

Part 1

Introduction

1.0 Introduction & Scope

Under Provincial Legislation, all Municipalities have the responsibility to respond to emergencies within their communities.

This plan has been prepared to provide key officials, agencies and departments within the Township of Huron-Kinloss and others within the County of Bruce, with a general guideline for the response to an emergency and an overview of their responsibilities during that emergency. It also prescribes procedures under which, and the manner in which, Municipal Employees and other authorized persons will respond in an emergency.

An "Emergency"^[1] in this plan is defined 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, a disease or other health risk, an accident or an act whether intentional or otherwise.”

1.1 Use of This Plan

This plan serves two functions:

- (a) To describe and document the overall response, including individual and departmental roles and responsibilities, and where to obtain resources.
- (b) To provide responders, including Municipal Officials, with specific actions to guide their response in what may be unfamiliar or stressful situations.

Whereas most of the plan deals with a general overview, resources, and roles and responsibilities, it should be noted that **Quick Guides and Emergency Notifications are intended as a quick, concise guide to emergency response actions.**

1.2 Supporting Plans & Procedures

Whereas this Emergency Plan describes the overall Emergency Program for the Township of Huron-Kinloss, it does not stand on its own. There are many organizations whose internal procedures and guidelines have to be integrated with this Plan and each other.

In particular, although not forming part of this Plan, the Saugeen & Maitland Valley Conservation Authorities have "Flood Control Plans", copies of which are available in the upstairs vault in the Municipal Office in files 850 SAU and 850 MAI respectively, as well as appendices to this plan. The Operating Authority for the municipal water

¹ **Reference**
Emergency Management and Civil Protection Act, R.S.O. 1990, CHAPTER E.9

Township of Huron-Kinloss
Emergency Response Plan

systems also has internal procedures that are part of the Drinking Water Quality Management Standard (DWQMS) – Operational Plans.

1.3 Provincial & Federal Assistance

Provincial Assistance may be obtained in any emergency by calling the Ministry of the Solicitor General, Ontario Fire Marshal and Emergency Management (OFMEM). Other Provincial and Federal assistance is available for specific circumstances (Phone numbers are listed in Appendix “A” Emergency Resource Directory), such as:

Storms:

- Environment Canada
- Ministry of Transportation

Floods:

- Saugeen Valley Conservation Authority
- Maitland Valley Conservation Authority
- Ministry of Natural Resources

Transport Accident:

- CANUTEC
- Ministry of the Environment (Spills Action Centre)

Spills, Contamination of Water Supply and/or Atmosphere:

- Medical Officer of Health
- Ministry of the Environment (Spills Action Centre)

Human Health and Epidemics:

- Grey Bruce Health Unit - Owen Sound (800) 263-3456
- South Grey Bruce Health Centre – Kincardine (519) 396-3331

Marine Accident or Spill:

- Sarnia Coast Guard Radio (519) 336-4003, (800) 265-0237
- Rescue Coordination Centre, Canadian Forces Base Trenton

Bush Fire: Ministry of Natural Resources – Owen Sound (519) 376-3860

Township of Huron-Kinloss
Emergency Response Plan

Additional lead role responsibilities have been identified under a Provincial Order in Council (O.C. 1469/99):

Ministry and Area of Special Responsibility

Agriculture, Food & Rural Affairs

- agriculturally related emergencies

Community and Social Services

- emergency shelter, clothing and food, victim registration and inquiry services, and personal services required in support of all emergencies

Energy, Science and Technology

- energy supply matters

Environment

- spills of pollutants to the natural environment, drinking water systems

Health and Long-Term Care

- epidemics and emergency health services

Labour

- emergency worker health and safety

Municipal Affairs and Housing

- coordination of extraordinary Provincial expenditures for emergencies

Natural Resources

- forest fires, floods

Northern Development & Mines

- abandoned mine hazards

Solicitor General

- coordination of Provincial emergency management, all other peacetime emergencies not listed herein and war emergencies

Transportation

- highway and other transportation services

The requesting of any service from a Provincial Agency or Department shall **not** be deemed to be a request that the Government of Ontario assume authority and control of the emergency.

Township of Huron-Kinloss
Emergency Response Plan

However, under Section 7 of the "Emergency Management and Civil Protection Act", the Premier of Ontario may:

- (a) Upon receiving such a request declare that an emergency exists throughout Ontario 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, and
- (b) Exercise any power or perform any duty conferred upon a minister of the Crown or a Crown employee by or under an Act of Legislature, and
- (c) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he or she considers it necessary, direct and control the administration, facilities and equipment of the Municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the Municipality of its power and duties, in the emergency area, whether under an emergency plan or otherwise is subject to the direction and control of the premier, and
- (d) Require any Municipality to provide such assistance, as he or she considers necessary to an emergency area or any part thereof that is **not** within the jurisdiction of the Municipality, and may direct and control the provision of such assistance.

All Federal assistance is obtained and coordinated through Ontario Fire Marshal and Emergency Management (OFMEM).

1.4 Mutual Assistance with Neighbouring Municipalities

Mutual assistance agreements have been made with the Township of Ashfield-Colborne-Wawanosh, and all lower-tier municipalities in the County of Bruce (Arran-Elderslie, Brockton, Kincardine, Northern Bruce Peninsula, Saugeen Shores, South Bruce and South Bruce Peninsula), which outline the terms and conditions of mutual assistance in an emergency situation. These agreements are documented under the appropriate by-laws.

Part 2

Aim

2.0 Aim

The aim of this plan is to make provision for such extraordinary arrangements and measures that may have to be taken to safeguard the property and health, safety and welfare as well as provide temporary accommodation for the inhabitants of the Township of Huron-Kinloss when faced with an emergency, and shall include:

- (a) Prompt response to an emergency by all required services and the establishment of overall control of the emergency operation.
- (b) Prompt factual information to:
 - All officials concerned
 - News media
 - Concerned individuals.
- (c) Prompt traffic control at the site to avoid impeding the emergency operations and to prevent additional casualties.
- (d) Elimination of all sources of potential danger in the general area of the emergency.
- (e) Evacuation of any building considered to be hazardous, or of the area, if necessary.
- (f) Prompt rescue of all persons trapped or injured and the provision of first aid at the site.
- (g) Controlled evacuation and balanced distribution to hospitals of the injured.
- (h) The provision of such essential services for the victims, and emergency workers, as may be necessary for their immediate comfort and welfare.
- (i) Manage process for deceased persons.
- (j) Restoration of normal services as soon as possible.

2.1 Hazards

In any community there are risks of an emergency occurring. Risk is generally referred to as:

Risk = Probability X Consequence.

In other words, the higher the probability of an emergency occurring or the greater its consequence, the higher the risk.

In formulating this plan, many potential emergencies were considered. However, the ones selected that are specifically referred to below, represent those which have either the greatest risk to the local community, or represent a scenario to which the response will be similar to others not specifically identified.

The following hazards represent credible emergency scenarios on which this

Township of Huron-Kinloss
Emergency Response Plan

response plan is based:

Energy Supply (Grid Failure)

In recent years, the loss of energy has been a reality in many areas of the province. A large grid failure could affect some, or all, of the Township and result in injury, loss of life, property damage and loss of services. Such a situation could be of duration that it will be necessary to provide food, lodging and warming centres for affected residents. The Plan defines the actions required by Municipal authorities to assist those residents.

Winter Storm (Snow, Blizzard, Ice, Sleet)

Winter storms are a normal fact of life in this area. Occasionally however, there is a storm so severe or of such duration that it will be necessary to provide rescue services or food and lodging for affected residents. The Plan defines the actions required by Municipal authorities to assist those residents.

Wind Storms

There have been occasions in the local area where high winds have caused significant damage and which small tornados have touched down along the lakeshore, although most have been confined to rural areas.

An emergency as defined in this plan would normally only occur when a tornado touches down in a densely populated area such as the Village of Ripley or Lucknow, or in a subdivision along the Lake Huron shoreline.

The resultant building damage, potential injury and loss of life and loss of public services have been considered.

Flooding

The Township of Huron-Kinloss is prone to flooding in some areas within both the Maitland Valley Conservation Authority and Saugeen Valley Conservation Authority. The area of greatest risk is in the Village of Lucknow. There is the potential for bridges and roads to be impassable, and it would be difficult for the drainage to handle the excess water. An emergency situation may result in injury, loss of life and damage to the environment, property and critical infrastructure.

Hazardous Materials – Transportation/Delivery Incident

A spill or explosion occurs resulting from a vehicle carrying hazardous chemicals, flammables, radioactive materials, etc. Such an incident could cause injuries/fatalities, drinking water contamination, environmental damage and/or property damage. An emergency condition would normally result from a spill or explosion in a densely populated area such as the Village of Ripley or Lucknow, or near a municipal well head.

Human Health Emergencies and Epidemics

Statistical data suggests that the province is due for an influenza pandemic. An emergency situation would result if a large scale human health emergency swept through local communities. There may be loss of life, long-term health effects, loss

Township of Huron-Kinloss
Emergency Response Plan

of public services and facility closures. The Plan defines the actions required by Municipal authorities to assist those communities affected by the epidemic and to help prevent it from reaching nearby communities.

Boil/Drinking Water Advisory

Adverse bacti samples of a municipal drinking water system would result in issue of a Boil or Drinking Water Advisory by the Grey Bruce HU. The Township of Huron Kinloss would implement the Boil/Drinking Water Advisory Plan which is a separate document to the Township's Emergency Response Plan.

For further details, please contact the Community Emergency Management Coordinator.

Part 3 Authority

3.0 Legal Authority

Legislation entitled "*Emergency Management and Civil Protection Act*, R.S.O. 1990 Chapter E-9, is the primary authority enabling passage of By-laws formulating this emergency plan. In the Township of Huron-Kinloss this is entitled "Adopt Emergency Plan By-Law" and this Plan is an appendix to that by-law.

The EM&CPA states that:

"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 property and the health, safety and welfare of the inhabitants of the emergency area."

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Huron-Kinloss.

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the municipality and supporting the emergency site.

Part 4

Emergency Notification Procedures

4.0 Roles and Responsibilities

In an emergency situation the first persons to respond will most likely be members of the Police, Fire, and Ambulance Services or Public Works.

If, in the opinion of the person in charge at the scene, the incident requires (or may require) the assistance and/or coordination of the local Municipal Organization, that person will contact the Community Emergency Management Coordinator (CEMC) and request the emergency plan be activated.

The CEMC will then activate the Emergency Notification (Appendix F) by calling the Municipal Operations Officer (Administrator) and OFMEM Field Officer, if required. The CEMC (or alternate) will proceed to the Emergency Operations Centre to prepare it for the arrival of the Community Control Group.

Each person or agency called will activate internal alerting procedures and response organization. The alerting message will be as indicated in Figure 1, page 10.

The Municipal Operations Officer will continue the emergency notification by calling the Mayor and MOO Alternate (Appendix F). The MOO Alternate will complete the notification procedure (Appendix F) by calling the following and recording the time of each call:

- Director of Public Works
- Councillors
- Emergency Information Officer
- Hurontel Communications
- Recording Secretary
- Duty Officer
- Director of Community Services
- Administrative Support Staff

The MOO Alternate will also notify any of the remaining groups requiring special notification depending on the type of emergency (Appendix F, Page 3).

The Director of Public Works will contact the roads crew and the energy supplier and/or water/wastewater contractor(s), if required.

The Emergency Information Officer will call the Media Coordinator and media team.

The Mayor will assemble the Community Control Group at the Emergency Operations Centre (primarily the Ripley-Huron Fire Hall), declare an emergency if necessary, and begin to coordinate actions to deal with the situation.

Figure 1 Emergency Notification Message

DATE:	_____
	(yy-mm-dd)
TIME:	_____
	(24 hour clock)

THIS IS A "MUNICIPAL EMERGENCY"

This is _____ (name)

_____ (position).

- "I have a message concerning a possible emergency situation in the Township of Huron-Kinloss. Are you ready to take the message?"
- Give a brief description of the situation.
- "Can you please make your emergency calls?"
- "Can you also proceed to the Emergency Operation Centre in (Ripley/Lucknow/Kincardine)?"
- "Do you have any questions?"
- "Can you repeat back to me your actions?"

Note: This message must be given to the person designated. **Do Not** give this message to anyone else and **do not** leave a message on an answering machine.

Township of Huron-Kinloss
Emergency Response Plan

4.1 Authority

Overall authority for managing the Emergency Response lies with the Mayor, assisted by the Community Control Group (unless a Provincial Emergency is declared by the Premier). In this case, the Community Control Group is subordinate to and acts on behalf of the Provincial Operations Centre.

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor, or
- Township Council
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Ontario Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services
- Township Council
- County Warden, as appropriate
- Public
- Neighbouring community officials, as required
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)

4.2 Provincial Ministries

Provincial Ministries have a role to play in certain emergency situations; in fact some have their own plans to deal with various situations.

If it appears as though there will be a large Provincial presence at the emergency or that provincial or federal assistance will be required, the Head of the Community Control Group will request that OFMEM appoint a Provincial Liaison Officer to coordinate Provincial matters on behalf of the Community Control Group.

4.3 Overall Organization

Each organization identified in this plan has a role to play in the overall emergency response. The Community Control Group shall direct and coordinate the response.

Part 5 Community Control Group

5.0 Community Control Group

All emergency response will be directed and controlled by officials who are responsible for providing the essential services needed to minimize the effects of an emergency within the Municipality. This group will be identified as the Community Control Group (CCG) and will consist of the following officials or alternates, **or as many of them as are actively involved in managing the emergency**, and any other persons as considered necessary by the Municipal Operations Officer (see Figure 2, page 13).

- Municipal Operations Officer (Administrator)
- Community Emergency Management Coordinator (Ripley Huron Fire Chief)
- Emergency Information Officer (Mayor)
- Police Representative
- Fire Representative
- Director of Public Works
- Director of Community Services (Facilities Supervisor)
- Recording Secretary (Admin Assistant)
- Duty Officer (Admin Assistant – Recreation)
- Medical Officer of Health *
- Ambulance Representative *
- Bruce County Social Services Representative (Red Cross) *
- Ontario Fire Marshal and Emergency Management (OFMEM) Field Officer *
- Coroner *
- Community Care Access Centre Representative *
- Media Services Coordinator *
- Public Inquiry Services *
- Administrative Support Staff *
- Public Works Staff *
- Water/Wastewater Operating Authority*
- Utility Services *

*** Require special notification**

Once assembled, each representative will be responsible for arranging alternates and establishing a shift schedule for themselves and persons reporting to them. The assistance of surrounding Municipalities may be required in staffing positions, if the situation goes on for a long time.

Members of the CCG will meet at regular intervals in order to keep each other informed of actions taken and concerns. The Administrator (Municipal Operations Officer) will determine the frequency of these meetings, set agenda items and act as Chair. The meetings should be kept as brief as possible. The administrative staff will maintain the status board and maps, which will be prominently displayed and kept up to date.

Community Control Group

Municipal Operations Officer

- Chairs CCG meetings/coordinates management
- Directs administrative staff
- Organizes meals for staff and CCG
- Authorizes expenditures

Community Emergency Management Coordinator

- Initiates notification procedure
- Sets up EOC
- Liaise with OFMEM Field Officer

Police Representative

- Arranges and coordinates police services

Fire Representative

- Coordinates firefighting activities

Director of Public Works

- Manages activities associated with roads/water/wastewater/landfill
- Arranges for backup power/generators

Emergency Information Officer (Head of Council)

- Acts as spokesperson for information releases to the community
- Liaise with neighbouring communities

Media Coordinator

- Prepares news releases
- Prepares information for Public Inquiries responses
- Set ups media information site

Director of Community Services

- Coordinates evacuation centre(s) setup
- Maintains a registry of persons

Recording Secretary

- Logs and maintains information
- Records minutes of CCG meetings
- Provides clerical support

Duty Officer

- Handles telephone calls and messages at the EOC

Other Groups (These positions are represented on an as-required basis.)

- Coordinate matters for their specific area of expertise

5.1 Emergency Operations Centre

The Emergency Operations Centre will be established at the Ripley-Huron Fire Hall. If the resources of the Fire Hall become taxed or involved in the emergency, an alternate Emergency Operations Centre will be established at the Lucknow & District Fire Hall. If these two facilities are not available for use, the agreement with the Municipality of Kincardine to use their Emergency Operations Centre will become in effect.

The Emergency Operations Centre may also be the assembly and staging area for emergency workers and volunteers.

A description of the Emergency Operations Centre is included in Appendix B.

5.2 On-Scene Command (Site Command Post)

It will be nearly always necessary to establish an on-scene Emergency Operations Command Point or "Site Command Post" either in or near the Emergency Area. The organization, equipment and facilities of this will vary with the type and location of the emergency. A typical generic layout of an Emergency Area including a Site Command Post is shown in Figure 3 (page 16). The responsibility for establishing and maintaining the Site Command Post and Emergency Area and its overall operation rests with the Emergency Site Coordinator.

This person will be designated by the Head of the Community Control Group and most likely will be the Senior Police or Fire official at the scene, depending on the circumstances. This person has overall authority at the Emergency Site (see Figure 4, page 16), and directs the local operations. He/she reports directly to the Head of the Community Control Group. He/she will act in that capacity until relieved by a higher-ranking person within his/her organization.

Overall direction and co-ordination of the Site Command Post is executed by the Emergency Site Coordinator through the organization shown in Figure 3, (page 15), as required.

Site Command Post Organization

Emergency Site Coordinator

- oversee operations

Security & Traffic Control Manager

- provides security and traffic control at the temporary morgue, inner & outer perimeter, site command post and on-scene Media Information Centre

Food & Lodging Manager

- ensures food and lodging is available for all emergency workers, if necessary

On-Scene Media Spokesperson

- arranges visits and photo opportunities
- arranges press conferences
- supplies the needs of the media

Site Fire Coordinator

- coordinates fire fighter activities

Site Ambulance Coordinator

- on-scene medical response

Search & Rescue Coordinator

- coordinates search and rescue activities

Temporary Morgue Manager

- coordinates actions at the temporary morgue (see Part 6)

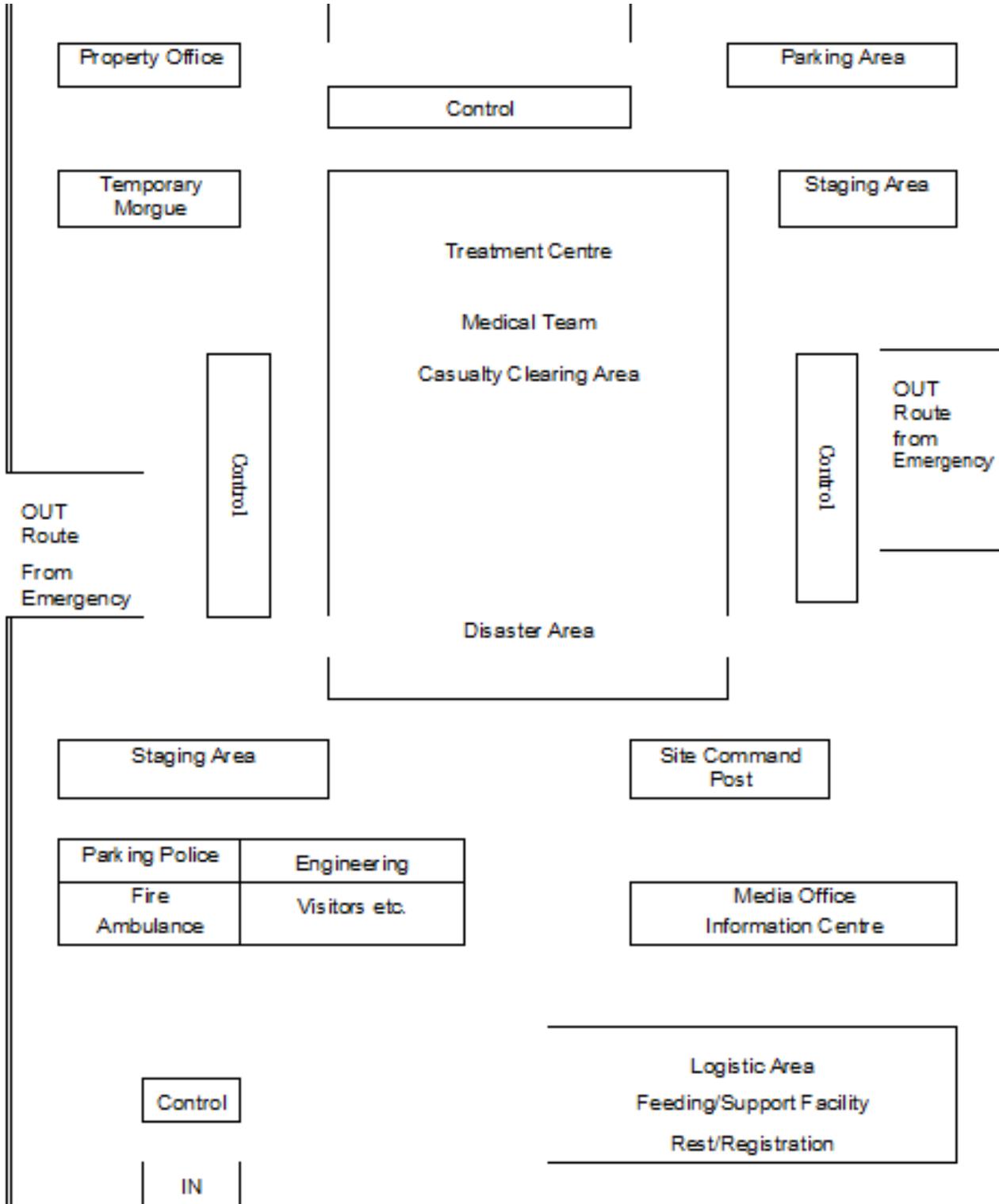
Coroner

- coordinates all activities associated with the dead (see Part 6)

Health & Safety Officer

- health and safety of emergency workers

Figure 2
The Emergency Area



Part 6

Emergency Response System

6.0 Roles and Responsibilities

The following summarizes the roles and responsibilities of each member of the Community Control Group, and those agencies, which they represent (see Appendix D – detailed descriptions).

(a) **Municipal Operations Officer/CCG Chair**

This position is filled by the Administrator (or alternate - Clerk).

He/she is responsible for chairing CCG meetings, setting CCG agendas, coordinating administrative support and the overall operation of the Emergency Operations Centre.

(b) **Community Emergency Management Coordinator**

This position is filled by the Ripley Huron Fire Chief (or designated alternate).

He/she is responsible for initiating the emergency response fan-out, preparation of the Emergency Operations Centre and liaise with the OFMEM Field Officer, if required.

(c) **Police Representative**

This position is filled by the OPP Staff Sergeant – South Bruce Detachment (or designated alternate). *Note: Normally a Sergeant Platoon Team Leader will be assigned.*

He/she arranges for and coordinates all Police services.

(d) **Fire Representative**

This position is filled by the Fire Chief of either Lucknow or Ripley-Huron Fire Departments, according to the location of the emergency. If the emergency involves both responding areas, the Ripley Fire Chief will be the Fire Rep.

He/she coordinates all firefighting and associated activities on behalf of the Community Control Group.

(e) **Director of Public Works**

This person is the Director of Public Works (or alternate – Lead Hand).

He/she is responsible for co-ordinating all activities associated with roads maintenance and associated activities, water/wastewater services, landfill and utilities on behalf of the Community Control Group. He/she arranges for back-up power and standby generators.

Township of Huron-Kinloss
Emergency Response Plan

(f) **Emergency Information Officer**

This position is filled by the Mayor (or alternate – Deputy Mayor).

He/she is responsible for officially declaring an emergency, if required. He/she works with the Media Coordinator, and acts as spokesperson to release timely and accurate information to the media, and liaises with municipal officials of neighbouring communities.

(g) **Media Coordinator**

This position is filled by the Treasurer (or alternate – Business & Economic Development Officer).

He/she coordinates all activities associated with:

- Preparing and issuing press releases and public action directives
- Public Inquiry Services
- Arranging and press interviews with the Emergency Information Officer
- Assisting the press

(h) **Director of Community Services**

This position is filled by the Facilities Supervisor (or alternate – Lucknow Recreation Director).

He/she coordinates the setup of evacuation centres and works with Social Services and local service clubs, as required. This position is also responsible for keeping a registry of displaced persons.

(i) **Recording Secretary**

This position is filled by the Tax Clerk (or alternate – Deputy Clerk).

He/she will record minutes of the CCG meetings and maintain a log of all information for future reference. The person will log all comings and goings from the EOC.

(j) **Duty Officer**

This position is filled by the Administrative Assistant – Facilities & Recreation.

He/she will handle telephone calls during CCG meetings, as well as help with message taking.

(k) **Administrative Support**

The CCG will fill these positions with municipal, administrative staff.

Support staff will arrange for food and lodgings for members of the CCG and provide clerical support.

Township of Huron-Kinloss
Emergency Response Plan

(l) **Medical Officer of Health**

This person is the Medical Officer of Health for Bruce, Grey, and Owen Sound.

He/she is responsible for co-ordinating all public health matters on behalf of the Community Control Group.

(m) **Ambulance Representative**

This person is the Manager of Bruce County Emergency Medical Services (or designate).

His/her responsibility is to coordinate pre-hospital care and transportation of casualties. This would be primarily accomplished through the Ambulance On-Site Coordinator with assistance from the Ambulance Communications Centre.

(n) **Bruce County Social Services Representative (and/or Red Cross)**

This person is designated by Bruce County Social Services and coordinates activities for victims of the emergency with regard to:

- Food
- Personal Services
- Clothing
- Registration & Inquiry
- Shelter

(o) **Ontario Fire Marshal and Emergency Management Field Officer**

Certain Ministries of the Ontario Government have responsibilities in emergency situations. In fact, if a Provincial Emergency is declared that affects the local Municipalities, the Premier may declare that Ministry to take the lead role. In either case, it will be necessary to have a representative of the provincial Government (Ontario Fire Marshal and Emergency Management (OFMEM) to act as a liaison between the Community Control Group and all other Provincial Agencies, and to act as an advisor to the Community Control Group.

(p) **Coroner**

Coordinate all activities associated with fatalities.

(q) **Community Care Access Centre Representative**

He/she coordinates activities involving the safety and care of persons whom are under medical care at home.

(r) **Emergency Site Coordinator**

He/she has overall responsibility to coordinate/direct all activities at the Emergency Site.

Township of Huron-Kinloss
Emergency Response Plan

(s) **Temporary Morgue Manager**

He/she is appointed by the Coroner and has overall responsibility for the operation of the Temporary Morgue in consultation with the Coroner and OPP.

(t) **Volunteer Coordinator**

He/she will be a member(s) of Council designated to arrange for volunteers, register them, and arrange food and lodging as required. This person shall report to the Municipal Operations Officer and liaise with Red Cross and Bruce County Social Services & Housing.

(u) **Water/Wastewater Operating Authority**

He/she will assist the Director of Public Works with all water/wastewater related boil notices, advisories and/or drinking water advisories in conjunction with the Public Health Unit (refer to Township of Huron Kinloss Policy & Procedures and Boil/Drinking Water Advisory Plan).

Part 7

Emergency Communications Plan

7.0 EOC/CCG Communications

Communications are under the direction of the Municipal Operations Officer and are provided as follows:

- (a) Phone Service is arranged and controlled by Bruce Telecom, Huron Telecommunications and Bell Telephone Emergency Services. Assistance from Bell Telephone Emergency Services will be arranged if required, as will any "Cell" phones or extra lines and phone sets. Assistance will be provided by Bruce Telecom in their response area.
- (b) Police, Fire, Ambulance and Roads each have individual Radio Services.
- (c) Amateur Radio Emergency Services are available to provide radio services.
- (d) A fax machine and a computer with a modem are available at the EOC.
- (e) Satellite phones can be arranged through Bell Mobility Emergency Services.

Communication between the responding agencies will be recorded by administrative support.

7.1 Media and Public Information

Upon implementation of this plan, it will be essential to coordinate the release of accurate information to the public, and respond to or redirect requests for reports on information concerning the emergency.

In order to fulfil these functions, the following minimum positions will be established:

- On-Scene Spokesperson, appointed by the Emergency Site Coordinator
- Emergency Information Officer
- Media Coordinator, will report to the EIO and provide information to the public and the media

The public will receive information via local radio broadcasts on AM 920, FM 102, FM 94.5 and FM 95.5 and by calling the public inquiry line at 519-395-3735.

See Appendix G – Media & Public Information Plan

Part 8

Evacuation and Emergency Social Services

8.0 Introduction

In Bruce County, Bruce County Social Services is responsible for co-ordinating aid to the citizens affected by an emergency. They are assisted in their efforts by the following:

- Ministry of Community & Social Services
- Canadian Red Cross
- St. John Ambulance
- Salvation Army
- Amateur Radio Emergency Services
- Bruce, Grey, Owen Sound Health Unit
- Local Service Clubs and other organizations.

Aid, in this case, is designated as "Emergency Social Services" and is comprised of the following:

- Registration of disaster victims and inquiry and location services
- Provision of food and water
- Provision of shelter
- Provision of clothing
- Provision of personal services such as health care, counselling, financial assistance, special needs, etc.

Normally in an emergency, these services are provided at an Evacuation Centre or Reception/Evacuee Centre, which is a central point located within or near the community, where the Emergency Social Services Team assembles, and people can go to obtain assistance. This Chapter describes the overall organization and process by which Emergency Social Services is provided for the Township of Huron-Kinloss and the processes by which evacuation is initiated. Examples of where these services would be required are as follows:

- People are required to temporarily evacuate their homes because of a toxic road spill etc.
- Large number of people left homeless due to an explosion, fire, storm, etc.
- Travellers or residents are stranded due to a winter storm.

Township of Huron-Kinloss
Emergency Response Plan

8.1 Authority

The decision to evacuate an area would normally be made by the Mayor on the advice of the Emergency Site Coordinator and/or the Community Control Group. In some cases, however, a decision to evacuate the area may have to be made by the senior Police or Fire Official on the scene.

8.2 Notification

Notification to the public to evacuate an area can be made by any or all of the following means:

- Radio Announcements (see Appendix G for list of Radio and TV Stations).
- Door-to-door notification by the Police, Fire Department and/or volunteers.
- Travelling the roads with loud hailers.

When evacuation is ordered by the Mayor, the CEMC must inform the Administrator of Bruce County Social Services Department.

He/she in turn will notify the following:

- Evacuation Facility Manager (or equivalent)
- Canadian Red Cross Administrator
- Salvation Army
- St. John Ambulance
- Food Services Team Leader
- Amateur Radio Emergency Services
- Bruce County Social Services Staff
- Ministry of Community & Social Services

Each of these in turn will notify their respective organizations and request them to assemble at the designated Evacuation Centre.

8.3 Evacuation Responsibilities

(a) Mayor (Emergency Information Officer)

(Advised by the Emergency Site Coordinator & Community Control Group)

- Authorize the order to evacuate
- Approve location of Evacuation Centre
- Authorize the order to allow people to return to their homes.

(b) Police Representative

- May authorize the order to evacuate (if urgent).
- Determine how residents will be notified.
- Implement the order to evacuate.
- Obtain volunteer assistance to notify evacuees as required.
- Implement measures for the protection of property.
- Establish safe evacuation routes and roadblocks as required.

Township of Huron-Kinloss
Emergency Response Plan

- (c) **Emergency Site Coordinator**
 - Recommend evacuation if required (implement the order if the requirement is urgent).
 - Deploy resources as necessary.
 - Coordinate volunteer assistance at the scene.
- (d) **Media Information Centre**
 - Prepare media release for evacuation and issue to the media.
 - Keep Media and public informed.
- (e) **Bruce County Social Services**
 - Advise the Head, CCG on the most suitable Evacuation Centre or shelter.
 - Set up Evacuation Centre and receive evacuees.
 - Provide any transportation necessary.
- (f) **Ripley Huron Community School & Lucknow Community Public School**
 - Evacuate the schools according to the schools' evacuation plan when ordered.
- (g) **Huron Villa, R-Villa, Pine Crest Manor Nursing Home**
 - Evacuate the facilities according to their evacuation plan, when ordered.
- (h) **CCAC Representative**
 - Coordinate the evacuation of people under home care.
- (i) **Volunteer Coordinator**
 - Coordinate volunteer assistance, as required, for personnel to assist with food and other services in the evacuation centres and/or shelters.

8.4 Evacuation Routes

Evacuation routes would normally be as follows:

Bruce County Road 1 to the North and South

- Highway 21 to the North and South
- Bruce County Road 7 to the North and South
- Highways 9 & 86 to the East and West (to Kincardine or Lucknow)
- Bruce County Road 6 to the East and West
- Lake Range Drive to the North and South
- Concession 8 to the East and West

These roads will receive priority attention for traffic control and road clearing and maintenance in an emergency.

8.5 Evacuation Centres / Shelters

(a) Evacuation Centres

An evacuation centre is a facility formally established and managed by Bruce County Social Services (and/or Red Cross) to provide:

- Registration and inquiry
- Food
- Shelter and lodging
- Clothing
- Personal services and assistance to people required to leave their homes

Bruce County Social Services will establish Evacuation Centres in any of the following at the request of the Community Control Group:

- (a) Lucknow Community Centre
- (b) Lucknow & District Sports Complex
- (c) Kincardine Davidson Centre
- (d) Point Clark Community Centre
- (e) Ripley Huron Community Centre

(b) Shelters

Shelters may be established by the Municipality to provide food, warmth or other assistance including emergency information. A shelter may be staffed by Bruce County Social Services, or by volunteers, or both.

Shelters may be established at any of the areas above, at the Lucknow Royal Canadian Legion, or churches, schools or other public buildings as seen appropriate at the time.

See 8.7 (page 27) for suggestions.

The location of evacuation centre(s) and/or shelter(s) will be decided by the Community Control Group, based on the advice of Bruce County Social Services. If Bruce County Social Services is not available, the Community Control Group will decide based on the information at hand.

It is the responsibility of the Community Control Group to inform the Public of the location of the Evacuation Centre.

Once assembled at the Evacuation Centre the following organization will be formed, under an appropriate team leader, to operate the facility.

Evacuee Centre Organization

Centre Manager - Oversee operations

Administration Team

- Coordinates activities
- Authorizes expenditures
- Arranges transportation
- Coordinates donations

Maintenance Supervisor

- Building maintenance
- Coordinates facilities, signs, etc.

Registration & Inquiry

- Register evacuees
- Locate evacuees
- Re-unite families

First Aid Team

- Perform first aid, as required
- Arrange medical assistance

Accommodations Team

- Arrange shelter
- Arrange recreation activities
- Arrange for personal assistance

Food Service Team

- Arrange for food and water
- Arrange meal schedules and facilities

Clothing Service Team

- Arrange for clothing and other supplies

Parking & Security Supervisor

- Control parking
- Arrange police support, if required

Grey Bruce Owen Sound Health Unit

- Ensure food and water is safe
- Assist with special care needs

Emergency Radio Services

- Provide communication support

Township of Huron-Kinloss
Emergency Response Plan

8.6 Evacuation Plans

Evacuation Plans will be established for the following facilities:

- Ripley Huron Community School
- Lucknow Community Public School
- Huron Villa, Pine Crest Nursing Home, R Villa
- Blue Water Agromart & Surrounding Area

These plans will identify the following:

- Notification procedure.
- Staff assignments and responsibilities.
- Evacuation address.
- Transportation.
- Emergency food supplies (if appropriate).
- Fire plans.
- Detailed evacuation procedures.

8.7 Winter Storm

In the event of a severe winter storm, it will probably not be possible to establish formal Evacuation Centres under Bruce County Social Services. Therefore, in the event of severe weather it will be the responsibility of the Head of Council (or alternate), assisted by the Council and Municipal Staff to do the following:

- (a) Establish the Emergency Operations Centre at the Ripley-Huron Fire Hall (or alternate).
- (b) Establish a shelter for stranded persons in the following locations as appropriate and proceed to the shelter, if possible, to coordinate activities:
 - Lucknow & District Sports Complex
 - Ripley Huron Community Centre
 - Point Clark Community Centre
 - Lucknow Community Centre
 - United Church (Ripley/Lucknow)
 - Presbyterian Church (Ripley/Lucknow)
 - Pine River United Church
 - Kinlough Pentecostal Church
 - Whitechurch Hall
 - Purple Grove Community Centre
 - Royal Canadian Legion (Ripley/Lucknow)
- (c) Arrange for assistance and volunteers to operate the facilities, obtain food, clothing and bedding etc. and designate a person in charge.
- (d) Establish a Public Enquiry Service, either at the Ripley-Huron Fire Hall, Municipal Office, or an individual's home.
- (e) Have announcements made over the local radio and TV stations as to the location of the shelter, and phone number of the Public Inquiry Service.
- (f) Place the following agencies on standby and establish communications:

Township of Huron-Kinloss
Emergency Response Plan

- Snowmobile Club
 - Amateur Radio Emergency Services
 - Hydro One
 - Westario Power
 - Huron Telecommunications
 - Bruce Telecom
 - Bell Canada
 - SBGHC – Kincardine (Hospital)
 - Bruce County Social Services
 - Community Care Access Centre
- (g) Arrange for volunteer snowmobile operators and assistance from the County Roads Department and MTO and inform the OPP. This would also include recording the names of any volunteers who assist.
- (h) Assist the OPP in co-ordinating any rescue or aid operations.
- (i) Coordinate any required assistance from outside agencies.

Part 9

Multiple Casualties

9.0 Introduction

In the event of a disaster, in addition to property damage, there may be large numbers of injured or dead. Potential situations where this could occur are as follows:

- Airline, Road, or Marine Accident
- Explosion or Fire
- Collapse of a public building.

In any situation which involved dead and/or injured persons, the following play critical roles as defined in this Chapter:

- Coroner
- OPP
- Ambulance Workers
- Fire Fighters
- Funeral Directors
- The Clergy and Social Services Agencies.

The activities of all of these groups must be coordinated to ensure the law is adhered to, injuries are quickly attended to, and that appropriate dignity is afforded all human remains.

9.1 Aim

The aim of this Part is to guide the actions of those authorities and persons involved in the treatment of large numbers of injured persons and those involved in the investigation, reporting, examination, and disposition of human remains, following a disastrous event.

9.2 Operations – Fatalities

A Multiple Fatality Event is defined as an occurrence in which several persons expire as a result of a calamitous event and it is beyond the scope of normal resources to deal with the management of the circumstances of death.

The following persons are involved in the response effort:

- Emergency Site Coordinator
- Media Spokesperson
- Health & Safety Officer
- Critical Incident Stress Counselling
- Coroner
- Temporary Morgue Manager
- Funeral Director

9.3 Temporary Morgue

(a) Location:

Potential locations for a Temporary Morgue are as follows:

- Ripley Arena
- Kincardine & District Hospital
- Davidson Centre, Kincardine
- Ripley Curling Club
- Lucknow & District Sports Complex

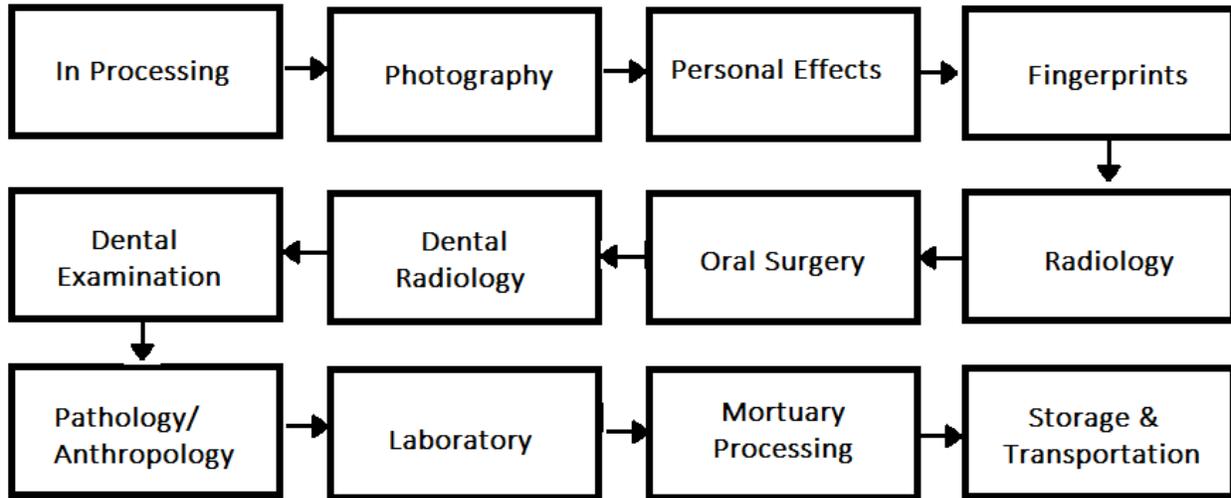
(b) Staff:

The following people would be required to assist at a Temporary Morgue:

- Temporary Morgue Manager
- Funeral Director and staff
- Public Health staff
- Security staff
- Counsellors and Clergy
- Police (for investigation and notification of next of kin)
- Administrative staff
- Identification and Autopsy Team
- Pathologists
- identification officers (fingerprints and photography)
- recording officer
- pathology assistants
- X-Ray Team (radiologists and X-Ray Technicians)
- Forensic Dental Team

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

The following gives a model-processing scheme to ensure human remains are properly identified and processed:



The Morgue should include the following:

1. Separate controlled access for the public and workers.
2. Security.
3. 50 bodies require 4500 square feet. An additional 1200 square feet is required for each additional 25 bodies.
4. General information area for public:
 - waiting room
 - public rest rooms
 - small interview rooms
5. Private viewing room.
6. Provisions for the press.
7. Provisions for Clergy.
8. Telephone service with adequate personnel to handle calls.
9. Receiving entrance away from public view.
10. Admitting/in-processing room with desks and workstations.
11. Storage facilities for bodies not currently being autopsied or identified:
 - female room
 - male room
 - body parts
12. Adequate ventilation, lighting and electricity.
13. Running water.
14. X-Ray equipment/Technicians/room.
15. Pathology equipment:

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

- tables
 - recording devices
 - autopsy equipment
 - gloves, protective clothing
 - gurneys
16. Dental identification - equipment/personnel/Technician/X-Ray.
 17. Separate embalming and preparation area.
 18. Staff rest area, lounge, and washrooms.
 19. Personnel - volunteers:
 - Information Clerks, Telephone Communicators
 - Waiting room staff
 - Interviewers
 20. Admission Personnel - Medical Technician and Clerk:
 - To record body, receipt and number bodies, personal effects.
 21. X-Ray Personnel.
 22. Pathologists / Recording Clerks.
 23. Police - Identification Officer.
 24. Photographer - Police Identification.
 25. Property Custodian.
 26. Media Spokesperson.
 27. Biological waste disposal.
 28. Garbage disposal and equipment.
 29. Supplies:
 - Gloves
 - Clothing
 - Masks
 - Boots
 30. Administrative Area:
 - stationery supplies and office equipment.
 31. Sanitary and building cleaning supplies.
 32. Room dividers.
 33. Personal effects and records storage area.
 34. Parking area.
 35. Refrigerated van.

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

9.4 Operations – Injuries

In the event of a disaster involving multiple injuries Ambulance Services are normally in charge of the response through established Emergency procedures.

(a) Upon arrival at the scene **Ambulance Staff** will:

- Assess the situation.
- Alert dispatch.
- Initiate liaison with other on-site emergency agencies.
- Identify a triage area and initiate triage.
- Initiate primary casualty care.

(b) Upon arrival at the scene the **Ambulance Supervisor/Manager** will:

- Assume the duties of On-Site Coordinator and set up a command post.
- Assess the need for on-site medical teams and additional ambulances.
- Direct the recovery operation and in-coming ambulances.
- Liaise with Dispatch and other agencies.
- Ensure accurate documentation and adherence to procedures.

(c) The **Dispatch Centre** will:

- Dispatch the necessary ambulances to the scene.
- Notify Police, Fire, Hospitals, Ambulance Services Manager, Ministry of Health, Other Ambulance Communications Units, and Provincial Duty Officer as required by procedures.
- Obtain additional resources.
- Maintain contact with Hospital staff, and dispatch ambulances as required

(d) **Kincardine & District Hospital Staff** will:

- Security staff
- Activate their Internal Emergency Plan.
- Treat casualties as required.
- Liaise with Ambulance Dispatch to advise the Hospital's capabilities.

Part 10 Recovery

10.0 Introduction

In many cases, such as a Tornado, Explosion or Fire, the actual emergency phase may last only a short while, often less than a day. However, after the actual initial response, the recovery phase may last many days or weeks. It is a time when prior planning can reap dividends in mitigating the effects of the emergency on the citizens of the Municipality.

This chapter outlines, in a very general way, some of the actions that may be required, and who should be responsible for those actions.

10.1 Search & Rescue

Search & Rescue may be confined to a few buildings in the case of a fire or explosion, or in the case of a Tornado, over a large area involving many buildings.

In all cases, Search & Rescue efforts will be under the direction of the Emergency Site Coordinator who, in this case, would normally be from the OPP. An inner and outer perimeter will be established and the effort organized and carried out in a systematic way according to Police procedures. Dead bodies may only be removed from the scene with the permission of the Coroner.

Agencies normally participating in Search & Rescue would be Police, Fire and Ambulance, with assistance from volunteers as necessary. Part of the response effort will be to provide food and other amenities for the workers. As well, stress counselling is available from the Crisis Intervention Team.

10.2 Clean-up and Restoration

(a) Emergency Phase

During the emergency phase, clean-up operations will be under the direction of the Emergency Site Coordinator, as long as the inner and outer perimeters are established. He will direct the overall clean-up operation including:

- (i) Interrupting or restoring electricity, water, sewage, and telephone services to the Emergency Site.
- (ii) Ploughing or clearing roads. This will be for the emergency phase only and the focus will be the immediate health and safety of Emergency Workers and citizens. He will be assisted by Fire Fighters, the Director of Public Works and staff, and volunteers as required.

(b) Recovery Phase

Later in the recovery phase, the clean-up effort will be coordinated by the Community Control Group. They will develop a priority system and plan to implement the recovery operation. Recovery committees will be established as required.

The Recovery Committees are as follows:

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

- Recovery Committee
- Human Needs Sub-Committee
- Infrastructure Sub-Committee
- Finance Sub-Committee

Details on the members and an outline of the responsibilities of these committees are in Appendix H Recovery Plan.

10.3 Financial Assistance

Urgent financial assistance for residents, and providing temporary food, lodging and clothing are the responsibility of Bruce County Social Services. The Administrator of Bruce County Social Services has the responsibility and authority to implement a process to provide this assistance.

The Recovery Committee will coordinate financial assistance for residents to recover from the disaster. Provincial and Federal assistance will be arranged through normal channels under the Municipal Operations Officer. The Community Control Group will provide a process to assess damages and recommend assistance.

All requests for financial assistance from Provincial ministries or the Federal Government should be arranged through Ontario Fire Marshal and Emergency Management (OFMEM). ODRAP – Ontario Disaster Relief Assistance Program is available if the area is declared a disaster area. It is important to begin processing such requests for assistance immediately because time limits are often involved. This may mean that requests for financial assistance will be made before the emergency has ended.

All financial requirements to deal with the emergency (i.e. purchases, requisitions, issuing funds and cheques) will be issued by the Treasurer.

The Treasurer will also coordinate pay, time sheets, issuing of cheques etc. for Municipal Employees engaged in response and recovery operations. Payment will be at the normal rate including overtime premiums for all Municipal Employees and Emergency Responders.

Provincial Guidelines regarding cost of rental construction equipment shall be used as the basis of payment for all equipment rented from private sources.

10.4 Volunteers

Volunteers or private citizens (i.e. persons who are not Municipal, Provincial, or Federal Employees of agencies directly involved in the Emergency) may be required to assist at the Emergency scene. General guidelines for the use of volunteers are as follows:

- All volunteers work under the authority of the Emergency Site Coordinator or the Community Control Group, as appropriate.

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

A record shall be kept of all persons who enter the Emergency area, and the reason for being there, and their activities. All volunteers working in the emergency effort must be registered with the Volunteer Coordinator. Records must be retained at the Emergency Operations Centre for legal purposes.

- Care shall be taken not to place the health, safety, or welfare of volunteers at risk.
- Selection of volunteers should be made carefully to ensure they are capable of the task at hand.

Some tasks suitable for volunteers are as follows:

- Providing food and other amenities for Emergency Workers.
- Caring for & assisting with the removal of dead or abandoned animals under the direction of local veterinarians and the animal control officer.
- Acting as messengers.
- Providing clerical assistance.
- Assisting in wide area search in low risk situations.
- Delivering supplies.
- Providing transportation for Emergency Workers and equipment.
- Assisting with clean-up operations.

Part 11

Training

11.0 Community Control Group / Council / Municipal Staff

The Community Control Group, Council and Municipal staff shall be trained with regards to the response plan and their roles and responsibilities on an annual basis.

The response plan will be exercised annually.

11.1 Public Education / Awareness

A copy of the Municipal Emergency Plan will be posted on the Township website and a paper copy will be available upon request at the Municipal Office.

Information for emergency preparation for individual residents will be communicated through the local schools, beach associations and community service groups. Also, brochures and pamphlets will be made available at the Municipal Office, libraries and arenas. This will be the responsibility of the Community Emergency Management Coordinator (and/or alternate).

**TOWNSHIP OF HURON-KINLOSS
MUNICIPAL EMERGENCY PLAN**

**Part 12
Distribution List**

Township of Huron-Kinloss Mayor
Township of Huron-Kinloss Community Emergency Management Coordinator
Township of Huron-Kinloss Administrator
Township of Huron-Kinloss Director of Public Works
Township of Huron-Kinloss Municipal Offices (3 copies)
Municipality of Kincardine
Municipality of South Bruce
Township of Ashfield-Colborne-Wawanosh
Ripley-Huron Fire Hall
Lucknow & District Fire Hall
South Bruce OPP Detachment
Central Ambulance Communication Centre
County of Bruce
Bruce County Social Services
Medical Officer of Health (MOH)
Ontario Fire Marshal and Emergency Management (OFMEM)
Bluewater District School Board
Community Care Access Centre
Water/Wastewater Operating Authority – Veolia Water Canada

Part 13

Updates and Amendments

13.0 Plan Maintenance and Revision

If this plan is to be effective, it must be current. Therefore it shall be revised annually in the following manner:

- (a) Revisions shall be made and distributed by the Township's Community Emergency Management Coordinator (CEMC) who is a municipal employee and designated by the appropriate By-Law.
- (b) Advice and guidance will be provided to the CEMC, on the contents and implementation of this plan by a Community Emergency Management Program Committee (CEMPC) comprised of the following:
 - Head of Council
 - Township Administrator
 - CEMC/Alternates
 - Police Representative(s)
 - Fire Representative(s)
 - Social Services Representative
 - Public Health Representative
 - Bluewater School Board Representative
 - Community Representatives from agriculture, business, utility companies
- (c) Prior to each annual revision, the following agencies will be contacted to provide input to any required revisions:
 - Community Care Access Centre
 - Bruce-Grey Separate School Board
 - South Grey Bruce Health Centre
 - Ontario Fire Marshal and Emergency Management (OFMEM)
- (d) An annual meeting of the Committee will be conducted by the CEMPC Chairperson, wherein this plan and associated issues will be reviewed. Revisions to this plan will only be made after Committee approval.
- (e) This plan shall only be revised by by-law with the exception of the Emergency Notification Procedures and the Emergency Resource Directory.
- (f) It is the responsibility of each person, agency, service, or department named within this plan to notify the CEMC of any suggested changes or revisions to this plan. Any changes will be logged (Appendix C).
- (g) Each person, agency, service or department shall prepare Standard Operating Guidelines to carry out the provisions of this plan.