

Concept of Operations

Municipal Emergency Control Group

2023

Mandate

The Municipal Emergency Control Group (MECG) is a group of officials who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency on the community.

Authority

Under *Regulation 380/04* the MECG possess the legislative accountability to direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. This group is also required to complete annual training and participation in exercises.

Composition

The MECG will be composed of the following municipal officials, or their designated alternates, holding the following appointments:

- Chief Administrative Officer
- Community Emergency Management Coordinator
- Deputy CAOs
- Corporate Communications Officer

MECG Advisors will be kept informed of any emergency event that requires a response by the MECG. These may be called upon to provide assistance/ technical information to the MECG, as required. MECG Advisors include:

- Mayor/ Delegate
- Police Services
- Fire Services
- Paramedic Services
- Social Services
- Algoma Public Health
- Sault Area Hospital
- PUC Inc.
- Central Ambulance Communications Centre

Roles and Responsibilities

First responders and municipal departments manage many emergencies that occur on a day-to-day basis. As the magnitude of an emergency increases, so will the requirement for additional support from the municipality. The MECG can be called upon to provide that assistance.

Site Response: The emergency responders at the site(s) of the emergency provide tactical response to the emergency as they attempt to mitigate its effects and bring the emergency under control.

MECG Response: The MECG can gather to collectively and collaboratively support emergency response and manage the consequences of an emergency. The MECG is utilized, where necessary, to centralize and coordinate efforts occurring at the site.

The MECG provides for the overall management and coordination of site support activities and consequence management. The MECG has responsibility for:

- Notifying response agencies and coordinating the activities of the various departments and organizations which are needed to effectively respond to and recover from the emergency;
- Providing strategic direction and support to the response including the Incident Commander, site personnel and response agencies;
- Collecting as much information as possible on the status of the emergency and vetting the information, prioritizing it, evaluating it, summarizing it, disseminating/displaying it and acting upon required needs;
- Establishing priorities based on all the information gathered and developing EOC Action Plans that complement and enhance the response;
- Obtaining, coordinating and managing payment of any additional resources (both personnel and equipment) needed to support the response;
- Coordinating all internal and external information and communicating advisories, warnings, and emergency information to staff and the general public.
- Advising the Mayor as to whether the declaration of an emergency is recommended;