

MUNICIPAL EMERGENCY RESPONSE PLAN
THE CORPORATION OF THE TOWNSHIP OF
HURON-KINLOSS



November 29, 2018

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SECTION 1 - INTRODUCTION

In this plan, emergencies are considered to be extraordinary occurrences demanding extraordinary action and extraordinary resources. Thus, they are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as public works. The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private, and this Emergency Response Plan identifies the actions that may be taken during an emergency situation declared or not.

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.

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

1.1 Hazards

A hazard can be defined as an “event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss.” Hazards can be categorized as natural such as an ice storm, technological such as a power outage or human such as acts of terrorism. The Township of Huron-Kinloss has completed a Hazard Identification and Risk Assessment (HIRA). The following list identifies many of the potential hazard risks or threats to the Township of Huron-Kinloss.

- Blizzards and ice storms
- Tornadoes
- Floods (Community of Lucknow has the greatest risks)
- Human health emergencies
- Foreign animal disease outbreak
- Energy emergencies
- Water emergencies
- Hazardous materials emergency at a fixed site or transportation
- Explosions and fires
- Terrorism and sabotage
- Drought
- Building or structural collapse of a public building
- Wildland Urban Interface Fires (Lakeshore Settlement Areas)

While there are ways to mitigate and prevent some hazardous events, emergency situations will occur. Nevertheless, there are steps that we can take to prepare for, respond to and recover from emergencies to lessen the impacts on our communities including loss of life and property damage. This plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency.

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

$$\text{Risk} = \text{Probability} \times \text{Consequence.}$$

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 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.

Tornado

There have been occasions where downbursts have caused significant damage in the Township.

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 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.

Wildland Urban Interface Fire

The Point Clark and the Lakeshore Communities have numerous structures built in a heavily treed areas. The Wildland Urban Interface nature of the area makes it vulnerable to widespread fire. If dry conditions exist, the area may be ripe for a fire that can get out of control and spread rapidly.

Evacuation efforts may be hampered by limited egress.

1.2 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 [REDACTED]
- South Grey Bruce Health Centre – Kincardine [REDACTED]

Marine Accident or Spill:

- Sarnia Coast Guard Radio [REDACTED]
- Rescue Coordination Centre, Canadian Forces Base Trenton

Wildland Fire:

- Ministry of Natural Resources – Owen Sound [REDACTED] 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.

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).

1.3 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.

SECTION 2 - AIM

The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality.

SECTION 3 - LEGISLATIVE AUTHORITY

The Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E9 is the primary enabling legislation for the formulation of this Emergency Response Plan, which will govern the provisions of necessary services during an emergency. In accordance with Section 3 of the Act, *“every municipality shall formulate an emergency response plan governing the provisions 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.”* The Emergency Management and Civil Protection Act and the passage of municipal by-laws will provide the legal authority for the Emergency Response Plan. A copy of this plan will be filed with the Ministry of Community Safety and Correctional Services through the Office of the Fire Marshal and Emergency Management.

SECTION 4 - NOTIFICATION AND EMERGENCY DECLARATIONS

Most emergencies are usually first discovered by police, fire or public works agencies as they are normally among the first to be called. However the decision to activate the Municipal Emergency Notification Procedures shall be the responsibility of any member of the Municipal Emergency Control Group (MECG) upon receipt of a warning that a real or potential emergency is imminent. Upon notification of a real emergency or the threat of an emergency, as defined herein, the MECG member and the Community Emergency Management Coordinator (CEMC) or Alternate(s) shall, upon assessing the emergency situation, determine if the MECG would be required and then ensure that the appropriate individuals and agencies are contacted to notify the control group and activate the Emergency Operation Centre (EOC).

In some cases it may not be necessary to assemble the MECG but it may be important to make them aware of a potential emergency or to update them on a situation. In this case the emergency notification procedures may be used to provide information to the group or to place them on standby pending possible activation of the Emergency Operation Centre.

4.1 Action Prior to Declaration

When it appears that an emergency situation is imminent or has occurred but an emergency has not yet been declared, Council, the Chief Administrative Officer and/or designated employees of the Township of Huron-Kinloss may take such action necessary to respond to the situation provided such actions are not contrary to law and such actions are within their departments mandate to take and as set out in this Emergency Response Plan in order to protect lives and property of the residents of the Township.

4.2. Municipal Emergency Notification Procedures

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 (Chief Administrative Officer) 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 Municipal Emergency 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 11 of this MERP.

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
- Councilors
- 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 Municipal Emergency 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.

4.3 Declaring Emergencies

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the appointed Incident Commander/EOC Manager.

Section 4 of the Act provides for the declaration of an emergency by the Head of Council and states that the “Head of Council 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.”

The Head of Council or designated alternate has the authority to declare that an emergency exists within the whole or any part of the Township. This decision may be made in consultation with the other members of the Municipal Emergency Control Group/Command Staff.

Once the Head of Council or designated alternate declares an emergency, the signed emergency declaration shall be faxed and/or emailed to:

- The Solicitor General – contact the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors
- Councils of the member municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO).

4.4 Terminating Emergencies

At any time, the Head of Council, Council, or the Premier of Ontario may declare an emergency terminated. Once an emergency has been terminated, a copy of the signed emergency termination form shall be faxed and/or emailed to the individuals and agencies listed in Section 4.3.

4.5 Municipal Emergency Control Group – Appoint Incident Commander/EOC Manager

Whenever an emergency or disaster occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the Township of Huron-Kinloss Municipal Emergency Control Group. The Township will exercise and implement this Municipal Emergency Response Plan with respect to all local emergencies/disasters. The Municipal Operations Officer (Chief Administrative Officer) within the Municipal Emergency Control Group shall appoint an appropriate Incident Commander/EOC Manager as required.

The Incident Commander/EOC Manager, in consultation with the Municipal Emergency Control Group, may request additional assistance and resources from the County of Bruce by contacting the respective County Departments directly and/or by implementing the Mutual Assistance Agreement. The appointed Command Staff Liaison Officer and/or the Community Emergency Management Coordinator (CEMC) will assist as the liaison for these contacts.

4.5.1 Should the resources of the affected member municipality become extended such that the Municipal Emergency Control Group (MERP) can no longer effectively control or support the emergency, the Municipal Emergency Control Group and/or the designated Incident Commander may request, in consultation with the County Warden and County CAO that the County take over management of the emergency situation. Members of the local Municipal Emergency Control Group will remain at the local emergency operation centre to provide support and assistance. Alternatively, the Municipal Emergency Control Group may request the formation of a joint emergency control group and/or unified command structure to manage the local emergency situation as set out in Section 6.1

SECTION 5 - REQUESTS FOR ASSISTANCE

In certain emergency situations, the scale of the emergency may be such that it is beyond local resource capability, both public and private, to effectively and efficiently manage the emergency response. In such cases, requests for assistance may be made through any or all of the following sources of assistance.

5.1 Requests to the County of Bruce

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- In consultation with the Municipal Emergency Control Group, The Incident Command and/or General Staff Chiefs may contact the applicable County department directly.
- By implementing mutual assistance agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act, any municipality which is party to the agreement may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made by the Incident Commander in consultation with the Municipal Emergency Control Group. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Bruce County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency Control Group as set out in Section 6.1.

5.2 Requests to surrounding municipalities

Implement mutual assistance agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 5.1.

5.3 Requests to the Province

Upon notification by the Township that a municipal emergency has occurred but at which time the Head of Council has not officially declared an emergency, the Province may deploy an Office of the Fire Marshal and Emergency Management Ontario (OFMEM) Field Officer to a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Operations Centre. However, when a community declares an emergency, the OFMEM will normally deploy a Field Officer to the local Emergency Operations Centre. The

Field Officer will be the link between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the OFMEM, the following identifies some provincial ministries and federal department/agencies and the assistance they may be able to provide to local municipalities. Assistance provided may include but it is not necessarily limited to the following:

- i) Ministry of Agriculture and Food and Rural Affairs in the event of a Foreign Animal Disease Emergency or livestock related needs, food contamination, and pest infestation.
- ii) Ministry of the Environment with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- iii) Ministry of Health and Long Term Care (MOHLTC) with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington Dufferin Guelph Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where Health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested to help through the Ministry of Health and Long-Term Care's Emergency Management Branch.
- iv) The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:
 - Patient isolation in the case of an infectious disease outbreak;
 - Medical support and decontamination in the case of a chemical, biological or radiological incident; and
 - Case management and triage of patients in a mass casualty situation.
- v) Ministry of Municipal Affairs and Housing for financial assistance as administered through the Ontario Disaster Relief Assistance Program and Special Ad Hoc Funding Programs as outlined in Section 11.4.1 wherein coordination of extraordinary expenditures is required.
- vi) Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- vii) Ministry of Transportation can provide assistance with emergencies on provincial highways.
- viii) Request for Heavy Urban Search and Rescue (HUSAR) teams must be made by the County Fire Coordinator to the Province.

Federal assistance, which, at times, shall be requested by the Province of Ontario through the Provincial Emergency Operation Centre, may include, but is not limited to, the following:

- i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance.
- ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies which may include appropriate setback and evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the control group may contact them.
- iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
- iv) Environment Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
- v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
- vi) Request for Assistance for Hazardous Materials Expertise must be made by the County Fire Coordinator to the Province.

5.4 Federal Assistance

If Federal assistance is required, this is to be sought through the OFMEM, unless otherwise identified above.

SECTION 6 - MUNICIPAL EMERGENCY CONTROL GROUPS

The Emergency Management and Civil Protection Act Regulation 380/04 requires each municipality to establish a Municipal Emergency Control Group. The roles and responsibilities of the individual members of the Municipal Emergency Control Group are set out in Section 6.2

6.1 JOINT COMMAND ADVISORY TEAM

In some emergency situations, and where considered appropriate, the County, Township and other Municipalities may consult and decide that the formation of a Joint Command Advisory Team is necessary and appropriate given the emergency

situation (either declared in one or more municipalities or not declared). The decision to establish a joint Command Advisory Team may be made particularly when the emergency will affect two or more municipalities such as a tornado, snow storm, ice storm, health emergency or foreign animal disease emergency. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision has been made to establish a Joint Command Advisory Team, the Heads of Council, CAOs and Emergency Manager/CEMC may comprise the Incident Command Team members and/or determine the appropriate team composition to respond to the emergency situation.

6.2 Individual Roles and Responsibilities of MCEG Members

The following is a list of the individual member's roles and responsibilities as a part of the **Primary** Municipal Emergency Control Group.

6.2.1 Head of Council – Elected Official (Mayor) or Alternate (Deputy Mayor)

- i) Declare an emergency in consultation with MCEG.
- ii) May terminate an emergency after consulting with MCEG and Council.
- iii) Ensure required individuals and agencies including the Solicitor General of Ontario have been notified of the declaration and termination of an emergency.
- iv) Meet with Council (Executive Committee) and keep them informed of the emergency situation.
- v) Liaise with other municipal Heads of Council regarding the emergency situation.
- vi) Establish a communication link with Emergency Information Officer.
- vii) Act as the Community Spokesperson.
- viii) Approve news releases and public announcements issued by the Emergency Information Officer.

6.2.2 Municipal Operations Officer (Chief Administrative Officer) or alternate (Clerk)

- i) Provide direction to the Incident Commander in the EOC operations.
- ii) Chair the MCEG meetings

- iii) Ensure that the municipal emergency notification procedures for the control Group are implemented if requested.
- iv) As Operations Chief of the EOC, coordinate all Emergency Operation Centre functions, such as ensuring that the operational period is scheduled and maintained, arranging for the preparation of agendas, and ensuring proper support staff is in place to effectively operate the EOC.
- v) Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency situation, determine those efforts needed to restore services.
- vi) Arrange for additional EOC support staff as required.
- vii) Advise Head of Council/alternate and MECG on administrative matters, proper policies and procedures of the municipal government and laws.
- viii) Ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
- ix) Assist Head of Council with authorizing the dissemination of information through the Emergency Information Officer to the media and the general public.
- x) Authorize implementation of Mutual Assistance Agreements in consultation with MECG.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe
- x) Ensure that all inquiries regarding the MECG and the emergency operation are directed to the Emergency Information Officer.
- xi) Maintain or appoint a scribe to maintain log of actions taken and decisions made by the Head of Council.

6.2.3 Director of Public Works

- i) If necessary, ensure that the appropriate individuals as set out in Section 4.2 are notified to contact the members of the control group.
- ii) May act as an Operations and/or Logistics Chief under IMS response.
- iii) If necessary, establish an incident command post with communication link to EOC.
- iv) Establish a communication link with senior roads staff at the incident.

- v) If directed by the MECG, provide an incident commander(s) for the site.
- vi) Advise MECG on information pertaining to engineering, road design, resources, etc.
- vii) Liaise with senior public works officials from other authorities including local, county or provincial.
- viii) Ensure municipal resources are provided as requested.
- ix) Arrange for resources as requested by the Incident Commander and approved by the MECG to be provided and ensure a record/inventory of all supplies and equipment requested and sent is maintained.
- x) Assist OPP with traffic barricades, assist fire with evacuations, during winter ensure roads are ploughed and cleared.
- xi) As flood coordinator liaise with Conservation Authorities on matters related to flooding.
- xii) Maintain municipal services provided such services could be safely maintained.
- xiii) Contact proper agencies to have public or private utilities disconnected if public safety is affected or when directed by MECG.
- xiv) Liaise with utility representatives to provide alternative means of providing hydro, gas etc. if utilities are affected.
- xv) Maintain log of actions taken and decision made.

6.2.4 Municipal Treasurer (Alternate Deputy Treasurer)

- i) If necessary, ensure that the appropriate individuals as set out in Section 4.2 are notified to contact the members of the control group.
- ii) May act as the Finance/Admin Chief or in any Command Staff Role under IMS response.
- iii) Establish a communication link with Finance/Admin staff at the incident.
- iv) Advise MECG on information pertaining to finance, administration, and municipal resources, etc.
- v) Liaise with senior finance and admin staff from other authorities including local, county or provincial.
- vi) Ensure municipal resources are provided as requested.

- vii) Arrange for resources as requested by the Incident Commander and approved by the MCEG to be provided and ensure a record/inventory of all supplies and equipment requested and sent is maintained.
- viii) Maintain municipal treasury and financial services through the continuity of operations planning during emergency incidents
- ix) Provide information and advice on financial matters and information systems as they relate to the emergency.
- x) Maintain record of all expenses.
- xi) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner.
- xii) Procure appropriate sources of funding for emergency such as the Ontario Disaster Relief Assistance Program (ODRAP).
- xiii) Chair or appoint a department representative to chair the Financial Recovery Sub-committee to ensure responsibilities outlined in Section 11.4 are completed as required.
- xiv) Maintain a personal log of all actions taken.

6.2.5 Director of Community Services (Alternate Facilities Supervisor)

- i) If necessary, ensure that the appropriate individuals as set out in Section 4.2 are notified to contact the members of the control group.
- ii) May act as an Operations and/or Logistics Chief or in a Command Staff role under IMS response.
- iii) If necessary, establish an incident command post with communication link to EOC.
- iv) Establish a communication link with senior parks and facilities staff at the incident.
- v) If directed by the MCEG, provide an incident commander(s) for the site.
- vi) Advise MCEG on information pertaining to facilities, buildings, resources, etc.
- vii) Liaise with senior community service officials from other authorities including local, county or provincial.
- viii) Ensure municipal resources are provided as requested.

- ix) Arrange for resources as requested by the Incident Commander and approved by the MCEG to be provided and ensure a record/inventory of all supplies and equipment requested and sent is maintained.
- x) Maintain municipal services provided such services could be safely maintained.
- xi) Maintain log of actions taken and decision made

The following is a list of the **Secondary** members (Agency Representatives) that may be asked to be a part of the Municipal Emergency Control Group if required.

6.2.6 Fire Chief or Alternate

- i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Establish a fire incident command post with communication link to EOC.
- iii) If emergency is fire related, appoint Incident Commander and advise the MCEG.
- iv) Establish communication link with senior fire officials at the emergency site.
- v) Advise MCEG on matters relating to fire resources.
- vi) Determine if additional fire resources are required to aid emergency site effort including the need for special equipment and recommend if possible sources of supply such as Hazmat, Self-Contained Breathing Apparatus (SCBA), protective clothing.
- vii) Ensure equipment and manpower needs are adequate.
- viii) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
- ix) Assist EMS with casualties as necessary if resources are available.
- x) Liaise with Ministry of the Environment, Fire Marshall's Office, etc.
- xi) Fire Coordinator or Assistant Fire Coordinator will request provincial resources such as HUSAR, CBRNE from the PEOC as may be requested by a member municipal fire department.
- xii) Maintain log of actions taken and decisions made.

6.2.7 Water/ Wastewater Official or Alternate

- i) Ensure that the emergency notification procedures are activated as set out in Section 4.2 for any municipal drinking water system emergency as set out in the DWQMS or wastewater emergency.
- ii) Mobilize materials, manpower and equipment to respond to an emergency, and, if necessary, arrange for services from other municipalities or private contractors.
- iii) Provide advice and information to the MCEG with respect to municipal water resources, wastewater and provincial legislation, etc.
- iv) Liaise with the Ministry of the Environment, Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
- v) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
- vi) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with the Medical Officer of Health or designated representative and the MOE.
- vii) Arrange for equipment for emergency pumping operations.
- viii) Liaise with the Fire Chief concerning emergency water supplies for firefighting purposes.
- ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of the Medical Officer of Health.
- x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
- xi) Chair or appoint a department representative to chair the Infrastructure Recovery Sub-committee and to ensure responsibilities as outlined in Section 11.3 are completed as required.
- xii) Maintain a log of actions taken and decisions made.

6.2.8 Bruce County OPP

- i) If necessary, ensure that the appropriate municipal representative set out in Section 4.2 is notified to call the control group members together.
- ii) Maintain law and order within the community.
- iii) Notify and assist relevant emergency services, as required.

- iv) Establish an incident command post, as required.
- v) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
- vi) Establish inner and outer perimeters around the emergency site.
- vii) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
- viii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
- ix) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
- x) Provide traffic control to facilitate the movement of emergency vehicles.
- xi) Liaise with other municipal, provincial and federal agencies, as required.
- xii) Provide security to incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with MCEG.
- xiii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc.

6.2.9 Bruce County EMS or alternate

- i) On becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Establish communication link with senior ambulance officials at the incident.
- iii) Provide for overall coordination of “Emergency Medical Response” to an emergency.
- iv) Provide for and maintain Emergency Medical Services at the incident.
- v) Directly liaise with EMS Site Coordinator.

- vi) Assess and determine need, request and coordinate deployment of “on-site Medical Teams.”
- vii) Establish and maintain open link communications with Central Ambulance and Communications Centre (CACC).
- viii) Liaise with Public Health “Incident Manager”.
- ix) Update reporting to Medical Officer of Health and Ministry of Health and Long Term Care designate.
- x) Provide technical assistance to Medical Officer of Health with assessment of resource needs.
- xi) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xiii) If required, appoint an EMS Incident Commander.
- xiv) Liaise with Community Care Access Centre (CCAC) for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
- xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
- xvi) Activate Critical Incident Stress Management (CISM) Team.
- xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.
- xviii) Maintain log of actions taken and decisions made.

6.2.8 Medical Officer of Health or alternate – Public Health

During Human Health Emergencies, Grey-Bruce Public Health will assume the lead for emergency response. The Public Health will respond using the Incident Management System. The Medical Officer of Health will maintain a communication link with the Heads of Council of the municipality during such situations. During a municipal Water System emergency, public health will establish a unified command incident response with the Township. In all other emergency situations, public health representatives will participate as members of the EOC unified command as required.

- i) On becoming aware that a human health emergency has occurred or is threatening to occur, shall ensure that the municipal emergency notification system as set out in Section 4.2 is activated.
- ii) Assume a lead role in response to a human health emergency such as infectious disease outbreak through activation of Public Health's Response Plan and Incident Management System.
- iii) Approve information/instructions on public health risk reduction for the municipality to distribute to the public.
- iv) Consult on the safe disposal of biohazardous and other dangerous material that may affect public health.
- v) Coordinate vaccine management and implement mass immunization plan as required.
- vi) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
- vii) Liaise with the Ministry of Health and Long Term Care.
- viii) Consult with Coroner on temporary morgue facilities.
- ix) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Ontario Public Health Standards, the Health Protection and Promotion Act and related protocols.
- x) Provide direction on any matters which may adversely affect public health.
- xi) Liaise with voluntary and private agencies.
- xii) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of safe food preparation, infection control practices, water quality, and sanitation.
- xiii) Keep record of all Public Health activities including actions taken and decisions made.
- xiv) Participate in debriefings as required.

6.2.11 Local Hydro Utility

- i) Upon a warning or threat of an emergency situation involving hydro ensure that the municipal emergency notification procedures of the municipality are initiated.

- ii) Provide MECG with information and advice regarding available hydro services.
- iii) Provide alternate emergency hydro supplies where necessary and practical.
- iv) Discontinue hydro services as requested by Incident Command in consultation with the MECG.
- v) Restore interrupted services on a priority basis in consultation with the MECG.
- vi) Liaise with the Senior Municipal Roads Official.
- vii) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
- viii) Advise Head of Council, Municipal Operations Officer and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public as a result of the emergency situation at hand or as a result of decisions made to respond to the emergency.
- ix) Maintain a log of actions taken and decisions made.

6.2.12 Human Services Administrator of Alternate

The Human Services Administrator is a primary member of the County of Bruce MECG but provides support to the member municipalities as requested by the local MECG.

The Human Services Administrator or alternate has five essential areas of responsibility: Food, Clothing, Lodging, Registration and Inquiry, and Personal Services. These services are delivered through the operation of reception centres, or overnight shelters. The main responsibilities of the Social Services Administrator during an emergency are:

- i) Upon notification from a member Municipal Emergency Control Group (MECG) that a shelter or reception centre is in the process of being set up, will report to the member Municipal Emergency Operation Centre to provide advice and guidance with respect to the overall management of the shelter. The Human Services Administrator or alternate may take on the role of Shelter Manager at the request of the Incident Commander or, alternatively, may appoint a staff person to this role.
- ii) Will implement the Memorandum of Agreement with Red Cross, as required.

- iii) Liaise with partner agencies such as Public Health, Red Cross, St. John Ambulance, Salvation Army, Victim Services, and service groups, to set up, manage, and disassemble the evacuation facilities.
- iv) Activate mutual assistance agreements with partner agencies and various service and supply agreements, as needed.
- v) Maintain a log of all expenditures, invoices, etc., and submit to the Administration and Finance Chief.
- vi) Chair or appoint a manager to chair the Human Needs Recovery sub-committee and ensure responsibilities outlined in Section 11.2 are completed as required by the recovery plan.
- vii) Maintain a log of all actions taken.

6.2.13 Volunteer Coordinator

- i) Will be a logistical function under the Logistics Chief in the IMS system.
- ii) The Volunteer Coordinator is responsible for acquisition, registering, lodging and general coordination of all volunteer services.

6.2.14 CEMC or Alternate

- i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur shall ensure that the appropriate municipal representative as set out in Section 4.2 is notified to call the control group members together.
- ii) Under the implementation of the IMS response may assume the position of Liaison Officer for EOC Command and/or may be appointed Incident Command or any IMS Role as required.
- iii) Ensure that proper communications are in place between the EOC and at the Incident Command Post and that a proper link is established between the two locations.
- iv) Ensure activation of the EOC upon notification of an emergency
- v) Ensure MECG are properly registered at the EOC site.
- vi) Ensure that proper security is in place for both the emergency site and the EOC.
- vii) Provide up-to-date information on the developing emergency situation to EMO.

- viii) Ensure that MECG have supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations in the EOC.
- ix) Provide advice and clarification to the MECG about the implementation of the Emergency Response Plan.
- x) Liaise with County Human Services and community support agencies.
- xi) Address any action items resulting from the activation of the Emergency Response Plan.
- xii) Ensure MECG is informed of implementation needs of the Response Plan.
- xiii) Maintain records and files of decisions made and logs taken for the purpose of conducting a debriefing, post emergency reporting and updating community's emergency plan and program.

6.2.15 Emergency Operations Centre (EOC) Support Staff

The following staff may be required to attend the EOC to provide support, logistics and advice to the MECG.

6.2.15.1 Ops/Planning Assistant/ Scribe/MECG Recording Secretary

- i) Is a member of the Operations and/or Planning Section under IMS
- ii) Provides assistance to the IC, Operations and Planning Chief with any of the responsibilities outlined in 7.4.2.
- iii) Maintains Main Event Log of the MECG and/or EOC Command Operational meetings.
- iv) Keeps maps and status boards up-to-date.
- v) Notify and debrief support staff required to report to the EOC.
- vi) Arranges for printing of material as required.
- vii) Arranges for and coordinate clerical staff.
- viii) Arranges for dissemination of information to Council as directed by Head of Council and CAO.
- ix) Maintains personal log of actions taken.
- x) Assists in the upkeep and maintenance of all Incident Plans and Task assignments.
- xi) Other duties as assigned.

6.2.15.2 Ops Assistant/ Duty Officer

- i) Is a member of the Operations Section under IMS
- ii) Assists with the set-up of the Emergency Operations Centre including all telecommunication and computer equipment and ensure the integrity of the telecommunications equipment throughout the duration of the emergency.
- iii) Responsible for registering members and support agency staff into the emergency operations centre.
- iv) Maintains and record all messages into the emergency operations centre particularly during business meetings.
- v) If necessary, arrange for food, refreshments and accommodations for members attending at the Emergency Operations Centre.
- vi) Assists the Chief of Operations' Assistant/Scribe as necessary.

6.2.15.3 Facilities Staff

- i) Is a member of the Logistic Section and may take on the Role of Shelter Command if a Shelter is open and operating.
- ii) Provide information to the MCEG about the municipal facilities.
- iii) Arrange for the opening, use and maintenance of municipal facilities as reception and evacuation centres, as requested by the MCEG.
- iv) Liaise with Bruce County Social Services and non-government social services agencies to ensure reception/evacuation centres are set up/arranged, as required.
- v) Liaise with Bruce County OPP to arrange for security at reception and evacuation centres, once established.
- vi) Arrange for staff to assist as required.

SECTION 7 - EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, the local response personnel are well equipped to manage and mitigate an emergency. However, some incidents may become large enough to strain or even exhaust local emergency response resources. In other incidents, the decision to secure outside resources may require additional financial resources of the municipality. Under such circumstances, a decision should be made to activate the Emergency Response Plan and the Municipal Emergency Operation Centre. During such times a coordinated response to an emergency situation involving both an emergency site and the Emergency Operation Centre's (EOCs) will be required. In these situations, the Provincial Incident Management System (IMS) will be used to respond to the emergency.

7.1 Emergency Operations Centre

Upon being notified of an emergency situation, the members of the Municipal Emergency Control Group (MECG) will assemble at the designated Emergency Operations Centre (EOC). Members will be advised of the location of the Emergency Operation Centre, primary or secondary, when notified to assemble. All members and support staff will register (check in) upon arrival at the EOC to pre-designated locations. Members and staff will be trained on the location of the check-in.

7.2 Operational Period

The MECG members will establish an operational period. This period will consist of specified planning meeting times, duration between planning meetings and work schedule. The operational period may be referred to as the operating cycle.

7.3 Operational/ Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan to be implemented by Command with the assistance of Command staff. The plan must be communicated to everyone at the end of each business meeting.

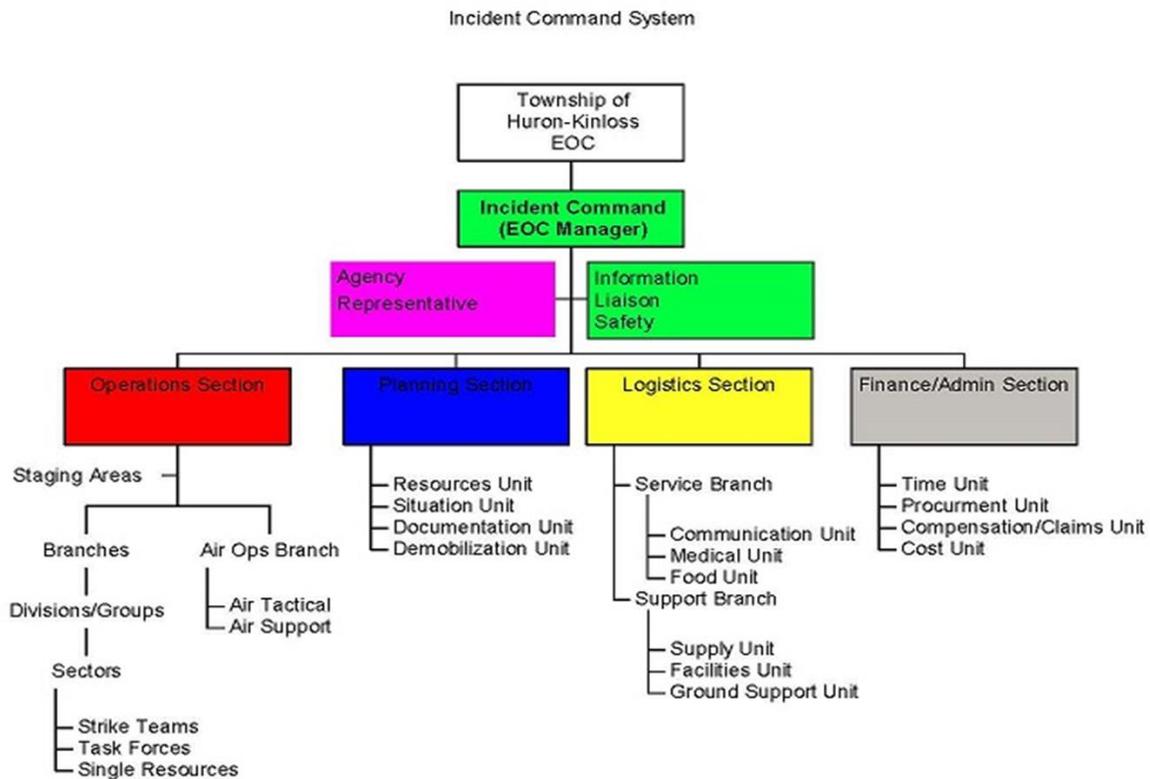
7.4 Incident Action Plans (IAP)

Every incident must have an IAP that may be spoken or written. It provides all incident supervisory personnel with emergency response objectives; strategies; tactics; and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions. The steps in the IAP process include:

1. Assess situation – obtain situation reports from involved agencies
2. Identify goals and objectives of the response
3. Assign priorities
4. Assign tasks
5. Consider resource needs
6. Finalize plan, approve and implement
7. Monitor plan – future meeting

7.5 Incident Management System Flow Chart:

The following diagram represents the basic Incident Management System Structure that may be used in an Emergency Operation Centre during simple to complex emergency situations. This model may be used with or without the declaration of an emergency. In this model, Command with advice and assistance from the CAO and the local Command Advisory Team (MECG) may make decisions with respect to a municipal emergency as permitted. Command in such situations may fill all of the roles shown in the flow chart or may appoint an individual to take on this role as required. In the Emergency Operation Centre, it is expected that the MECG will select the absolute best person suited for the role of Command.



7.6 Command Advisory Team (MECG)

During the activation of an Emergency Operation Centre, the Municipal Emergency Control Group under the Incident Management System may fulfill the role of a Command Advisory Team. The Command Advisory Team will provide high-level strategic and policy advice to the EOC Commander and to the Incident Management Team in the EOC. This group may be responsible for ensuring the provision and maintenance of essential services. This group may comprise representatives from a variety of agencies including police, fire, EMS, public works, municipal senior administration staff, public health, hydro, Conservation Authorities, etc. The composition of the group will be at the discretion of the Municipal Operations Officer and based upon the incident and the level of municipal response required. Individual, department and agency roles are set out in Section 6 – Emergency Roles and Responsibilities.

7.7 EOC Command

Command is defined as the act of directing, ordering or controlling by virtue of explicit statutory, regulated or delegated authority. Command is responsible for managing all responses to an incident. It may consist of a single person or a team. It is the first and primary organizational component of IMS, to which all other functions report. Generally, once activated, EOCs will utilize a Unified Command structure.

The following is a list of some of the decisions that may be made by Command in the EOC. These decisions may be made in consultation with the CAO and/or Command Advisory Team (MECG).

- Provide advice to the Head of Council as to whether an emergency should be declared.
- Provide advice as to what areas of the municipality should be designated as an emergency area.
- Activate the Emergency Response Plan.
- Support the Command at the Site by offering equipment, staff and resources.
- Determine if the location and composition of the Unified Command Structure is appropriate.
- Confirm the appointment of the Incident Commander or Unified Command Structure at the emergency site.
- Authorize set up of an Emergency Information Centre, if required.
- Authorize set up of a reporting and inquiry centre, if required.
- Provide the Emergency Information Officer and Citizen Inquiry Officer with timely and accurate information for issuance to media and general public.
- Authorize the expenditure of money required to deal with the emergency
- Manage information, including maintenance and retention of event logs and expenditures.
- Maintain a log of decisions made.
- Maintain a log of actions taken.

- Authorize the movement of equipment and resources beyond the immediate emergency site.
- Coordinate evacuations.
- Authorize the setup of evacuation shelters, including registration and inquiry centre.
- Determine and arrange for transport of evacuees.
- Authorize the discontinuation of utilities and services such as hydro, water or natural gas at both the emergency site and any other areas of the municipality in order to safe guard inhabitants and to reduce the potential for secondary emergencies.
- Authorize and direct the use of municipal resources.
- Determine if additional resources are required to assist with the emergency effort.
- Arrange for extra resources (human and equipment) to be utilized (i.e. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
- Request assistance from and/or liaison with various levels of governments and any other public or private agency not administered by the local government.
- Authorize CAO or Co-administrators to activate mutual assistance agreements.
- Recommend the termination of an emergency to the Head of Council, or to Council.
- Implement a recovery strategy.
- Participate in post-emergency debriefings and assist with preparation of reports.

7.8 EOC Command Staff

Command will be assisted by a Safety Officer, Emergency Information Officer(s) and Liaison Officer and if necessary by General Staff comprised of the Operation Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s); and, Finance and Administrative Section Chief(s). Sections may be further broken down by the Chiefs into Task Forces which are an organizational component of mixed resources assembled for a particular purpose under the supervision of a Leader. All resources within a Task Force must have common communications; a group which is an organizational component within the Operations Section organized by function under the leadership of a Supervisor. Depending upon the simplicity or complexity of the emergency, Command will determine the scale of the IMS model to be deployed and will reassess the scale throughout the duration of the incident.

7.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. The details of the emergency information processes are outlined in Section 8.2 – Emergency Information Plan.

The Designated Emergency Information Officer(s) are as follows:

Primary: Elyse Dewar – Project Coordinator
[REDACTED]

Alternate: Michelle Goetz – Community Development Officer
[REDACTED]

2nd Alternate: Taralyn Cronin – Economic Development Officer
[REDACTED]

In the absence of the designated Emergency Information Officer staff identified in this plan, the EOC Commander, with the approval of the MECCG may appoint a qualified staff member to act as the Emergency Information Officer. An Elected Official shall not at any time be appointed as the Emergency Information Officer as per *O/Reg. 380/04 Paragraph 14*.

The Bruce County OPP media officers may be involved in a declared emergency as well. They may be requested to fulfill this role for both EOC Command and Incident Command if required.

7.8.2 Safety Officer

The Safety Officer will be responsible for the overall health and safety of staff working in the EOC and at the Incident and may involve liaising with WSIB and/or the Ministry of Labour in such situations. There will in most cases be a safety officer appointed by EOC Command and one appointed by Incident Command. The EOC Safety Officer will track and monitor staff and work with staff responsible for food and cleaning of the operations centre to ensure operations staff are well nourished and rested. This position on the IMS structure is best filled by a Municipal Health and Safety Coordinator or member of the Municipal Health and Safety Committee. Specific responsibilities of the Health and Safety Officer include:

- i) Monitor safety conditions and develop safety measures.
- ii) Work with Operation Chief and Leaders to ensure responders are as safe as possible, that they wear appropriate safety equipment, and they implement the safest operational options.
- iii) Advise Command on safety issues.
- iv) Arrange for WSIB claims as may be required.
- v) Conduct risk analysis, normally through the planning process.
- vi) Assisting in the review of the Incident Action Plan.
- vii) Assisting with writing the Incident Medical Plan.

7.8.3 Liaison Officer

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

- i) Gather information about organizations involved in the incident. This includes information about representatives, standards and specialized resources or special support they might need,
- ii) Serve as a coordinator for organizations not represented in Incident Command,
- iii) Provide briefings to organization representatives about the operation,

- iv) Maintain an up-to-date list of supporting and cooperating organizations.

7.8.4 Operations Section

The Operations Chief is responsible for ensuring the actions of Command are carried out; that resources are directed to locations such as evacuation center's or the site as may be requested and approved by Command. The Operations Chief may be assisted by the Ops Assistant/Scribe and Ops Assistant/Duty Officer.

It is the responsibility of the Operations Chief to ensure adherence to the operational period, to reconvene Operational Planning meetings and to arrange for agendas for the meetings. Meetings will be brief. An assistant will be responsible for maintaining status boards, maps and information in the EOC to aid the MCEG in their meetings. This information will be prominently displayed and will be kept up to date by the Operations Assistant.

7.8.5 Planning Section

The Planning Section coordinates the development of each Incident Action Plan and ensures information is shared effectively with all Incident Command and General Staff in an efficient planning process.

Major responsibilities of the Planning Section Chief include:

- i) Collecting, collating, evaluating, analyzing and disseminating incident information,
- ii) Managing the planning process, including preparing and documenting the IAP for each operational period,
- iii) Conducting long range and/or contingency planning,
- iv) Maintaining incident documentation,
- v) Tracking resources assigned to the incident,
- vi) Managing the activities of technical specialists,
- vii) Developing plans for demobilization.

This role should be fulfilled by representatives of the agencies directly involved in the response and administrative staff. The experience and training of Municipal Planning staff could be utilized in this role.

7.8.6 Logistics Section

The Logistics Section provides all supporting resources, except aviation, to implement the IAP. These may include facilities, transportation, supplies, fuel, maintenance equipment, food service, communications, medical services for responders and support personnel. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Finance/Administration Sections work together closely to contract for and purchase required goods and services. The Logistics Section also develops several portions of the written IAP and forwards them to the Planning Section.

Major activities include:

- i) Ordering, obtaining, maintaining, distributing and accounting for essential personnel, equipment and supplies, beyond those immediately accessible to Operations.
- ii) Developing the telecommunications plan.
- iii) Providing telecommunications/IT services and resources.
- iv) Setting up food services.
- v) Setting up and maintaining incident facilities.
- vi) Providing support transportation.
- vii) Providing medical services to incident personnel.

The role of the Logistic Chief could be fulfilled by Facilities (Community Services), Public Works and/or Treasury staff.

7.8.7 Admin and Finance

This Section provides the financial and cost analysis support to an incident. In smaller incidents, a specialist within the Planning Section may perform this function.

Major activities of the Finance/Administration Section include:

- i) Tracking timesheets for incident personnel and equipment as necessary,
- ii) Contract negotiation and monitoring,
- iii) Reimbursing expenses (individual and organization/department),
- iv) Making cost estimates for alternative response strategies,

- v) Monitoring sources of funding,
- vi) Tracking and reporting of the financial usage rate.

Staff will perform administrative, human resources, financial record keeping and costing relating to the emergency. The Treasurer and HR designated staff will be responsible for ensuring these responsibilities are completed or delegated as required.

7.8.9 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person/agency will assume the overall decision making responsibility at the emergency site for all agencies involved. In this situation each agency involved at the site will appoint a Chief to facilitate the decision making process. Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the head officials from the key agencies involved in the emergency may be used for the response. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example in a flood situation it may include Public Works, Fire, Police and community support agencies such as Victim Services and Red Cross. During a fire it may include Fire, Police and Ambulance. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command. Should the Municipal Emergency Control Group be assembled to deal with the Incident Response, the Incident Command will ensure that the EOC is advised who is acting Incident Commander or if Unified Command structure is employed what departments and agencies are included.

7.8.10 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site.

- i) Assess the situation,
- ii) Establish appropriate Communications,
- iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency situation,
- iv) Establish an incident command post,

- v) Consulting and coordinating with Chiefs to establish an inner and outer perimeter around the emergency site, as required,
- vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency situation,
- vii) Ensure the health and safety of all persons at the emergency site,
- viii) Maintaining a communications link with the Senior Municipal Official at the Emergency Operations Centre,
- ix) Coordinate with key personnel and officials,
- x) Coordinate the activities of the Chiefs or Incident Coordinators,
- xi) Appointing an On-site Media Spokesperson upon consultation with the Municipal Emergency Control Group, as required,
- xii) Appoint a scribe as needed,
- xiii) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required,
- xiv) Understanding the laws and policies that may be considered during management or recovery of the emergency.

The Incident Command Structure, whether a single Incident Commander or Unified Command, is similar to the command structure of the EOC comprised of an Emergency Information Officer, Safety Officer and Liaison Officer. The other positions would include an Operations Chief, Staging Area Manager, Planning Section Chief, Logistics Chief and Finance and Administration Chief. Those agencies responsible for onsite emergency response will be expected to conduct their own training in relation to the Ontario IMS structure in order to work effectively as an agency and collectively with other departments and agencies involved in the incident emergency response.

SECTION 8 - COMMUNICATIONS PLAN

8.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and Incident Command. This essential communication requires a reliable and secure means of relaying information between the two emergency command locations, in order to ensure timely information for the benefit of the decision-making process.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. In certain situations, however, such as large scale municipal emergency, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using existing technology is interoperability.

Other forms of telecommunication such as cellular phones, email and Internet may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information being disseminated.

8.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the news media and ultimately to the community in times of crisis is paramount. Issuing community directives and responding to requests for reports on the emergency are all important aspects of emergency communication and information. The media – television, radio, print and Internet – is a means of ensuring that timely and factual information gets to the public. It is EOC Commands responsibility, in consultation with the MCECG, through the implementation of this plan to ensure that the information being released is pertinent, relevant and accurate to the events taking place in the community.

8.2.1 Mission Statement

The Township of Huron-Kinloss is a great place to live, work and play. The Township, first responders and partner organizations and agencies will prepare, plan and train together to ensure an effective and efficient response to protect and safe guard the health, safety and welfare of our communities.

8.2.2 Emergency Information Staff

The following are the main roles and responsibilities of the Emergency Information Staff.

8.2.2.1 Emergency Information Officer

During the activation of this plan, the EIO will report to the EOC Incident Commander. The EIO has the following responsibilities:

- i) Ensure the dissemination of all emergency information to the media and public,
- ii) The EIO(s) will establish a communication link with the Community Spokesperson and any other media coordinators from provincial, federal, private industry, public and private agencies.
- iii) Ensure that proper groups are advised of the Emergency Information Centre telephone numbers such as the media, Command, Command Staff and Municipal staff.
- iv) Coordinate all emergency information including media photograph sessions and interviews at the EOC and emergency site.
- v) Responsible for setting up and staffing the Emergency Information Centre, if required.
- vi) Liaise with Command to obtain up-to-date information for media in order to prepare and issue press releases, arrange media briefings and may be required to post emergency information on the internet.
- vii) Provide Public Information Supervisor with regular updates to ensure accurate and up-to-date information is disseminated to the public.
- viii) Ensure that the MECG approve all media releases prior to dissemination.
- ix) Ensure copies of all media releases are provided to Emergency Information Centre staff, Public Information Supervisor, Command and key media officers from other agencies.

- x) Monitor the news and ensure erroneous information is corrected.
- xi) Maintain copies of all media information pertaining to the emergency incident such as media release, newspaper articles, etc.
- xii) Maintain personal log of all decisions made and actions taken.

8.2.2.2 Municipal Spokesperson

The Head of Council of a municipality may act as spokesperson or may appoint a spokesperson. The responsibilities of the spokesperson will be as follows:

- i) Partake in interviews and media photograph sessions as directed and in consultation with the EIO.
- ii) Establish communication link with EIO and ensure all inquiries are directed to EIO.
- iii) Maintain a log of all actions taken.

8.2.3 Emergency Information Centre

8.2.3.1 Municipal Emergency Information Centre

Routine or non-complex incidents can generally be handled from the emergency site, Emergency Operation Centre or other community offices; however, during large scale, complex incidents and emergencies it may be necessary for the Control Group to consider the establishment of an Emergency Information Centre. It will be the responsibility of Command, based upon the advice from the EIO, to assess the need for an Emergency Information Centre. The EIOs will be responsible for the set up and operation of the Emergency Information Centre and associated staff.

8.2.3.2 Joint Emergency Information Centre

During certain types of emergencies, such as large scale, widespread emergencies, it may be beneficial to establish a joint emergency information centre comprised of representatives from all agencies/organizations that may be involved in the emergency response. The role of the Joint

Information Centre would be to act as the main source of local emergency information delivered to the media and the public on behalf of the participating organizations. All groups participating in the Joint Information Centre assign resources and staff to the JIC to work as a team. The assignment of staff to a Joint Information Centre can be done in advance of the emergency. Examples of emergencies that may benefit from a Joint Information Centre include a Health Emergency such as a pandemic, a Foreign Animal Disease Outbreak, or widespread natural disaster.

8.2.3.3 Emergency Site

Depending upon the nature of the emergency, it may be necessary to establish a media information centre adjacent to the emergency site. The area will be selected by Incident Command who will appoint a spokesperson. In addition, all visits to the emergency site will be coordinated by the Emergency Information Officer after consulting with Incident Command.

8.2.4 Audiences

During an emergency there are a number of internal and external audiences that will require information. The dispersal of timely and factual information to various audiences is the responsibility of the EOC Command. As a member of Command Staff, it is the responsibility of the EIO to provide advice with respect to the target audiences. The following is a listing of those audiences that may require specific information during an emergency. It is important to consider the audience that is to be targeted when preparing and disseminating information.

8.2.4.1 Internal Audiences

- Incident Commander
- First Responders
- Council
- Staff

8.2.4.2 External Audiences

- Evacuation Centres, Shelters, Family Information Centres
- Provincial Government through the PEOC
- County/other municipalities in Bruce County
- Neighboring Municipalities
- Members of Parliament
- Members of Provincial Parliament
- Families of Municipal Staff and First Responders
- General Public
- Media
- Local Businesses
- Non-government agencies and volunteer organizations

8.2.5 Communications Flow

It is the responsibility of EOC Command to ensure that information about the response and decisions made are communicated to Incident Command. It is the responsibility of each control group member to ensure that decisions and actions being made and taken by EOC Command are conveyed to their staff both at the site and off site. It is the responsibility of each member of the EOC Command and Command Staff to ensure that copies of approved information are dispersed as released to their staff.

The Head of Council will be responsible for ensuring that all of Council is kept informed of the progress of the emergency and that they are provided with information that is being sent to the external audiences, in advance of the dissemination of the information.

It is the responsibility of the Emergency Information Officer to ensure that staff at the Emergency Information Centre are provided with copies of all approved information as it is being dispersed including all press releases.

The EIO or member of the emergency information staff will attend the Operational Meetings of Command in order to gather information for interviews, media releases, media conferences, etc.

8.2.6 Distribution of Emergency Information

Emergency Information may be distributed using any or all of the following mechanisms in an accessible format where possible or upon request:

8.2.6.1 Media Briefings

Media briefings can be given by the Emergency Information Officer(s) and are used to bring the media up-to-date on emergency activities or to provide background information to the media when they arrive at an information centre or at the emergency site.

8.2.6.2 Media Conferences

A media conference is a staged/managed event. It is used when there have been many requests, but simply not enough time to deal with every individual request on a one-to-one basis. A media conference is a formal function wherein the spokesperson(s) is given an opportunity to make a statement to the media and to answer questions from the media present. The spokesperson is often supported by others with specialized information on the emergency such as Police, Fire Chief, Public Works, and Medical Officer of Health. During major events, a media conference should be held at least once a day, and more often if there is major and new information to release.

When conducting a media conference it is important to advise the media as far in advance as possible of its time and location.

8.2.6.3 Site Visits/Media Pools

The media will want to visit the site of any emergency, and they should be provided with an opportunity to do so as soon as possible. Arrangements for site visits/ media pools should be arranged between the Emergency Information Officer (s) and Incident Command who will advise the EIO of the ground rules for media visits to the emergency site. It is the responsibility of the EIO to brief the media on these ground rules which may include identification of the incident spokesperson; what the media will be able to photograph; what are the safety requirements; and how long will the visit last. Media should be asked to meet at the Emergency Information Centre or a pre-determined location, and then they will be escorted to the emergency site(s) by the Emergency Information Officer and

appropriate security. In some cases it may be necessary and appropriate to arrange for transportation of the media to the emergency site. This will likely necessitate equipment restrictions, and the media should be advised accordingly. If large numbers of media are present at the Emergency Information Centre, and there are limitations on numbers attending at the site, it may be necessary to set-up a media pool. It shall be the responsibility of the media present to set-up their own media pool, and to discuss the sharing of photographs, video footage and interviews with the media remaining behind.

8.2.6.4 Public Service Announcements

Radio and Television stations, under their licensing arrangements, are usually required to provide some air time for public service announcements and most stations carry a number of these announcements.

Arrangements will be made with local radio and television stations with respect to the individual procedures for transmitting public service announcements. Procedures will include the method of transmitting the public service announcement to the station and who is authorized to issue such announcements on behalf of the municipality.

8.2.6.5 Media Releases

Media releases contain key information about the incident or emergency and are usually not more than one page in length. Media releases will be issued by the Emergency Information Officer to the appropriate media agencies. The Emergency Information Officer will issue the media releases only after they have been reviewed and approved by the MCEG. Copies of all media releases will be kept on file. Media releases are brief, factual accounts of any new information that EOC Command would like to provide to the public. The frequency of the distribution of releases will depend upon the stage of the emergency.

8.2.6.6 Interviews

Interviews are a one-on-one discussion of the emergency. Interviews can be conducted face to face or over the telephone. During an emergency event, the media should

arrange for interviews through the Emergency Information Officer and Emergency Information staff.

8.2.6.7 Website

The Township's website can be an effective tool for communicating information to the public and media. Copies of the media releases should be placed on the website and updated regularly. If you are placing emergency information on the website it would be appropriate to advise the media. They can then check the website for regular updates. Municipalities will create a special news section on their site for the placement of emergency information. Where possible, information on the site will be enhanced with photographs, maps, etc. Organizing and updating the website will be the responsibility of the website specialist. However, it is the responsibility of the EIO officer to ensure that the website specialist is provided with the correct information for the website.

8.2.6.8 Backgrounders/Fact Sheets

Backgrounders/fact sheets may be one to two pages of detailed information specific to the emergency situation. For example, Public Health has a number of fact sheets/backgrounder information prepared for a pandemic. Fact sheets are pre-written and can be used during the emergency or as part of the municipality's public education/awareness program for its identified risks.

8.2.7 Media Monitoring

It will be the responsibility of the Emergency Information Officers to monitor media releases – print, radio, TV and internet – to ensure that the information being distributed to the public is factual, and to address all media requests.

8.3 EOC/MECG 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.

8.4 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 [REDACTED]. See Appendix G – Media & Public Information Plan

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Section 9 - VOLUNTEERS

9.1 Types of Volunteers

- Those associated with a non-governmental agency/volunteer organization such as Red Cross, Victim Services, Salvation Army, St. John Ambulance, Mennonite Disaster Services
- Private Individuals
- Companies/Corporations/Local Businesses.
- Community Service Groups/Clubs/Organizations

Where possible, and appropriate, the municipality will call upon the services of local community service groups, clubs or organizations or non-governmental volunteer organizations to assist with the response efforts. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts will be considered volunteers for the purposes of this plan.

9.2 Registration

All emergency volunteers will register with the municipality, unless the volunteer is associated with a community service group/club/organization or non-governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Command based upon the recommendations of the MECG. The Section Chiefs and or supervisors may be delegated authority to mobilize and work with such groups or the CEMC as the Liaison Officer may be involved with such requests.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form to the municipality. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency situation at hand and the municipality will advise them and thank them for their time and interest. Application forms will be kept on file for the duration of the emergency in the event that the situation changes.

As required a volunteer registration centre will be set up and where possible staffed by human resources personnel or administrative staff of the Township. The centre

will be used as the main point of contact for individual volunteers and volunteer organizations to report to upon registering with the municipality and to receive daily updates.

9.3 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Private individuals will be trained and supervised by the municipal department or agency to which they have been assigned. Resources and/or services donated by companies and corporations will be managed by the department most applicable to the resources and services being provided.

9.4 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of their services. Volunteers registered directly with a particular organization will have their own identification which will be used and coordinated through their own agency. The Volunteer organization will provide appropriate information to the Community Control Group as to the type of identification that will be used. The municipality will identify specific volunteer checkpoints in consultation with the Site Manager/Incident Commander.

9.5 Tracking

A volunteer registration form will be used to identify and track all registered volunteers assisting with the emergency efforts excluding the recognized volunteer organizations.

9.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots will be set up during an emergency event for residents displaced as a result of the emergency situation. These depots will be used to provide food and water to those assisting with the response efforts. Food and Water Depots will also be set up at the emergency site with the assistance of the Incident Commander.

These depots will be set up with the assistance of appropriate non-government agencies with expertise in this area and in consultation with Public Health. The locations will be determined at the time of the incident.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

SECTION 10 - EVACUATIONS

Evacuations will be required in situations where the removal of persons from an area is necessary to ensure their safety as a result of a perceived or potential risk to life or as a result of a known threat to life.

The decision to evacuate an area will, initially, be made by the first responders on site based upon the information available and within the area defined as the emergency site. First Responders at an incident may be authorized to secure an area in order to exclude persons from it; this is not an “evacuation order” under the authority of the Emergency Management and Civil Protection Act. Municipalities do not have the authority to issue evacuation orders. The provisions of the Act only come into effect once the Province has declared an emergency.

During declared municipal emergencies this plan provides Municipal Emergency Control Groups with the authority to recommend and advise residents to leave their homes or place of business for their own personal health, safety and welfare and further that Police, Fire and Public Health have jurisdictions under their own legislations to require evacuations.

The decision to evacuate areas within or outside of the emergency areas may be recommended by the Site Incident Command to EOC Command and should consider the following:

- The potential life threatening impacts of the emergency situation on persons living in or near the affected area.
- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception/emergency shelters for residents in need of a place to stay?

Once a decision has been made to evacuate and the EOC is activated, EOC Command will be responsible for decisions relating to the need, location and size of emergency shelters, and to decisions relating to the transportation of persons from the evacuated area to the emergency shelters/receptions centres if necessary. These decisions may include:

- Types of evacuation notification to be utilized given the situation, circumstances and severity of the situation.
- The opening of pre-determined reception/emergency shelters.
- Notify Bruce County Social Services of the decision to evacuate and set up centres and request the implementation of the Red Cross Memorandum of Understanding.
- Establish an appropriate communication link with the open centres. Amateur Emergency Radio Services may be called upon to assist in this regard if telephone or radio links are not available or ineffective.
- Have Emergency Information Officer prepare a public service announcement in consultation with the MECG.
- Distribute public service announcement to media sources.

Persons within an evacuation area may be notified by a variety of means deemed most appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Member municipalities may provide specific means of notification to residents during an emergency and the specific methods will be identified in the Hazard Specific Emergency Response Plans of the municipality. Notification methods may include but are not limited to the following:

- Door-to-door canvassing by police, fire and/or public works.
- Loud hailers on emergency vehicles.
- Through the media.
- Through a public alerting system, where available.

In Bruce County, Bruce County Social Services is responsible for coordinating 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.
- Travelers or residents are stranded due to a winter storm.

10.1 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.

10.2 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.

10.3 Evacuation Responsibilities

(a) Head of Council (Mayor)

(Advised by the Emergency Site Coordinator & Municipal Emergency 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.

(c) Emergency Site Incident Commander

- 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, MECG 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 Central Public School**
 - Evacuate the schools according to the schools' evacuation plan when ordered.
- (g) **Huron Villa, R-Villa, Pine Crest Manor Nursing Home, Sepoy Manor, Nine Mile Villa, Community Living Kincardine & District, Bruce County Housing (50 Park St, 535 Walter St, 550 Willoughby St), South Huron Handicapped Services**
 - 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 centers and/or shelters.

10.4 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.

10.5 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 10.7 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 Municipal Emergency Control Group will decide based on the information at hand.

It is the responsibility of the MCEG 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.

10.5.1 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

10.6 Evacuation Plans

Evacuation Plans will be established for the following facilities:

- Ripley Huron Community School
- Lucknow Central 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.

10.7 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:
 - 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 coordinating any rescue or aid operations.
- (i) Coordinate any required assistance from outside agencies

10.8 Social Services Evacuation Plan

Bruce County Social Services have prepared an evacuation plan that will be used as a guide in the opening and operating of emergency reception centres and shelters.

Emergency shelters/reception centres will be set up by municipal staff with the assistance of non-governmental agencies as required.

The Emergency Evacuation Plan states that the Provincial Incident Management System (IMS) will be used in the operation of reception and evacuation centres.

10.9 Memorandum of Understanding

In order to fulfill the roles and responsibilities as outlined in this Plan in Section 6.2.11 Social Services Administrator, the County of Bruce and the Canadian Red Cross have entered into an agreement for the provision of certain services to be undertaken by Red Cross Volunteers on behalf of and at the direction of the Social Services Administrator or alternate during the opening and operation of emergency shelters. Bruce County Social Services Staff may be available to assist local staff with personnel and operation of the shelters. The following are the services that Red Cross will be able to provide upon implementation of the MOU.

10.9.1 Registration and Inquiry Services

Registration of each evacuee at the designated evacuation site at which the Services are provided. This includes:

- Retaining the completed registration forms and assuming responsibility for the privacy of the information on such forms;

- Responding to enquiries as to the whereabouts of evacuees and missing persons;
- Assisting in reuniting families through the collection of information and answering of enquiries regarding the condition and whereabouts of missing persons.

10.9.2 Emergency Lodging

- Manage and arrange the safe, immediate, temporary lodging for homeless or evacuated persons;
- Provide blankets or vouchers for blankets where appropriate.

10.9.3 Emergency Food

- The provision of food vouchers when necessary.

10.9.4 Personal Services and Health Care

- Provide for the initial reception of disaster victims arriving at evacuation centres;
- Provide basic toiletries, prescriptions and infant supplies such as bottles, diapers and other essentials;
- Provide repairs to and/or replacement of prescription glasses, hearing aids, dentures and prosthetics where necessary.

10.9.4 Emergency Clothing

- Provide clothing until regular source of supplies are available;
- This includes detergent and other cleaning agents;
- Provide footwear suitable to season and climate.

10.9.5 Preparedness and Training

- Design and implement recruitment campaigns to attract volunteers;
- Design and implement training programmes for volunteer disaster responders.

Other volunteer service organizations such as Victim Services, St. John Ambulance and Salvation Army can be called upon during an emergency for emergency victim support, emergency medical assistance support, emergency food and clothing as well as assisting with the set-up and running of reception centres and emergency shelters.

10.10 Host Community Evacuations

Office of the Fire Marshall and Emergency Management (OFMEM) is, through an agreement with Aboriginal Affairs and Northern Development Canada, responsible for emergency preparedness and response services to Aboriginal communities in Ontario. As part of the agreement and when necessary, EMO provides personnel to support Aboriginal communities response activities. In some instances, municipalities may be requested on an ad hoc basis to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for preparing appropriate accommodations and ensuring the basic needs of the evacuees on a temporary basis.

In Bruce County, lower tier municipalities may be asked to act as a host community, particularly during the annual flood and forest fire activity season in Northern Ontario. The decision to act as a host community is that of the lower tier municipal Council in consultation with the County of Bruce.

SECTION 11 – MASS CASUALTY

11.0 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.

11.1 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.

11.2 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 Incident Commander
- Media Spokesperson
- Safety Officer
- Critical Incident Stress Counselling
- Coroner
- Temporary Morgue Manager
- Funeral Director

11.3 Temporary Morgue

(a) Location:

Potential locations for a Temporary Morgue are as follows:

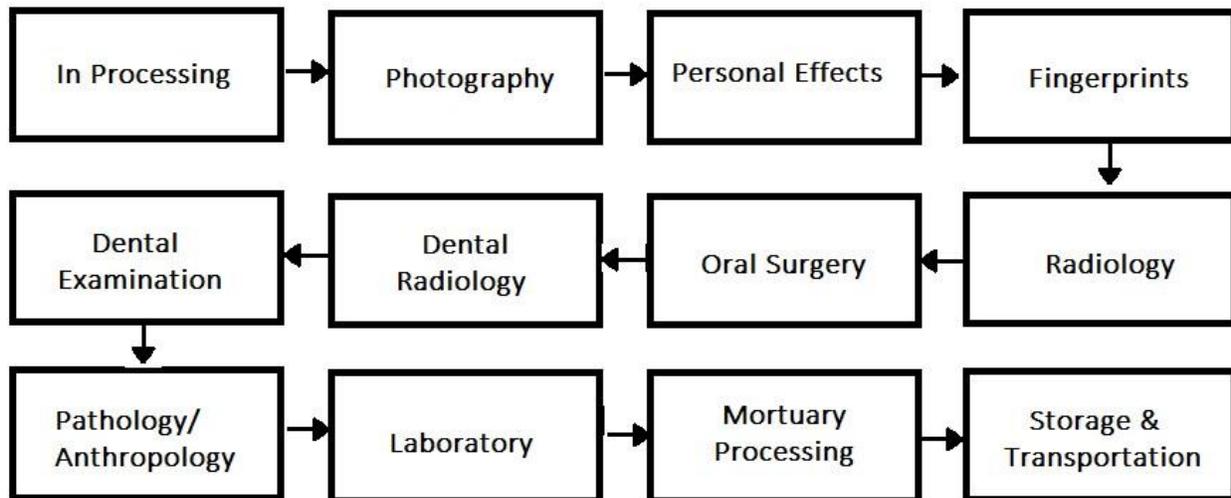
- Ripley Arena
- Kincardine & District Hospital
- Davidson Centre, Kincardine
- Ripley Curling Club
- Lucknow & District Sports Complex

(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

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:
 - 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.

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

SECTION 12 - RECOVERY PLAN

This plan assigns responsibilities and outlines activities, which may be required to bring the Township of Huron-Kinloss back to its pre-emergency state. It will be activated (in whole or in part) at the direction of the MECG. This will be determined by the nature of the emergency and its aftermath, but will normally occur once the immediate response to the emergency has been completed.

The following Committees may be established:

- Recovery Committee

- Human Needs Sub-Committee
- Infrastructure Sub-Committee
- Financial Sub-Committee

12.1 Recovery Committee

In the early stages of the recovery process to a municipal emergency, the Municipal Emergency Control Group may function as the Recovery Committee. Later, once the emergency has been terminated, the following will form the Recovery Committee and meet at the direction of the Chair as required.

- Head of Council (Chair)
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Chairs of Human Needs, Infrastructure and Financial Sub-Committees

Representatives of the Township, The County and the Province of Ontario, and other agencies may be added to the Committee as deemed appropriate for the emergency situation.

The Recovery Committee will be responsible for:

- i) Ensuring that the public and elected officials of the Township are informed of the status and activities of the recovery process.
- ii) Ensuring that elected officials are kept informed of recovery activities which may have an impact on other municipalities, or whose resources may be required.
- iii) Receiving information from, and provide direction to the Recovery Sub-Committees to ensure that necessary services are provided and are being coordinated.
- iv) Monitor funding requests to senior levels of government.
- v) Providing recommendations to Council concerning expenditure of funds, new by-laws or changes to existing by-laws and such other matters as may require Council approval.
- vi) Ensuring continuity of mandated services to those residents not affected by the emergency.

- vii) Deciding on the termination of recovery activities and the wind-up of Recovery Committees.
- viii) Preparing a final report on the recovery phase of the emergency for submission to Council.

12.2 Human Needs Sub-Committee

The following will form the Human Needs Sub-Committee, and will meet at the direction of the Chair as required:

- County Social Services Administrator or designated Manager (Chair)
- County and Municipal Human Resources Representative
- Red Cross Representative
- Municipal Economic or Business Officers of affected municipalities
- Municipal Recreation Directors of Affected Municipalities

Representatives of Township departments and/or other municipalities, the Province of Ontario, and other agencies such as volunteer groups may be added to the Committee as appropriate.

The Human Needs Committee will:

- i) Ensure the continued operation of the evacuation centre(s), including the provision of housing, food, clothing, and personal services.
- ii) Working with the Emergency Information Officer ensure that information is made available to the public regarding the services of 211 and encourage residents to contact this number as a quick and effective means to access personal assistance.
- iii) Liaise with 211 call centre in Niagara to ask for their help with tracking residents' request for assistance.
- iv) Assist homeless citizens to locate long-term housing and have utilities connected.
- v) Co-ordinate storage and distribution of donated materials.
- vi) Ensure that the needs of "special populations" such as children, elderly, and handicapped are met.
- vii) Ensure health standards are maintained throughout the community

- viii) Provide counseling services as required.
- ix) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- x) Assist affected citizens to replace documents that may have been lost in the emergency.
- xi) Arrange financial assistance to those who need it.
- xii) Ensure mail service to those within the affected area.
- xiii) Ensure that provisions are made for the care of pets.
- xiv) Arrange for the secure storage of residents' property that has been recovered and cannot immediately be secured by the resident.
- xv) Provide information on sources of retraining assistance for residents whose employment has been affected, or who have been injured and cannot return to their former employment.
- xvi) Co-ordinate transportation for those in need of outpatient care or therapy.
- xvii) Ensure that burials can be conducted in an appropriate manner.
- xviii) Co-ordinate their activities with those of other Sub-Committees, and report regularly to the Recovery Committee.
- xix) Ensure that detailed financial records relating to Sub-Committee's activities are maintained.
- xx) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

12.3 Infrastructure Sub-Committee

The following will form the Infrastructure Sub-Committee and will meet at the direction of the Chair as required:

- A Senior Public Works/Roads/Water Official for the Township
- A representative of the Grey-Bruce Health Unit
- Mutual Aid (Fire) Coordinator or designated alternate
- Chief Building Official of the Township

Representatives of Township departments and/or other municipalities, the Province of Ontario, and other agencies, may be added to the Committee as appropriate.

The Infrastructure Sub-Committee will:

- i) Determine, based on engineering advice, the extent of the damage to homes, and municipal and commercial buildings, together with damage to roads, bridges and utilities.
- ii) Ensure, in conjunction with Bruce County OPP, that access to unsafe areas or structures are restricted.
- iii) Maintain liaison with insurance adjusters concerning damaged structures, both private and municipal.
- iv) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
- v) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- vi) Ensure traffic controls (lights, signage) are restored.
- vii) Expedite procedures to establish new housing, or rebuild/repair damaged housing or other structures.
- viii) Ensure appropriate removal of debris (including hazardous and/or organic materials), and arrange for sorting and recycling of as much debris as possible.
- ix) Ensure that proper sanitation (drinking water, garbage, and vermin control) measures are taken.
- x) Recommend, if appropriate, the waiving of tipping fees at waste disposal site.
- xi) Ensure the safety of workers in the damaged area, including volunteers.
- xii) Continue to work with utilities (hydro, gas, and phone) to permanently restore services.
- xiii) Co-ordinate the use of volunteer labour to assist resident with clean up on private property.
- xiv) Develop a list of reliable contractors.

- xv) Co-ordinate their activities with those of other Sub-Committees, and report regularly to the Recovery Committee.
- xvi) Ensure that detailed financial records relating to Sub-Committee's activities are maintained.
- xvii) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

12.4 Financial Sub-Committee

The following will form the Financial Sub-Committee, and will meet at the direction of the Chair as required:

- Treasurer (Chair)
- A member of Council
- Chief Administrative Officer

Representatives of Township departments and/or local municipalities, the Province of Ontario, and other agencies, may be added to the Committee as appropriate.

The Finance Sub-Committee will:

- i) Maintain accurate records of all emergency-related expenditures.
- ii) In the event of a natural emergency with widespread damage, co-ordinate the formation of a "Disaster Relief Committee", in accordance with Ministry of Municipal Affairs Guidelines.
- iii) If required, arrange to advance funds to those in need, and arrange for recovery of these funds.
- iv) In the event of a human caused emergency, prepare and submit claim against the causer of the emergency.
- v) Prepare claim for provincial and/or federal building.
- vi) Analyze the impact of the emergency on the municipal budget.
- vii) Prepare insurance claims on behalf of the municipality.
- viii) Co-ordinate their activities with those of other Sub-Committee, and report regularly to the Recovery Committee.
- ix) Prepare a final report on the Sub-Committee's activities, together with recommendations for amendments to this Recovery Plan.

12.4.1 Disaster Recovery Assistance Programs

The Disaster Recovery Assistance for Ontarians Program (DRAP) is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged during a sudden and unexpected natural disaster. DRAP provides funds to those who have sustained heavy losses for essential items such as shelter and “necessities of life”.

DRAP provides assistance when damages are so extensive that they exceed the financial resources of affected individuals, the municipality or community at large, but does not cover damages to privately owned, non-essential property, nor to essential property where private insurance is normally available.

In the event of a natural disaster, individuals are expected to bear the initial responsibility for their losses. If the losses are so extensive that individuals cannot cope financially, the next level of support should come from the municipality and community at large.

However, if the disaster were of such a size and extent that damages are widespread, the Province of Ontario, in conjunction with the federal government, would initiate the Disaster Financial Assistance Arrangements.

The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” and any council, when asking for assistance under the DRAP program must adopt a resolution outlining the municipality’s request for a disaster area declaration and whether all or a specified portion of the municipality is to be declared a disaster area. Any resolution should indicate whether the municipality is seeking assistance for public costs, private costs or both. If two or more municipalities have been affected by the same disaster, one disaster area may be declared to cover all of the affected area. Each council from the municipalities affected, however, must adopt their own council resolution requesting the disaster area declaration.

In the same manner, the County of Bruce Council would have to pass a resolution requesting the declaration of a disaster for the purposes of the programme if it is seeking assistance for upper tier public costs.

The Municipal Disaster Recovery Assistance program (MDRAP) is administered by the Ministry of Municipal Affairs and Housing.

Municipalities considering an application under the program should contact their regional Municipal Services Office. The Minister of Municipal Affairs and Housing has the authority to activate the program after a natural disaster.

Municipalities: When a municipal council believes that the municipality has experienced a disaster that could be eligible under the program and wishes to apply, the municipality is required to submit a resolution of council and initial claim within 120 calendar days from the date of the onset of the disaster. Following the receipt of the resolution, initial claim and supporting documentation, the Minister of Municipal Affairs and Housing determines whether to activate the program

Certain damages caused by natural disaster affecting municipal property may be eligible for the provincial funding.

A number of Provincial ministries have special responsibilities for the provision of emergency assistance. This assistance should be sought through Emergency Measures Ontario.

A copy of the Ontario Disaster Recovery Assistance Program will be available in the Emergency Operations Centres. A copy of the plan is also available from the Province of Ontario website.

12.5 Public Information

It is vital that accurate and up-to-date information be provided regularly to residents throughout the recovery process. The Emergency Information Plan in Section 8 provides direction for responding to queries from the news media and from the public. During recovery, it is the responsibility of each Committee Chair to ensure that information flows between the Recovery Committee and Sub-Committees to the designated Emergency Information Officer. During the recovery process a member of the municipal staff may be appointed as the Emergency Information Officer.

12.6 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 Incident Commander 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.

12.7 Clean-up and Restoration

(a) Emergency Phase

During the emergency phase, clean-up operations will be under the direction of the Emergency Site Incident Commander, 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 Municipal Emergency Control Group. They will develop a priority system and plan to implement the recovery operation. Recovery committees will be established as required.

12.8 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 Incident Commander or the Municipal Emergency Control Group, as appropriate.

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.

SECTION 13 - PLAN MAINTENANCE, TRAINING AND REVIEW

13.1 Internal Procedures

Each service or agency involved or identified in this Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

13.2 Annual Review

At a minimum, this plan will be reviewed annually through the use of appropriate and planned emergency exercises. Following the exercises, appropriate debriefing sessions will be held, followed by the completion of debriefing reports, which will be utilized by the Community Emergency Management Committee and the Community Emergency Management Coordinator to make appropriate changes to the Plan.

Every five years, the CEMC and the Community Emergency Management Program Committee will conduct a major review of the plan.

13.3 Amendments

Amendments to the Plan require Council approval. Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes and additions of acronyms.

13.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the Municipal Emergency Control Group in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety and welfare of the community are paramount in the emergency response, minor deviations from the emergency response plan may be permitted.

13.5 MECG / Council / Municipal Staff

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

The response plan will be exercised annually.

13.6 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 Township 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 Township Office, libraries and arenas. This will be the responsibility of the Community Emergency Management Coordinator (and/or alternates).

SECTION 14 – DISTRIBUTION LIST

Township of Huron-Kinloss Mayor

Township of Huron-Kinloss Community Emergency Management Coordinator

Township of Huron-Kinloss Chief Administrative Officer

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

SECTION 15 – UPDATES AND AMMENDMENTS

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) or Alternates who are municipal employees 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
 - Chief Administrative Officer
 - 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.

EMERGENCY RESPONSE PLAN GLOSSARY OF TERMS AND ACROYNMS

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations will be helpful during the development and implementation process. The following definitions come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act*, Office of the Fire Marshall and Emergency Management (OFMEM), and the National Fire Protection Association.

This Glossary of Terms and Acronyms may be updated and changed as necessary to accommodate changes to the definitions as needed or warranted without requiring an amendment to this plan.

ARES – Amateur Radio Emergency Services

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of either of them

CBRNE – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CEMPC – Community Emergency Management Program Committee

DWQMS – Drinking Water Quality Management Standards

EIO – Emergency Information Officer

EMO – Emergency Management Ontario

EMS – Emergency Medical Services

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

ODRAP – Ontario Disaster Recovery Assistance Program

OFMEM – Office of the Fire Marshall and Emergency Management

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

Community Emergency Management Coordinator – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the *Municipal Act*.

Community Emergency Management Program Committee – The community emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A widespread or severe emergency that seriously incapacitates a community.

Emergency – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Management – Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency situation.

Emergency Site Manager/Incident Commander – Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response – Coordinated public and private response to an emergency

Emergency Medical Service – Bruce County EMS is the emergency medical services provider for Bruce County, additionally the Community of Lucknow is serviced by Huron County EMS.

Evacuation – The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency situation.

Evacuation Centre – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Evacuation Registration – A process to account for displaced persons. This process usually takes place at designated reception centres.

Foreign Animal Disease – A subset of reportable diseases which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and BSE.

Hazard (1) – A risk that is a threat

Hazard (2) – An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Head of Council –the Mayor of the Township of Huron-Kinloss, and their designated alternates.

Incident Management System – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

Municipal Emergency Control Group – The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities; The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

Ontario Disaster Recovery Assistance Program – An emergency financial assistance program administered by the Ministry of Municipal Affairs and Housing.

Office of the Fire Marshal and Emergency Management (OFMEM) – OFMEM is an organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Priority Access Dialing – A database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the data base which protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

Private Sector – A business or industry not owned or managed by any level of government.

Public Sector – A particular element or component of government, i.e. police, fire and public works, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery – Actions taken to recover from an emergency or disaster.

Response – Actions taken to respond to an emergency or disaster.

Response Organization – Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency situation e.g., industrial response teams, CERV, etc.

Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment – Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Shall – Indicates a mandatory requirement

Should – Indicates a recommendation or that which is advised but not required

Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks (OCIPEP).

Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.