

**ONTARIO PROVINCE-WIDE
SIMULATED EMERGENCY TEST PLAN
OCTOBER 15TH 2011**

INTRODUCTION

Where Amateur Radio fits in provincial/municipal planning

**PROVINCE OF ONTARIO EMERGENCY RESPONSE PLAN
(excerpts)**

NOTIFICATION AND DECLARATION OF AN EMERGENCY

Information About An Emergency

Effective emergency response depends on receiving and sharing information on a regular basis and in a timely manner. This exchange should include information on potential as well as actual emergencies.

As the PEOC is responsible for monitoring emergency situations, all information regarding emergencies should be passed to the PEOC by the fastest means, using whatever facilities are available. Communities should advise the PEOC when an emergency occurs or if an emergency seems imminent.

Emergencies or potential emergencies should be reported to the Duty Officer at the PEOC via the fastest means.

The PEOC will disseminate any emergency information received. This sharing of emergency information will facilitate a more rapid emergency response and will reduce planning time.

Notification of an Emergency

Most emergencies begin at and are addressed at the community level.

Where a head of council declares an emergency, the Minister, MCSCS must be informed as per subsection 4. (3) of the Act. This should be done through the PEOC.

In most emergencies, the province supports communities by providing advice and assistance.

The scale and scope of the advice and assistance provided depends on the nature of the emergency, its duration, and the degree of provincial support that is appropriate to the circumstances.

Advice and Assistance

During a declared emergency or significant incident, an EMO representative may be deployed by EMO to a community to act as a liaison and to provide emergency management advice to council and senior staff.

Other provincial staff may be deployed to provide additional advice, assistance, and services, under the coordination of EMO.

INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

An effective emergency response by the Province of Ontario will depend on receiving and sharing

timely information among many organizations including provincial ministries, communities, the federal government, and other supporting organizations and individuals.

The passage of timely information among various organizations and individuals must be supported by effective and robust systems, such as fixed and mobile telephones, facsimile, radios, access to the Internet, and e-mail.

All ministries and municipalities are required to have an emergency operations centre that has appropriate technological and telecommunications systems to ensure effective communication in an emergency (sections 4 and 13 of Regulation 380/04). 7.1.4

When an emergency requires a coordinated provincial response, the maintenance of communications with critical organizations and individuals becomes a provincial responsibility and will be achieved through a variety of means.

SUPPORTING ORGANIZATIONS AND VOLUNTEERS

Communities experiencing an emergency may require personnel, services, equipment and/or material from non-profit/voluntary organizations and other communities. As part of their planning process, communities should determine their own needs from external agencies, for example, registration and inquiry staff, first aid workers, public works employees from a twinned community or mutual assistance neighbour, and **amateur radio operators**.

During the activation of the PEOC, its telecommunications resources will be put at the disposal of participating ministries, communities and other organizations, as required. Other provincial assets may also supplement the telecommunications equipment in the PEOC.

Trained amateur radio operators will provide backup telecommunications at the PEOC when this service is required. EMO maintains an amateur radio station ([VE3EMO](#)) for that purpose.

To the extent possible, service delivery arrangements with outside agencies and mutual assistance agreements with other municipalities should be finalized, setting out the duties, obligations, and expectations of each party. Among the issues that might be covered by the agreement are, the assistance to be provided, mechanisms to engage the assistance, how costs are to be handled, liabilities, labour issues, and indemnification.

Where a municipality or provincial ministry engages an unaffiliated volunteer (excluding a volunteer firefighter) during a declared emergency, such a person is considered to be a "worker" under the Workplace Safety and Insurance Act, S.O. 1997, Chapter 16, Schedule A. Further, the municipality (or the Provincial ministry) that engages a volunteer during a declared emergency is considered to be the employer of that volunteer.

Municipalities and provincial ministries should carefully consider their need for, and the capabilities of, unaffiliated volunteer assistance during an emergency and systematically register all those who participate in the emergency response.

PROVINCE-WIDE SET EXERCISE OBJECTIVES

Overview

The Province-wide portion of the SET will be conducted on October 15th 2011 from 10:00 to 14:00 and 18:00 to 21:00 hrs ET. All ARES/EMCOMM Groups are encouraged to participate in Province-wide SET activities and pass traffic to the other ARES/EMCOMM Groups, RAC Officials and Government/Support Agencies through-out the Province and the Provincial Emergency Operations Centre (VE3EMO).

SET 2011 will be an official test of the Ontario ARES under the direction of Radio Amateurs of Canada; all ARES/EMCOMM Groups are requested to participate. If your ARES group is planning to conduct SET on a different date please have a representative available for the province-wide portion as this is an official test of the Ontario ARES in conjunction with Emergency Management Ontario.

Most municipalities have incorporated IMS (Incident Management System) into their operational doctrine, it is of utmost importance that ARES & EMCOMM personnel become familiar with the principals of IMS and the standardized forms used in IMS.

The focus of the 2011 SET will be two primary functions;

- 1- Delivery of a Declaration of Emergency
- 2- Delivery of a Incident Report

Note: Both the Declaration of Emergency and the Incident Report will use the new IMS213-R standardized form.

Blank IMS213-R forms, with instructions and a sample can be downloaded from;
www.emoares.org/set2011

The Declaration of Emergency is a message delivered to Emergency Management Ontario that an emergency exists within a community where it is beyond the scope of the local municipality to handle and outside assistance and support is required.

The Incident Report is a message delivered to Emergency Management Ontario advising EMO that a situation or emergency exists in a community but currently the municipality can handle the response. This allows EMO time to prepare for the possibility of activation in support of the local event.

IMS-100 Online Course

We would like to encourage all ARES/EMCOMM leadership to become familiar with the concepts of IMS (Incident Management System) doctrine, Emergency Management Ontario offers a free online course IMS-100 ([Introduction to IMS](#)) which can be download in PDF format and studied at home, after reviewing the IMS material you can go online and register to take a multiple choice examination, after successful completion of the exam you are issued a numbered certificate.

PROVINCE-WIDE SET EXERCISE SCENARIO

Ontario being such a large province has many different potentials for emergencies and disasters, a common thread though seems to be weather related incidents; fires, floods, tornadoes, ice storms all of which can effect public safety and infrastructure; electricity, communications, transportation.

The scenario of the this years Province-wide SET will be severe weather incidents, we will leave it up to the local level ARES/EMCOMM Group to decide what type of weather related incident that they choose as they are more familiar with their community and the types of risks involved.

Each ARES Group is asked to develop their own weather based scenario and complete an IMS213-R report ready for delivery to EMO during the SET, this report can take the form of a Declared Emergency or a simple Incident report.

PROVINCE-WIDE SET LOGISTICS

GUIDELINES

ALL operations and traffic should follow the guidelines as outlined by Radio Amateurs of Canada www.rac.ca/fieldorg/ARES_set.htm

This year it is very important to maintain accurate logs as scoring has been introduced into this years exercise, please visit the RAC site for details,
SET Report Form: <http://www.rac.ca/fieldorg/setform.htm>

OPERATIONAL PERIODS

The 2011 Province-wide SET will be conducted in three segments;

EMERGENCY OPERATIONS CENTRE TEST

WEDNESDAY OCTOBER 12TH 09:00 TO 12:00 ET

As in past years a weekday portion of the SET will be conducted whereby EOC Stations can be activated and communicate directly with the Provincial Emergency Operations Centre (VE3EMO)

This activity holds well with most municipalities as they can demonstrate their ability to connect with Emergency Management Ontario by alternate means during an emergency when normal lines of communications are inoperable.

PROVINCE-WIDE SET (DAY SHIFT)

SATURDAY OCTOBER 15TH 10:00 TO 14:00 ET

This segment of the SET will be the primary operational period where ARES/EmComm Groups can report into the networks and deliver messages to the EMO PEOC. Traffic will be taken in the following order.

- 1- Emergency Traffic (Declarations of Emergencies)
- 2- Priority Traffic (Incident Reports)
- 3- Routine Traffic (General checkin's reporting in supporting the SET)

PROVINCE-WIDE SET (EVENING SHIFT)

SATURDAY OCTOBER 15TH 19:00 TO 21:00

This segment of the SET will be the secondary operational period affording opportunity to Groups and individuals that were not able to attend the primary day session. This also allows for testing of HF propagation during day and evening hours which would be expected during an actual emergency.

Traffic will be taken in the following order.

- 1- Emergency Traffic (Declarations of Emergencies)
- 2- Priority Traffic (Incident Reports)
- 3- Routine Traffic (General checkin's reporting in supporting the SET)

OPERATIONAL FREQUENCIES

HF

HF operations will be conducted on 3.742MHz (alternate 7.080MHz) net control functions will be under the direction of the Ontario Phone Net (NTS). 14.140 MHz. for stations out of 80/40 meter range (Northern Ontario)

VHF/UHF IRLP/ASTERISK

VHF/UHF operations will be conducted on the Ontario Public Service Reflector 9035 (IRLP) and experimental reflector 0030. Net control functions will be under the direction of the Emergency Management Ontario (EMO) Radio Group

DIGITAL

Digital messages can be sent via winlink to emoares@gmail.com any time during the three SET operational periods.

D-Star

For those stations that have D-Star we will be having a net on the D-Star Reflector XRF021B during the set operations hours.

REPORTING INTO SET NETWORKS

When signing into the SET please inform Net Control of which ARES Group you represent, your title if any (example: SM, SEC, DEC, EC, AEC), if you are operating with emergency power, also inform NCS if you are operating from an Emergency Operations Centre.

Traffic will be taken in the following order.

- 1- Emergency Traffic (Declarations of Emergencies)
- 2- Priority Traffic (Incident Reports)
- 3- Routine Traffic (General checkin's reporting in supporting the SET)

All stations are requested to stay on frequency for the duration of the exercise or report to net control you are leaving and at all times follow the direction of the net control station.

SPECIAL NOTES

CBC DOCUMENTATION

Clubs or groups with installations on CBC tower sites participating in this year SET will receive letters of conformation from Emergency Management Ontario. In order to receive conformation of participation a radiogram must be sent from your club to the Provincial Emergency Operations Centre (VE3EMO) during the SET exercise followed by a request for conformation via e-mail to emoares@gmail.com , please included your full mailing address as conformation will be sent via regular mail. **CHECK YOUR CBC CONTRACT FOR DETAILS.**

ACTUAL EMERGENCIES DURING THE SET

In the event of an actual emergency any station holding actual emergency traffic are to break into the network with their callsign and the phrase **"NO DUFF"** at which time net control will suspend all exercise traffic to deal with the actual emergency.

HOT WASH

Directly after the SET evening session a HOT WASH will be held on the Ontario Public Service Reflector 9035.

TO ALL ARES/EMCOMM GROUPS

We encourage all ARES/EMCOMM Groups to participate in the Province-wide SET as this can demonstrate to our municipalities we serve the ability to connect with the Provincial Emergency Operations Centre EMO and other local groups in a cooperative spirit.

Each ARES/EMCOMM Group should also coordinate with their local municipality for a local level exercise on a date that is convenient for local emergency planners. If you would like to connect with VE3EMO as part of your local level exercise please contact emoares@gmail.com to make arrangements for networking with EMO, we are more than pleased to support local community exercises.

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