

# The Corporation of the Township of Huron-Kinloss



## BY-LAW

### 2017- 123

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Being a by-law to adopt a Municipal Emergency Response Plan for the  
Township of Huron-Kinloss

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**WHEREAS** The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to adopt a Municipal Emergency Response Plan in the Incident Management System format;

**AND WHEREAS** the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9 Section 3 (1), as amended, states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 That The Corporation of the Township of Huron-Kinloss Council hereby adopts a Municipal Emergency Response Plan as contained in the attached Schedule "A" to this by-law.
- 2.0 This by-law shall come into full force and effect upon final passage.
- 3.0 This by-law may be cited as the "Adopt Municipal Emergency Response Plan By-Law".

**Read, Enacted, Signed and Sealed this 20<sup>th</sup> day of November, 2017.**

Original Signed by Mitch Twolan

Mitch Twolan, Mayor

Original Signed by Sonya Watson

Sonya Watson, Clerk

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



September 01, 2017

Condensed Version

# Table of Contents

## TABLE OF CONTENTS

### BY-LAW NUMBERS AND AMENDMENTS

### TO THE EMERGENCY RESPONSE PLAN

<b>SECTION 1 - INTRODUCTION</b>	<b>1</b>
1.0 Supporting Plans and Procedures	1
1.1 Hazards	1
1.2 Provincial and Federal Assistance	4
<b>SECTION 2 - AIM</b>	<b>7</b>
<b>SECTION 3 - LEGISLATIVE AUTHORITY</b>	<b>7</b>
<b>SECTION 4 - NOTIFICATION AND EMERGENCY DECLARATIONS</b>	<b>7</b>
4.1 Action Prior to Declaration	9
4.2. Municipal Emergency Notification Procedures	9
4.3 Declaring Emergencies	12
4.4 Terminating Emergencies	12
4.5 MCEG Appoint EOC Incident Commander/Manager	13
<b>SECTION 5 - REQUESTS FOR ASSISTANCE</b>	<b>14</b>
5.1 Requests to the County of Bruce	14
5.2 Requests to surrounding municipalities	14
5.3 Requests to the Province	14
5.4 Federal Assistance	16





## **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 area has numerous structures built in a heavily treed area. 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
- South Grey Bruce Health Centre – Kincardine

### **Marine Accident or Spill:**

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

### **Bush Fire:**

- Ministry of Natural Resources – Owen Sound - 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:

- 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
- 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
- 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
- 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 casualties 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 detail in the applicable Plan Appendix