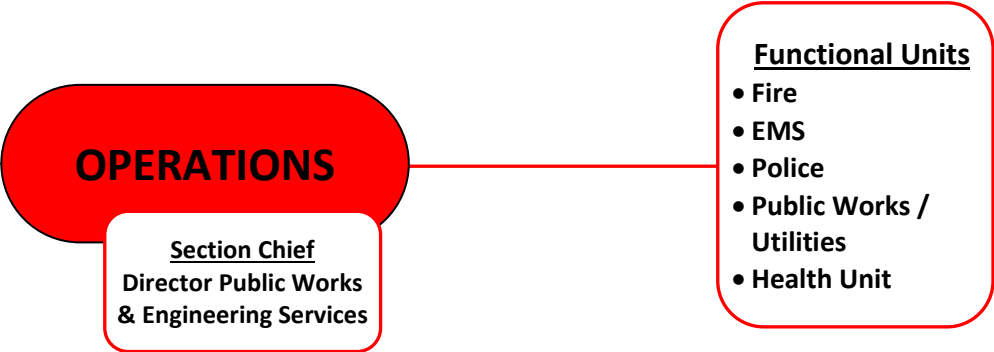
- Identifying hazardous conditions associated with the event
- Ensuring sufficient PPE is available and is being used by responders
- Ensure EOC has resources required for health & safety of EOC staff coordinated through the Logistics Section
- Coordinate with on-site Incident Safety Officer(s) to identify and correct or terminate unsafe acts
- Identify corrective actions and coordinate them with the EOC Director and Operations Section Chief
- Participate in Planning and Tactics meetings and the development of the IAP
- Prepare Incident Safety Analysis (IMS 215-A)
- Review and approve Incident Medical Plan (IMS 206)
- Review and approve incident Safety Message / Plan (IMS 208) if required
- Investigate accidents that have occurred within the site or at the EOC
- Coordinate critical incident stress debriefing as required

Operations Section Chief

Director Public Works & Engineering Services

Reporting to the EOC Director, the Operations Section Chief is responsible for managing the Operations Section, including coordinating resource allocations and response operations in support of the Site Incident Commander(s) while implementing the IAP. Those responsibilities include:

- Ensuring a Site Incident Commander is assigned, if not already completed
- Ensuring appropriate personnel and agency representatives, equipment and supplies are in place for the Operations Section
- Ensuring operational efficiency, personnel safety and an adequate span of control is maintained
- Ensuring documentation for the Operations Section is completed and submitted to the Planning Section
- Participating in Operational Briefings in accordance with the established operational period
- Ensuring adequate communications are established in coordination with the Logistics Section
- Coordinating internal and external resource requests with the Logistics Section
- Assigning operational resources and staff in accordance with the IAP
- Developing and managing tactical operations to meet IAP objectives
- Updating the EOC Director and Planning Section with respect to the situation status
- Determining the need for additional resources, present and future
- Requesting resources required from the Logistics Section
- Coordinate with the Liaison Officer regarding the need for Support Agency representatives
- Establish and maintain communications with the Site Incident Commander and reception centre, if operational

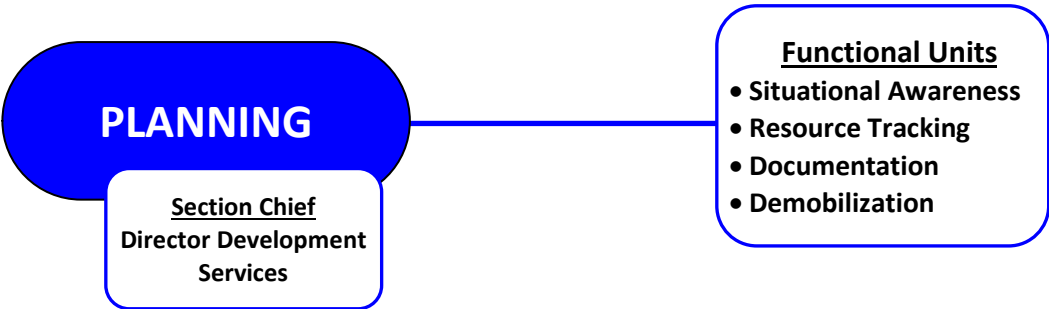


Planning Section Chief

Director Development Services

Reporting to the EOC Director, the Planning Section Chief is responsible for overall collection, evaluation and dissemination of information related to the evolution of the incident and oversees efforts to understand the current situation, predict likely further events and effects, and to prepare the EOC incident action plans (IAP). Those responsibilities include:

- Collecting, summarizing, and displaying situational information in the EOC
- Ensuring status board(s) are accurate and reflect the most current information
- Verifying the accuracy of information received from non-official sources
- Preparing periodic Situational Reports (IMS 209), for approval by the EOC Director, ensuring significant changes in status are relayed to the EOC Director and Policy Group as soon as possible
- Distributing the approved situation reports to all EOC Section Chiefs
- Participating in EOC action planning meetings
- Determining current incident objectives and strategy, based on all EOC Section Chiefs' input
- Preparing incident maps
- Preparing and distributing Incident Action Plans (IMS 1001)
- Tracking resources assigned (type and status) to the incident and ensure resources complete a Demobilization Check-Out form (IMS 221) when no longer required
- Documenting and maintaining paper and electronic files of all EOC activities
- Conducting advanced planning activities to forecast possible events and requirements beyond the current operational period
- Supporting the Continuity of Operations Section to initiate recovery efforts
- Chairing the after-action debriefing
- Preparing and distributing the EOC After Action Report in cooperation with the CEMC

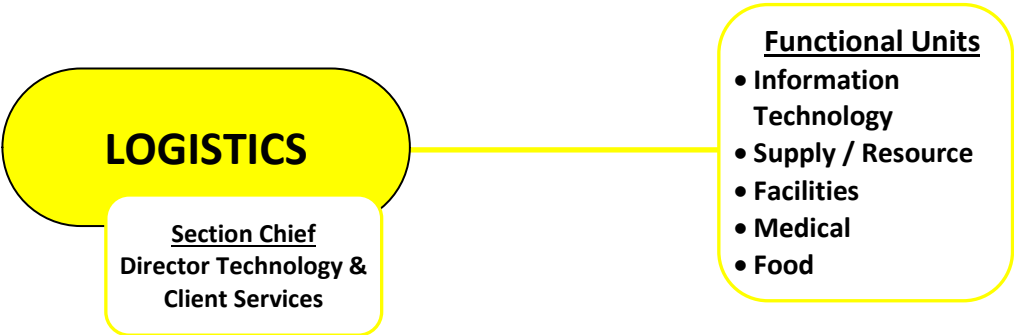


Logistics Section Chief

Director Technology & Client Services

Reporting to the EOC Director, the Logistics Section Chief is responsible for coordination of the provision of personnel, facilities, services, equipment, and materials in support of site Incident Command and the EOC. Those responsibilities include:

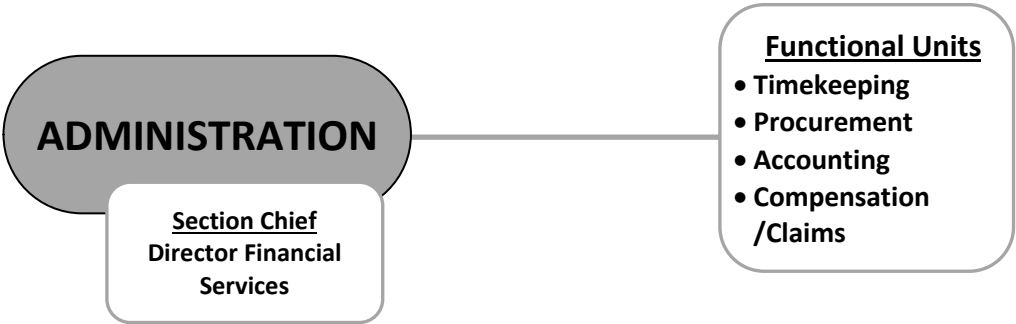
- Providing telecommunication and information technology support for the site and EOC
- Establishing communications at the media centre and the reception/transfer centre, if activated
- Providing and maintaining EOC facilities including utilities, water, food, and office supplies
- Providing security for the EOC and reception/transfer centre
- Coordinating all resource requests from the incident site (through the Planning Section) from initiation to delivery
- Addressing immediate resource needs and prioritizing resource requests
- Identifying resource challenges, timing, and availability
- Arranging for personnel (internal and external) to support the site, including coordination of volunteers
- Maintaining timesheets and tracking expenditures for acquired resources, and providing same to the Administration Section
- Coordination of transportation to support response efforts



Administration Section Chief
Director Financial Services

Reporting to the EOC Director, the Administration Section Chief is responsible for overall administrative and financial support for the site and EOC, including financial analysis, accounting, invoicing, and filing. Those responsibilities include:

- Collection and processing of timesheets for all EOC personnel, including volunteers and external agency representatives
- Coordinating of resource acquisition with the Logistics Section, utilizing existing contracts or vendors where available
- Establishing contractual relationships with new vendors for resources required by the Logistics Section
- Control of costs associated with response and recovery efforts, in accordance with established approval authorities, in consultation with the Policy Group
- Initiating, tracking, maintaining, and ensuring documentation in support of all accidents, injuries, or damage claims (potential or existing)
- Processing of compensation claims from worker injuries or damage claims (or potential claims) from residents
- Confirming eligibility for third party funding or recuperation of expenses related to the emergency
- Maintaining financial records of the event, keeping the EOC Director and Policy Group informed

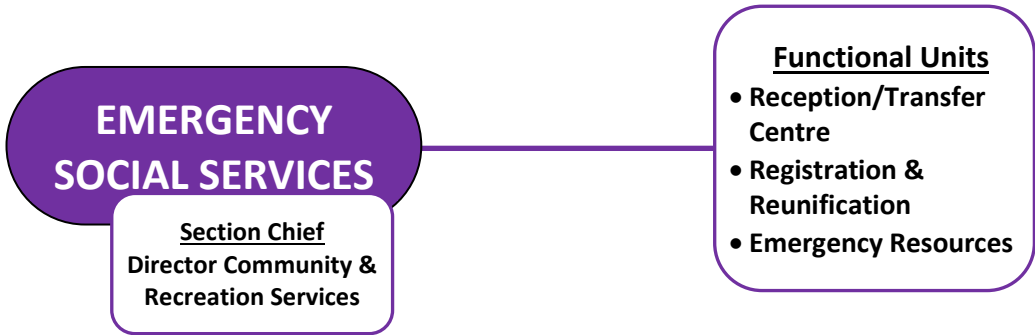


Emergency Social Services Section Chief

Director Community & Recreation Services

Reporting to the EOC Director, the Emergency Social Services Section Chief is responsible for overall coordination of emergency social services to address the immediate and short-term needs of impacted residents including the coordination of temporary shelter, provision of basic needs, contact information for and resources available through support agencies, family reunification and mental health supports. Those responsibilities include:

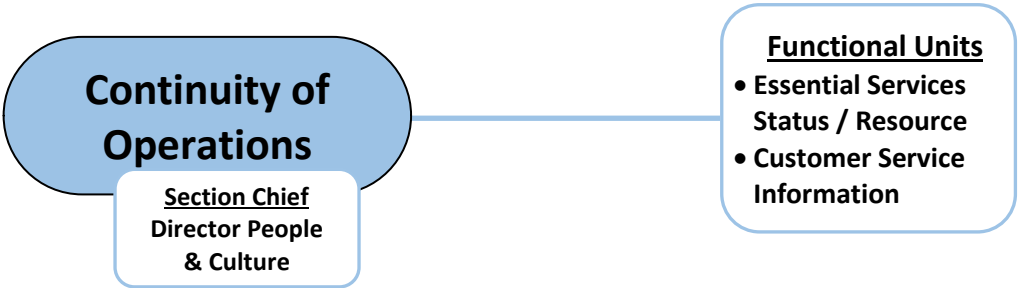
- Reception / Transfer Centre setup and operation, in accordance with Annex 4 - Evacuation Plan
- Coordination with Canadian Red Cross and City of Windsor Emergency Social Services
- Procuring and providing emergency supplies (clothing, food, medical supplies etc.) for displaced individuals
- Registering displaced individuals and responding to inquiries from family members for reunification
- Connecting affected residents to support agencies for specialized assistance
- Providing transportation and longer-term shelter information
- Providing multi-cultural assistance (translating services, prayer space, dietary needs etc.)
- Coordinating emergency pet services
- Coordinating donations from the public and/or businesses with respect to organizational needs and where to direct / deliver them



Continuity of Operations Section Chief
Director People & Culture

Reporting to the EOC Director, the Continuity of Operations Chief is responsible for ensuring that critical Town services are maintained throughout the emergency. While individual Directors remain responsible for their Departmental operations, the Continuity of Operations Section coordinates resources required to maintain the identified critical services. Those responsibilities include:

- Ensuring continuity of government essential services, prioritizing available resources for those services
- Ensuring status is known of IT Infrastructure for Town business in accordance with the IT Business Continuity / Disaster Recovery Plan
- Ensuring payroll is processed without interruption
- Ensuring Customer Service Reps and the Emergency Information Officer have current information regarding what services are available or have been suspended
- Providing concise information regarding how the public can obtain services during the emergency, and which services are not available during the emergency
- Coordinating with Departmental business continuity managers to ensure required resources are available and prioritized through the Planning Section



Appendices

Appendix 1: Emergency Operations Centre Set-up

Appendix 2: Emergency Declaration / Termination

Appendix 3: Request for Assistance

Appendix 4: Primary Assignments & Contact Information

Annexed Plans

Annex 1: Emergency Communications

Annex 2: Emergency Food Service

Annex 3: Emergency Acquisitions

Annex 4: Evacuation Plan

Annex 5: Flood Emergency Operations

Annex 6: Information Security Incident Response

Revision History

Revision Date	Revised Section(s)	Notes