Community Emergency Response Plan

INDEX

Updates and Amendments

Updated Month/Year	Comments:	Updated By:
Jan 11/23	Updated	P Schwartz
June 2021	Updated – Contacts, Evacuation Centre numbering, Appendix H – EOC equipment inventory	Genevieve Scharback
Jan 2020	Updated – Contacts, Roles, Responsibilities & Triggers	Lindsey Glazier
Jan 2019	Updated - Accessible format layout	Cathy Sweeney
Jan 2018	Updated	Phil Schwartz
Sep 2015	Updated	Phil Schwartz
Dec 2006	Updated - Enhanced Revue, Pandemic Started	Phil Schwartz
Dec 2005	Updated - Enhanced Level	Phil Schwartz
Dec 2004	Updated - Essential Mandate Completed	Phil Schwartz
Jul 2003	Updated - Emergency Management Plan (Essential Mandate)	Darryle Falkingham
Mar 2003	Changed to In term Community Emergency Management Plan	Rene Berger
Jan 2001	Emergency Peace Plan	William Kennedy

Distribution List

Copy Number	Annex's Included	Location	Issued dd/mm/yy
1	Yes/Elec	Mayor – Kevin Eccles	11/01/2023
2	Yes/Elec	Deputy Mayor – Tom Hutchinson	11/01/2023
3	No	Municipal Office – For Public Viewing	11/01/2023
4	Yes/Elec	Council Member – Joyce Nuhn	11/01/2023
5	Yes/Elec	Council Member – Scott Forster	11/01/2023
6	Yes/Elec	Council Member – Geoffrey Shea	11/01/2023
7	Yes/Elec	Council Member – Doug Townsend	11/01/2023
8	Yes/Elec	Council Member – Doug Hutchinson	11/01/2023
9	Yes	Clerk – Jamie Eckenswiller	11/01/2023
10	Yes	CAO / Deputy Clerk – Laura Johnson	11/01/2023
11	Yes	Fire Chief - CEMC	11/01/2023
12	Yes	Director of Finance/Treasure – Kerri Mighton	11/01/2023
13	Yes	Coordinator, Office of the CAO –	11/01/2023
14	Yes	Administrative Assistant, Tammy Wheeldon	11/01/2023
15	Yes	Facilities Manager – Durham – Randy Murray	11/01/2023
16	Yes	Director of Infrastructure & Public Works, Geoff Aitken	11/01/2023
17	Yes	Administrative Assistant, Clerk's Office –	11/01/2023
18	Yes	Public Works Assistant – Tammy Wheldon	11/01/2023
19	Yes	Roads Supervisor – Tim Cook	11/01/2023
20	Yes	Utilities Supervisor – Steve Ayerhart	11/01/2023
21	Yes	Facilities Manager – Tom Culliton	11/01/2023
22	Yes	Chief Building Official (CBO) Karl Shipprack	11/01/2023
23	Yes	Building Inspector & Plans Examiner – Jordan Cook	11/01/2023
24	Yes	Tax Collector/Deputy Treasurer – Susan Spielmacher	11/01/2023
25	Yes/Elec	Recreation, Supervisor – Kodey Hewlett	11/01/2023
26	Yes	Emergency Operations Centre Office	11/01/2023
27	Yes	Police Chief – Rob Martin	11/01/2023
28	Yes	Police Sergeant	11/01/2023
29-31	Yes	Police Department	11/01/2023
32	Yes/Elec	Owen Sound Dispatch	11/01/2023
33	Yes	WGFD – Ayton Station	11/01/2023
34	Yes	WGFD – Durham Station	11/01/2023
35	Yes	WGFD – Neustadt Station	11/01/2023
36	Yes/Elec	Fire Chief – Hanover Fire Department	11/01/2023
37	Yes/Elec	Fire Chief – Markdale Fire Department	11/01/2023
38	Yes/Elec	Fire Chief – Elmwood Fire Department	11/01/2023
39	Yes/Elec	Fire Chief – Mount Forest Fire Department	11/01/2023
40	Yes/Elec	South Bruce Grey Health Centre – Durham Hospital	11/01/2023
41	Yes/Elec	County of Grey	11/01/2023
42	Yes/Elec	Ministry of the Solicitor General (EMO)	11/01/2023
43	Yes/Elec	Emergency Management Committee	11/01/2023

44	Yes/Elec	Rockwood Terrace	11/01/2023
45	Yes/Elec	Volunteer Coordinator	11/01/2023
46	Yes	Library – Ayton	11/01/2023
47	Yes	Library – Durham	11/01/2023
48	Yes	Library – Elmwood	11/01/2023
49	Yes	Library – Neustadt	11/01/2023
50	Yes	Road Depot - Bentinck	11/01/2023
51	Yes	Road Depot - Glenelg	11/01/2023
52	Yes	Road Depot - Normandy	11/01/2023
53	Yes	Road Depot - Durham	11/01/2023
54-58	Yes	Spare Copies	11/01/2023

The Corporation of the Municipality of West Grey

By-law Number 101 - 2019

Being, a By-law formulating a plan for protecting property and the health, safety and welfare of the inhabitants of an emergency area;

Whereas, the Emergency Management Act, RSO 1990, c. E.9, provides for the formulation and implementation of emergency plans by Council of a municipality;

And whereas, the Act makes provision for the Head of Council to declare that an emergency exists in the municipality or in any part thereof and also provides the Head of Council with authority to take such action or deliver such orders and he/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 an emergency area;

And whereas, the Act provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

And whereas, the Act authorized employees of a municipality to take action under the emergency plan where an emergency exists but has not yet been declared to exist;

Now therefore, the Council of the Corporation of the Municipality of West Grey hereby enacts as follows:

1. In this By-law:

    a) "Emergency" means a situation, or impending situation, caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property;

2. That the Community Emergency Response Plan attached hereto as Schedule "A" of this By-law is hereby adopted for the Municipality of West Grey;

3. That the Head of Council or designated alternate as provided in the plan is empowered to declare an emergency and implement the plan;

4. That this By-law shall come into force and take effect upon being passed by Council;

5. That periodically, the Municipal Control Group will cause the Emergency Plan to be reviewed and to make changes to its appendices as are considered appropriate while referring all other changes to Council for further review and approval; and

6. The By-law No. 27-2004 is hereby repealed.

Read a first, second and third time this 17th day of December, 2019.

Read a third time and finally passed, this 17th day of December, 2019.

___(signed)_____   ___(signed)_____
Christine Robinson, Mayor   Laura Johnston, CAO/ Deputy Clerk

Schedule "A" to By-law Number 101-2019

Municipality of West

Community Emergency Response Plan

Community Emergency Response Plan

4.1   Introduction

This Community Emergency Response Plan will serve the Municipality of West Grey as an operational guideline for managing an appropriate response to any emergency situation occurring within municipal boundaries. This Plan includes defining an emergency situation, identifying any emergency control structure and an emergency operations structure.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of West Grey.

The population of the Municipality of West Grey is approximately 12,000 residents.

In order to protect residents, businesses and visitors, the Municipality of West Grey require a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

While most emergencies could occur within the geographical area of the Municipality of West Grey, those most likely to occur are: floods, tornadoes, hurricanes, blizzards, ice storms, epidemics, transportation accidents involving hazardous materials, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, cyber-attacks, electromagnetic pulse (EMP), breakdown inflow of essential services/supplies, or any combination thereof.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of West Grey important emergency response information related to:

a) Arrangements, services and equipment; and
b) Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Municipality of West Grey Community Emergency Response Plan may be viewed at the Municipal Office and Library. For more information, please contact:

Community Emergency Management Coordinator
West Grey Fire Services, Durham Station
179 George Street West, Durham ON.
(519) 369 2505

4.2 Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors, of the Municipality of West Grey, when faced with an emergency, and shall include:

a) A prompt response to an emergency by all required services and the establishment of overall control of the emergency operation;

b) Prompt traffic control at the site to avoid impeding the emergency operations and to prevent additional casualties;

c) Elimination of all sources of potential danger in the general area of the emergency;

d) Evacuation of any building considered to be hazardous, or of the area, if necessary;

e) Prompt rescue of all persons trapped and the provision of first aid at the site;

f) Controlled evacuation and balanced distribution to hospitals of the injured;

g) The provisions of such essential services for the victims, and emergency services personnel, as may be necessary for their immediate comfort and welfare;

h) Prompt factual information to:

   i. All officials concerned

   ii. News media

   iii. Concerned individuals

i) Minimize the effects of the emergency on the Municipality of West Grey; and

j) The restoration of normal services as soon as possible.

It enables a centralized, controlled and coordinated response to emergencies in the Municipality of West Grey, and meets the legislated requirements of the Emergency Management Act.

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

4.3   Authority

The Emergency Management Act is the legal authority for this emergency response plan in Ontario. The Emergency Management Act states that:

a) "Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by-law adopt the emergency plan." [Section 3 (1)]

b) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4 (1)]

As enabled by the Emergency Management Act, this Community Emergency Response Plan and its' elements have been:

c) Issued under the authority of the Municipality of West Grey by-law #101-2019; and

d) Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

4.3.1   Definition of an Emergency
The Emergency Management Act defines an emergency as:

a) "An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

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

4.3.2   Action Prior to Declaration
When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Community Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Municipality of West Grey.

4.4 Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, the responding department will, during regular office hours, immediately contact the West Grey Municipal Office at 519-369-2200 to request that the notification system be activated. After office hours and on weekends, the responding department will immediately contact the Police Service Dispatch Center and request West Grey Fire is notified to activate the ECG. The Police Service Dispatch Center will page out the West Grey Fire Department, Durham Station, to require that a notification system be activated.

a) Upon receipt of the warning, the receptionist or Firefighter shall immediately notify all members of the Emergency Control Group.
b) Upon being notified, it is the responsibility of all Emergency Control Group officials to notify their staff and volunteer organizations.
c) Where a threat of an impending emergency exists, the Emergency Control Group will be notified and placed on standby.

4.4.1 Request for Assistance
a) Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency.
b) Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.
c) The Emergency Control Group contact list is attached as Appendix A. The Contact List for all other support and advisory staff, officials, experts or representatives deeded necessary by the Emergency Control Group at the time of the emergency are listed in Appendix C.

4.4.2 A Declared Community Emergency
The Mayor of the Municipality of West Grey, as the Head of Council, (or Acting Mayor), is responsible for declaring an emergency. The Mayor has the power under the Emergency Management Act to declare an emergency that exists within the boundaries of the Municipality of West Grey. Any decision by the Mayor to declare an emergency will be done in consultation with the members of the Emergency Control Group. However, the Mayor does have the ultimate responsibility for deciding to (or not to) declare an emergency to exist.

Upon declaring an emergency, the Mayor will notify:

a) Office of the Fire Marshal & Emergency Management (OFMEM)
b) Ministry of Community Safety & Correctional Services, (MCSCS)
c) Municipal Council
d) County Warden, as appropriate

e) Public
f) Neighbouring community officials, as required
g) Local Member of Provincial Parliament (MPP)
h) Local member of Parliament (MP)

4.4.3 Termination of Declaration

The act of terminating an emergency declaration is required to advise that the dangers presented by the emergency have been mitigated once the threats to life, health and/or safety are no longer apparent.

4.4.4 Community emergency may be terminated at any time by

a) Mayor or Acting Mayor
b) Municipal Council, through a special meeting of council
c) Premier of Ontario

4.4.5 When terminating an emergency, the Mayor will notify:

a) Office of The Fire Marshal & Emergency Management, (OFMEM)
b) Ministry of Community Safety & Correctional Services, (MCSCS)
c) Municipal Council
d) County Warden, as appropriate
e) Public
f) Neighbouring community officials, as required
g) Local Member of Provincial Parliament (MPP)
h) Local member of Parliament (MP)

4.5   Emergency Control Group

4.5.1   Emergency Operations Center

a) The Emergency Control Group will report to the Emergency Operation Center located at the West Grey Municipal Office 402813 Grey Road 4, RR #2, Durham, Ontario. In the event this Operation Center cannot be used, then the alternative location will be Rockwood Terrace located on 575 Saddler Street East.

b) The Municipal Office consists of one main floor, with a full basement. On the main floor, there are administration desks located in a general office space, a mayor's office and six private offices. The basement has two offices and storage rooms. The building has five washrooms and is equipped with four telephone lines and the Public Works Department base radio unit. It has emergency lighting and stand-by-power.

c) Rockwood Terrace is a three-story structure, a home of the aged. It consists of an administration area, with two telephone lines and about 30 private residential telephone lines throughout the resident's rooms in the building. There is also sufficient capacity for the addition of numerous extra telephone lines in the event of an emergency. There is no radio communication equipment. The building is equipped with emergency standby power, diesel operated, which starts automatically should a normal power failure occur. The building is equipped with facilities to feed about 200 people, has first aid facilities and limited sleeping facilities. It also has a large activity area, which could be used in a hospital evacuation or as a reception center for other evacuation.

4.5.2   Emergency Control Group

The emergency response will be directed and controlled by the Emergency Control Group; a group of officials or their appropriate alternatives that are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Emergency Control Group will consist of the following officials or as many as are actively involved in managing the emergency:

a) Community Emergency Management Coordinator (CEMC)
b) Community Spokesperson (Mayor)
c) Emergency Operations Centre Manager (EOCM) CAO
d) Emergency Information Officer
e) Scribe
f) Chief of Police
g) Fire Chief
h) Finance/Administration Manager

   i)   Support and Advisory Staff called or added to the Emergency Control Group may include:

     i.   Director of Infrastructure & Public Works
    ii.   Roads Supervisor
   iii.   Utilities Supervisor
   iv.   Chief Building Official
    v.   Facilities Managers
   vi.   Emergency Medical Services (EMS) Representative
   vii.   Emergency Management Ontario Representative
  viii.   Senior Social Services Representative
   ix.   Ontario Provincial Police representative
    x.   Enbridge
   xi.   Medical Officer of Health
   xii.   South Bruce Grey Health Center Administrator
  xiii.   Hydro One Duty Officer
  xiv.   Office of the Fire Marshal
   xv.   Ministry of Natural Resources and Forestry
  xvi.   Saugeen Valley Conservation Authority Representative
  xvii.   Ministry of Environment and Climate Change
 xviii.   Food Services Coordinator
  xix.   Volunteers & Equipment Coordinator
   xx.   Any other officials, experts or representatives deemed necessary by the Emergency Control Group at the time of the emergency.

The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed as members of the Control Group, all members of the Emergency Control Group must be notified.

4.5.3   Operating Cycle

Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Upon convening the Emergency Control Group in the Emergency Operations Center, the Emergency Operations Centre Manager (EOCM) will implement a cycle of meetings where the Emergency Control Group (ECG) members will share information and coordinate actions in response to the emergency.

When operations cycle meetings are conducted all ECG members must temporarily suspend external communication and temporarily delegate their responsibilities to their support group members. The meetings are chaired by the Emergency Operations Centre Manager (EOCM) with each Emergency Control Group (ECG) member in turn

briefing the group as to the issues, actions and resource challenges of their staff at the emergency site or other emergency support locations (i.e. evacuation center).

The operations cycle meeting is a forum for information sharing and group decision making. All ECG members must be present at each meeting to hear reports from and give reports to the group as a whole.

When the operations cycle meeting is adjourned, ECG members then return to their workstations and continue their duties as defined in the plan.

The Emergency Operations Centre Manager will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, allowing members to carry out their individual responsibilities. The Scribe will maintain the status board and maps which will be prominently displayed and kept up to date.

4.5.4   Emergency Group Responsibilities
The members of the Emergency Control Group (ECG) are to be responsible for the following actions or decisions:

a) Calling out and mobilizing their emergency service, agency and equipment;
b) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
c) Determining if the location and composition of the ECG are appropriate;
d) Advising the Mayor as to whether the declaration of an emergency is recommended;
e) Advising the Mayor on the need to designate all or part of the municipality as an emergency area;
f) Advising the Mayor regarding recommending terminating the emergency;
g) Ensuring that an Emergency Site Manager (ESM) is appointed (depending on the nature of emergency);
h) Ensuring support to the ESM by offering equipment, staff and resources, as required;
i) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
j) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, etc.;
k) Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs;
l) Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;

m) Determining if additional volunteers are required and if appeals for volunteers are warranted;

n) Determining if additional transport is required for evacuation or transport of persons and/or supplies;

o) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

p) Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;

q) Authorizing expenditure of money required for dealing with the emergency;

r) Notifying the service, agency or group under their direction, of the termination of the emergency;

s) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the EOCM within one week of the termination of the emergency, as required; and

t) Participating in the debriefing following the emergency.

4.5.5   Individual Responsibilities of Group Members:

4.5.5.1 Mayor/Community Spokesperson

a) Provide overall leadership in responding to an emergency;

b) Declaring an emergency within the designated area;

c) Declaring that the emergency has terminated;

d) Upon declaration and termination of an emergency, the Mayor will notify; Emergency Management Ontario, Ministry of Community Safety & Correctional Services; County Warden, as appropriate, Public; Neighbouring community officials, as required; Local Member of the Provincial Parliament (MPP); Local Member of Parliament (MP);

e) Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation;

f) Approve and/or delegate, in consultation with the Emergency Information Officer and Emergency Operations Centre Manager, news releases and public announcements;

g) Giving interviews on behalf of the Municipality of West Grey Council;

h) Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;

i) Redirecting all inquiries about decisions made by the Emergency Control Group and about the emergency as a whole, to the Emergency Information Officer; and

j) Maintain a log of all actions taken.

4.5.5.2 Emergency Operations Centre Manager (EOCM)

a) Activating the emergency notification system in whole or in part;

b) Ensuring liaison with the Police Chief regarding security arrangements for the Emergency Operations Center;

c) Directing all business activities within the Emergency Operations Center;

d) Chairing the Emergency Control Group meetings;

e) Establishing an Operations Cycle of Emergency Control Group meetings and ensuring that the members adhere to it as meeting facilitator/providing leadership and administrative direction, including the maintenance of an agenda of issues/problems, actions and solutions so at each operations cycle meeting the issue/problems are identified and recorded;

f) Ensuring a record is kept of all major decisions, actions and instructions issued;

g) Ensuring a record of all expenditures is maintained for later cost recovery as warranted for finance and accounting;

h) Providing support staff to assist the Emergency Control Group in the coordination, collection and dissemination of information relative to the emergency;

i) Advising the Mayor on policies and procedures, as appropriate;

j) Approving in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Emergency Control Group;

k) Ensuring that a communication link is established between the Emergency Control Group and the Emergency Site Manager;

l) Calling out additional municipal staff to provide assistance, as required; and

m) Maintain a log of all actions taken.

4.5.5.3 Emergency Information Officer

a) Establishing a communication link with the Community Spokesperson, and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;

b) Ensuring that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required;

c) Ensuring liaison with the Emergency Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;

d) Ensuring that the following are advised of the telephone number of the media center:

      i.   Media

      ii.   Emergency Control Group

      iii. Satellite centres (municipality and emergency services)

      iv.   Community Spokesperson

      v.   Police Public Relations Officer

      vi.   Neighbouring communities

      vii.   Any other appropriate persons, agencies or businesses

e) Writes media releases;

f) Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media releases to the Emergency Information Centre, the Emergency Control Group, and other key persons handling inquiries from the media;

g) Ensuring distribution of approved media releases;

h) Monitoring news coverage, and correct any erroneous information;

i) Maintaining copies of media releases and newspaper articles pertaining to the emergency;

j) Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Center;

k) Initiating the opening, operation and staffing of the satellite location at the community offices, as the situation dictates, and ensuring operators are informed of Emergency Control Group members' telephone numbers in the Emergency Operations Center;

l) Assuming the responsibilities of the Citizens Inquiry Supervisor;

m) Upon direction by the Mayor, arranging special meetings of Council, as required and advising Members of Council of the time, date, and location of the meetings;

n) Coordinating media photograph sessions at the scene when necessary and appropriate and coordinating on-scene interviews between the emergency services personnel and the media;

o) Receive and process complaints;

p) Monitor media and provide presence;

q) Monitor social media and provide presence; and

r) Maintain a log of all actions taken.

4.5.5.4 Scribe

a) Recording all actions and decisions of the Emergency Control Group;

b) Providing a process for registering Emergency Control Group members and maintaining an Emergency Control Group List;

c) Assisting the Emergency Operations Centre Manager and the Mayor, as required in the Emergency Operations Center;

d) Maintain status board and maps which will be prominently displayed and kept up to date;

e) Arranging for the printing of material, as required;

f) Maintain a log of all actions taken; and

g) Information Management (inbound data, tracking, statistics, forward projections of the incident);

4.5.5.5 Community Emergency Management Coordinator (CEMC)

a) Activating and arranging the Emergency Operations Center;
b) Ensuring that security is in place for the Emergency Operations Center and registration of Emergency Control Group members;
c) Ensuring that all members of the Emergency Control Group have necessary plans, resources, supplies, maps and equipment;
d) Providing advice and clarification about the implementation details of the Community Emergency Response Plan;
e) Supervising the Emergency Telecommunication Coordinator
f) Ensuring liaison with community support agencies (e.g. St. Johns Ambulance, Canadian Red Cross);
g) Ensuring that the operating cycle is met by the Emergency Control Group and related documentation is maintained and kept for future reference;
h) Addressing any action items that may result from the activation of the Emergency Response Plan and keeping Emergency Control Group informed of implementation needs; and
i) Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

4.5.5.6 Finance/Administration Manager

a) Providing information and advice on financial matters as they relate to the emergency;
b) Ensuring liaison, if necessary, with the Treasurer/Directors of Finance of neighbouring communities;
c) Ensuring that records of expenses are maintained for future claim purposes;
d) Ensure the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
e) Providing and securing equipment and supplies not owned by the Municipality of West Grey;
f) Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
g) Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment; and
h) Maintaining a log of all actions taken.

4.5.5.7 Police Chief

a) Activating the emergency notification system and ensuring all members of the Emergency Control Group are notified;

b) Notifying necessary emergency and community services, as required;

c) Establishing a site command post with communication to the Emergency Operations Center;

d) Depending on the nature of the emergency, assign the Site Manager and inform the Emergency Control Group;

e) Establishing an ongoing communication link with the senior police official at the scene of the emergency;

f) Establishing the inner perimeter within the emergency area;

g) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;

h) Providing traffic control staff to facilitate the movement of emergency vehicles;

i) Alerting persons endangered by the emergency and coordinating evacuation procedures;

j) Opening of evacuee centers in collaboration with the Logistics Section Manager;

k) Ensuring liaison with the Logistics Section Manager regarding the establishment and operation of evacuation and reception centers;

l) Ensuring the protection of life and property and the provision of law and order.

m) Providing police service in Emergency Operation Center, evacuee centers, morgues, and other facilities, as required;

n) Notifying the coroner of fatalities;

o) Ensuring liaison with other community, provincial and federal police agencies, as required;

p) Providing an Emergency Site Manager, if required; and

q) Maintaining a log of all actions taken.

4.5.5.8   Fire Chief

a) Activating the emergency notification system through West Grey Police Service, Dispatch Center;

b) Providing the Emergency Control Group with information and advice on firefighting and rescue matters;

c) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group;

d) Establishing an ongoing communication link with the senior fire official at the scene of the emergency;

e) Informing the Grey County Mutual Aid Fire Coordinator and/or initiating mutual aid for the provision of additional firefighters and equipment, if needed;

f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;

g) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation;

h) Providing an Emergency Site Manager, if required; and

i) Maintaining a log of all actions taken.

4.5.5.9   Logistics Section Manager

a) Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, personal services, registration and inquiries;

b) Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;

c) Ensuring liaison with the police chief with respect to the pre-designation of evacuee centers which can be opened on short notice;

d) Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;

e) Ensuring that a representative of the Bluewater District School Board and the Bruce-Grey Catholic District School Board are notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;

f) Ensuring liaison with Rockwood Terrace as required;

g) Making arrangements for meals for the staff/volunteers at the EOC and the site; and

h) Maintaining a log of all actions taken.

4.5.5.10   Director of Infrastructure & Public Works/ Public Utilities Manager

a) Providing the Emergency Control Group with information and advice on engineering and public works matters;

b) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group;

c) Establishing an ongoing communication link with the senior public works official at the scene of the emergency;

d) Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;

e) Ensuring provision of engineering assistance;

f) Ensuring construction, maintenance and repair of municipal roads;

g) Ensuring snow removal/sanding operations as required;

h) Ensuring the maintenance of sanitary sewage and water systems;

i) Providing equipment for emergency pumping operations;

j) Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;

k) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;

l) Discontinuing any public works service to any residence, building or site, as required, and restoring these services when appropriate;

m) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;

n) Providing public works vehicles and equipment as required by any other emergency services;

o) Providing temporary fuel depot in the emergency area, if required;

p) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action; and

q) Maintaining a log of all actions taken.

4.5.5.11   Chief Building Official

a) Providing the Emergency Control Group with information and advice on the structural integrity of buildings;

b) Establishing an ongoing communication link with the senior building official at the scene of the emergency;

c) Ensuring liaison with the building official representative(s) from the neighbouring community(s) to ensure a coordinated response; and

d) Maintaining a log of all actions taken.

4.5.5.12   Citizen Inquiry Supervisor

a) Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;

b) Informing the affected emergency services, the Emergency Control Group and the municipality's switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;

c) Responding to, and re-directing inquiries and reports from the public. (Such information may be related to school closings, access routes or the location of evacuee centers.);

d) Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;

e) Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone numbers(s);

f) Procuring staff to assist, as required; and

g) Maintaining a log of all actions taken.

4.5.5.13   Food Coordinator

The food coordinator shall be appointed by the Emergency Control Group if required at the time of the emergency and will be responsible for the following:
a) Contacting the appropriate service club that will be preparing the food;
b) Contacting the facility where food is to be prepared e.g., Legion, community center etc., to get it open;
c) Arrange for food purchasing from an area vendor (grocery store, etc.,);
d) Keep all receipts of food purchases to be handed into the clerk-treasurer for payment of accounts;
e) Ensure delivery of food to work sites, by volunteer drivers;
f) Keep a tally of the number of meals prepared and served;
g) Maintaining a log of all actions taken.

4.5.5.14   Volunteer Coordinator

The volunteer coordinator shall be appointed by the Emergency Control Group if required at the time of the emergency, and will be responsible for:
a) Ensuring all volunteers are registered so they are covered by WSIB;
b) Keep a list of volunteers and their skill sets and qualifications by filling out the volunteer registration forms provided in the volunteer coordinator site box;
c) Assign tasks and work locations that are in line with their skill sets and qualifications;
d) Ensure that worksite passes are issued to each volunteer at the beginning of the day and collected at the end of the day, and all are wearing appropriate PPE personal protective clothing;
e) Coordinate with site managers as to what skill sets that are required for each worksite, and ensure only those with those skill sets are sent to that site;
f) Report any injuries and ensure medical aid is sought after and the injury is reported to West Grey management; and
g) Maintaining a log of all actions taken.

4.5.5.15   Emergency Medical Services (EMS) Representative
a) Ensuring emergency medical services at the emergency site;
b) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group;
c) Establish an ongoing communication link with the Senior EMS official at the scene of the emergency;
d) Obtaining EMS from other municipalities for support, if required;
e) Ensuring triage at the site;

f) Advising the Emergency Control Group if other means of transportation is required for large scale response;

g) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communication Center to ensure balanced emergency coverage is available at all times throughout the community;

h) Ensuring liaison with the receiving hospitals; and

i) Ensuring liaison with the Medical Officer of Health, as required.

4.5.5.16   Emergency Management Ontario (EMO) Representative

The responsibility of the EMO representative is to support and advise the Emergency Control Group as necessary.

4.5.5.17   Additional Personnel

In an emergency, many agencies may be required to work with the Emergency Control Group. Additionally, the following may be called or added to include some of these possible groups:

a) Ontario Provincial Police representative
b) Ontario Fire Marshal Office and Emergency Management
c) Ministry of Natural Resources and Forestry
d) Ministry of Environment and Climate Change
e) Food Services Coordinator
f) Volunteer & Equipment Coordinator
g) Social Services Representative

4.5.5.18   Hydro One Duty Officer

a) Ensuring that there is no prevailing hazard and take such action as may be necessary to prevent hazards from developing wherein human life might be at risk;

b) Monitoring the status of power outages and customers without services.

c) Ensuring liaison with the appointed public works representative on duty;

d) May provide assistance with accessing generators for essential services or other temporary power measures;

e) Ensure liaison with private utility suppliers, i.e. Enbridge, etc., to discontinue services if and when necessary;

f) Establishing an ongoing communication link with the senior public works official at the scene of the emergency; and

g) Maintaining a log of all actions taken.

4.5.5.19 Enbridge

In the event of any emergency impacting or involving gas storage and/or distribution infrastructure within the Municipality of West Grey, Enbridge representation in the Emergency Operations Center may be required.

4.5.5.20 Medical Officer of Health

a) Acting as a coordinating link for all emergency health services at the Emergency Control Group;

b) Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;

c) Depending on the nature of the emergency, assigning the Site Manager and informing the Emergency Control Group;

d) Establishing an ongoing communication link with the senior health official at the scene of the emergency;

e) Ensuring liaison with the ambulance service representatives;

f) Providing advice on any matters, which may adversely affect public health;

g) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;

h) Coordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long Term Care Policies;

i) Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency;

j) Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;

k) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;

l) Notifying the public works representative regarding the need for potable water supplies and sanitation facilities;

m) Ensuring liaison with social services representative on areas of mutual concern regarding health services in evacuee centers; and

n) Maintaining a log of all actions taken.

4.5.5.21 Saugeen Valley Conservation Authority (SVCA) Representative

a) Establishing an ongoing communication link with the senior public works official at the scene of the emergency;

b) Ensuring liaison with the Emergency Control Group;

c) Ensure the operation of the Flood Forecast Center during anticipated or actual flood conditions, using the information available from environmental stations;

d) Staff will prepare and issue emergency flood warning messages, and where possible, the emergency flood warning messages will contain both arrival times and crest times for specific locations and expected flood stages;

e) Flood warning messages issued by the SVCA will include in the preamble to the message the term "Advisory" or "Alert" message for a particular municipality or part of the watershed; and

f) Maintaining a log of all actions taken.

4.5.5.22   South Bruce Grey Health Center Administrator

a) Implementing the hospital emergency plan;

b) Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;

c) Evaluating requests for the provision of medical site teams/medical triage teams;

d) Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;

e) Ensuring liaison with the Emergency Control Group;

f) Any other officials, experts or representatives deemed necessary by the Emergency Control Group; and

g) Maintaining a log of all actions taken.

4.5.5.23   Relationship between Emergency Control Group & Emergency Site Manager

Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the Emergency Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Emergency Control Group will also ensure that the rest of the community maintains municipal services.

4.5.5.24   Relationship between the Emergency Site Manager & Command & Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

4.6 Emergency Telecommunication Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communication is established between the emergency site(s) and the EOC. Communication may also be required at various locations including evacuation centers, hospitals and other key responding agencies.

The Emergency Telecommunication Coordinator for the Municipality of West Grey is a pre-designated Amateur Radio Operator. The Emergency Telecommunication Coordinator is part of the initial Emergency Notification Procedure, who in turn will call upon their contacts for further communication support as required.

The Emergency Telecommunication Office is located in the EOC. It is equipped with portable hand radios; battery back-up; two-way radios with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communication between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of West Grey lose all telephone communication, pre-arranged communication could be obtained from Amateur Radio Emergency Services (ARES).

4.7   Emergency Information Plan

Upon implementation of this Community Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for, or report on, information concerning any aspect of the emergency.

The local Emergency Information Centre (EIC) will be located in the Durham Arena, 451 Saddler St. West in the Municipality of West Grey. In the event that this center cannot be used, the secondary location will be the Durham Town Hall, 185 George St. West, in the Municipality of West Grey.

Depending on the nature of the emergency, it may be necessary to establish a media information area as decided by the Emergency Control Group. This area, if established, will be staffed as determined by the ECG.

The Citizen Inquiry Section is assigned by the ECG and will be under the supervision of the Social Services Representative in conjunction with the Citizen Inquiry Supervisor.

4.8 Logistics

4.8.1 Emergency Operations Centre

The Emergency Operation Centre is located at the West Grey Municipal Office 402813 Grey Road 4, RR#2, Durham, Ontario.

4.8.2 Alternate Operations Centre

In the event 4.8.1 operation center cannot be used, the alternative location will be Rockwood Terrace located at 575 Saddler Street East.

4.8.3 Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Emergency Operations Centre. The Emergency Management Coordinator is responsible for the inspection of the kit on a regular basis and for ensuring that the kit contents are all in working order. See Appendix H – Inventory

4.9 Saugeen Valley Watershed Flood Warning System (See Appendix K)

Past records clearly document the serious and unpredictable nature of river-related flooding within the Saugeen Watershed. Floods can be expected at any time during any year. The Town of Durham is particularly susceptible to flooding during times of extensive snowmelt and as a result of winter frazil (slush) ice buildup in the river channel. Channel flows and local water levels may also be adversely affected by debris and/or ice buildup at the McGowan Falls (Upper) dam structures. Floodplain maps, on file at the municipal office, identify the full extent of flood-prone lands within the town. What is not often realized is that the potential exists for future floods to be of greater severity than those experienced in the past.

As part of its water resources management program, the Saugeen Valley Conservation Authority (SVCA) will continue to assist municipalities and the Province of Ontario with the implementation of flood control measures in high-risk areas. However, it must be remembered that such structures provide a limited degree of protection for specific locations. So long as watershed residents live and work in flood susceptible areas, an effective warning system must be in operation.

The personnel and procedures detailed comprise the part of the flood warning contingent of the Saugeen Valley Conservation Authority's flood warning and river forecasting system for the Durham area. Each official associated in any way with this system should be fully aware of his/her responsibilities and be prepared to make every possible effort to ensure its effectiveness. More information is available in the Flood Contingency Plan prepared by the Saugeen Valley Conservation Authority.

4.9.1 General

An extensive network of field gauges, monitoring factors affecting the amount of water entering the river system and the corresponding water levels, makes up the information collection segment of the SVCA flood forecast system. From this data, flood forecasting personnel can establish the flood potential within the watershed. A number of agencies, municipal departments and individuals bear responsibility, in varying degrees, for the efficiency of the flood warning system.

4.9.2 Saugeen Valley Conservation Authority (SVCA)

Is responsible for the following:

a) Monitoring Watershed and weather conditions;
b) Operates the Flood Forecast System;

c) Issues messages to municipalities, other appropriate agencies, and the media to advise of potential, or the occurrence of, flooding;

d) Provides advice to municipalities in preventing or reducing the effects of flooding; and

e) Maintains communications with municipalities and the Ontario Ministry of Natural Resources and Forestry during a flood event.

During anticipated or actual flood periods, the Saugeen Valley Conservation Authority is responsible for the operation of the Flood Forecast Centre, located within its administrative offices. There are three types of flood messages: Watershed Conditions Statement; Flood Watch; and, Flood Warning. The preamble for all flood messages will indicate the type of message as described below, and the types follow common terminology approved by the province for use by all agencies issuing flood-related messages. The numbering of flood messages will be sequential throughout a flood period. Examples of the three types of messages are provided in the SVCA Flood Contingency Plan. All flood messages are sent to the primary recipients by email. Flood Warning messages are also followed by fax being sent to the primary recipients and acknowledgement of receipt required.

4.9.3   Flood Warning Messages

4.9.3.1 Watershed Conditions Statement

A Watershed Conditions Statement is a general notice of potential Watershed conditions that pose a safety risk (high flows, unsafe ice, slippery banks). A Statement may include sub-headings under the categories of "Water Safety Bulletin" and/or "Flood Outlook". A Watershed Conditions Statement reports on general Watershed conditions and is primarily directed to Municipal Flood Coordinators throughout the Watershed. Water Safety Bulletins are issued to media sources and are general public information messages in which awareness is encouraged. These bulletins are usually issued before overbank flow occurs, before spring breakup or any other time of year as conditions warrant, as a general reminder of the potential for high flows and unsafe conditions. A Flood Outlook message may be issued when a major storm is pending, when above-normal snowpack conditions exist or when general conditions suggest high runoff potential.

4.9.3.2 Flood Watch

A Flood Watch serves to notify Municipal Flood Coordinators and other primary contacts that the potential for flooding exists and is issued to specified affected municipalities, usually following the onset of overbank flow.

A Flood Watch message describes current Watershed conditions, potential flooding effects, and a related weather forecast. This type of message does not require CEMC to take specific emergency action, but having been alerted to the potential for flooding they should start precautionary measures. Such measures vary according to local municipal requirements but typically include: checking their Emergency Response Plan, monitoring of potential problem areas, and possibly having staff remain on a standby alert. Recipients of a Flood Watch message do not have to confirm receipt by responding to the SVCA unless the message specifically states it.

4.9.3.3 Flood Warning

A Flood Warning is issued after a forecast has been made and will apply to specific flood damage centres where flooding appears inevitable. A Flood Warning message is sent only to those Municipal Flood Coordinators and other primary contacts whose municipality is affected by flooding and they will in turn relay the message to other relevant individuals and departments within their organization. Upon receipt of a Flood Warning message for their area, municipal officials should be prepared to issue warnings and/or evacuation instructions to households, businesses and industry that may be threatened by the flood. Municipal officials should also alert and mobilize necessary labour for sandbagging and other flood combating services. Flood warning messages will be as specific as available information permits, in order that recipients are not faced with problems of interpretation. Where possible, the Warning message will contain the time of flood stages and crests in reference to specific locations and shall include the approximate time of the next flood message. In addition to disseminating the Flood Warning message by email and fax, SVCA staff follow-up by phoning the appropriate municipal staff of the affected flood damage centre. Recipients of a Flood Warning message must confirm receipt by responding to the SVCA. Personnel transmitting and receiving the message

4.9.4   SVCA Municipal Liaison

As existing, or predicted conditions warrant, the SVCA liaison on duty and the CEMC or designate may establish direct communication. In addition to flood status reports, liaison between the two groups should include information pertaining to:

a) The municipality's responses;
b) The extent of municipal resources available for a response; and
c) Requests for technical advice and/or response assistance.

4.9.5   Requesting Provincial Assistance

When a flood emergency has extended beyond the capabilities of local resources, the municipality may request flood response support from the Ontario Government. The Ministry of Natural Resources is the lead agency to deliver the Ontario Government's response to a flood emergency.

A request to the Province of Ontario for additional flood response assistance must be proceeded by:

Full commitment of local resources available to the municipality for:

   a) flood response
   b) declaration of a state of municipal emergency
   c) consultation with the SVCA

In such a situation, a request for provincial assistance will be made by the CEMC or designate to the SVCA liaison on duty. If satisfied that all other alternatives have been investigated, the SVCA liaison will present the request, with supporting information and assessments, to the Ontario Government's Local Flood Response Coordinator (Ministry of Natural Resources, Owen Sound District Manager). As necessary, the MNR's Local Flood Response Coordinator will establish direct communication with the CEMC or designate- and direct other measures deemed necessary for the effective delivery of provincial assistance.

4.10 Activation Triggers

The table below provides guidelines for determining emergency levels and subsequently determining whether or not it is advisable to activate the ECG, CERP, EOC and convene Council.

Note:
- These descriptions are merely guidelines; judgement is paramount when determining the Emergency Level of an incident.
- The ECG Section Chiefs and or Section Members can be activated without the activation of the Emergency Operations Centre.
- The ECG can be activated (all or in part) without a declaration of a State of Emergency
- Not all descriptions of incidents need to be present for a level to be declared.

Levels	Description	Activation of ECG and/or EOC	External Support
Low	• Minor incident; manageable with local resources • Low impact on people/ greater community/damage to property • No media attention	• No	• Notify appropriate Council members • No notification or activation of other agencies
Moderate	• Moderate incident disruption that requires resources beyond those available locally • Moderate impact on people/greater community and moderate impact/damage to property • Multiple buildings affected/ threatened; impact on large area of Municipality • Some impact with utilities • Evacuation and moderate displacement of residents Period of time (7-12 hours) • Local media attention, with possibility of wider media attention • Injury	• Assessment of the incident will be passed from the COCO to the CAO • Full or Partial activation of the ECG and/or EOC can be authorized by the CAO and activated by the CEMC • Possible declaration of a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC • If a State of Emergency is declared full ECG and EOC should be activated	• Notify appropriate council members • Possible notification to County of Grey • Possible activation of Mutual Aid Agreements • Possible declaration of a State of Emergency (i.e. CECG/PEOC)

Levels	Description	Activation of ECG and/or EOC	External Support
High	• Moderate incident disruption that requires resources beyond those available locally • Moderate impact on people/greater community and moderate impact/damage to property • Multiple buildings affected/ threatened; impact on large area of Municipality • Some impact with utilities • Evacuation and moderate displacement of residents Period of time (7-12 hours) • Local media attention, with possibility of wider media attention • Injury	• Assessment of the incident will be passed from the COCO to the CAO • Activation of the ECG and/or EOC is authorized by the CAO and activated by the CEMC • Declaring a State of Emergency is at the discretion of the Mayor based on advice from the ECG Manager and the CEMC • If a State of Emergency is declared full activation of the ECG and EOC will occur	• Notify all council members • Notify Grey County (CECG) • Province of Ontario (PEOC)

Foreign Animal Disease Contingency Plan

Foreign Animal Disease Contingency Plan

5.1   Introduction:

The geographic area affected by a Foreign Animal Disease (FAD) outbreak will likely involve several municipalities. Even if the affected area lies completely within one municipality, the support required for the response and recovery operation may require support provided from surrounding municipalities. Note: Municipal services provided must be tracked for future compensation.

5.2   Assumptions:

a) All levels of government will be involved with a willingness to assist in the most economical and practical ways possible;
b) The Canadian Food Inspection Agency (CFIA) will direct the response to the FAD. CFIA will rely on municipalities for knowledge and resources where possible; and
c) The basic structure of CFIA operations will follow the Incident Management System (IMS) model.

5.3   Authority:

a) The Health of Animals Act provides legislation to the Canadian Food Agency (CFIA) in the event of a FAD outbreak;
b) The response and recovery operations will be directed by CFIA, with support from provincial and municipal governments. The CFIA Site Commander will be responsible the CFIA Regional Director who is then responsible to the CFIA National Director. A Regional and Provincial Coordinator will take place at the command post located near the outbreak, at the Joint Canadian Food Inspection Agency / Ontario Ministry of Agriculture and Food and Rural Affairs (CFIA / OMAFRA) Area Emergency Operation Center and at their Provincial Emergency Operation Center (PEOC); and
c) The CFIA and OMAFRA operate jointly under the Foreign Animal Disease Emergency Response Plan (FADERP).

5.4   Mission:

The Municipality of West Grey will provide support, where possible, to the CFIA FAD Operations and ensure the safety and well-being of its citizens.

5.5   Concept of Operation:

a) Upon notification by Emergency Management Ontario (EMO) Operations Center of a FAD outbreak, a municipal Emergency Operation Center (EOC) will be established and the Municipality of West Grey's Emergency Control Group (ECG) will meet as required;

b) The CEMC will act as the liaison and coordinate between the municipality and CFIA. Municipal staff will be appointed as necessary for each of the functional areas; operations, logistics, planning and finance & administration. Municipal staff will also be appointed to the Movement Control Center, as part of the CFIA Site Operations Group;

c) The EOC Incident Commander will be determined by the ECG and will act as a point of contact for the CFIA Command staff. Coordination will occur as frequently as necessary with the CFIA Site Commander or designate who will provide briefings to the ECG. The CEMC will advise and update the PEOC;

d) The Community Emergency Management Coordinator (CEMC) will attend the CFIA site meetings to determine the support requirements. The CEMC will coordinate with municipal staff and representatives at the EOC to determine response capabilities. The CEMC will retain ongoing lateral communication with the CFIA site counterparts to ensure that communication and coordination is maintained; and

e) EMO will provide a Liaison Officer to assist with the coordination of provincial support to the EOC and the affected communities.

5.6   Possible Tasks & Roles:

All roles and responsibilities outlined in the Municipality of West Grey Emergency Management Plan will apply. The following duties are outlined specifically for a FAD emergency situation.

5.6.1   CEMC:

Act as a liaison and support coordinator for the EOC, PEOC, CFIA, OMAFRA and surrounding municipal ECGs (if applicable).

5.6.2   West Grey Police Services:

a) Act as Manager of the Movement Control Centre (MCC);
b) Provide police officers to support movement control; checkpoints and or decontamination sites, and eradication teams, where possible; and
c) Enforce movement control in the control zone.

5.6.3   Manger of Infrastructure and Public Works:

a) Act as advisor to the Movement Control Centre (MCC);
b) Provide staff to operate decontamination sites, where possible; and
c) Provide staff, vehicles and equipment to perform tasks with the CFIA operations groups (eradication, disposal and decontamination), where possible.

5.6.4   West Grey Fire Chief:

a) Provide advice to MCC on road closures (as it affects movement and access for fire protection); and
b) Provide water tankers to Decontamination Sites, where possible.

5.6.5   Medical Officer of Health:
a) Provide advice to the ECG on human health risks related to the FAD outbreak, if applicable; and
b) Messages should coordinate with Public Health Agency, Health Canada and the Ontario Ministry of Health and Long Term Care.

5.6.6   Procedures & Co-ordination:
a) Municipal Emergency Operations Centre (EOC);
b) Municipal Emergency Control Group (ECG);
c) Movement Control Centre (MCC);
d) Joint Information Centre (JIC);
e) Logistics; and
f) Finance and Administration.

5.7   Emergency Operations Centre (EOC) – General:

The EOC is the location from which the Municipality of West Grey and surrounding municipalities (if applicable) would manage and coordinate their response to the Foreign Animal Disease (FAD) outbreak, the EOC could be required to operate from 30 to 90 days; therefore it is important that resources and staff alternate appropriately in order to ensure continuity governance and the effective long-term operation of the EOC.

5.8   EOC – Role:

The EOC provides a central location for the management and coordination of all municipal activities related to the FAD outbreak. The two principal actives are:

a) Coordinate support to the CFIA operations, including the Movement Control Centre; and
b) Ensure the safety and wellbeing of the affected municipality (ies) and mitigate any adverse effects of the CFIA operations

5.9   EOC – Location:

a) EOC location will depend on the location of the outbreak, the location of the CFIA site headquarters and the availability of suitable buildings.   Ideally the EOC should be located in close proximity to the CFIA headquarters to allow for frequent and convenient interaction;
b) The EOC should be located in a facility that will not hinder normal municipal operations, as business activities will continue throughout the FAD response and recovery; and
c) Access to several telephone lines, fax lines, computers and the web will be required.

5.10   EOC – Operating Routine:

a) The EOC may remain open for an extended business day for the duration of the activation (07:00-19:00 hrs daily), seven days a week, for several weeks, possibly even months; and

b) A small operations duty and support staff may be required to ensure effective communication and coordination with all agencies and government bodies during business hours. Meetings will take place as necessary to ensure that information is being dealt with effectively.

5.11   EOC Operations & Co-ordination Cycle:

It will be critical to maintain close coordination and communication with the CFIA site headquarters. In order to assist, it is expected that a daily coordination cycle will be established to ensure effective cooperation. The following is an example of a possible cycle.

Time	Event
07:00-08:00	CFIA Daily Operations Briefing- EOC Operations Director/Chief and LCOs to attend
08:00-09:00	Coordination meetings between EOC operations and CFIA Section Chiefs
10:00-11:00	Daily Briefing at EOC – Area Control Group members to attend or representatives
11:00-12:00	Coordination Meetings between EOC LCOs and municipal representatives for support arrangements
13:00-14:00	Area Control Group Meeting (if required)
18:00-19:00	CFIA daily logistics briefing for the next day's events- LOCs to attend as required

5.12   Municipal Emergency Control Group (ECG):

The role of the ECG is to direct and manage the municipal response to a FAD outbreak. The ECG will consist of the:

1) CEMC;
2) CAO and Head of Council;
3) West Grey Police Services;
4) Public Health / Medical Officer of Health;
5) Manager of Public Works;

6) Transportation & Public Safety Department Representative; and
7) Industry Representatives.

Note: A joint ECG comprised of the above representatives from municipalities affected, may be required, depending upon the area affected by the FAD.

5.13 Movement Control Centre (MCC) - Role

a) A Movement Control Centre will be established to command control and coordinate the movement of livestock, livestock products, and other materials or persons that may have come in contact with the disease with in the affected area; and
b) The MCC will continue to operate until the infected livestock and any products and/or by-products are disposed of and subsequent surveillance indicates that the disease has been eradicated. It will function as part of the CFIA operations section and be accountable to the CFIA Chief-of-Operations.

5.14 MCC - Concept of Operation

a) Depending upon the location of the affected properties, CFIA authority will define a perimeter within which movement control will be imposed. Movement control will be accomplished using a system of vehicle check points and decontamination teams;
b) Vehicle check points will be located to control traffic entering, exiting and transiting the area. Each check point will be able to decontaminate vehicles in accordance with the CFIA direction and procedures; and
c) Roads that are not essential will be closed using suitable and appropriate devices to ensure that they cannot be circumvented. Authorized movement will be controlled by means of permits issued under the authority of the CFIA. Commander of the Movement Control Group will be responsible to the CFIA Incident Commander located at the Incident Command Post. Signs will be posted to indicate the affected area and the general public will be informed to ensure that they are aware of movement restrictions.

5.15 MCC – Staffing:

The MCC will be managed by the Senior Police Officer designated by the West Grey Police Chief and will contain staff from:

a) West Grey Police Services;
b) West Grey Public Works;
c) Grey County Transportation& Public Safety Department;
d) Ministry of Transportation;
e) Canadian Food Inspection Agency;
f) Ministry of the Environment and Climate Change; and
g) Public Works from surrounding municipalities, if applicable.

5.16   MCC – Organization:

The MCC will be organized in the following manner;

   a) Headquarters group;
   b) Check point teams; and
   c) Wash and decontamination teams (large and small vehicles).

5.17   Joint Information Centre (JIC):

A JIC will be established near the site of the outbreak and will be jointly staffed by CFIA, provincial and municipal representatives. Overall information management will be jointly managed by the EIO, CFIA, OMAFRA and EMO using the Provincial Emergency Information Plan.

5.18   Logistics

5.18.1   Facilities:

The following organizations will require facilities in the area:

   a) CFIA Site Headquarters – office / administration building;
   b) Joint Information Centre (JIC) - office administration building with facilities for press conference;
   c) Movement Control Centre (MCC) - office / administration building;
   d) Parking for CFIA rented and owned vehicles;
   e) Storage of large equipment;
   f) Area Emergency Operations Centre – office / administration building.

5.18.2   Equipment & Vehicles:

The following types of equipment will be required by the CFIA site operations:

   a) Medium and large volumes portable power washer units;
   b) Industrial truck washing facilities / service; and
   c) Light and medium trucks.

5.18.3   Washing & Decontamination Pads:

Pads will need to be constructed or improved at various locations to allow for proper drainage where washing and decontamination stations are established.

5.18.4   Disposal of Animal Remains:

The discussion for disposal will be directed by the specific FADS outbreak and will be made jointly between CFIA, MOE, OMAFRA, and ECG.

5.18.5   Finance & Administration:

Financial tracking and resource management will be established immediately and kept centralized. Specific arrangements will be confirmed under the specific emergency. The following must be tracked and reported on:

   a) Expenditures
   b) Rental / leasing of equipment

Volunteer Call Deployment & Plan

Volunteer Call Deployment & Plan

6.1 Description of Responsibilities

During a declared emergency, all volunteers must be registered by the Municipality of West Grey.

Each volunteer should be registered to protect his/her regular earning potential should he/she become injured while volunteering in an emergency. When the volunteer has been registered he/she is covered by WSIB for any injuries sustained during the volunteer deployment. **Reference WSIB Policy Manual 12-04-02 & 14-02-11.**

6.2 Decision to Call for Volunteers

The decision to call for volunteers will be made either by the Grey County Emergency Control Group (GCECG) or the Municipality of West Grey Emergency Control Group (ECG).

If the GCECG activates the volunteer registration plan the County HR Director will liaise with the CEMC(s) of the local municipality(ies) involved.

The following five bullets detail information to include in the volunteer request to the public:

a) Methods of pre-registration available (e.g. 211, County website);
b) All volunteers must pre-register first, unless accessibility issues prevent them from doing so;
c) Location of volunteer registration centre(s);
d) Hours of operation; and
e) The volunteer registration centre is NOT a disaster survivor area, nor a food or clothing collection area.

A sample media release can be found on the following page in section 6.4

6.3 Media Release Example

Media Release

Insert Date

Volunteers Needed for Emergency Efforts

Grey County is requesting volunteers to assist with the cleanup and recovery efforts from the <   type of disaster   >. Volunteers are needed immediately and for the next 3-4 weeks.

Anyone interested in volunteering is required to pre-register through 2-1-1 or online at Grey.ca first, unless accessibility issues prevent them from doing so.

Requirements for volunteers

- Valid photo identification
- Any applicable certificates or licences (driver's licence, chainsaw certificate etc.)
- Volunteers ages 14-17 require adult supervision. Volunteers under 14 years of age are not allowed.
- Additional background information such as criminal record checks and vulnerable sector checks are an asset.

    If you have a Criminal Record check and/or Vulnerable Sector check, please bring them with you to the Registration Centre.

Volunteer Registration Centre

Once volunteers have preregistered they can go to the Volunteer Registration Centre.

Location: <Insert location>
Hours: Monday-Friday, < Time – Time >
            Saturday, < Time – Time >
            Sunday, < Time – Time >
Please do not bring any donations, food or clothing to the Volunteer Registration Centre. More information about donation will be provided in the future. Please note, the Volunteer Registration Centre, is not a disaster survivor area.

For more information, contact [insert contact name] at [insert phone number and email

6.4 Staffing a Volunteer Registration Centre

A Volunteer Registration Centre is composed of several different stations and, as such, requires many individuals to act as staff in various roles to allow the centre to run smoothly. The numbers of individuals required at each station are as followed:

a) Reception Area: 2 to 4 Individuals;
b) Interviewers: As many individuals as skills required as this is a busy station;
c) Deployment Station Support Staff: 2 to 4 individuals;
d) Volunteer Request Station: 1 to 3 individuals;
e) Data Entry Station: 2 to 3 individuals;
f) Volunteer ID Station: 2 to 3 individuals;
g) Safety Briefing Station: 2 individuals;
h) Job Specific Training Station: 2 individuals;
i) Exit Information Station Coordinators: 1 to 2 individuals; and
j) Volunteer Transfer Station: 2 individuals.

Please note: These numbers are an estimate. They should be scaled depending on the number of volunteers that attend the Volunteer Registration Centre.

Descriptions of the tasks to be completed by the above individuals are outlined in the Annexes accompanying this Appendix.

There are three roles at each Volunteer Registration Centre that require specific skill sets and should be filled by a qualified individual. These positions are the Volunteer Registration Centre Manager, Deployment Officer, and Exit Information Officer. Depending on the size of the centre and the number of volunteers, these roles may be filled by the same individual. However, it is recommended that if there are large numbers of volunteers, each position is filled by a different person.

The following three bullets detail the roles and responsibilities of the Volunteer Registration Centre Manager, the Deployment Officer, and the Exit Information Officer, as well as, the recommended individual to fill those roles:

a) Volunteer Registration Centre Manager: This person will have a very demanding role as he/she is tasked with overseeing operations, ensuring set up, and answering questions. This individual will be called over to any station to assist staff with problems as they arise. As such, this individual needs to have the authority to make decisions or know where to access such authority. Taking this into consideration, it is recommended that this individual be a department head or an office manager for the municipality;
b) Deployment Officer: This person will be placed at the Deployment Station (Annex C) and will be involved in matching volunteers with appropriate

volunteer roles. As the leader of this station, they will be consulted about any uncertainty in placing a volunteer in a particular job. Minors may attend the centre and it is the responsibility of the Deployment Officer to place minors in age appropriate volunteer positions based on rules established by the County (or municipality). Taking this into consideration, it is recommended that this individual be an HR professional or a senior official for the municipality; and

c) Exit Information Officer: This person will be placed at the Exit Information Station (Annex H) and will be involved in directing volunteers out of the Volunteer Registration Centre. As the leader of this station, this individual will have to interact with people who have not been given a volunteer placement and may be upset. As such, the Exit Information Officer should be a confident person who is comfortable working with angry or upset people. In addition, this person should be comfortable with the area and giving directions. Taking this into consideration, it is recommended that this individual be a local person and preferably an HR professional for the municipality.

6.5 Location

The location of the volunteer registration centre will be decided by the ECG.

Note: Do <u>not</u> set up the Volunteer Registration Centre at the same location as the Registration/Evacuation Centre.

6.6 Set-Up

If telephone access is available the phone number should be reported to the County Director of HR, as well as cell phone numbers of staff members on-site at the volunteer centre.

The following table indicates the specific stations and supplies recommended to be set up within the Volunteer Registration Centre.

6.6.1 Volunteer Registration Stations

Station	On-site Supplies Required
Reception Area	• Greeter at door • Chairs for waiting
Interview Station	• 2 tables • 4 chairs at each table - 2 on each side of the table
Deployment Station	• 2 tables • 4 chairs
Volunteer ID Station	• 1 table • 2 chairs- both on the same side of the table

Station	On-site Supplies Required
Safety Briefing Station	• 6 to 8 chairs facing a single table
Specific Job Training Station	• 6 to 8 chairs facing a single table
Exit Information Station	• 1 table • 4 chairs – 2 on each side of the table
Volunteer Transfer Station	• 1 table • 4 chairs – 2 on each side of the table • Fax Machine or Computer/Printer with scanning capabilities

6.6.2 Administration Stations

Volunteer Request Station	• 1 table • 2 chairs
Data Entry	• 1 table • 2 chairs • 2 Computers

The following bulleted list details the basic equipment and supplies recommended for operation of the volunteer registration centre:

a) Copies of the following forms:
   i. Volunteer Registration Form
   ii. Volunteer Request Form
   iii. Volunteer Transfer Form
   iv. Volunteer Deployment Card
   v. Exit Information Brochure;
b) Pens / Markers / Highlighters / Stapler and staples, Tape, Scissors;
c) Clip Boards;
d) Wrist Bands (ordered from Walmar Productions, Owen Sound);
e) ID Badges;
f) Two Large White Boards with Markers;
g) Printer; and
h) File boxes.

6.7 Volunteer Sharing

Depending on the state of the emergency, it may be necessary for volunteers to be shared from one municipality to another. This process is outlined in Annex I; however, the protocol may change over time. As such, the process for volunteer sharing should always be checked at the time of the emergency to confirm the protocols for transfer.

6.8 Volunteer Performance Follow-Up

It is important to note that managers at each job site are responsible for the volunteers under their supervision. As such, the municipality must ensure that a manager is always located at each job location and is readily available for volunteers to report to. It is crucial that a manager ensures volunteers are signing in and out at each shift. Please refer to section 8.1 for a Sign-In Sheet to be used at each job placement.

Prior to being placed, each volunteer will have undergone an interview screening process; however job performance will not have been assessed. Each manager, therefore, has the right to dismiss any volunteers that he or she deems to be ineffective, or inappropriate, while under his/her supervision. If this occurs, managers should ensure they communicate with the volunteer registration centre so that the volunteer is not assigned to any future tasks. The name of the dismissed individual should be immediately relayed to the reception and registration station. Staff members at this station should keep a confidential list of individuals that should not be placed in future volunteer assignments. This confidential list should be referenced before deploying a volunteer.

6.9 Volunteer Registration Process on Site

The following numbered list details the volunteer registration process that will occur on site.

a) Volunteer arrives at the reception/registration station. Volunteer is greeted by volunteer registration personnel and told what skill sets are required for the tasks for that day, they will then be triaged, and only those who claim they possess the needed skills for the day will proceed;

b) If the volunteer does not possess those skills, he/she will be given an information brochure and will NOT proceed. If the volunteer does possess the needed skills, he/she is asked to read the volunteer instructions and complete the volunteer registration form, while waiting in the reception area;

c) Volunteer is asked to proceed to the interview station. At the interview stations there are to be separate lines, with each corresponding to a required skill needed for that day. Volunteers are to line up according to their possessed skill. Any volunteer that does not possess the needed skills or qualifications for the tasks for that day will be directed to the exit information station;

d) Volunteer proceeds to the deployment station, and is matched to the appropriate volunteer request. Volunteer is given a volunteer deployment card with the details of his/her volunteer position;

e) Volunteer proceeds to the volunteer ID station to receive a volunteer wrist band;

f) Volunteer proceeds to the safety briefing station and takes a seat. The volunteer will be given general safety training and will be given the opportunity to ask any questions;

g) Volunteer proceeds to the exit information station, where the Exit Coordinator will provide the volunteer with one of three instructions;

   i. Volunteer is to head out to his/her job site location and is told where to get transportation, if provided and/or directions;

   ii. Volunteer is free to leave until the beginning of his/her volunteer assignment as stated on his/her deployment card; and

   iii. Volunteer is free to leave as there are no positions available at this time. The volunteer is told to watch/listen to the county/municipal website and local radio for his/her skills to be requested and to come back at that time.

6.10 Closing the Volunteer Registration Centre

The CECG will determine when the volunteer registration centre needs to be shut down through discussion regarding the emergency and the needs of the affected municipalities.

6.11 Closure Activities

Once the decision has been made to close the centre, the following will happen:

a) The Director of Human Resources will contact the Site Manager(s) and inform them to stop taking volunteers;

b) The Site Manager(s) will communicate this with the staff at the centre(s) and let them know that it will be the last day;

c) A media release will be sent out by the EIO to inform the public that no more volunteers are required and thank everyone for offering their time and assistance;

d) Any ongoing calls or conversations with partner agencies must be followed up by the Director of Human Resources to advise that the centre is shutting down;

e) Any ongoing calls or conversations with volunteers and/or volunteer locations must be followed up with/by the Site Manager(s) to advise that the centre is shutting down; and

f) The volunteer registration centre kits from the Grey County Administration Building will be brought back to the HR department, refilled with the necessary supplies, and returned to the appropriate storage area.

6.12 Preservation of Documents

All documents from the volunteer registration centre(s) must be preserved. Staff will carefully file all documents in banker's boxes and label, number and inventory the boxes. It is particularly important that documents containing confidential information, such as the certification and criminal background verification form, are labelled properly so as to ensure appropriate filing to protect volunteer privacy.

Once the documents are filed in the boxes, the volunteer registration document inventory form must be completed to itemize all file boxes and their contents. Two copies of the completed form must be signed off by the Site Manager(s). One copy of the inventory form must be given to the Director of Human Resources, and filed electronically. The second copy of the inventory form must be given to the CEMC, accompanied by all boxes from the centre. The CEMC must verify having received the same number of boxes as the inventory list indicates, and upon verification, the CEMC will sign as having received the boxes and will scan a copy of the signed Inventory List to the HR Director. The CEMC will also file electronically.

6.13 Volunteer Registration Document Inventory Form

During a declared emergency, all volunteers must be registered by the municipality that calls them into service. Each volunteer should be registered to protect his/her regular earning potential should he/she become injured while volunteering in an emergency. When the volunteer has been registered he/she is covered by WSIB for any injuries sustained during the volunteer deployment.

6.14 Decision to Call for Volunteers:

a) Decision to call for volunteers will be made by the ECG;
b) The ECG will notify the CEMC to activate the volunteer registration plan and provide details; and
c) The ECG will make an announcement to the public through various outlets which may include the municipality website, social media, television etc. for volunteers and will include the following information:
    i. Methods of pre-registration (e.g. West Grey website)
    ii. All volunteers must pre-register first
    iii. Location of volunteer registration center(s)
    iv. Hours of operation
    v. The volunteer registration centre is NOT a disaster survivor area, nor a food or clothing collection area.

6.15 Rules and Regulations:

a) All volunteers must register with the volunteer registration center prior to commencement of work to be covered by WSIB;

b) Volunteers shall only be used after an emergency has been declared by the mayor;

c) Volunteers shall be assigned to work locations by the volunteer registration coordinator;

d) All work sites shall have a foreman or lead hand assigned, there shall be no freelancing;

e) A work site pass shall be issued to the volunteer daily and shall be handed in at the end of each work day, each pass is colour coded and numbered and only those assigned to that site will be allowed into the controlled area;

f) Appropriate PPE shall be worn in accordance to the Occupational Health & Safety Act. The PPE must fit the task being performed by the volunteer. CSA approved foot protection, hard hats vests eye protection and work gloves. Some equipment maybe provided by the municipality. (not foot wear);

g) Only volunteers with trade certification or licenses shall be allowed to operate power equipment (chain saws, electrician, plumbers, heavy equipment etc.);

h) A criminal records check and or vulnerable record check maybe required for some tasks assigned by the registration coordinator;

i) Those not abiding to safe work place practices or following the direction of the site Foreman / Lead Hand shall be asked to leave the site; and

j) All heavy equipment being operated on the site shall have a safety spotter assigned to ensure everyone is clear of moving equipment.

1.0 Definitions

a) **ECG:**   Command Control Group of the activated Emergency Operations Centre.

b) **Conservation Authorities:**   Saugeen Valley Conservation Authority

c) **Fire:**   Responding Fire Department, Mutual Aid Agreements may be activated

d) **Hydro:**   Hydro One

e) **Media:**   Includes all forms of media including radio, TV, websites, etc.

f) **Police:**   Ontario Provincial Police; Community Police Forces

g) **Radio:**   Local Radio stations, TV stations and local Cable TV networks

h) **Telephone:**   Bell Telephone, Bell Mobility

i) **Utilities:**   Includes Roads, Drains, Water/Sewage, Facilities, etc.

j) **ARES:**   Amateur Radio Emergency Services

k) **HUSAR:**   Heavy Urban Search and Rescue

2.0 Glossary of Acronyms

Acronym	Service
ARES	Amateur Radio Emergency Services
CANUTEC	Canadian Transport Emergency Centre
EOCM	Emergency Operations Centre Manager
CAs	Conservation Authorities
CBRN	Chemical, Biological, Radiological, Nuclear
CEMC	Community Emergency Management Coordinator
CFIA	Canadian Food Inspection Agency
CISM	Critical Incident Stress Management
DoD	Ministry of Defense
EMA	Emergency Management Act
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
FAD	Foreign Animal Disease
HazMat	Hazardous Materials
HUSAR	Heavy Urban Search and Rescue
IC	Incident Command(er)
ICP(C)	Incident Command Post (Centre)
JEPP	Joint Emergency Preparedness Planning
MCC	Movement Control Centre
MCSCS	Ministry of Community Safety & Corrections Services
MNR	Ministry of Natural Resources

Acronym	Service
MOE	Ministry of the Environment
MOH	Ministry of Health
MOH	Medical Officer of Health
MOL	Ministry of Labour
MOT	Ministry of Transport
MP	Local Member of Parliament
MPP	Local Member of Provincial Parliament
MSDS	Material Safety Data Sheet
ODRAP	Ontario Disaster Relief Assistance Program
OFMEM	Office of the Fire Marshal and Emergency Management
OMAFRA	Ontario Ministry of Agriculture Food and Rural Affairs
OPP	Ontario Provincial Police
OWC	Ontario Weather Centre
PEOC	Provincial Emergency Operations Center
POC	Provincial Operations Centre
SAR	Search And Rescue
SVCA	Saugeen Valley Conservation Authority
TEAP	Transportation Emergency Assistance Plan
WCB	Worker's Compensation Board
WHMIS	Workplace Hazardous Materials Information System (Ministry of Labour)

3.0 Emergency Numbers

Acronym	Service	Phone
ARES	Amateur Radio Emergency Services	877-273-8304
CANUTEC	Canadian Transport Emergency Centre	613-996-6666 Cell *666
EOCM	Emergency Operations Centre Manager	519-369-4958
CAs	Conservation Authorities	519-367-3040
CEMC	Community Emergency Management Coordinator	519-369-8767
CFIA	Canadian Food Inspection Agency	519-881-2431
DoD	Ministry of Defense	613-996-3100
EMO	Emergency Management Ontario	416-314-0472 (0473)
EOC	Emergency Operations Centre	800-461-2281
FAD	Foreign Animal Disease	877-814-2342
MCSCS	Ministry of Community Safety & Corrections Services	866-517-0571
MNR	Ministry of Natural Resources	800-667-1940
MOE	Ministry of the Environment	800-268-6060
MOH	Ministry of Health	800-268-1153
MOL	Ministry of Labour	800-265-2747
MoT	Ministry of Transport	800-265-6072
ODRAP	Ontario Disaster Relief Assistance Program	800-265-1250

Acronym	Service	Phone
OMAFRA	Ontario Ministry of Agriculture Food and Rural Affairs	888-466-2372
OPP	Ontario Provincial Police	911 / ComCen 888-310-1122
OWC	Ontario Weather Centre	416-676-4540
POC	Provincial Operations Centre	866-314-0372
SAR	Search And Rescue	800-267-7270
SVCA	Saugeen Valley Conservation Authority	519-353-7206
WCB	Worker's Compensation Board	800-265-4752

Hazard Identification and Risk Assessment Ranking

Hazard	Frequency	Frequency Category	Consequence	Consequence Description	Changing Risk	RISK TOTAL (Frequency x Consequence x Changing Risk)	Level of Risk
Natural Hazards							
Drinking Water Emergency	1	Rare	4	Severe	3	12	Low
Flood - Riverine	3	Unlikely	2	Slight	2	12	Low
Freezing Rain / Ice Storm	4	Probable	4	Severe	4	64	Extreme
Human Health Emergency - Pandemic	5	Almost Certain	7	Severe	4	12	High
Lightning	6	Almost Certain	1	Minor	2	12	Low
Snowstorm - Blizzard	6	Almost Certain	2	Slight	2	24	Moderate
Tornado	3	Unlikely	6	Catastrophic	4	72	Extreme
Windstorm	6	Almost Certain	1	Minor	2	12	Low
Technological Hazards							
Critical Infrastructure Failure	1	Rare	1	Minor	3	3	Very Low
Cyber-attack	10	Probable	9	Moderate	3	65	Extreme
Electromagnetic Pulse (EMP)	1	Rare	5	Very Severe	4	20	Moderate
Energy Emergency (Supply)	4	Probable	3	Moderate	3	36	High
Explosion / Fire	2	Very Unlikely	3	Moderate	2	12	Low
Hazardous Materials Incident / Spills - Fixed Site Incident	2	Probable	5	Moderate	3	30	Moderate
Hazardous Materials Incident / Spills - Transportation Incident	4	Probable	4	Severe	4	64	Extreme

Response Guide by Emergency Type

1) **Airplane Crash** (Accidental or Criminal)

Possible Major Effects	Lead Agency: police/fire
1) Casualties	
2) Deaths	
3) Fires	
4) Explosions	
5) Damage to property	
6) Dangerous goods	
7) International implications	
8) Special cargo problems	
9) Sudden hospital requirements	
10) Disruption of traffic & communications	
11) Disruption of utilities	
12) Environmental effects	

Potential Actions	Agency Responsible
13) Declare emergency	Mayor
14) Establish an emergency headquarters	Police/fire/EOC/hydro
15) Establish adequate communications	Police/fire/telephone/ARES
16) Define a working area & establish a control perimeter	Police
17) Secure disaster/crime scene for subsequent investigation	Police/Canadian Transportation Safety Board/Military (if military aircraft)
18) Rescue & firefighting	Fire/rescue services/mutual Aid
19) Establish routes for emergency vehicles	Police
20) Notify hospitals of casualties including type & number	Ambulance/police/fire/medical officer of health
21) Establish temporary morgue	Police/coroner
22) Disposition of nuclear or special cargoes	Police/industry/radioactive protection branch/fire
23) Establish traffic control	Police
24) Establish crowd control	Police
25) Eliminate hazards from damaged utilities	Utilities/works/hydro/telephone/Union Gas
26) Protect property & valuables	Police
27) Establish a news release system	Airline authorities (if commercial plane)/Information Services
28) Set up an inquiry service	Airline/Red Cross/information services
29) Critical incident stress debriefing	Victim services/county mental health services
30) Evacuation	Police
31) Business continuity	Municipality/county/government
32) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor

Equipment	Source
1) Firefighting and rescue equipment	Fire/works/industry
2) Ambulances	Grey County Paramedic Services
3) Communication equipment	Police/fire/telephone/ARES
4) Auxiliary lighting	Works/utilities/rental companies/industrial contacts
5) Barricades	Works
6) Mobile public address equipment	Police/fire/radio stations
7) Body bags	Funeral homes/Department of Defense
8) Transit	Kunkle Bus Lines

2) Construction Accident / Structure Collapse

Possible Major Effects	Lead Agency: police/fire/hydro
1) Casualties	
2) Deaths	
3) Trapped persons	
4) Disruption of traffic	
5) Disruption of utilities	
6) Environmental effects	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/fire/hydro/possible EOC
3) Establish adequate communications	Police/fire/telephone/ARES
4) Rescue	Fire/contractor/rescue service
5) Notify hospitals of casualties, including number & type	Ambulance/medical officer of health/police/fire
6) Define a working area & establish a safe control perimeter	Police/Ministry of Labour
7) Establish traffic control	Police
8) Provide emergency lighting if required	Police/utilities/rental agencies/works
9) Eliminate hazards from damaged utility	Works/utilities/Enbridge
10) Establish social services	Social services/Red Cross/volunteer agencies
11) Establish a new release system	Information services
12) Set up an inquiry service	Social services/volunteer agencies/information services
13) Critical incident stress debriefing	Victim services/county mental health services/CIS team
14) Business continuity	Municipalities/county/government
15) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor
16) Rescue operations	Fire/mutual aid/provincial HUSAR

Equipment	Source
1) Rescue equipment	Fire/works/industry/police
2) Ambulances	Grey County Paramedic Services
3) Communication equipment	Police/fire/telephone/ARES
4) Auxiliary lighting	Works/utilities/rental agencies
5) Mobile public address equipment	Police/fire/media
6) Powerful cranes/backhoes	Contractors/rental agencies/works/county
7) Barricades	Works
8) Transit	Kunkle Bus Lines

3) Dangerous Gases (Accidental Release)

Possible Major Effects	Lead Agency: police/fire/ambulance
1) Casualties	
2) Death	
3) Tendency of people to disperse	
4) Disruption of traffic	
5) Explosions and fires	
6) Hazards to humans and livestock	
7) Disruption of business and industrial activities	
8) Evacuation	
9) Environmental effects	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/fire/hydro/possible EOC
3) Establish adequate communications	Police/fire/telephone/ARES
4) Rescue and firefighting	Fire/rescue services/police/mutual aid
5) Determine nature & effects of the gas	Fire/medical/industry/Ministry of Environment
6) Warn adjacent areas & define area of risk	Police/fire/industry/information services/ARES
7) Evacuate area	Police
8) Eliminate further escape of gases	Fire/industry
9) Notify hospitals of casualties including number & type	Medical officer of health/police/fire/ambulance
10) Establish temporary morgue	Police/coroner
11) Establish a news release systems including instructions to the public	Information services/medical officer of health
12) Establish social services	Social services/volunteer agencies
13) Establish traffic control	Police
14) Establish evacuation routes	Police
15) Set up an inquiry service	Social services/Red Cross/information services
16) Critical incident stress debriefing	Victim services/county mental health services
17) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor
18) Business continuity	Municipality/government

Equipment	Source
1) Ambulances	County ambulance/St. John Ambulance
2) Firefighting and rescue equipment, including respirators and resuscitators	Fire/police/rescue services
3) Communication equipment	Police/telephone/fire/ARES
4) Decontaminating equipment	Industry/fire/provincial and federal government
5) Mobile public address equipment	Fire/Police/Media
6) Barricades	Works
7) Anti-gas clothing, if necessary	Fire/industry
8) Emergency feeding facilities	Social services/Red Cross/volunteer agencies
9) Transit	Kunkle Bus Lines

4) Tornado – Windstorm – Hurricane

Possible Major Effects	Lead Agency: police/fire/ambulance
1) Casualties	
2) Deaths	
3) Trapped persons	
4) Damage to property	
5) Infrastructure damage to roads, bridges, utilities and buildings	
6) Fires, explosions, and fire hazards	
7) Escape of gases	
8) Flooding	
9) Dangers to public health	
10) Evacuation of population, livestock and pets	
11) Jurisdictional problems	
12) Environmental effects	

Potential Actions	Agency Responsibility
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/EOC/fire/hydro
3) Mobilize necessary manpower and equipment	Local government/county mutual assistance agreements/manpower centre's/volunteer agencies
4) Request outside assistance, including military	Local, federal and provincial government
5) Rescue	Police/fire/rescue services/mutual aid/HUSAR
6) Establish adequate communication (internal and external)	Police/EOC/fire/telephone/ARES
7) Establish medical facilities	Medical officer of health/ambulance/hospitals
8) Establish emergency social services	Social services/volunteer agencies
9) Establish temporary morgue	Police/coroner
10) Establish control of population	Police/EOC
11) Coordination and administration of incoming aid	EOC
12) Establish a news release system	Information services
13) Set up an inquiry service	Social services/Red Cross/information services
14) Eliminate hazards from damaged utilities	Police/fire/works/utilities
15) Establish salvage operations of essential items, if necessary	Police/fire/ works
16) Registration of volunteers	Employee resources/Red Cross
17) Critical incident stress debriefing	Victim services/county mental health services
18) Flood control	Conservation authorities
19) Business continuity	Municipality/government
20) Environmental concerns	MNR/MOR/prov. HAZMAT team/contractor

Equipment	Source
1) Transportation vehicles	Road/rail/air authorities
2) Rescue equipment, all types	All agencies
3) Public service maintenance vehicles	Works
4) Mobile generators, lighting and commercial equipment	Fire/industry/works
5) Medical units and supplies	Medical officer of heath/social services/Red Cross/St. John Ambulance/county Ambulance
6) Emergency feeding facilities	Social services/Red Cross
7) Piping for emergency repairs to water and sewage facilities	Works/industry
8) Tank cars for drinking water	Works/railways/dairy trucks
9) Mobile public address equipment	Police/fire/radio stations
10) Temporary fencing and barricades	Works/private company
11) Transit	Kunkel Bus Lines

5) Explosions (Accidental & Criminal)

Possible Major Effects	Lead Agency: police/fire
1) Casualties	
2) Deaths	
3) Panic	
4) Property damage	
5) Fires	
6) Release of dangerous gases, chemicals, etc	
7) Disruption of traffic	
8) Disruption of utilities	
9) Environmental effects	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/fire/EOC/hydro
3) Establish adequate communications	Police/fire/EOC/telephone/ARES
4) Rescue and firefighting	Fire/rescue services/police/mutual aid/HUSAR
5) Protection of property	Police
6) Define a working area & establish a control perimeter	Police/fire
7) Eliminate hazards from public utilities	Works/utilities
8) Establish routes for emergency vehicles	Police
9) Notify hospitals of casualties including number and type	Police/Medical officer of health/ambulance/fire
10) Establish temporary morgue	Police/coroner
11) Establish crime scene if necessary	Police
12) Establish crowd and traffic control	Police
13) Arrange for specialists to deal with hazardous substances	Fire/industry/police
14) Estimate possible further hazards	Specialists
15) Establish emergency feeding services	Social services/Red Cross
16) Establish a news release system	Owner of property/Information services
17) Set up an inquiry service	Social services/Red Cross/information services
18) Critical incident stress debriefing	Victim services/county mental health services
19) Business continuity	Municipality/government
20) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor

Equipment	Source
1) Ambulances	Medical officer of health/ambulance service/ transit/St. Johns Ambulance
2) Firefighting and rescue	Fire department/rescue services/police/mutual aid
3) Communication equipment	Police/fire/EOC/telephone/ARES
4) Auxiliary lighting	Police/fire/industry/rental agencies

5) Barricades	Works
6) Equipment to repair public utilities	Works/utilities
7) Special equipment associated with types of hazards	Supplier
8) Emergency feeding facilities	Social services/Red Cross
9) Transit	Kunkel Bus Lines

6) Fire - Major

Possible Major Effects	Lead Agency: police/fire
1) Casualties	
2) Deaths	
3) Fires	
4) Explosions and other hazards/chemicals	
5) Damage to property	
6) Collapse of buildings/businesses	
7) Sudden hospital requirements	
8) Disruption of buildings	
9) Disruption of traffic and Communications	
10) Evacuation	
11) Environmental effects	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Enact mutual aid plans	Fire coordinator
3) Establish an emergency headquarters	Police/fire/EOC/hydro
4) Establish adequate communications	Police/fire/EOC/telephone/ARES
5) Define working area and establish a control perimeter	Police/fire
6) Secure disaster scene for subsequent investigation	Police
7) Rescue and firefighting services	Fire department/rescue/mutual aid
8) Control panic in firefighting area	Police
9) Establish routes for emergency vehicles	Police
10) Notify hospital of casualties, including number and type	Medical officer of health/police/fire/ ambulance
11) Establish temporary morgue, if required	Police/coroner
12) Establish traffic control	Police
13) Establish crowd control	Police
14) Eliminate hazards from damaged utilities	Works/utilities
15) Warning of spread of fire	Fire/police/news media
16) Establish a news release system	Information services
17) Set up an inquiry service	Social services/Red Cross
18) Establish a social service	Social services/volunteer agencies
19) Critical incident stress debriefing	Victim services /county mental health services
20) Business continuity	Municipality/government
21) Evacuation	Police
22) Environmental concerns	MOE/MNR/prov. HAZMAT team/contractor

Equipment	Source
1) Firefighting and rescue equipment	Fire/rescue services/police/mutual aid
2) Ambulances	County ambulance/St. John Ambulance
3) Water tankers	Works/fire/industry/mutual aid

4) Relay pumps	Works/fire/mutual aid
5) Communication equipment	Fire/police/telephone/ARES
6) Auxiliary lighting	Works/utilities/fire/rental agencies
7) Blankets and food	Social services/Red Cross
8) Mobile public address equipment	Police/fire/media
9) Transit	Kunkle Bus Lines

7) Flood

Possible Major Effects	Lead Agency: MNR/CA's
1) Disruption of municipality	
2) Damage to property	
3) Contamination of normal water supplies	
4) Casualties	
5) Evacuation of the population	
6) Dangers to public health	
7) Losses to local economy	
8) Environmental effects	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Warning of imminence:	Conservation authorities/MNR/MOE
A) long term	Meteorological services/CAS/MNR/media/MOE
B) short term	Police/information services/CAS/MNR/MOE.
3) Establish an emergency headquarters	EOC/police/fire/hydro
4) Mobilize necessary personnel and equipment	Municipality/province/federal/volunteer
5) Establish adequate communications	Police/fire/EOC/telephone/ARES
6) Establish traffic control	Police
7) Establish dyking as required	Works
8) Check stocks of sand and sandbags	Works
9) Eliminate hazards from damaged utilities	Works/utilities
10) Protect property and relocate resources where necessary	Police/industry
11) Establish emergency social services	Social services/volunteer agencies
12) Evacuation	Police/social services/Red Cross/service clubs/volunteers
13) Storage of furnishings and equipment	Municipality/private business
14) Establish a news release system	CAS/information services
15) Set up an inquiry service	Social services/Red Cross/information services
16) Establish emergency health facilities	Medical officer of health
17) Critical incident stress debriefing	Victim services/county mental health services
18) Disease control and decontamination	Medical officer of health
19) Environmental Concerns	MNR/MOE/prov. HAZMAT team/contractor
Equipment	**Source**
1) Transportation	Road/rail/service clubs/local volunteers
2) Communication equipment	Police/fire/EOC/telephone/ARES
3) Dyking equipment	Works/industry/contractor
4) Heavy equipment (bulldozers, etc.)	Works/industry/county
5) Auxiliary lighting equipment	Works/industry
6) Auxiliary power facilities	Works/industry
7) Medical & health supplies	Medical officer of health/social services/ volunteer agencies/St. Johns Ambulance

8) Food & lodging	Social services/Red Cross
9) Pumps	Works/rental agencies/industry
10) Storage facilities for equipment Furnishings, livestock & pets	Municipality/private business/humane society
11) Mobile public address equipment	Police/fire/radio and television stations
12) Transit	Kunkle Bus Lines

8) Power Failure

Possible Major Effects	Lead Agency: hydro/utilities
1) Casualties-indirect effects due to lack of power	
2) Deaths-as above	
3) Panic-real danger in crowded areas	
4) Disruption of traffic	
5) Disruption of utilities (lack of heat, telephone)	
6) Trapped persons	
7) Environmental effects	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Establish a headquarters for restoration of power	Hydro
3) Establish a headquarters for emergency services	Police/CCG/fire/ hydro
4) Restore power	Hydro
5) Establish a priority for essential requirements	CCG
6) Control the allocation of auxiliary power	CCG
7) Establish a news release system & keep population informed	Hydro/information services
8) Establish traffic control	Police
9) Protection of property by requesting assistance in law enforcement	Police
10) Establish special assistance to aged, infirm & home patients	Social services/red cross
11) Establish an inquiry service	Social services/ red cross
12) Establish adequate emergency communication	Bell telephone/media/police/fire/EMCOM/ ARES
13) Organize an emergency transportation pool	Local volunteers/service clubs
14) Ascertain the status of water & food & arrange distribution	Medical officer of health/social services/Red Cross
15) Release trapped persons in electrically operated devices	Specialists
16) Assess danger to public health & provide emergency services	Grey county health unit
17) Lack of heat for schools, public buildings & homes	Works/school boards/hydro
18) Critical incident stress debriefing	Victim services/county mental health services
19) Business recovery information	Chamber of Commerce/BIA
20) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor

Equipment	Source
1) Auxiliary power	Works/any other source of supply
2) Auxiliary heaters	Works/any other source of supply
3) Mobile public address equipment	Police/fire/media
4) Auxiliary lighting	Works/police/fire/retail stores, etc.
5) Emergency lodging & feeding	Social service/Red Cross
6) Emergency lodging of pets	Humane society
7) Transit	Kunkle Bus Lines

9) Transportation – Road (Accidental or Criminal)

Possible Major Effects	Lead Agency: police/fire
1) Casualties	
2) Deaths	
3) Fires & explosions	
4) Trapped persons	
5) Disruption of traffic	
6) Release of hazardous material	
7) Environmental effects	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/fire/CCG/ hydro
3) Establish adequate communications	Police/fire/telephone/ARES
4) Request additional police assistance & establish a crime scene	Police
5) Establish routes for emergency vehicles	Police
6) Request ambulances, wreckers, fire truck & heavy equipment as required	Police
7) Notify hospitals of casualties, including number & type	Medical officer of health/police/fire/ambulance
8) Define a working area & establish a control perimeter	Fire/police/CCG
9) Establish a temporary morgue, if required	Police/coroner
10) Special precautions needed when radioactive container or dangerous gases, chemicals, etc. Are involved	Police/fire/industry/works
11) Establish a news release system	Information services
12) Critical incident stress debriefing	Victim services, mental health services
13) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor
Equipment	**Source**
1) Wrecker/tower equipped with cutting torches	Fire/industry/works
2) Firefighting equipment	Fire department/mutual aid
3) Barricades to control traffic	Works
4) Test equipment if accident involves dangerous goods	Fire/Industry/works/Ministry of Environment
5) Test equipment for dangerous gases, where applicable	Industry/fire/works/Ministry of Environment
6) Transit	Kunkel Bus Lines

10) Chemical – Biological – Radiological - Nuclear

Possible Major Effects	Lead Agency: police/fire/government
1) Casualties	
2) Death	
3) Panic	
4) Loss of first responders	
5) Tendency of people to disperse	
6) Disruption of traffic	
7) Explosions & fires	
8) Hazards to humans & animals	
9) Disruption of business & industrial activities	
10) Evacuation	
11) Potable water supplies damaged	
12) Environmental effects	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/fire/CCG/hydro
3) Establish adequate communications	Police/fire/telephone/ARES
4) Act cautiously to assess whether biological or chemical weapon & approach/remove casualties only if safe to do so	Fire/police/ambulance/HAZMAT/spills action centre/TEAP
5) Determine nature & effects	Fire/police/medical officer of health/HAZMAT/spills/team/government agencies
6) Define area of risk & sound warning	Fire/police/medical officer of health/HAZMAT/spills/team/information services
7) Evacuate area	Police/Fire/HAZMAT/volunteers/service clubs
8) Eliminate further contamination	Fire/police/HAZMAT/spills team/works/military/specialists/Prov. HAZMAT team
9) Notify hospitals of casualties including Number & type	Medical officer of health/police/fire/ambulance
10) Establish temporary morgue	Police
11) Notification of all levels of government & investigatory bodies	CCG through EMO/fire/police
12) Ensure potable water supply	Medical officer of health/works/information services/private
13) Establish a news release system including instructions to the public	Information services
14) Establish traffic control	Police
15) Establish evacuation routes	Police
16) Gather evidence for criminal prosecution/establish crime scene	Police
17) Establish social services	Social services/Red Cross

18)Set up an inquiry service	Red Cross
19)Critical incident stress debriefing	Victim services, county mental health s ervices
20)Business continuity	Municipality/government
21)Care/disposal of livestock & pets	OMAF/local contractors
22)Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor
Equipment	**Source**
1) Ambulances	County ambulance
2) Firefighting/HAZMAT/rescue equipment	Fire/police/industry/prov. HAZMAT team
3) Communication equipment	Police/fire/telephone/ARES
4) Decontaminating equipment	Fire/industry/prov. HAZMAT team
5) Mobile public address equipment	Fire/police/media
6) Barricades	Works
7) HAZMAT clothing	Fire/industry
8) Emergency feeding facilities	Social services/Red Cross
9) Body bags	Funeral homes/government agencies
10)Transit	Kunkel Bus Lines

11) Pandemic Influenza - Health Emergencies

Possible Major Effects	Lead Agency: Ministry of Health
1) Widespread sickness	
2) Widespread deaths	
3) Panic	
4) Loss of key business & municipal personnel	
5) Loss of first responders	
6) Tendency of people to disperse	
7) Disruption of business & industrial activities	
8) Disruption of essential services	
9) Security of medical Supplies	
10) Mass burials	
11) Medical services overload	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Establish an emergency headquarters	MOH/CCG/government agencies
3) Establish adequate communications	Police/fire/telephone/ARES
4) Develop public information system	Health unit/media outlets
5) Determine nature & effects	Medical officer of health/government agencies
6) Define area of infection & sound warning	Police/medical officer of health/information services
7) Quarantine area	Police/fire
8) Restrict further spread	Fire/police/works/military specialists
9) Notify hospitals of casualties including number & type	Medical officer of health/police//ambulance
10) Establish temporary morgues	Police/medical officer of health
11) Notification of all levels of government & investigatory bodies	CCG through EMO/MOH
12) Ensure potable water supply	Medical officer of health/works/information services
13) Establish a news release system including instructions to the public	Information services
14) Establish traffic control	Police
15) Establish social services	Social services/Red Cross
16) Set up an inquiry service	Red Cross
17) Critical incident stress debriefing	Victim services, county mental health services
18) Business continuity	Municipality/government/sharing
19) Grief counseling	Victim services/CISM/churches
20) Looting	Police
21) Unruly crowds/mobs	Police
22) Care/disposal of livestock & pets	OMAF/local contractors
23) Agricultural community concern	Federation of agriculture/local rep

Equipment	Source
1) Ambulances	County ambulance/St. John Ambulance
2) Communication equipment	Police/fire/telephone/ARES
3) Mobile public address equipment	Fire/police/media
4) Barricades	Works
5) Emergency feeding/nursing/child care facilities	Social services/Red Cross/facilities/CCG
6) Shelters for orphans/elderly/etc	CCG/social services/facilities
7) Body bags	Funeral homes/government agencies

12) Winter Storms – Cold Weather Emergencies

Possible Major Effects	Lead Agency: police/fire/ambulance
1) Casualties(cold weather injuries)	
2) Deaths	
3) Trapped persons due to road conditions	
4) Damage to property	
5) Infrastructure damage to roads, bridges, utilities & buildings	
6) Fires & fire hazards	
7) Flooding	
8) Dangers to public health	
9) Evacuation of population, livestock & pets	
10) Jurisdictional problems	

Potential Actions	Agency Responsible
1) Declare emergency	Mayor
2) Establish an emergency headquarters	Police/EOC/fire/hydro/utilities/MTO
3) Mobilize necessary manpower & equipment	Local government/county mutual assistance /agreements/manpower centres/volunteer agencies
4) Request outside assistance, including military	Local, federal and provincial government
5) Rescue	Police/fire/rescue services/snowmobile Club
6) Establish adequate communication (internal & external)	Police/EOC/fire/telephone/ARES
7) Establish medical facilities	Medical officer of health/ambulance/hospitals
8) Establish emergency social services	Social services/volunteer agencies
9) Establish temporary morgue	Police/coroner
10) Establish control of population	Police/EOC
11) Coordination & administration of incoming aid	EOC
12) Establish a news release system	Information services
13) Set up an inquiry service	Social services/Red Cross/information services
14) Eliminate hazards from damaged utilities	Police/fire/works/utilities
15) Establish salvage operations of essential items, if necessary	Police/fire/works
16) Registration of volunteers	Employee resources/Red Cross
17) Critical incident stress debriefing	Victim services/county mental health services
18) Flood control	Conservation authorities/MNR
19) Business continuity	Municipality/government

Potential Actions	Agency Responsible
1) Transportation vehicles/snowmobiles	Road/rail/air authorities/snowmobile Club
2) Rescue equipment, all types	All agencies, emphasis on snow removal equipment
3) Public service maintenance vehicles	Works
4) Mobile generators, lighting, heating &	Fire/industry/works

commercial equipment	
5) Medical units & supplies	Medical officer of health/social services/Red Cross/St. John Ambulance/county ambulance
6) Emergency feeding/warming facilities	Social services/Red Cross/local volunteers
7) Mobile public address equipment	Police/fire/radio stations
8) Temporary fencing & barricades	Works
9) Transit	Kunkel Bus Lines

13) Cyber Attack

Possible Major Effects	Lead Agency: hydro/utilities/ computer network provider
1) Electrical blackouts	
2) Disruption of utilities (lack of heat, telephone)	
3) Inability to access data	
4) Theft of valuable, sensitive data	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Establish a headquarters for emergency services	Police/CCG/fire/hydro
3) Establish a news release system & keep population informed	Information services
4) Establish an inquiry service	Social services
5) Establish adequate emergency communication	Bell telephone/media/police/fire/EMCOM/ ARES
6) Business recovery information	Chamber of Commerce/BIA
7) Business continuity	Computer network provider
Equipment	**Source**
1) Communication equipment	Police/fire/telephone/ARES

14) Electromagnetic Pulse (EMP)

Possible Major Effects	Lead Agency: hydro/utilities/police
1) Panic-real danger in crowded areas	
2) Disruption of traffic	
3) Disruption of utilities (lack of heat, telephone)	
4) Trapped persons	
Potential Actions	**Agency Responsible**
1) Declare emergency	Mayor
2) Establish a headquarters for restoration of power	Hydro
3) Establish a headquarters for emergency services	Police/CCG/fire/ hydro
4) Restore power	Hydro
5) Establish a priority for essential requirements	CCG
6) Control the allocation of auxiliary power	CCG
7) Establish a news release system & keep population informed	Hydro/information services
8) Establish traffic control	Police
9) Protection of property by requesting assistance in law enforcement	Police
10) Establish special assistance to aged, infirm & home patients	Social services/red cross
11) Establish an inquiry service	Social services/ red cross
12) Establish adequate emergency communication	Bell telephone/media/police/fire/EMCOM/ ARES
13) Organize an emergency transportation pool	Local volunteers/service clubs
14) Ascertain the status of water & food & arrange distribution	Medical officer of health/social services/Red Cross
15) Release trapped persons in electrically operated devices	Specialists
16) Assess danger to public health & provide emergency services	Grey county health unit
17) Lack of heat for schools, public buildings & homes	Works/school boards/hydro
18) Critical incident stress debriefing	Victim services/county mental health services
19) Business recovery information	Chamber of Commerce/BIA
20) Environmental concerns	MNR/MOE/prov. HAZMAT team/contractor

Equipment	Source
2) Auxiliary power	Works/any other source of supply
3) Auxiliary heaters	Works/any other source of supply
4) Mobile public address equipment	Police/fire/media
5) Auxiliary lighting	Works/police/fire/retail stores, etc.
6) Emergency lodging & feeding	Social service/Red Cross
7) Emergency lodging of pets	Humane society
8) Transit	Kunkle Bus Lines

West Grey Critical Infrastructure 2017

1	Bentinck Patrol
2	Lamblash Community Hall. Meeting Room and kitchen
3	Allan Park Satellite Earth Tracking Station
4	Glenelg Community Hall Meeting
5	Glenelg Patrol Yard
6	Saugeen Children's Safety Village
7	TAPS Patrol C Sand Dome, 20 x20 storage and lunchroom shed
8	West Grey Fire Station #3
9	Sewage treatment and pumping station
10	Waste Water Settling Ponds
11	Hillside Manor - 20 Units
12	Telephone relay station
13	Neustadt Dam
14	Arena
15	Water Tower
16	Hydro Sub Station
17	Municipal Well and pumping station
18	Ayton Normanby Arena Coplex
19	Elementary School- Grade JK to 8
20	TAPS Patrol C Ayton Depot
21	Community Hall
22	Fire Station
23	Normanby Patrol
24	Wightman Phone System
25	Police Satellite Office
26	West Grey Library Ayton Branch
27	Durham MTO Patrol Yard, Sand Dome
28	West Grey EOC in the Basement of the West Grey Office
29	Administration & Council Chambers
30	Durham Ambulance Base
31	Natural Gas Pipeline Regulator Station
32	Air Ambulance Helipad
33	Hospital And Medical Clinic
34	Water Booster station for North End System
35	Two Water Towers, One for the north end & south end system
36	Police, Fire and Works communication building and relay tower
37	St. Peter & St. Paul's Catholic School
38	County Housing: A23C OH 3 Twin Pines - 11 Units
39	County Housing: Garafraxa Non-Profit Homes Inc. - 25 Units
40	County Housing: 4 Family Units
41	Flood control Dam Operated by SVCA
42	Credit Union: Durham Branch
43	West Grey Fire Station #2
44	County Housing: A19C OH1 - Family Units - 6
45	Old Town Hall, can be used for meetings
46	County Housing: A04 OH 4 Old Mill Apt. - 25 Units
47	West Grey Police Service Head Quarters
48	County Housing: A20C OH 2 Riverside Apt. - 11 Units
49	TAPS Patrol C - Garage and Office - Durham
50	Rockwood Terrace Home for the Aged
51	County Housing: A19C OH1 - Family Units - 2
52	Sewage Plant
53	Durham Patrol
54	Durham Arena
55	Well and Pumping Station
56	Board of Work Storage Building
57	West Grey Public Library
58	Mail Distribution Centre
59	SVCA Lower Dam
60	Hydro Distribution
61	Elementary School: Grade JK to 8
62	Well and pumping station
63	McGowan Falls Dam

Legend

- ● Critical Infrastructure
- ▬ Highway
- ▬ County Roads
- — Municipal Roads
- Conservation Areas
- Waterbody/River
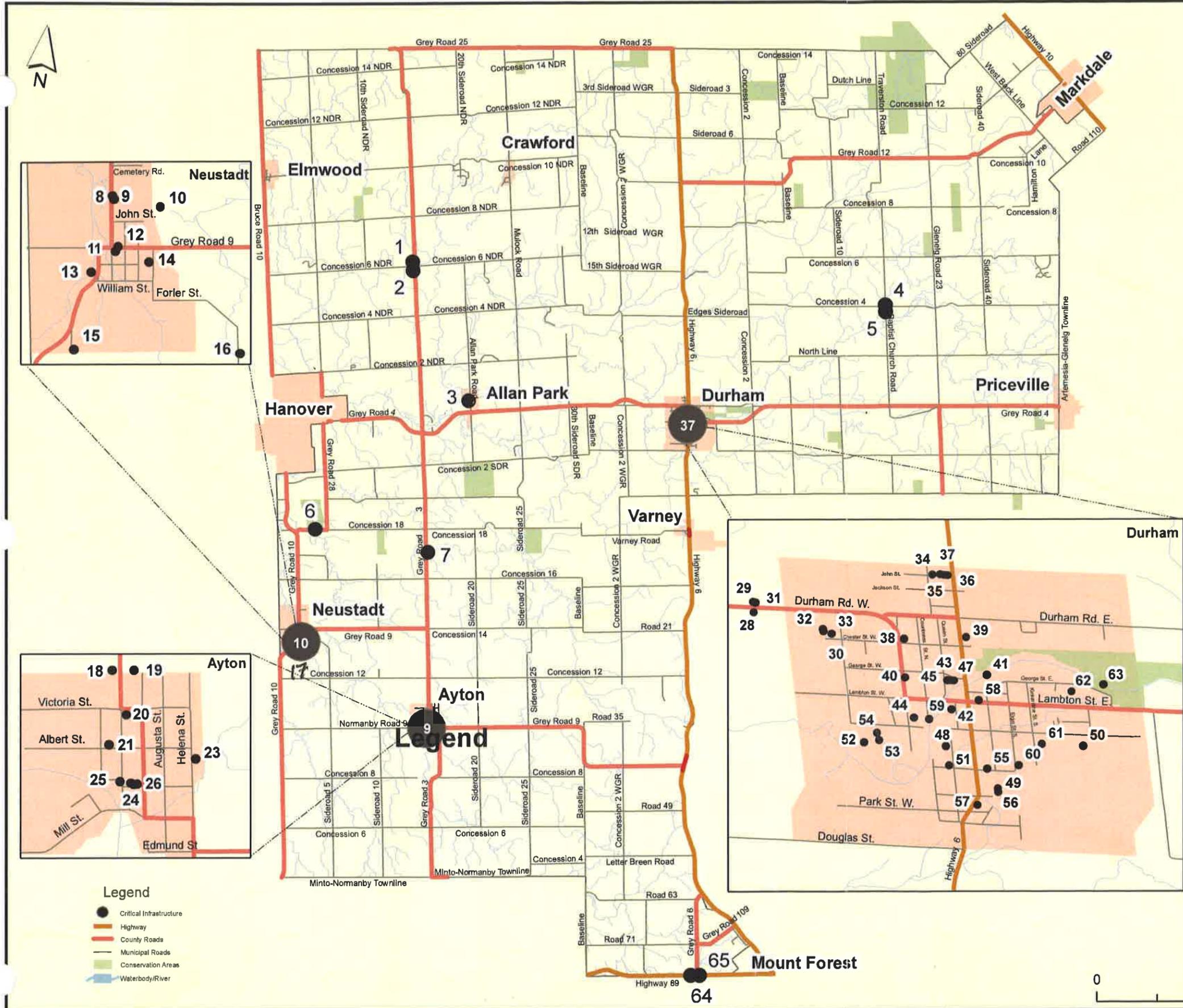
Map Produced By: Grey County IT Dept.

Map Date: December 18 2017

This map may contain errors or omissions.

This map should not be used for navigation purposes.

Map Projection: UTM Zone 17N

Map Datum: GCS NAD 1983

STRUCTURE LOCATION MAP
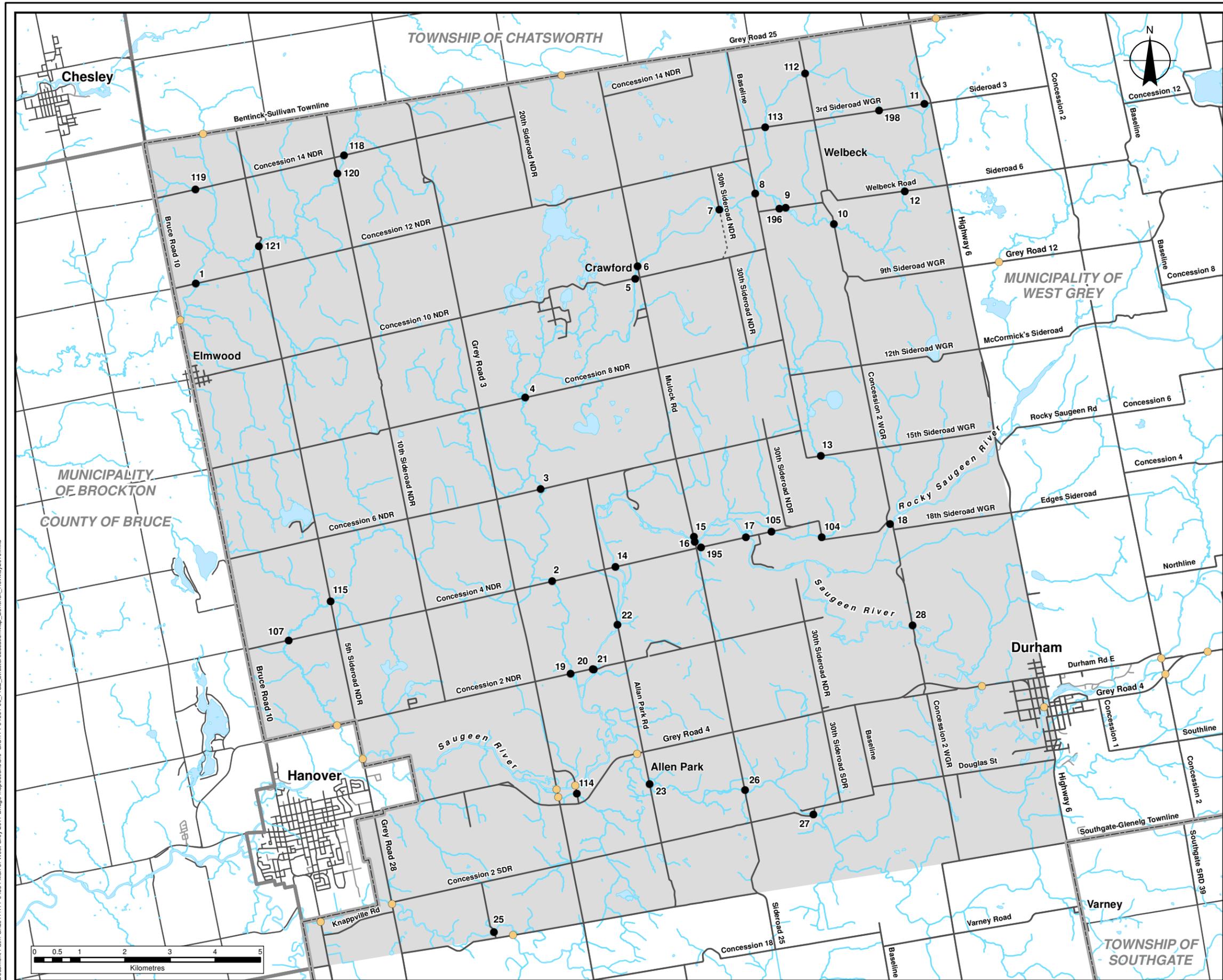
STRUCTURE NO.	NAME/LOCATION
1	Concession 12/13 NDR, Lot 3
2	Styx View Bridge, Concession 4/5 NDR, Lot 17/18
3	Concession 6/7 NDR, Lot 18
4	Concession 8/9 NDR, Lot 18
5	Concession 10/11 NDR, Lot 25
6	Mulock Road Bridge, Concession 11, Lot 25/26
7	Concession 12, Lot 30/31
8	Concession 12, Lot 32 & Concession 3 WGR, Lot 13, Baseline Road
9	Concession 3 WGR, Lot 14/15, Welbeck Road
10	Long Swamp Bridge, Concession 2/3 WGR, Lot 16
11	Concession 1 WGR, Lot 3/4, 3rd Sideroad WGR
12	Concession 1 WGR, Lot 6/7, Welbeck Road
13	Jelinski Bridge, Concession 3 WGR, Lot 35/36
14	Roy Hopkins Bridge, Concession 4/5, Lot 21
15	Sills Overflow, Concession 5, Lot 25/26
16	Sills Bridge, Concession 5, Lot 25/26
17	Concession 4/5, Lot 29, Concession 4 NDR
18	Concession 3 WGR, Lot 42, Concession 2 WGR
19	Concession 2/3, Lot 35, Concession 2 NDR
20	Kennedy Bridge, Concession 2/3, Lot 38
21	Kennedy Overflow, Concession 2/3, Lot 40
22	Bailey Bridge, Concession 3, Lot 40/41
23	Herd Bridge, Concession 1 SDR, Lot 40/41
25	Hudson Bridge, Concession 3 SDR, Lot 21, 10th Sideroad SDR
26	Mulock Road Bridge, Concession 2 SDR, Lot 50/51, Mulock Road
27	Concession 3 SDR, Lot 57, Concession 2 SDR
28	Concession 3 WGR, Lot 51, Concession 2 WGR
104	Baseline Road Culvert, Baseline Road, N of 18th Sideroad
105	Concession 4 NDR, Lot 30
107	Concession 4 NDR, Lot 3
112	Concession 2 WGR, Lot 3
113	3rd Sideroad WGR,3 WGR, Lot 7/8
114	Old Bridge Road South, Concession 1 NDR, Lot 33
115	5th Sideroad NDR, Lot 5
118	Concession 14 NDR, Lot 11
119	Concession 14 NDR, Lot 3
120	10th Sideroad NDR, Concession 14, Lot 10/11
121	5th Sideroad NDR, Concession 13, Lot 5/6
195	Culvert, Concession 4 NDR, Lot 26
196	Culvert, Welbeck Road, 3 WGR, Lot 14/15
198	Culvert, 3rd Sideroad WGR, 2 WGR, Lot 7/8

LEGEND

- WEST GREY MUNICIPAL BOUNDARY
- FORMER BENTINCK TOWNSHIP
- WATERBODY
- RIVER/STREAM
- ROAD MAINTAINED IN WINTER
- NO WINTER ROAD MAINTENANCE
- ● WEST GREY BRIDGE/CULVERT/DAM ASSET
- ● GREY COUNTY BRIDGE/CULVERT ASSET

BASE MAP DATA PROVIDED BY THE COUNTY OF GREY AND THE MINISTRY OF NATURAL RESOURCES AND FORESTRY, LAND INFORMATION ONTARIO, RETRIEVED FROM https://www.javacoeapp.lrc.gov.on.ca

wsp

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STRUCTURE LOCATION MAP
STRUCTURE RATING AND RATIONAL REPORT
FORMER BENTINCK TOWNSHIP
MUNICIPALITY OF WEST GREY

SCALE:	1:85,000	DATE:	MAY 2019
DRAWN:	JET	PROJECT:	171-04854-00
APPROVED:	KH/CW	FIGURE:	2

Document Path: G:\2017\171-04854 Mun of West Grey 2017 Bridge Inspections\8.0_GIS\171-04854-00_FIG2_StructureLocationMap_Bentinck_RevMay2019.mxd

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TOWNSHIP OF CHATSWORTH

Chesley

Grey Road 25

Concession 14 NDR

Bentinck-Sullivan Townline

Baseline

Sideroad 3

3rd Sideroad WGR

Welbeck

Concession 2

Baseline

Concession 12

Concession 14 NDR

20th Sideroad NDR

Welbeck Road

Sideroad 6

30th Sideroad NDR

Concession 12 NDR

Crawford

Bruce Road 10

Highway 6

Grey Road 12

Concession 8

MUNICIPALITY OF WEST GREY

Concession 10 NDR

Elmwood

9th Sideroad WGR

Grey Road 3

Concession 8 NDR

12th Sideroad WGR

McCormick's Sideroad

Mulock Rd

30th Sideroad NDR

Concession 2 WGR

Concession 6

MUNICIPALITY OF BROCKTON

COUNTY OF BRUCE

10th Sideroad NDR

15th Sideroad WGR

Rocky Saugeen Rd

Rocky Saugeen River

Concession 4

Concession 6 NDR

Edges Sideroad

18th Sideroad WGR

Northline

Concession 4 NDR

Saugeen River

5th Sideroad NDR

115

Saugeen River

Durham

Durham Rd E

Grey Road 4

Concession 1

Concession 2

Allan Park Rd

Allen Park

Grey Road 4

Baseline

Concession 2 WGR

Douglas St

Highway 6

Hanover

Grey Road 28

Concession 2 SDR

30th Sideroad SDR

Southgate-Glenelg Townline

Southgate SRD 39

Knappville Rd

Concession 18

Concession 25

Sideroad 25

Varney Road

Varney

TOWNSHIP OF SOUTHGATE

STRUCTURE NO.	NAME/LOCATION
30	Concession 2-3E, Lot 3
31	Concession 2-3E, Lot 28
32	Concession 8-9, Lot 5
33	Traverston Bridge, Concession 9, Lot 9
35	Concession 2-3W, Lot 100
37	Concession 2-3N, Lot 6
38	Concession 2-3N, Lot 6
39	Concession 4N, Lot 10-11
40	Burkes Bridge, Concession 4-5, Lot 13
41	Burkes Overflow Bridge, Concession 4-5, Lot 13
43	Glenelg Centre Bridge, Concession 5, Lot 17
44	Concession 2-3N, Lot 32
45	Concession 2-3N, Lot 33
46	McQuarrie Bridge, Concession 2-3N, Lot 43
47	Saugeen River Bridge, Concession 2-3N, Lot 47
48	Concession 4, Lot 10-11
126	Baptist Church Road, Concession 8, Lot 10-11
132	Baseline Road, Concession 3 EGR, Lot 55
133	Southline Road, Concession 2 EGR, Lot 63-64
148	Concession 6-7, Lot 12
154	Traverston Road, Concession 11, Lot 10-11
197	Concession 8-9, Lot 10
D-001	Garafraxa Street Bridge, Durham
D-101	Garafraxa Street Culvert, Durham
P-101	Durham Pedestrian Bridge

LEGEND

- ▢ WEST GREY MUNICIPAL BOUNDARY
- ▨ FORMER GLENELG TOWNSHIP
- 🟦 WATERBODY
- 〜 RIVER/STREAM
- — ROAD MAINTAINED IN WINTER
- ● WEST GREY BRIDGE/CULVERT/DAM ASSET
- 🟡 GREY COUNTY BRIDGE/CULVERT ASSET

BASE MAP DATA PROVIDED BY THE COUNTY OF GREY AND THE MINISTRY OF NATURAL RESOURCES AND FORESTRY, LAND INFORMATION ONTARIO, RETRIEVED FROM https://www.javacoeapp.lrc.gov.on.ca

WSP

1450 1st AVENUE WEST, SUITE 101
OWEN SOUND, ONTARIO CANADA N4K 6W2
PHONE: 519 376-7612 - FAX: 519 376-8008 - WWW.WSP.COM

STRUCTURE LOCATION MAP
STRUCTURE RATING AND RATIONAL REPORT
FORMER GLENELG TOWNSHIP
MUNICIPALITY OF WEST GREY

SCALE:	1:85,000	DATE:	MAY 2019
DRAWN:	JET	PROJECT:	171-04854-00
APPROVED:	KH/CW	FIGURE:	2

Document Path: G:\2017\171-04854 Mun of West Grey 2017 Bridge Inspections\8.0_GIS\171-04854-00_FIG2_StructureLocationMap_Glenelg_RevMay2019.mxd

STRUCTURE LOCATION MAP
STRUCTURE RATING AND RATIONAL REPORT
FORMER NORMANBY TOWNSHIP
MUNICIPALITY OF WEST GREY
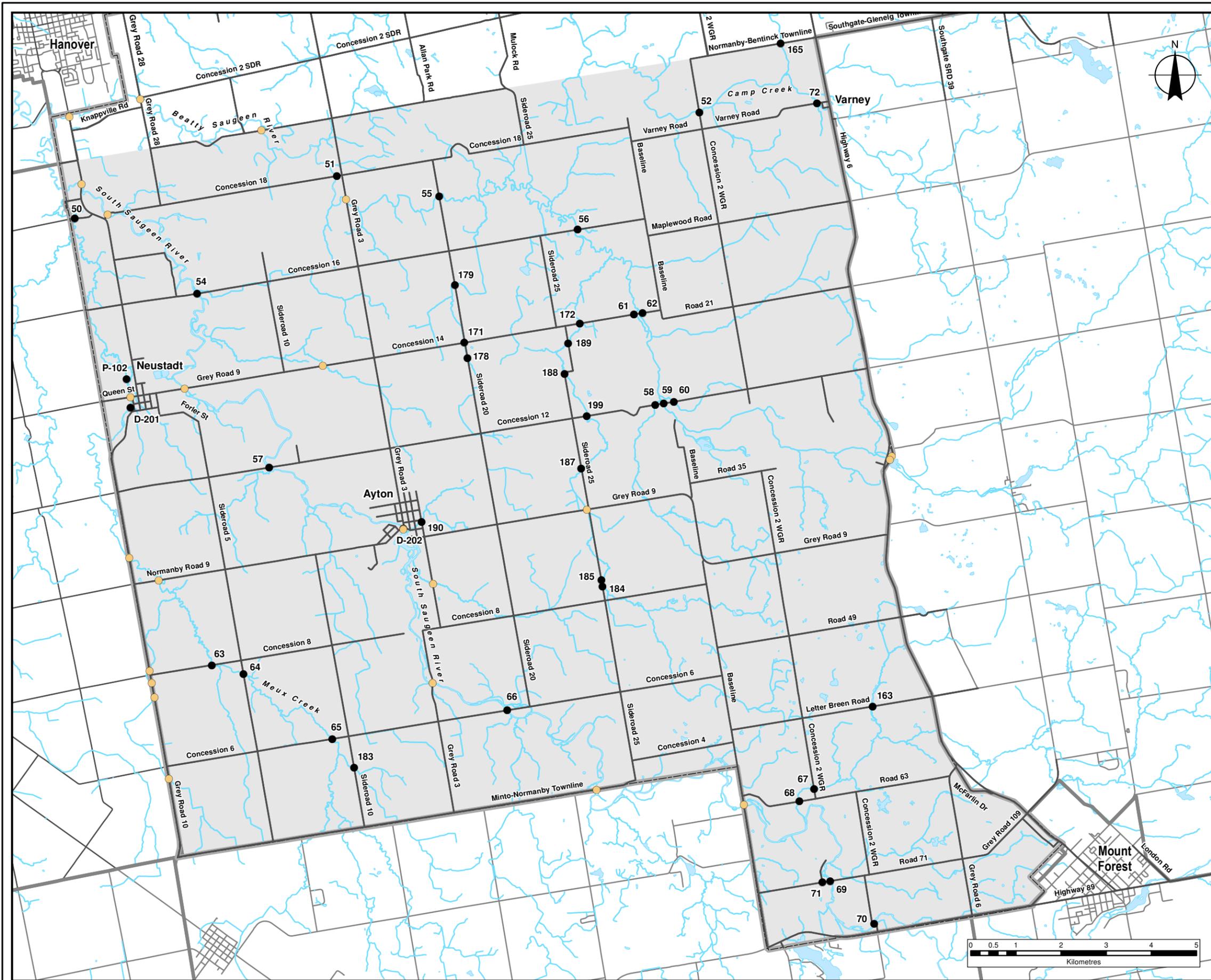
STRUCTURE NO.	NAME/LOCATION
50	Concession 17/18, Lot 1
51	Concession 17/18, Lot 15
52	Concession 2/3, Lot 5
54	Ford's Bridge, Concession 15/16, Lot 7
55	Hampden Bridge, Concession 17, Lot 20/21
56	Concession 15/16, Lot 27
57	Kreller Bridge, Concession 11/12, Lot 9
58	Concession 11/12, Lot 30
59	Concession 11/12, Lot 30
60	Concession 11/12, Lot 30
61	Concession 13/14, Lot 30
62	Concession 13/14, Lot 30
63	Glasser Bridge, Concession 7/8, Lot 3
64	Diepel Bridge, Concession 7, Lot 5/6
65	Riest Bridge, Concession 5/6, Lot 9
66	Concession 5/6, Lot 19
67	Concession 2/3, Lot 63
68	Concession 3, Lot 63/64
69	Pfeffer Bridge, Concession 2, Lot 70/71
70	Concession 2, Lot 74
71	Pfeffer Culvert, Concession 2, Lot 70/71
72	Varney Road Culvert, Concession 2, Lot 74
163	Letter Breen Rd. Culvert, Letter Breen Road, Conc. 2, Lot 55/56
165	Camp Creek Culvert, Normanby-Bentinck Townline, Conc. 1, Lot 1
171	Concession 14, Lot 20
172	Concession 14, Lot 27
178	Sideroad 20, Conc. 13, Lot 20/21
179	Sideroad 20, Conc. 15, Lot 20/21
183	10th Sideroad, Conc. 5, Lot 10/11
184	Sideroad 25, Conc. 8, Lot 25/26
185	Sideroad 25, Conc. 8, Lot 25/26
187	Sideroad 25, Conc. 10, Lot 25/26
188	Sideroad 25, Conc. 12, Lot 25/26
189	Sideroad 25, Conc. 13, Lot 26
190	Helena St. Culvert, Helena St., Ayton
199	Culvert, Concession 12, Lot 26
D-202	Dam, Ayton
P-102	Neustadt Pedestrian Bridge

LEGEND

- WEST GREY MUNICIPAL BOUNDARY
- FORMER NORMANBY TOWNSHIP
- WATERBODY
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SCALE:	1:85,000	DATE:	MAY 2019
DRAWN:	JET	PROJECT:	171-04854-00
APPROVED:	KH/CW	FIGURE:	2

INDEX - Evacuation Centres

APPENDIX G

West Grey

Evacuation Centres

Durham Community Town Hall   Facility # 1

185 George Street West
Durham, ON

		Phone:	Cell phone:
	Onsite Phone:	519-369-6973	n/a
Main Contact:	Randy Murray	519-369-5771	519-369-0282
After hours Contact:	Randy Murray	519-369-2122	519-369-0282
Alt. Contact:	Steve Ayrhart	519-369-4343	

Building Info:		Lodging	
Availability	year round	Sleeping Capacity	100
Main Floor	1,500 ft2	Feeding Capacity	100
Upper Floor	1,500 ft2	**Food Service**	
Parking Capacity	Yes - 50	Cutlery	yes
Floor Plan attached	No	Plates	yes
Accessibility		Cups	yes
Building	yes	Cooking	home stove
Parking	yes	Refrigeration	home fridge
Washrooms	no	Dry Goods Storage	yes
Utilities		Dishwasher	no
Sewage	Municipal	Catering	no
Water Supply	Municipal	**Telecommunications**	
Heating	Electric, Gas	Line In	1
Cooking	Electric	Line Out	1
Ventilation	windows	Public Phone	1
Electrical	110 - yes	Internet	no
Electrical Generator	no	Photocopier	no
Garbage	Municipal	Printer	no
Fire & Safety		Computer	no

Fire & Safety		Sanitation	Male	Female
Extinguisher	Yes	Toilets	1	2
Heat Detector	Yes	Urinals	0	n/a
Alarmed	No	Sink	1	2
Evac/Safety Plan	No	Shower	no	no
		Laundry	no	no
		Janitorial Supplies:	yes-onsite	

* this facility is not designed for an alternate use in any other emergency plan

APPENDIX G

Evacuation Centres

Durham Legion   Facility # **2**

271 Bruce St. North
Durham, ON

	Phone:	Cell phone:
Onsite Phone:	519-369-2239	n/a
Main Contact: Mike Hunter	519-369-5861	
After hours Contact: Mary Ellen Nelson	519-369-2193	
Alt. Contact: Lorrie Paylor	519-369-6398	

Building Info:	
Availability	year round
Total Square Footage	14,895
Parking Capacity	Yes - 100
Floor Plan attached	Yes
Accessibility	
Building	yes
Parking	yes
Washrooms	yes
Utilities	
Sewage	Municipal
Water Supply	Municipal
Heating	Gas
Cooking	Gas
Ventilation	windows, A/C
Electrical	110 - yes
Electrical Generator	no
Garbage	Yes-Contract
Maintenance	Yes-Contract
Fire & Safety	
Extinguisher	Yes
Heat Detector	No
Alarmed	Yes
Evac/Safety Plan	Yes

Lodging		
Sleeping Capacity	200	
Blankets / Cots	8/36	
Feeding Capacity	200	
Food Service		
Cutlery	yes	
Plates	yes	
Cups	yes	
Cooking	Inst 6/2 oven 1 grill	
Refrigeration	yes see additional:	Main
Dry Goods Storage	yes	2-dbl coolers
Dishwasher	yes	Kitchen
Catering	yes	1 Res fridge
Contact	Joan Milne	1 dbl cooler
	519-364-6477	2 freezers
Telecommunications		Member side
Line In	1	1-walk in cooler
Line Out	1	
Public Phone	no	
Internet	yes	
Photocopier	yes	
Printer	yes	
Computer	yes x2	

Sanitation	**Male**	**Female**
Toilets	3	8
Urinal	3	n/a
Sink	3	3
Shower	no	no
Laundry	no	no
Janitorial Supplies	yes-onsite	

Accessible Washroom with toilet and sink - 1

* this facility is not designed for an alternate use in any other emergency plan

APPENDIX G

Evacuation Centres

Durham & District Community Centre   Facility # **3**

451 Saddler St, West
Durham, ON

		Phone:	Cell phone:
	Onsite Phone:	519-369-5771	n/a
Main Contact:	Randy Murray	519-369-2122	519-369-0282
After hours Contact:	Randy Murray	519-369-2122	519-369-0282
Alt. Contact:	Steve Ayrhart	519-369-4343	

Building Info:	
Availability	year round
Arena Floor	15,725 ft2
Main Hall	6000 ft2
Upper Mezanine	1050 ft2
Upper Meeting Room	360 ft2
Upper Warming Room	900 ft2
Parking Capacity	Yes - 300
Floor Plan attached:	No
Accessibility	
Building	yes
Parking	yes
Washrooms	yes
Utilities	
Sewage	Municipal
Water Supply	Municipal
Heating	Gas
Cooking	Gas
Ventilation	windows, A/C
Electrical	110 - yes
Electrical Generater	100 KW hookup
Garbage	Municipal
Maintenance	No
Fire & Safety	
Extinguisher	Yes
Heat Detector	Yes
Fire Alarm	Yes
Evac/Safety Plan	Yes

Lodging		
Sleeping Capacity:	1075	
Feeding Capacity	500	
Food Service		
Cutlery	Yes	
Plates	Yes	
Cups	Yes	
Cooking	8 Burn Stove/2 Ovens	
Refrigeration	5 Coolers/4 Fridges	
Dry Goods Storage	Yes	
Dishwasher	Yes	
Catering	Yes	
Telecommunications		
Line In	1	
Line Out	1	
Additional hook up	Yes-Available	
Public Phone	Yes	
Internet	Yes	
Photocopier	No	
Printer	Yes	
Computer	Yes	
Sanitation	**Male**	**Female**
Toilets	7	13
Urinals	9	n/a
Sink	7	7
General Sanitation		
8 Showers	5 Dressing Rooms	
Laundry - Yes	5 Sinks	5 Toilets
Janitorial Supplies	yes-onsite	

* this facility is not designed for an alternate use in any other emergency plan

APPENDIX G

Evacuation Centres

Neustadt Arena & Community Hall   Facility # 4

183 Enoch Street
Neustadt, ON

		Phone:	Cell phone:
	Onsite Phone:	519-665-7850	n/a
Main Contact:	Tom Culliton	519-665-7850	519-373-1773
After hours Contact	Tom Culliton	519-665-7844	519-373-1773
Alt. Contact:	Mandy Newton	519327-8512	226-923-2041

Building Info:		**Lodging**	
Availability	year round	Sleeping Capacity:	1200
Arena Floor	15,725 ft2	Feeding Capacity	300
Main Hall	3,008 ft2	**Food Service**	
Hall Meeting Room	350 ft2	Cutlery	yes
Parking Capacity	yes - 100	Plates	yes
Floor Plan attached:	no	Cups	yes
Accessibility		Cooking	10 burner/2 oven
Building	yes	Refrigeration	2 coolers/3 fridges/ 2 freezers
Parking	yes	Dry Goods Storage	yes
Washrooms	yes	Dishwasher	yes
Utilities		Catering	yes
Sewage	Municipal	**Telecommunications**	
Water Supply	Municipal	Line In	2
Heating	Propane	Line Out	2
Cooking	Propane	Additional hook up	no
Ventilation	A/C	Public Phone	1
Electrical	110 - yes	Internet	yes
Electrical Generator	100 KW hookup	Photocopier	yes
Garbage	Municipal	Printer	yes
Maintenance	no	Computer	no

Fire & Safety		**Sanitation**	**Male**	**Female**
Extinguisher	yes	Toilets	9	13
Heat Detector	yes	Urinal	6	n/a
Alarmed	yes	Sink	5	5
Evac/Safety Plan	yes	Shower	4	4
		Laundry	no	no
		Janitorial Supplies	yes-onsite	

* this facility is not designed for an alternate use in any other emergency plan

West Grey

APPENDIX G

Evacuation Centres

Ayton/Normanby Arena Complex   Facility # 5

759 Arthur Street
Ayton, ON

		Phone:	Cell phone:
	Onsite Phone:	519-665-7850	n/a
Main Contact:	Tom Culliton	519-665-7850	519-373-1773
After hours Contact:	Tom Culliton	519-665-7844	519-373-1773
Alt. Contact:	Stephanie Newton	519-665-8584	226-923-4116

Building Info:	
Availability	year round
Arena Floor (A)	15,725 ft2
Main Hall (H)	6,000 ft2
Meeting Room	300 ft2
Parking Capacity	yes - 300
Floor Plan attached:	no
Accessibility	
Building	yes
Parking	yes
Washrooms	yes
Utilities	
Sewage	Septic
Water Supply	Well
Heating	Propane
Cooking	Electrical
Ventilation	A/C
Electrical	110 - yes
Electrical Generator:	100 KW hookup
Garbage	Municipal
Maintenance	no
Fire & Safety	
Extinguisher	yes
Heat Detector	yes
Alarmed	yes
Evac/Safety Plan	yes

Lodging		
Sleeping Capacity:	300	
Feeding Capacity	300	
Food Service		
Cutlery	yes	
Plates	yes	
Cups	yes	
Cooking	8 burner/2 oven	
Refrigeration	2 cooler/1 frezzer	
Dry Goods Storage	yes	
Dishwasher	yes	
Catering	yes	
Telecommunications		
Line In	1	
Line Out	1	
Additional hook up	5	
Public Phone	1	
Internet	yes	
Photocopier	yes	
Printer	yes	
Computer	yes	
Sanitation	**Male**	**Female**
Toilets	8	7
Urinal	4	n/a
Sink	4	4
Shower	5	
Laundry	no	
Janitorial Supplies	yes-onsite	

* this facility is not designed for an alternate use in any other emergency plan

APPENDIX G

Evacuation Centres

Ayton Centennial Hall   Facility # **6**

818 Albert St.
Ayton, ON

		Phone:	Cell phone:
	Onsite Phone:		n/a
Main Contact:	Tom Culliton	519-665-7850	519-373-1773
After hours Contact:	Tom Culliton	519-665-7844	519-373-1773
Alt. Contact:	Stephanie Newton	519-665-8584	226-923-4116

Building Info:		**Lodging**	
Availability	year round	Sleeping Capacity:	150
Main Hall	1,980 ft2	Feeding Capacity	150
Meeting Room	450 ft2	**Food Service**	
Parking Capacity	yes - 150	Cutlery	yes
Floor Plan attached:	no	Plates	yes
Accessibility		Cups	yes
Building	yes	Cooking	2 residential stove
Parking	yes	Refrigeration	2 fridge/1 freezer
Washrooms	yes	Dry Goods Storage	yes
Utilities		Dishwasher	no
Sewage	Septic	Catering	no
Water Supply	Well	**Telecommunications**	
Heating	Electric/GeoTherm	Line In	no
Cooking	Electrical	Line Out	no
Ventilation	A/C	Additional hook up	no
Electrical	110 - yes	Public Phone	no
Electrical Generator:	no	Internet	no
Garbage	Municipal	Photocopier	no
Maintenance	no	Printer	no
Fire & Safety		Computer	no

Fire & Safety		Sanitation	Male	Female
Extinguisher	yes	Toilets	1	2
Heat Detector	yes	Urinal	2	n/a
Alarmed	no	Sink	1	1
Evac/Safety Plan	no	Shower	n/a	n/a
		Laundry	n/a	n/a
		Janitorial Supplies	yes-onsite	

* this facility is not designed for an alternate use in any other emergency plan

Evacuation Centres

Lamblash Hall

Facility # #7

818 Albert St.
Ayton, ON

		Phone:	Cell phone:
	Onsite Phone:		n/a
Main Contact:	West Grey Office	519-369-2200	
After hours Contact:	Rebecca Becker		519-373-1773
Alt. Contact:	Steve Ayerhart	519-369-4343	

Building Info:		**Lodging**	
Availability	year round	Sleeping Capacity:	*25
Main Hall	*65	Feeding Capacity	*65
Meeting Room	N/A	**Food Service**	
Parking Capacity	yes - 20	Cutlery	yes
Floor Plan attached:	no	Plates	yes
Accessibility		Cups	yes
Building	no	Cooking	Non Commercial
Parking	yes	Refrigeration	Non commercial
Washrooms	2	Dry Goods Storage	yes
Utilities		Dishwasher	no
Sewage	Septic	Catering	no
Water Supply	Well	**Telecommunications**	
Heating	Propane	Line In	no
Cooking	Electrical	Line Out	no
Ventilation	No	Additional hook up	no
Electrical	110 - yes	Public Phone	no
Electrical Generator:	no	Internet	no
Garbage	Municipal	Photocopier	no
Maintenance	Yes	Printer	no
Fire & Safety		Computer	no

Sanitation	**Male**	**Female**
Toilets	1	1
Urinal	No	n/a
Sink	1	1
Shower	n/a	n/a
Laundry	n/a	n/a
Janitorial Supplies	yes-onsite	

Fire & Safety	
Extinguisher	yes
Heat Detector	yes
Alarmed	no
Evac/Safety Plan	no

* this facility is not designed for an alternate use in any other emergency plan

Equipment Inventory

1) Emergency Services Trailer

Location: Changes at various times thru year

Core	Qty
First aid O2 kit	1
Generator 2500 watt	0
Portable lights assorted	4
Portable lights tripod	2
14' attic ladder	1
Tools	**Qty**
Hand saw	1
Pry bar	1
Shovel	1
Sledge hammer	1

Traffic	Qty
Traffic cones	26
Traffic road closed signs	2
PPE vests	8
Traffic barricades	2
PPE helmets	15
PPE gloves	30
Administrative	**Qty**
Folding chairs	6
5' Table	1

2) Emergency Operations Centre

Location: Municipal Office – Council Chamber

Item	Qty
Chairs	10
Table	1
Overhead screen	1

Item	Qty
White board	1
Radio base/mobile station	1
Radio ham ARES	1

3) Fire Station #2 – Durham

Location: Fire Station

Item	Qty
Portable Radios (EOC)	6
4x4 w/ Tracks/Tires	1

Item	Qty
Gas Cans	1

4) Elizabeth Street Shop

Location: Storage Building

Item	Qty
Generator 100 kilowatts	1

Item	Qty
Magnum Light Tower	1

Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

> ** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as "a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise" [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection* Act, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

- **Is the situation an extraordinary event requiring extraordinary measures?**
  [Section 4 (1) permits a head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law" during an emergency.]

- **Does the situation pose a danger of major proportions to life or property?** [Section 1, definition of an emergency]

- **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)?**
  [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

- **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]

- **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

- **Has there been a declaration of emergency by another level of government?** [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

❑ **Might legal action be taken against municipal employees or councilors related to their actions during the current crisis?** [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality…."]

❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to "make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency."]

❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the "council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency."]

❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the   continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

❑ **Does, or might, the situation require provincial support or resources?** [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]

❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?** [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councilors and employees with certain protections against personal liability.]

❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost…."]

Guidelines for Warming & Cooling Centres

The set of guidelines herein will be followed when determining when to open a facility to the public for use as a warming or cooling centre within the Municipality of West Grey. All temperatures are in celsius.

The mayor, CAO and/or CEMC will review the environment Canada Weather forecast, and will use the following guidelines to determine when a facility will be activated as a warming/cooling centre.

1.0 Definitions:

1.1 Heat Wave

It is a period of unusually high atmospheric-related heat stress that may have adverse health consequences for the affected population. Environment Canada considers a heat wave to occur when there are three consecutive days when the maximum temperature is 32o or higher.

1.2 Humidex

Humidex is a measure of how hot we feel. It is an equivalent scale intended for the general public to express the combined effects of warm temperatures and humidity. It provides a number that describes how hot people feel, much in the same way the equivalent chill temperature, or "wind chill factor", describes how cold people feel. Humidex is used as a measure of perceived heat that results from the combined effect of excessive humidity and high temperature.

1.3 Wind Chill

Wind chill is the cooling sensation that is caused by the combined effect of temperature and wind on the body. On a calm day, our bodies insulate us somewhat from the outside temperature by warming up a thin layer of air close to our skin, known as the boundary layer. When the wind blows, it takes this protective layer away, exposing our skin to the outside air. It takes energy for our bodies to warm up a new layer and, if each layer keeps getting blown away, our skin temperature will drop and we will feel colder. Wind also makes our bodies feel colder by evaporating any moisture on our skin. This process draws more heat away from the body.

2.0 Warming Centre

2.1 If the hydro for an area is out overnight and the temperature is -15o or below, opening a warming centre will be considered at the discretion of the mayor, CAO and/or CEMC.

2.2 If the hydro for an area is out for two nights and the temperature is -10o or below, opening a warming centre will be considered at the discretion of the mayor, CAO and/or CEMC on the second day.

2.3 If the hydro for an area is out for three or more nights and the temperature is -5o or below, opening a warming centre will be considered at the discretion of the mayor, CAO and/or CEMC on the third day.

2.4 Warming Centres opening and closing times will be determined by the mayor, CAO, and/or the CEMC. The suggested times is 9:00 a.m. – 10:00 p.m.

   Note: The facility may be closed earlier if no users are present.

2.5 During winter conditions, please check road closures prior to departing the facility, in the event provincial, municipal or county roads may be closed.

2.6 The wind chill factor will be considered when making a decision regarding the opening/ closing of a centre

3.0 Wind Chill Hazards and What to Do

Wind Chill	Risk of Frostbite	Other Health Concerns	What to Do
0 to -9	**Low**	• Slight increase in discomfort	• Dress warmly • Stay dry
-10 to -27	**Low**	• Uncomfortable • Risk of hypothermia if outside for long periods without adequate protection	• Dress in layers of warm clothing, with an outer layer that is wind-resistant (hat, mittens or insulated gloves, a scarf and insulated, waterproof footwear) • Stay dry • Keep active
-28 to -39	**Risk** exposed skin can freeze in 10 to 30 minutes	• Risk of frost-nip or frostbite: Check face and extremities for numbness or whiteness • Risk of hypothermia if	• Dress in layers of warm clothing, with an outer layer that is wind-resistant • Cover exposed skin (wear hat, mittens or insulated gloves, a

Wind Chill	Risk of Frostbite	Other Health Concerns	What to Do
		outside for long periods without adequate clothing or shelter from wind and cold	scarf, neck tube or face mask and insulated, waterproof footwear) • Stay dry • Keep active
-40 to -47	**High Risk** exposed skin can freeze in 5 to 10 minutes*	• High Risk of frostbite: Check face and extremities for numbness or whiteness • Risk of hypothermia if outside for long periods without adequate clothing or shelter from wind and cold	• Dress in layers of warm clothing, with an outer layer that is wind-resistant • Cover all exposed skin (wear hat, mittens or insulated gloves, a scarf, neck tube or face mask and insulated, waterproof footwear) • Stay dry • Keep active
-48° to -54	**Very High Risk** exposed skin can freeze in 2 to 5 minutes*	• Very High Risk of frostbite: Check face and extremities frequently for numbness or whiteness • Serious risk of hypothermia if outside for long periods without adequate clothing or shelter from wind and cold	• Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant • **Cover all exposed skin** (wear a hat, mittens or insulated gloves, a scarf, neck tube or face mask and insulated, waterproof footwear) • **Be ready to cut short or cancel outdoor activities**. • Stay dry • Keep active
-55° and colder	**Extremely High Risk** exposed skin can freeze in less than 2 minutes*	• **DANGER!** Outdoor conditions are **hazardous**	• **Stay indoors**

4.0 Cooling Centre

4.1   If the hydro for an area is out and the temperature is 35° or warmer, opening a cooling centre will be considered at the discretion of the mayor, CAO and/or CEMC.

4.2 If the hydro for an area is out for two days and the temperature is 33o or warmer, opening a cooling centre will be considered at the discretion of the mayor, CAO and/or CEMC on the second day.

4.3 If the hydro for an area is out for three or more days and the temperature is 30o or warmer, opening a cooling centre will be considered at the discretion of the mayor, CAO and/or CEMC on the third day.

4.4 The following facilities can be used for cooling and/or warming centres:

- Durham & District Community Centre
- Neustadt Arena & Community Hall
- Ayton/Normanby Arena Complex

4.5 Depending on availability and necessity, other Municipal facilities could be utilized.

4.6 The humidex factor will be considered when making a decision regarding the opening/closing of a centre.

4.7 Cooling centre opening and closing times will be determined by the mayor, CAO, and/or the CEMC. The suggested time is 10:00 a.m. – 5:00 p.m.

   Note: The facility may be closed earlier if no users are present.

4.8 The facility will be closed as a warming/cooling centre once it is determined that it is safe for residents to return to their homes.

FLOOD
Contingency Plan
2020

SAUGEEN
CONSERVATION

1078 Bruce Rd. 12, P.O. Box 150
Formosa, ON, N0G 1W0
Tel 519-367-3040 Fax 519-367-3041
www.svca.on.ca

CONTENTS

MEMBER MUNICIPALITIES

Municipality of Arran-Elderslie
Township of Chatsworth
Town of Hanover
Township of Huron-Kinloss
Town of Minto
Town of Saugeen Shores
Township of Southgate
Municipality of West Grey

Municipality of Brockton
Municipality of Grey Highlands
Township of Howick
Municipality of Kincardine
Municipality of Morris-Turnberry
Municipality of South Bruce
Township of Wellington North

The Saugeen Valley Conservation Authority is a corporate body established under the Conservation Authorities Act of Ontario to manage watershed resources and related conservation projects in partnership with its 15 member municipalities and the Province of Ontario.

Figure 1
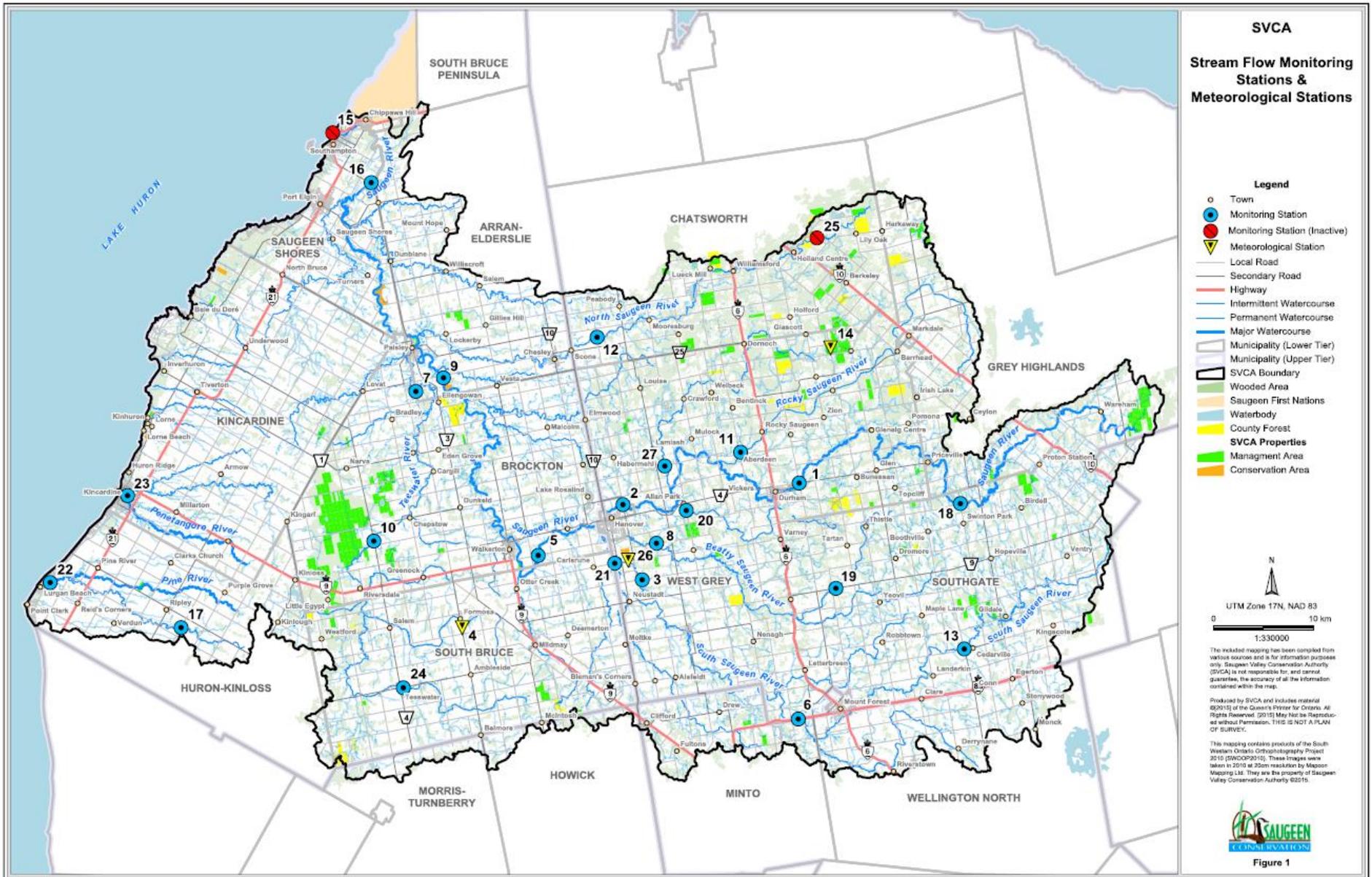
Introduction

Flooding is the leading cause of public emergency in Ontario. Floods can occur at any time of the year and any time of the day or night. High flow events have always been a natural function within the Saugeen Valley Conservation Authority (SVCA) area of jurisdiction. As the global climate changes, flooding may become more frequent and severe in the future.

Flood magnitudes vary with the extent of snow cover, ambient air temperature, amount and duration of rainfall, direction and velocity of wind, pre-event soil conditions, river ice conditions, etc. The SVCA operates snow measuring courses, precipitation stations and automated river level recording gauges that assist in predicting the probability, height and time of arrival of a flood downstream. This Flood Forecast System attempts to minimize the loss of life, property damage and social disruption through effective communication. Selected agencies and officials are sent flood messages when flooding is anticipated. When notified, municipalities should distribute such messages as quickly as possible to residents, institutions, and businesses that may be at risk.

A fundamental component of any emergency response system is relaying the essential information to all potentially affected parties and initiating an effective and coordinated response to the identified emergency. The primary purpose of this Flood Contingency Plan is to address these important elements of public safety.

Under the SVCA's Water Management program, the SVCA has constructed flood control structures to protect many of the high risk populated areas. However, it must be remembered that such structures provide a limited degree of protection and only for specific locations. As long as watershed residents live and work in flood susceptible areas, an effective flood forecast system must be in operation.

The procedures outlined in this document and the accompanying selected contacts list comprise the information dissemination components of the SVCA's Flood Forecast System. ***Each municipal and public official associated in any way with this system should be fully aware of his/her responsibilities and be prepared to make every possible effort to ensure its effectiveness.***

Flood Forecast System Communication

The system that is used by the SVCA to communicate flood-related messages within its jurisdiction serves two primary purposes:

1. It provides rapid, advance warning and technical support to relevant officials and agencies, and via the media it informs the public.
2. It also enables the Authority to relay routine information concerning watershed river conditions to selected agencies and municipal officials.

The Flood Forecast System – How It Works

The system consists of an extensive network of data collection gauges strategically located throughout the SVCA Watershed, constantly monitoring factors that could potentially affect the amount of water entering the river system and the corresponding water levels. Information concerning the water content of the snow cover, present stream levels, intensity and duration of precipitation, wind speed, temperature and sunlight is recorded either manually or automatically and accessible on demand from the Forecast Centre. In addition, regular field inspections are made of river ice conditions throughout the Watershed during the winter months.

With this data, flood forecast personnel operate a real time computer model that can predict the flood potential within the Watershed. Coupled with analytical comparisons of up-to-date streamflow measurements, long range weather forecasts, and past flood events, forecast staff can estimate potential river levels and peak flow volumes and timing, as well as monitor the progression of a flood as it travels downstream through the river system.

Roles and Responsibilities of Participating Organizations

A number of agencies, municipal departments and individuals bear responsibility, in varying degrees, for the efficiency of the Flood Forecast System. These groups and personnel are identified below. A more detailed outline of the responsibilities and functions of Conservation Authorities and the Ministry of Natural Resources and Forestry (MNRF) are contained within the **Ontario Flood Forecasting and Warning Implementation Guidelines for Conservation Authorities and the Ministry of Natural Resources (2008)**, prepared by the Provincial Flood Forecasting and Warning Committee. Roles and responsibilities for municipalities and for other agencies are described in their own Emergency Response Plans.

SAUGEEN VALLEY CONSERVATION AUTHORITY:

- Monitors Watershed and weather conditions and operates the Flood Forecast System;
- Issues messages to municipalities, other appropriate agencies, and the media to advise of potential, or the occurrence of, flooding;
- Provides advice to municipalities in preventing or reducing the effects of flooding;
- Maintains communications with municipalities and the Ontario Ministry of Natural Resources and Forestry during a flood event.

POLICE:
During a flood emergency, the "police service of jurisdiction" is responsible for carrying out rescue operations, obtaining necessary medical aid and maintaining law and order within affected areas as per that jurisdiction's municipal emergency plan.
RADIO, TELEVISION AND PRINT NEWS MEDIA SERVICES:

Provides the primary means of relaying flood-related information to the public, for those outlets serving the SVCA Watershed.

MUNICIPAL OFFICIALS:

Are initially responsible for the welfare and protection of their residents from floods. Under the Emergency Management & Civil Protection Act municipalities are required to have an Emergency Management program. Emergency response plans are also the municipality's responsibility, which may include specific procedures for floods.

LANDOWNERS AND RESIDENTS:

Have an obligation to be prepared prior to a flood emergency, to evacuate safely when so instructed by the municipality or police service, and to safeguard their belongings to the best of their abilities.

MINISTRY OF NATURAL RESOURCES AND FORESTRY:

Operates the provincial Surface Water Monitoring Centre in Peterborough, which advises the SVCA of weather conditions that may adversely affect Watershed streams. Also, through the local Emergency Response Coordinator (Owen Sound Area Supervisor for the Saugeen Watershed), the ministry directs and delivers the provincial response to a municipal request for assistance, when a flood emergency has escalated beyond the capabilities of local resources.

COMMUNICATING FLOOD MESSAGES

Flood Messages – Terminology

There are three types of flood messages: *Watershed Conditions Statement; Flood Watch; and, Flood Warning*. The preamble for all flood messages will indicate the type of message as described below, and the types follow common terminology approved by the Province for use by all agencies issuing flood-related messages. The numbering of flood messages will be sequential throughout a flood period. Examples of the three types of messages are provided further on in this Flood Contingency Plan.

All flood messages are sent to the primary recipients by email. Flood Warning messages are also followed with a fax being sent to the primary recipients and acknowledgement of receipt required.

Watershed Conditions Statement

A Watershed Conditions Statement is a general notice of potential Watershed conditions that pose a safety risk (high flows, unsafe ice, slippery banks). A Statement may include sub-headings under the categories of "Water Safety Bulletin" and/or "Flood Outlook".

A Watershed Conditions Statement reports on general Watershed conditions and is primarily directed to Municipal Flood Coordinators throughout the Watershed.

Water Safety Bulletins are issued to media sources and are general public information messages in which awareness is encouraged. These bulletins are usually issued before overbank flow occurs, before spring breakup or any other time of year as conditions warrant, as a general reminder of the potential for high flows and unsafe conditions.

A Flood Outlook message may be issued when a major storm is pending, when above normal snow pack conditions exist or when general conditions suggest high runoff potential.

Flood Watch

A Flood Watch serves to notify Municipal Flood Coordinators and other primary contacts that the potential for flooding exists and is issued to specified affected municipalities, usually following the onset of over bank flow. A Flood Watch message describes current Watershed conditions, potential flooding effects, and a related weather forecast.

This type of message does not require Municipal Flood Coordinators to take specific emergency action, but having been alerted to the potential for flooding they should

start precautionary measures. Such measures vary according to local municipal requirements but typically include: checking their Emergency Response Plan, monitoring of potential problem areas, and possibly having staff remain on a stand-by alert.

Recipients of a Flood Watch message do not have to confirm receipt by responding to the SVCA, unless the message specifically states it.

Flood Warning

A Flood Warning is issued after a forecast has been made and will apply to specific flood damage centres where flooding appears inevitable. A Flood Warning message is sent only to those Municipal Flood Coordinators and other primary contacts whose municipality is affected by flooding and they will in turn relay the message to other relevant individuals and departments within their organization. Upon receipt of a Flood Warning message for their area, municipal officials should be prepared to issue warnings and/or evacuation instructions to households, businesses and industry that may be threatened by the flood. Municipal officials should also alert and mobilize necessary labour for sandbagging and other flood combating services.

Flood warning messages will be as specific as available information permits, in order that recipients are not faced with problems of interpretation. Where possible, the Warning message will contain time of flood stages and crests in reference to specific locations and shall include the approximate time of the next flood message.

In addition to disseminating the Flood Warning message by email and fax, SVCA staff follow-up by phoning the appropriate municipal staff of the affected flood damage centre. Recipients of a Flood Warning message must confirm receipt by responding to the SVCA.

Normal

No messages are issued while in the Normal status, but it is indicated on the SVCA website.

"Normal" status generally indicates low flow to base flow stream conditions, and area-wide flooding is not anticipated. Nevertheless, during intense rainfall events that can appear quite suddenly, typically in the summer months, there is the potential for very localized flooding. It should be noted as well that during Normal flow conditions the inherent risk to personal safety associated with flowing water still exists.

Flood Status – SVCA Website

The current flood status in the SVCA Watershed is always indicated on the home page of the SVCA's website (http://www.svca.on.ca). The four status levels are also colour-coded as follows: Normal – green; Watershed Conditions Statement – yellow; Flood Watch – orange; and, Flood Warning – red.

The Communication Process

During anticipated or actual flood events, the Saugeen Valley Conservation Authority is responsible for the operation of the Flood Forecast Centre, located within its administrative office in the hamlet of Formosa just west of Walkerton.

When the condition status of a Flood Watch is in effect the Centre is staffed during regular business hours (8:30am to 4:30pm). When a more serious Flood Warning level is reached the Flood Forecast Centre operates on a 24-hour basis, until the emergency has expired. In some situations, the 24-hour status may be enacted even during a Flood Watch.

Based on available information, SVCA flood forecast personnel send out Flood Watch messages to relevant officials regarding the latest flood probability assessment and existing or potential flood conditions. Upon receipt of the first such message Municipal Flood Coordinators should initiate a check of internal emergency response plans. The senior official of each organization receiving a message determines whether further internal notification or action is required.

If requested beforehand, flood messages are also sent to other municipal and emergency staff for their information; however, the SVCA's primary responsibility is to only notify the senior official in the affected municipalities.

Flood messages are sent from the SVCA by email (also by fax for Flood Warnings). The same messages are also posted on the SVCA's website (http://www.svca.on.ca) and distributed via the SVCA's social media outlets (e.g. Facebook).

In the event that primary telephone communications fail, where no alternative exists, the Authority may contact the South Bruce OPP Detachment who will in turn notify the police service of jurisdiction, the affected municipality in the South Bruce Detachment area, or the affected detachment outside of South Bruce, as required.

The SVCA office in Formosa has a stand-by generator sufficient to operate essential Authority functions should the municipal power grid be unavailable during a flood event.

COMMUNICATION FLOWCHART

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┌─────────────────────────────────────────┐
│  Ministry of Natural Resources & Forestry │
│      Surface Water Monitoring Centre      │
└─────────────────────────────────────────┘
                    │
┌─────────────────────────────────────────┐
│  Saugeen Valley Conservation Authority    │
│          Flood Forecast Centre            │
└─────────────────────────────────────────┘
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| Media | O.P.P. & Local Police | Local Response Coordinator MNRF | Municipal Designate | SVCA Staff | SVCA Chair & Members | Other Organizations as Requested |

Local Response Coordinator MNRF → Provincial Ministries and Agencies

Municipal Designate → Municipal Staff → Equipment & Service Contracts

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WATERSHED CONDITIONS STATEMENT
FLOOD OUTLOOK / WATER SAFETY BULLETIN

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040   Fax: (519) 367-3041   Website: www.svca.on.ca

Message Number: 2014.1.1

Issued at: Friday, March 28, 2014, 4:00 pm

Issued by: Shaun Anthony (Flood Warning / Water Quality Coordinator)

To: Watershed Media
           Watershed Municipalities and Counties
           SVCA Board of Directors

MESSAGE:

Temperatures slightly above freezing are forecast for the weekend with no significant amount of rain or snowfall likely to occur. Warmer weather is likely for the first half of next week, with daytime temperatures possibly reaching 10 degrees Celsius. Temperatures are projected to be lower later in the week.

No significant flooding is expected over the weekend and into early next week, although localized flooding might occur where flow in smaller watercourses and ditches are impeded by snow or ice. Some melting of the snowpack will occur but the snow conditions aren't likely to be reduced substantially.

The Saugeen, Pine and Penetangore River watersheds have an above average snowpack. The long range forecast is for the spring snowmelt to be extended through much of the month of April. Although early next week will see warmer weather, the rest of the week and through to the third week of April will generally experience cooler than normal temperatures. The snow melt process will likely be slow during this time. On much of the larger rivers the ice still remains in place. Typical spring like weather conditions may be 3 to 4 weeks later than usual.

Streambanks are unstable and slippery at this time and the water is cold, so residents are advised to use caution near all watercourses. Parents are encouraged to keep their children and pets away from streams and off frozen water bodies.

Saugeen Conservation staff will continue to monitor conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Wednesday, April 2, 2014.

Contact: Shannon Wood

Confirmation of receipt of this message: **not required**

- End of Message -

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FLOOD WATCH

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040   Fax: (519) 367-3041   Website: www.svca.on.ca

Message Number: 2014.2.1

Issued at: Wednesday, April 9, 2014, 10:00 am

Issued by: Shaun Anthony (Flood Warning / Water Quality Coordinator)

To: Watershed Media
              Watershed Municipalities and Counties
              OPP and Municipal Police
              SVCA Board of Directors

MESSAGE:

The weather forecast for the next several days calls for temperatures well above freezing with some days above 10 degrees C, and night time temperatures generally above zero. Scattered showers are also possible on Thursday. These factors will result in further melting of the snow pack and produce increased runoff into watercourses. The snow pack has been steadily declining over the last two weeks, but in many areas such as forests there still remains an above-average snow depth for this time of year.

Throughout the SVCA Watershed water levels in watercourses are expected to gradually rise through the rest of the week and into the weekend. Significant flooding is not expected at this time, but flooding in the traditional low-lying flood plain areas can be expected.

Most of the ice has already moved off the watercourses and so large ice jamming is not anticipated at this time. Nevertheless, there may be localized blockages at some watercourses and snow or ice could still impede flow in ditches and drainage channels.

As of the beginning of April the average water content in the snow pack was in the range of 13 cm (5 inches). This amount is well above the long term average for the time of year. As such, there is substantial meltwater that will be moving through the system over the next week or so.

Due to the elevated flows in the rivers and streams and unstable streambanks, the public is advised to stay away from area watercourses.

SVCA staff will be monitoring conditions as they evolve, and further statements will be issued as warranted.

This message is in effect until 11:00 am on Monday, April 14, 2014, unless a further statement is issued.

 Contact: Shannon Wood

 Confirmation of receipt of this message: **not required**

                          - End of Message -
_____

FLOOD WARNING

SAUGEEN VALLEY CONSERVATION AUTHORITY

Tel: (519) 367-3040   Fax: (519) 367-3041   Website: www.svca.on.ca

Message Number: 2003.1.2

Issued at: 10 am, April 6, 2003

Issued by: Shaun Anthony (Flood Warning / Water Quality Coordinator)

To: Watershed Media
            OPP
            Southgate, West Grey
            SVCA Board of Directors

MESSAGE:

A rapid rise in temperatures and projected rainfalls of 30 -40 mm, will escalate the melting of the heavy snowpack in the upper watersheds. Latest snow course readings indicated in excess of 150mm water content on the ground. Significant flooding is expected to occur within the headwater areas of the South Saugeen, Beatty Saugeen, and main Saugeen above Durham. Existing flood control works in potentially affected urban centres will contain the peak flows expected, but widespread flooding will occur within the floodplains in rural areas. All municipal flood co-ordinators in the affected municipalities are advised to notify those residents of the pending high water and possible evacuation as needed.

Update: will be issued at 4 PM today

Contact: Shannon Wood

Confirmation of receipt of this message: **Required**

- End of Message -
_____

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CONTINGENCY PLAN DISTRIBUTION LIST

This document is issued to:

Municipal and county governments located within the jurisdictional boundaries of the Saugeen Valley Conservation Authority

Members of the Saugeen Valley Conservation Authority

Saugeen Valley Conservation Authority staff

Police services serving the Watershed

News media services serving the Watershed

Provincial and federal members of Parliament within the jurisdiction of the Saugeen Valley Conservation Authority

Ontario Ministry of Natural Resources and Forestry
- Owen Sound Area Office, Midhurst and Guelph District Offices
- Surface Water Monitoring Centre in Peterborough

Ontario Ministry of Community & Social Services, Owen Sound

Ontario Ministry of Transportation

Canadian Red Cross (Owen Sound)

Union Gas

Enbridge Gas

Westario Power

Hydro One

Wellington North Power Inc.

Veolia Water Canada

FLOOD EMERGENCY CONTACT LIST

Name	GroupID	Title	Phone	Ext	Email	Mobile	Fax
Dick Hibma	SVCA	General Manager / Secretary Treasurer	519-367-3040	232	d.hibma@svca.on.ca		519-367-3041
Shaun Anthony	SVCA	Flood Warning / Water Quality Coordinator	519-367-3040	239	s.anthony@svca.on.ca	519-369-8247	519-367-3041
Shannon Wood	SVCA	Manager, Communications	519-367-3040	229	s.wood@svca.on.ca	519-369-4295	519-367-3041
Jo-Anne Harbinson	SVCA	Manager, Water Resources and Stewardship	519-367-3040	235	j.harbinson@svca.on.ca	519-369-4284	519-367-3041
Erik Downing	SVCA	Manager, Planning and Regulations	519-367-3040	241	e.downing@svca.on.ca	519-369-4460	519-367-3041
Communications Centre OPP	POLICE	Supervisor	888-310-1122		opp.pcc.london@opp.ca		519-680-4697
Wingham OPP (forwarded to Goderich)	POLICE	Dispatch?	519-357-1331				
Huron County OPP(Goderich)	POLICE	Dispatch?	519-524-8314				
Wellington County OPP (Teviotdale)	POLICE	Dispatch?	519-343-5770				519-343-5780
South Bruce Counties OPP (Kincardine)	POLICE	Dispatch?	519-396-3341				
Grey County OPP (Chatsworth)	POLICE	Dispatch?	519-794-7827				519-794-3966
Walkerton OPP	POLICE	Dispatch?	519-881-3130				519-881-3139
Hanover Police Services	POLICE	Dispatch	519-364-2411		cknoll@hanoverps.ca		519-364-7202
West Grey Police Services	POLICE	Dispatch	519-371-6911		rmartin@westgreyps.ca		519-369-5474
Saugeen Shores Police Services	POLICE	Dispatch	519-832-2500				

Saugeen Shores Police Services	POLICE	Administration	519-832-9200		saugeenshorespolice@bmts.com		 519-389-425
CKNX Radio Newsroom	MEDIA	News Manager (Wingham) - Steve Sabourin	519-357-1310	3226	news.wingham@blackburnradio.com		519-357-3860
CTV - Wingham	MEDIA	Scott Miller	519-881-6039		scott.miller@bellmedia.ca	519-881-6039	
CTV - London	MEDIA	Assignement Editors	519-686-8810	7218	londonnews@ctv.ca		
CTV - Kitchener	MEDIA	Assignment Editors	519-741-4401				
98 The Beach Radio Station	MEDIA	Office	519-832-9898<br		info@thebeach.ca		519-832-9808
Bayshore Broadcasting - Owen Sound	MEDIA	News Director	519-376-2030	228	news@bayshorebroadcasting.com		519-371-4242
Country 104.9, 99 The Beach	MEDIA	News Director	519-612-1149		fdidi@country1049.ca		519-612-1050
B101 FM Radio & CHAY FM, Barrie	MEDIA	Office	705-726-1011		news@931freshradio.ca		
The Dock 92.3 (CJOS FM)	MEDIA	Office	519-470-6397		news@923thedock.com		519-470-7631
Bluewater Radio 91.3 FM, Hanover	MEDIA	Office	519-364-0200		info@bluewaterradio.ca		519-364-5175
88.7 The River, Mount Forest (Rob Mattice)	MEDIA	News Editor, Rob Mattice	519-509-0887		news@887theriver.ca	519-591-7253	
Owen Sound Sun Times (News Room)	MEDIA	Office	519-376-2250	514328	osst.news@sunmedia.ca		519-376-7190
Kitchener-Waterloo Record	MEDIA	Newsroom	519-895-560	8945602	newsroom@therecord.com		519-894-3829
London Free Press	MEDIA	News Editor, Greg Van Moorsel	519-667-4550		lfp.newsdesk@sunmedia.ca		
MNRF - Owen Sound	MNRF	Risk Management Supervisor	519-371-6751		Tracy.Allison@ontario.ca	226-668-1072	519-372-3305
MNRF - Midhurst	MNRF	District Manager, Shawn Carey	705-725-7561		Shawn.carey@ontario.ca	705-734-8128	705-725-7584

MNRF - Surface Water Monitoring Centre	MNRF	Duty Officer	705-755-5201		surface.water @ontario.ca	705-761-2044	705-755-5038
London Office	MTO	Office			westregion.toc @ontario.ca		

Corporation of the County of Grey
By-Law 5060-19

A By-law to Replace Schedule 'A' of By-law 4772-12 Being a By-law to Establish an Emergency Plan Governing the Provision of Necessary Services During an Emergency

WHEREAS The Council of the County of Grey passed By-law 4772-12 which established an emergency plan governing the provision of necessary services during an emergency and By-law 4932-16;

AND WHEREAS The Council of the County of Grey adopted the recommendations of the Committee of the Whole from its April 25, 2019 meeting for amendments to the Corporation of the County of Grey's Emergency Plan By-law 4772-12, Schedule 'A';

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF
THE CORPORATION OF THE COUNTY OF GREY HEREBY ENACTS AS FOLLOWS:

1. That Schedule 'A' relating to the County of Grey Emergency Plan be replaced with the attached Schedule to this By-law.

2. That annually the Emergency Management Program Committee will cause the Emergency Plan to be reviewed and make such changes to its appendices as are considered appropriate while referring all other changes to Council for approval.

3. That this By-law shall come into force and effect upon the final passing thereof.

ENACTED AND PASSED this 9th day of May, 2019.

_____   _____
WARDEN: Selwyn Hicks   CLERK: Heather Morrison

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Appendices

The following documents are appendices of the County of Grey Emergency Management Plan. They may or may not be attached to distributed copies, depending on the security levels assigned to each document and the intended recipient(s).

Appendix 1 - Emergency Alert Procedure
Appendix 2 - Request for Provincial/Federal Assistance
Appendix 3 - Quick Guide to Emergencies
Appendix 4 - Emergency Evacuation Centre Management Plan
Appendix 5 - Emergency Operations Centre Operating Procedures
Appendix 6 - Recovery Plan
Appendix 7 - Emergency Plan Distribution List
Appendix 8 - Municipal Officials
Appendix 9 - Current Grey County Map Book
Appendix 10 - Pandemic Influenza Contingency Plan
Appendix 11 - Ontario Disaster Recovery Assistance Information
Appendix 12 - Volunteer Registration & Deployment Plan
Appendix 13 - Emergency Information Plan
Appendix 14 - CEMC Toolkit
Appendix 15 – Redeployment of Staff During Emergencies
Appendix 16 – Critical Infrastructure
Appendix 17 – Hazard Identification Risk Assessment (HIRA)
Appendix 18 – Emergency Management Agreements
Appendix 19 – DRAFT Emergency Fuel Management Plan
Appendix 20 – Municipal Resource Inventory

Forward

This plan has been formulated to assign responsibilities and to guide the actions of key officials before, during, after and in the absence of the declaration of an emergency.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Regular exercises will be staged to ensure the arrangements outlined in this plan are kept current and that all are kept familiar with its provisions.

Glossary of Terms and Acronyms

Agency Coordinator: The person who ensures that the response at the emergency site is well organized for a specific department (e.g. police, paramedics, fire, roads). The Agency Coordinator reports to the Emergency Site Manager.

ARES or Amateur Radio Emergency Service: This is a corps of trained amateur radio operator volunteers organized to assist in public service and emergency communications, organized and sponsored by the Radio Amateurs of Canada. See Section 11.11 for details of the role of ARES in this Plan.

CACC or Central Ambulance Communications Centre: This is a provincially-operated dispatch centre for paramedic services in Ontario.   London CACC and Georgian CACC both service Grey County.

CBRNE Team or Chemical/ Biological/ Radioactive/ Nuclear/ Explosive Team: Ontario has a number of CBRNE trained response teams able to respond to CBRNE events at varying levels of complexity. Additionally, the Ontario Provincial Police (OPP)'s UCRT (Urban search and rescue, CBRNE Response Team) is trained in CBRNE response. See Appendix 5, Annex C for details on how to request this assistance.

Community (or County) Emergency Management Coordinator (CEMC): The Community Emergency Management Coordinator is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Emergency Management Program Committee, as well as responsibilities outlined in this Plan under Section 10.4.

County Emergency Control Group (CECG): The group of officials that provide support, guidance, resources and strategic direction to the emergency management operations within the County, and ensures coordination between all agencies involved. The County Emergency Control Group may represent an emergency management function for as many as 9 municipalities in the County. See Section 10.1 for more responsibilities.

CISM or Critical Incident Stress Management: This is an adaptive, short-term psychological helping-process that focuses solely on an immediate and identifiable problem. Its purpose is to enable people to return to their daily routine more quickly and

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with less likelihood of experiencing post-traumatic stress.

COOP or Continuity of Operations Plan: This is a plan set out to allow an entity to continue performance of its essential functions under a broad range of adverse circumstances.

CRIB or Central Registration & Inquiry Bureau: This is a central collection and processing site for the Family Reunification (also known as the Registration & Inquiry) Service. This is often provided by the Red Cross, where copies of registration and inquiry cards are sent for filing, searching, matching and replying to inquiries.

Disaster Recovery Assistance for Ontarians: This is a Provincial program to help individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. See Section 5.3 b).

DND or Department of National Defence (Canadian Forces): This is a Canadian government department responsible for defending Canada's interests and values at home and abroad. Within its responsibilities, it provides a civilian support system for the Canadian Armed Forces, which is not part of the DND.

DO and Assistant DO: This means Duty Officer and Assistant Duty Officer, which are support staff for the Emergency Operations Centre. For more information on the duties assigned to those roles, see Appendix 5, Annex I.

Emergency Information Centre (EIC): The Emergency Information Centre is part of the Emergency Operations Centre and is staffed by emergency information staff who receive, monitor, verify, and disseminate information about the emergency as appropriate, as directed by the Emergency Information Officer. See Appendix 13, Emergency Information Plan.

Emergency Information Officer (EIO): The Emergency Information Officer is responsible for coordinating the flow of information coming from the Emergency Information Centre (EIC) within the Emergency Operations Centre (EOC), and is responsible for ensuring the release of information to the public in a timely and accurate fashion. Section 9.3 a) outlines further responsibilities.

Emergency Operations Centre (EOC): This is the location where the County Emergency Control Group assembles to manage an emergency.

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Emergency Site Manager (ESM): This person may also be referred to as the Incident Commander (IC). This person ensures that the emergency site is well organized and that all agencies share information and work in a well-coordinated fashion with one another. The Emergency Site Manager liaises with the EOC Operations Manager (as per the plan, i.e. the County CAO) to provide the CECG with status updates on the site operation and to inform the CECG of what it needs.

EOC Operations Manager: During an emergency the Grey County Chief Administrative Officer (CAO) or designated alternate will act as the EOC Operations Manager. This individual's role and responsibilities are outlined under Section 10.3.

Evacuation Centre: An evacuation centre is a facility designated by the Director of Social Services as a facility which will provide temporary care and shelter to persons displaced by an emergency, upon execution of the Emergency Social Welfare Plan. Persons may be sent to an evacuation centre after registering with Family Reunification services either at the evacuation centre directly, or off-site, prior to arrival. For more information about the management of an Evacuation Centre, see Appendix 4, Evacuation Centre Management Plan.

Head of Council of Affected Municipality: This means the Mayor or alternate duly designated to act in the role of the Mayor within the *Emergency Management and Civil Protection Act)* of the town, township, city or municipality which is affected by a local emergency.

HUSAR or **Heavy Urban Search and Rescue:** This is the term for a group of specialized rescue skills supplemented by search, medical and structural assessment resources combined in a mobile, highly integrated team, based in Toronto which may respond to a variety of incidents. See Appendix 5, Annex C for details on how to request this assistance.

IAP or Incident Action Plan: This is essentially a "to-do list" developed by the CECG during the CECG meeting. It is approved, signed and issued by the Warden at the end of the meeting which is the beginning of the operational cycle. It is to be carried out by the CECG during the operational cycle, in support of the emergency response. It is updated throughout the operational cycle as needed, and is reassessed at the end of each operational cycle. A new IAP is issued at the beginning of each operational cycle. An IAP is necessary to effect successful outcomes in a timely manner. See Appendix 5, Annex H for more information about the IAP and other EOC forms.

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IC or Incident Commander: This is the onsite person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. This role is the same as ESM.

ICP or Incident Command Post: This is one of five predesignated temporary facilities and signifies the physical location of the tactical-level, on-scene incident command and management organization.

ICS or Incident Command System: This is a standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It is similar to IMS and is used by the Canadian government

IMS or Incident Management System: This is a standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications, and operating within a common organizational structure.

Inner Perimeter: This is the area designated to enclose the actual emergency site as initially determined by Police.

Media Centre: This will provide a large area for the gathering of news media personnel and will be used for media briefings. Ideally, the Media Centre is located a distance from the EOC/EIC to ensure there is minimal interference with EOC operations by the news media.

Municipal Disaster Recovery Assistance: This is a Provincial program to reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. See Section 5.3 a).

Municipal Emergency Control Group (MECG): The group of officials which provides emergency management direction and expertise to the operations within the affected area within its own municipality, and ensures coordination between all agencies involved. In this plan, this refers to any of the lower tier municipalities.

OSPS or Owen Sound Police Services administrative staff provides Grey County's emergency notification service for contacting the CECG at the onset of an emergency. See Section 3 for more information.

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Outer Perimeter: The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up emergency centres and rescue operations as initially determined by Police. (will include a first-aid station and casualty clearing station as needed).

PEOC or Provincial Emergency Operations Centre constantly monitors evolving situations inside and outside of Ontario. It is staffed at all times and is located in Toronto.

PERP or Provincial Emergency Response Plan: This plan is written to establish a framework for a systematic, coordinated and effective emergency response by the Government of Ontario.

PERT or Provincial Emergency Response Team: At the basic level, it is an Emergency Management Field Officer that can be deployed to assist in a declared emergency. From there it can grow to two or more, and a supervisor. Additionally, it could include Provincial staff with special knowledge about responding to an incident.

PNERP or Provincial Nuclear Emergency Response Plan: This plan establishes a framework for the response to a nuclear or radiological emergency, and is developed in accordance with Section 8 of the *Emergency Management and Civil Protection Act.*

Public Information Supervisor (PI Supervisor): During an emergency this person will act as liaison between the Emergency Information Officer (EIO) and the Public Information Hotline (provided by the 211 Service) to obtain and provide current information on the emergency for the public throughout the emergency. The Public Information Supervisor may sometimes be referred to as the CIR or Citizens' Inquiry Representative under other plans.

SMT or Senior Management Team: This includes all Senior Managers, Directors, CAO, and the Warden of Grey County.

Triage: The sorting and allocation of treatment for patients or victims according to a system of priorities designed to maximize the number of survivors.

1.0   Introduction

1.1   Authority for the Emergency Plan

The **Emergency Management and Civil Protection Act, R.S.O. 1990** is the legal
authority for this plan. It states:
"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."

The **Emergency Management and Civil Protection Act, R.S.O. 1990** is contained in
Appendix 14, Annex H of this Plan in its entirety.

1.2   Protection from Personal Liability; Right of Municipality to Pursue Compensation

With respect to personal liability, the **Emergency Management and Civil Protection
Act, subsection 11 (1)** states that, "No action or other proceeding lies or shall be
instituted against a member of council, an employee of a municipality, an employee of a
local services board, an employee of a district social services administration board, a
minister of the Crown, a public servant or any other individual acting pursuant to this Act
or an order made under this Act for any act done in good faith in the exercise or
performance or the intended exercise or performance of any power or duty under this
Act or an order under this Act or for neglect or default in the good faith exercise or
performance of such a power or duty."

With respect to the municipality's right to pursue compensation, the **Emergency
Management and Civil Protection Act, subsection 12** states that, "Where money is
expended or cost is incurred by a municipality or the Crown in the implementation of an
emergency plan or in connection with an emergency, the municipality or the Crown, as
the case may be, has a right of action against any person who caused the emergency
for the recovery of such money or cost, and for the purposes of this section,
"municipality" includes a local board of a municipality and a local services board."

1.3   Emergency Defined

Emergencies are defined as situations or the threat of impending situations, abnormally
affecting property and the health, safety and welfare of the community, which by their

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nature or magnitude require a coordinated response by a number of agencies under the direction of, in this Plan, the County Emergency Control Group (CECG). These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the County of Grey, the most likely to occur throughout the County are: tornadoes, blizzards, ice storms, human or livestock health emergencies, floods, transportation accidents involving hazardous materials, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof. It should be noted that while a nuclear emergency is possible based on the existence of the nuclear power generating plant in nearby Bruce County, and such emergency could have a substantial impact, on the area, it is considered less likely to occur than the aforementioned risks.

2.0 Aim

The aim of this plan is to provide for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of Grey County when faced with an emergency.

3.0 Activation of Emergency Alert Procedure

3.1 Responsibility of Local Affected Municipality(ies)

Whenever an emergency occurs, or threatens to occur, the initial and primary responsibility for immediate action and for providing immediate assistance and control rests with the affected local municipality(ies). In such cases, the initial local responding agency will immediately contact the appropriate party in that municipality to request that the local municipal emergency notification/alert system be activated.

All members of its respective Municipal Emergency Control Group (MECG) will be contacted, and upon being notified to do so, all MECG officials will assemble and manage the situation using procedures set out in its own local Municipal Emergency Plan.

As part of that local Municipal Emergency Plan notification/alert system, the Warden of the County shall also be notified of an emergency. Notification of the County shall not be deemed a request for full implementation of the Grey County Emergency Management Plan, but an opportunity to become aware of the

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situation and to ensure that resources are ready and in place to assist the local municipality(ies) if required.

Most, but not necessarily all emergencies will start out as a local municipal emergency. In the rare case that a County emergency declaration is warranted either before or without the local municipality(ies) first making such declaration, the County will notify its member municipalities for awareness and potential provision of assistance by MECG officials, depending on the situation.

3.2   Activation Method

Flow Chart Summary: The following flow chart, figure 3.2(i) illustrates the Emergency Alert Procedure as described below.

Figure 3.2 (i)
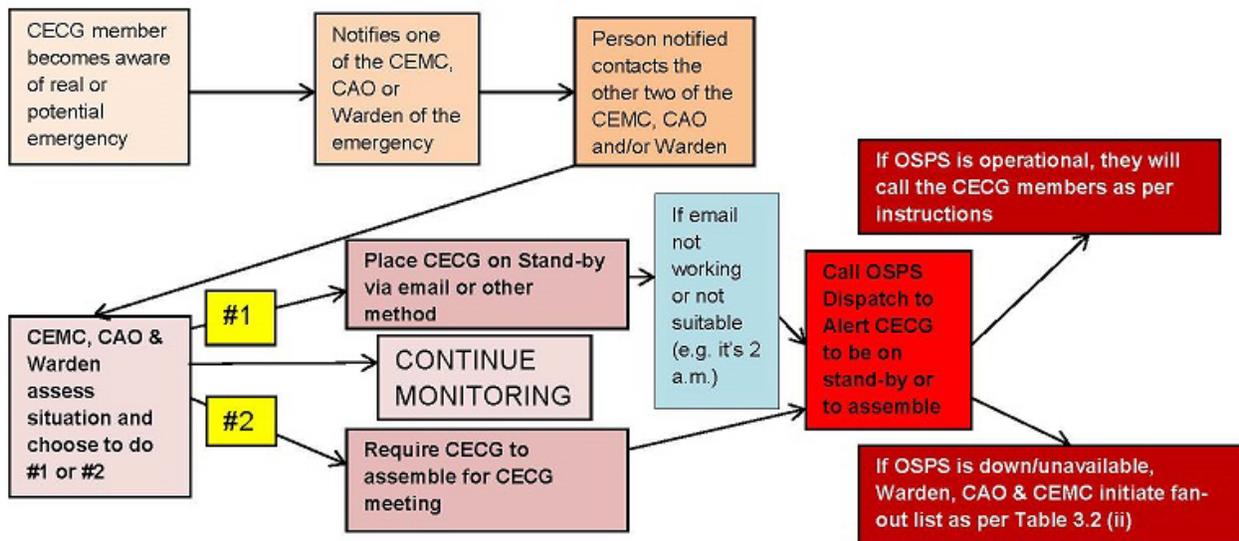
It is important to note when emailing:
- **CECG members must be contacted in the order shown on the current fan-out list. Alternates will only be contacted if the primary member is unavailable. It is up to each member to make his/her alternates aware.**
- **Sending an email does not constitute making contact with the person. You must receive a live reply indicating that the member is available. If that fails, you must then exhaust other methods of contact before attempting to contact the alternate(s) or call OSPS to alert the CECG members who did not respond.**
- **Factor in the time of day, and whether an email is likely to be seen. E.g. do not email an alert in the middle of the night; use the OSPS.**

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How the Emergency Alert Procedure Works:

Any member of the Grey County Emergency Control Group (CECG) may be notified of an emergency situation by an emergency responder or other responding agency, the Head of Council for an affected municipality, or other source. Upon becoming aware of a real or potential emergency, that member is responsible to notify the CEMC, CAO, or Warden (or an alternate) of the emergency situation.

Upon being notified, the Warden, CAO or CEMC who is contacted shall notify the other two or their respective alternates if necessary. The Warden, CAO and CEMC shall assess the situation. They may decide to:
a) place the CECG members on standby using email or other method of contact (refer to notes specific to using email, page 12); and, in such case they will continue to monitor the situation; or
b) call the CECG to assemble at the EOC for a CECG meeting, and in such case the CEMC will call the Owen Sound Police Services (OSPS) Dispatch to request that their administrative staff call all core members of the CECG.   Full instructions are contained within Appendix 1, Emergency Alert Procedure.

If, for some reason, the OSPS administration office is disabled, notification shall be completed by the Warden, CAO and CEMC as per Table 3.2 (ii). In the absence of any available communications technology, best efforts must be made to provide notification in via radio, in person, or in any way possible.

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Table Summary: Table 3.2 (ii) states who the Warden, CAO and CEMC are each responsible to notify during the activation of the Emergency Alert Procedure if OSPS is unavailable. They are also responsible to liaise with these roles throughout the event.

Table 3.2 (ii)

Person Responsible:	Responsibility	Person To Be Contacted
Head of the CECG (Warden)	Contact to assemble for CECG meeting (if not already aware)	EOC Operations Manager (CAO) CEMC
	• Provide status updates • Liaison throughout emergency • Request to join CECG meeting if appropriate	Heads of Local Councils affected Adjacent Municipalities
EOC Operations Manager (CAO)	Contact to assemble for CECG meeting	Head of CECG (Warden) CEMC Transportation Services Director Social Services Director Medical Officer of Health
	• Provide status updates • Liaison throughout emergency • Request to join CECG meeting if appropriate	Other Directors/Senior Managers (as required including Long Term Care, Housing, IT, HR, Treasurer, Legal, Clerks, Planning) EOC Duty Officer
CEMC	Contact to assemble for CECG meeting	Head of CECG (Warden) EOC Operations Manager Director Paramedic Services Police Commander Fire Mutual Aid Coordinator Emergency Information Officer
	• Notifies* • Liasion throughout emergency	PEOC – Provincial Duty Officer ARES, as required ("req'd")

*As part of the notification procedures, the CEMC is responsible to contact a Duty Officer at the Provincial Emergency Operations Centre (PEOC) to notify them of the emergency situation. In the rare event that the PEOC Duty Officer cannot be reached to report an emergency, the CEMC will contact the OPP Provincial Operations Centre, staffed by an Inspector. See Appendix 1, Annex B & C, Emergency Fan-Out Lists, for contact information.

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If it is deemed necessary to include other CECG support members/agencies in any of the CECG meetings, they will be contacted as per Table 3.2 (ii), above, or 3.2 (iii), below, using the most current fan-out list, regardless of whether or not OSPS is being used for the initial call-out to core members. OSPS is not responsible to contact any of the supporting members of the CECG – only the core members.

Table Summary: Table 3.2 (iii) states which CECG member is responsible to contact various organizations if they are required to participate in the CECG, or simply to provide them with updates about the emergency. They are also responsible to liaise with these organizations throughout the event.

Table 3.2 (iii)

Person Responsible to Notify, Liaise		Potential CECG Support Members Being Contacted
Director of Social Services	Contacts	Victim Services All community partners needed for Evacuation Centre operations (<u>as req'd</u>) Director of Housing (as req'd) School Boards (as req'd)
Medical Officer of Health	Contacts	Hospital(s) Relevant LHINs or any bodies that replace those LHINs Other Health Care Facilities (<u>as req'd</u>)
Director of Transportation Services	Contacts	Road Superintendents & Public Works of local municipalities Utilities
Police Commander (OPP)	Contacts	All Local Detachments & Services 911 Services
Fire Mutual Aid Coordinator	Contacts	Local Departments Other Support
Director of Paramedic Services	Contacts	Other Area Providers (<u>as req'd</u>) Hospital/Suppliers London CACC

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		Director of Long Term Care

3.3 Documentation

It is critical that from the time the decision is made to activate the Emergency Alert Procedure, each CECG member begins to document his/her actions taken, decisions made, observations, conversations, etc. along with the dates/times of each.

Ideally, such documentation should be made in a bound book with numbered pages, leaving no lines blank, using ink only, and it should be in accurate, chronological order.

Provided an emergency is eventually declared and the EOC is activated, all CECG members will be required within the EOC to document their actions in a Personal Log. For more specific information about documentation within the EOC, please refer to Appendix 5 - EOC Operations, and Appendix 5 - Annex H - EOC Forms.

4.0 Declaration of a County Emergency

4.1 Authority to Implement Emergency Plan without Declaration

In situations where an emergency exists, but has not yet been declared to exist, employees of the municipality, County or the Crown are authorized to take action under this emergency plan, in accordance with the **Emergency Management and Civil Protection Act.** Specifically, in accordance with Section 9 (a) of the *Emergency Management and Civil Protection Act,* the Warden, the CAO, the Grey County Fire Mutual Aid Coordinator, the Community Emergency Management Coordinator, the Paramedic Services Director and the OPP Commander are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.

4.2 Authority to Make Emergency Declaration

The Head of Council of a municipality (including a County) may declare that an emergency exists in the municipality or any part thereof and upon so doing may take such action and make such orders as he/she considers necessary and which are not contrary to law to implement the emergency plan of that municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area (Section 4 (1) of the *Emergency Management and Civil Protection Act*).

The Head of any municipal emergency control group, including a County, shall be the Head of Council of the Municipality. During the absence of the Head of Council or

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his/her inability to act, the Deputy Head of Council shall be the head of the Community [Emergency] Control Group (Section 9 (c) of the *Emergency Management and Civil Protection Act*). For more clarification about alternates to the Head of Grey County Council, i.e. the Warden, refer to By-law 5059-19, attached as Appendix 1, Annex D upon passage by Grey County Council.

Grey County is neither empowered to order an emergency declaration in one of its local municipalities nor to direct the activities of a local municipality in responding to an emergency situation in its own municipality.

4.3   Considerations for the Declaration of a County Emergency

The decision to declare a County Emergency in all or part of the County may be made by the CECG upon consideration of the following:

a) When resources of one or more affected local municipality(ies) become extended or evidently are so depleted such that the MECG(s) can no longer effectively control or manage and support their respective emergency response(s), the Mayor(s) or designate(s) of the respective municipality(ies) may request, in consultation with the MECG, the Warden and CAO for Grey County, that the County take over the coordination and deployment of resources for the emergency situation. With the exception of their respective Mayors or designates, members of each such MECG will remain at their own local Emergency Operations Centre (EOC) to provide support and assistance. Their respective Mayors or designates will attend and become part of the CECG, to form a joint emergency control group to manage the local emergency situation(s). This will help to ensure effective communication between the CECG, the MECG(s) and the site(s). Or,

b) The CECG has determined that the emergency situation, such as a tornado, blizzard, ice storm, etc., affects a large portion of the population within two or more municipalities. The County will first consult with the local municipalities affected to determine if resources at hand (personnel, materials, equipment and services) are capable of responding to the emergency situation adequately. If not, the County may recommend the establishment of a joint emergency control group comprised of members of the affected municipalities and the County to manage the situation and/or coordinate the deployment of additional resources by priority. Or,

c) The CECG has determined that the emergency includes a hazard such as a health epidemic, act of terrorism, etc. that affects most of the population of the

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County. Although some of these may be Federal or Provincial responsibilities, depending on various factors, the County would have to assess whether or not it needs to declare, independent of Provincial or Federal declarations, or the absence of same. A Federal or Provincial declaration does not specifically confer any additional powers on a Municipality or County.   Or,

d) The County has been asked to provide, to either a neighbouring or local municipality, extraordinary resources such as an evacuation centre which may require volunteers to assist in the provision of that County service.   In such a case, the County should declare an emergency in order that the duly registered volunteers of its evacuation centre are covered by WSIB, for example. Such a declaration would likely be made in support of the affected municipality, especially where it is the only affected municipality. Or

e) The Warden, in consultation with the CECG, determines that the emergency is placing an extraordinary demand (personnel, materials and/or financial) on the resources of the County, with the potential to jeopardize the continuity of County operations.

There may be other circumstances not described here that would appropriately lead to an emergency declaration by Grey County, but each situation should be considered carefully on its own merit**.**

For more guidance on this issue, see Appendix 14 - Annex C - Checklist in Consideration of a Declaration of Emergency.

Please note:
- an emergency declaration by multiple municipalities does not necessarily mean that the County will or must declare an emergency
- it is not necessary for more than one local municipality to declare an emergency in order for the County to declare an emergency
- a County emergency declaration does not replace a local municipal emergency declaration. If a municipality believes it should also declare an emergency, it should do so, as the County's declaration conveys no special authority to any other municipality but itself.

The following flow chart illustrates one of the more commonly expected scenarios, as noted under Section 4.3 (b), that may lead to the declaration of a County emergency.

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One Possible Scenario of Steps that <u>May</u> Lead to the Declaration of a County Emergency:

Incident Occurs in multiple Grey County municipalities

↓

Emergency Services are Dispatched

↓

Municipal Emergency Notification Systems Activated in Affected Municipalities

↓

Municipal Emergency Control Groups meet

↓

2 or more Municipal Heads of Council declare Emergencies & request County assistance

↓

Activation of County Emergency Alert Procedure; request Group to assemble

↓

County Emergency Control Group meets

↓

Declaration of County Emergency by Warden
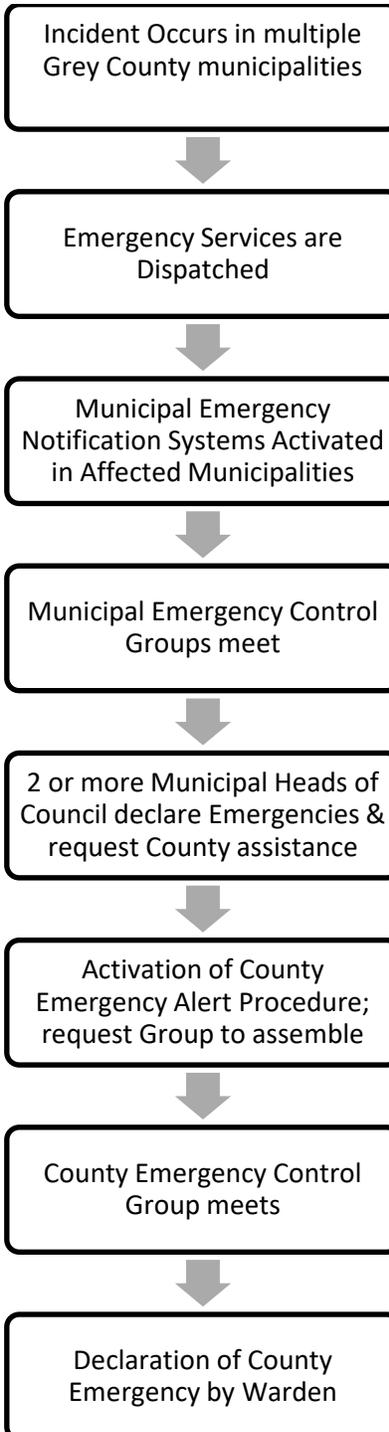
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4.4   Notification of Declaration

Upon such declaration, on behalf of the Warden of the County, the CEMC will notify:

   a) The Solicitor General of Ontario via OFMEM, Ministry of Community
      Safety and Correctional Services, with assistance from the CEMC
   b) The County Council
   c) The heads of Council of local municipalities within the County
   d) Neighbouring upper and lower tier municipal councils
   e) Local Member of Parliament
   f) Local Member of Provincial Parliament
   g) The public, with assistance from the Emergency Information Officer

See Appendix 14, Annex G for more details on notification of a declaration.

5.0   Assistance

5.1   Local Requests to the County of Grey

A request for assistance such as an evacuation centre may be made directly to the
Grey County Social Services Director, being a member of the municipal emergency
control group which provides Social Services to the municipality on a day to day basis.

Grey County and its member municipalities have entered into a mutual assistance
agreement which covers assistance provided in the form of personnel, equipment,
services, and materials. Any municipality which is party to the agreement may initiate a
request for assistance after it has declared an emergency. Assistance from the County
may be requested by a local (member) municipality at any time by its CAO contacting
the County CAO.

A request for assistance from the County by a member municipality shall not be
deemed a request that the County assume authority and control over the emergency.

5.2   County of Grey Requests

Once a County emergency has been declared, requests for assistance can be made to
the following at any time without the County losing authority or control over the
emergency operations:

   a) A neighbouring or member municipality with which it has established a Mutual
      Aid or Mutual Assistance agreement. Such requests shall be made by the CAO
      or other official as identified within the specific agreement.

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i. *More about Mutual Assistance Agreements*

Section 13 (3) of the Emergency Management and Civil Protection Act, R.S.O., 1990 as amended, provides the authority for the "council of a municipality to make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency".

Mutual assistance agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions of the request at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreeable relationships. Such agreements are all kept on file within Appendix 18 of this Emergency Management Plan.

As a point of clarification, the execution of a Grey County Mutual Aid Fire Agreement is the responsibility of the Grey County Fire Mutual Aid Coordinator or designate and falls outside of the scope of this Emergency Management Plan.

b) The Province of Ontario or the Federal Government by contacting the Office of the Fire Marshal and Emergency Management. Such requests shall be made by the CEMC, acting as the liaison between the County and the Province.

i. *More about Requests for Provincial Assistance*

When a municipality declares an emergency, the Office of the Fire Marshall and Emergency Management will usually deploy a Community/Field Officer to the municipal or County EOC to assist the MECG or CECG with advice and assistance and to ensure liaison with the Provincial Emergency Operations Centre (PEOC) during the emergency response. The Community/Field Officer will be the link between the County and the Province for both Provincial and, if necessary, Federal assistance.
For information about the types of assistance that may be available through both levels of government, refer to Appendix 2 - Requests for Provincial and Federal Assistance.

ii. Provincial Emergency Operations Centre (PEOC) Levels of Response

Table Summary: The following table outlines the various levels of response that may be provided by the PEOC depending on the need.

Routine Monitoring	Enhanced Monitoring	Partial/Full Activation
Office of the Fire Marshal and Emergency Management (OFMEM) Duty Staff actively monitors the situation throughout the Province , on a 24/7 basis	An OFMEM Duty Team will continually assess the developing situation from the PEOC. OFMEM Community/Field Officer(s) will likely be deployed to the affected community(ies) to provide advice and assistance.	The PEOC will be operational and partially/fully staffed with provincial ministries, federal departments and other organizations, as required to coordinate a provincial response. The Provincial Emergency Response Team (PERT) will likely be deployed to the affected community(ies) to provide advice and assistance.

5.3   Disaster Relief Assistance

Beginning in 2016, the Province launched two new programs:

a) The Municipal Disaster Recovery Assistance Program

- helps municipal governments address eligible emergency response costs and repairs to damaged property and infrastructure such as roads, bridges and public buildings;
- provides a four-month timeframe for a municipality to assess the damage and costs of the natural disaster and request provincial assistance.

b) The Disaster Recovery Assistance for Ontarians program will

- provide assistance to individuals, small businesses, farmers and not-for-profit organizations that have experienced damage to, or loss of, essential property as a result of the disaster;
- be directly administered by the Province.

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Municipal governments do not need to appoint volunteer Disaster Relief Committees to fundraise for matching provincial assistance as with the previous ODRAP program, but they may choose to continue to fundraise on their own.

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

Certain damages caused by natural disaster affecting County property may be eligible for the provincial funding. For more complete information regarding the disaster relief assistance programs, please refer to Appendix 11 of this Plan.

6.0 Emergency Control Group

6.1 Composition

The provision of support for the emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at the Emergency Operations Centre. This group will be known as the County Emergency Control Group (CECG).

Chart Summary- The following chart indicates the Core County Emergency Control Group structure and composition.
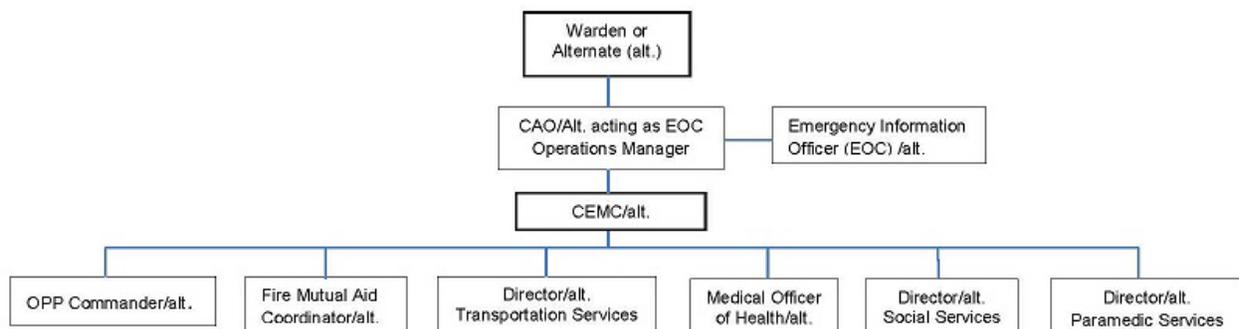
Additional members may be brought in as required, based on the nature of the emergency, its location in the County, and other considerations. As the emergency progresses and things stabilize, the need for all core CECG members to be present may diminish, and it may be deemed that certain members may have a smaller role, or may stand down.

Table Summary: The following table identifies each member of CECG and his/her responsibility, including identified supporting members.

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CECG MEMBER	RESPONSIBILITY
a) Warden of the County of Grey	Head of County Emergency Control Group
b) County CAO	EOC Operations Manager
c) County CEMC	As legislated
d) County EIO	Emergency/Public Information Coordinator
d) Head of Council for affected municipality(ies) or Designate	Local municipality Coordinator & Liaison (supporting member, as needed)
e) OPP Detachment Commander/Chief of Police	Police Coordinator
f) County Fire Mutual Aid Coordinator	Fire Coordinator
g) Director of Transportation Services	Roads/Public Works Coordinator
h) Medical Officer of Health	Health Services Coordinator
i) Director of Social Services	Social Services Coordinator
j) Director of Paramedic Services	Paramedic Services Coordinator
k) Other senior officials as applicable (e.g. other County departments, ARES, utilities, conservations authorities, etc.)	Supporting CECG members, as needed

6.2   Joint County Emergency Control Group

The Head(s) of Council or his/her/their designate(s) of the municipality(ies) having declared (an) emergenc(y)ies must participate in the CECG, forming a Joint CECG, to ensure good communication between all participating agencies and levels of government. Refer to Sections 4.3 a) & b), 11.1, and 12.1 for further details.

7.0 Emergency Operations Centre

This Plan provides for the designation of a County Emergency Operations Centre (EOC) and alternate locations, if required. The EOC shall serve as the base of operations for the CECG. The locations of the primary and alternate County EOCs can be found in Appendix 5 - EOC Operating Procedures. In the event that none of those designated locations is either available or appropriate, a municipal office or other appropriate facilities where the emergency exists may be used for this function.

The CECG, support and advisory staff and many other groups will congregate and work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency. The County CAO, acting as the EOC Operations Manager, and assisted by the CEMC, is responsible for the coordination of all operations within the County EOC.

Ideally, the EOC should consist of:

- A meeting room for the CEGC
- A communications room
- A room for the Health and Social Services support groups
- Rooms for support and advisory staff and other groups as required
- An Emergency Information/Media Monitoring Centre

Refer to Appendix 5 for detailed EOC Operating Guidelines, and Appendix 13 for details on Emergency Information Centre operations.

8.0 County Emergency Control Group Operations

8.1 General

Upon assembling, the Warden/alternate, with the advice of other members of the CECG, may make a decision to declare an emergency and invoke the provisions of this Plan.

8.2 Decision Making Process

The decision making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed upon course of action will be implemented by municipal departments functioning primarily within their own spheres.

The CECG may make a decision with respect to the appointment of an Emergency Site Manager (ESM), but only in terms of which agency should make the appointment. The appointed agency will then be responsible for appointing the ESM from among its staff. For further clarification, please refer to Section 12 of this plan for more details regarding the appropriate course of action surrounding the appointment or approval of the ESM by the CECG.

From time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments or services operating in unison, such as Police, Fire, and Paramedic Services for example. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising emergency site coordination of operations and incident command.

8.3   Operations/Planning Cycle & CECG Business Meetings

Upon arrival at the EOC, CECG members will be briefed by the EOC Operations Manager and those other members with current information on the emergency situation, providing them with situational awareness.   Decisions with respect to the appropriate composition of the CECG will be made, taking into consideration the emergency and the expertise required to properly manage the situation. Upon making such determinations, the EOC Operations Manager will direct those responsible to contact the appropriate support agencies required to manage the emergency. Refer to charts, sections 3.2, ii and 3.2, iii.

Members of the CECG will establish an "operations/planning" cycle consisting of:
- specified CECG business meeting times,
- maximum length of CECG business meetings and
- the work schedule between meetings.

The work schedule will be based on actions arising from the Incident Action Plan (the "to do" list) that is created in each business meeting and approved by the Warden.

The following "P-Chart" shows the flow of initial events leading to:
- the Preparations for the CECG Business Meeting;
- the Planning by the CECG to create the Incident Action Plan (IAP); and
- following the meeting, the CECG Proceeds to:
  - carry out the tasks under the IAP
  - monitor progress and provide/receive situational updates
  - eventually prepare for the next CECG Business Meeting. The chart assumes that a County emergency is declared. The operations/planning cycle of "Prepare, Plan, Proceed" then is continuous until all necessary tasks are completed and the emergency is terminated.

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Operations/Planning Cycle Flow Chart
Prepare, Plan, Proceed
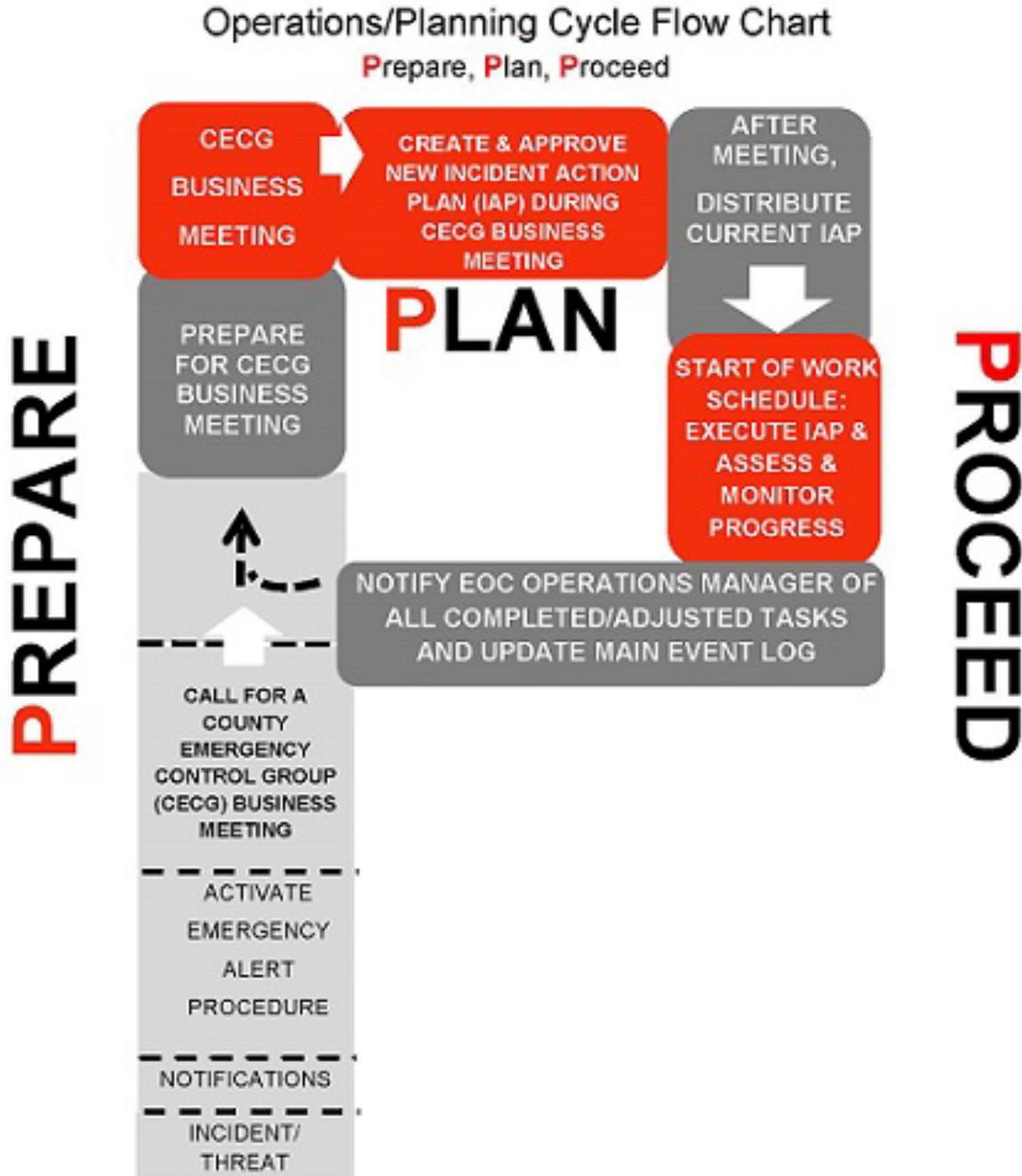
It will be the responsibility of the CAO as EOC Operations Manager to ensure adherence to the operations/planning cycle and to convene CECG business meetings and arrange for agendas for those meetings. Minutes should be taken by a scribe-at-large, or a Duty Officer/Assistant Duty Officer. A minutes template is available in Appendix 5 - Annex H and may also act as a generic guideline for the business meeting agenda, and provides more details about the Incident Action Plan and other documents.

The CECG will meet at the established intervals to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up-to-date by the Duty Officer.

9.0 Communications & Coordination

9.1 Communication Methods & Considerations

An important responsibility of every department and every affected municipality is to provide timely information for the benefit of the decision making process. This will necessitate reliable systems of communication between every department involved at the emergency site(s) and the EOC, and as well as between the Municipal EOC for each affected municipality and the County EOC.

Radio communications are the least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the EOC must have a multiplicity of lines and instruments. Additionally, the EOC must be sufficiently large to accommodate both information gathering and the display of activities, as well as providing room for the CECG to function.

The County's Transportation Services Department may provide some communications assistance through its base radio in the County Administration Building, as it is linked to many of its vehicles by radio. In addition, the local Amateur Radio Emergency Service (ARES) organization may be called upon for similar assistance by the CEMC if deemed appropriate.   See Appendix 5 for more details.

For enhanced on-site communications, Grey County Paramedic Services has a digital radio system with a designated channel and a bank of portable radios that will allow communication among allied agencies and responders at a site if necessary. The radio system is a part of their Incident Response Unit (trailer).

9.2 Coordination

Once decisions have been made or actions taken by the Warden and the CECG, it is essential they be quickly and accurately communicated to every response agency and affected municipality(ies) and, where necessary, to the public. This vital function will normally fall to the CAO/alternate acting as EOC Operations Manager. The EOC Operations Manager is ultimately responsible for co-ordinating the activities of the EOC and for ensuring good communication between all agencies involved in emergency

operations, with assistance from the Emergency Information Officer and the CEMC.

9.3   Emergency Information

a)   *Emergency Information Officer (EIO)*

The Emergency Information Officer will report to the EOC Operations Manager. For Grey County, a list containing the names, positions, and contact information for the primary EIO and alternates has been placed in Appendix 13 - Annex A. The EIO will be responsible for the following:

i.   Initiating the phone tree for Emergency Information staff members, as appropriate, under Appendix 13 - Annex A;
ii.   Activating the 211 Service to provide the Public Information Hotline, or in the absence of 211, establishing the Public Information Hotline, as per Appendix 13 - Annex A and L;
iii.   Ensuring the dissemination of all emergency information to the media and public;
iv.   Establishing a communication link with the Community Spokesperson (Warden/alternate) and with any other media coordinators such as those of affected municipalities, provincial, federal governments, relevant private industry, public and private agencies;
v.   Ensuring that appropriate groups are advised of the Emergency Information Centre telephone numbers such as the CEGC, Municipal staff, and that the media is provided with an appropriate point of contact as well
vi.   Coordinating all emergency information including media photograph sessions and interviews at designated locations which may include the emergency site(s)
vii.   Setting up and staffing the Emergency Information Centre (EIC), if required. Refer to Appendix 13 for more detailed information
viii.   Serve as a member of the CECG to obtain up-to-date information for the media in order to prepare and issue media releases, arrange media briefings and post approved emergency information for the public on the County website as well as communicating through Grey County social media accounts
ix.   Reviewing all public service announcements proposed by the affected municipalities in a timely manner so as to ensure there are no delays in allowing the release of such information to the public. Timeliness should be the determining factor regarding whether or not this is practical. Such assessments should be made at various points throughout the management of the emergency.
x.   Providing Emergency Information Staff with regular updates to ensure that the most accurate and up-to-date information is disseminated to the public

xi.	Ensuring that the EOC Operations Manager (CAO) and Warden approve all media releases prior to dissemination
xii.	Ensuring copies of all media releases are provided to Emergency Information Centre staff, CECG, the affected municipalities, and key media officers from other agencies, prior to dissemination
xiii.	Monitoring news coverage and ensuring erroneous information is corrected as soon as possible
xiv.	Maintaining copies of all media information pertaining to the emergency such as media releases, news articles, etc.
xv.	Maintaining a personal log of all decisions made and actions taken

Please refer to Appendix 13 for more detailed information on staff, duties, and procedures relating to the Emergency Information Plan.

It is essential that the County EIO work closely with the EIOs of the affected municipalities. This will help to ensure consistency and timeliness of messages, and to ensure that one coordinated voice is speaking for the management of the emergency, using one approach. It should be recognized that for this to succeed, complete and timely cooperation between each of the affected municipalities and the County is the key. However, it must also be recognized by all involved that due to issues of urgency that can affect public safety, it may not always be possible for all messages to be reviewed beforehand. In such cases, it is important that the message be shared with all stakeholders as soon as possible, at the same time as or immediately following the release of the message to the public.

b) *Community Spokesperson*

The Head of Council will be the Community Spokesperson for the County of Grey or will be responsible for appointing the spokesperson. The responsibilities will be as follows:

i.	Partaking in interviews and media photograph sessions as directed and in consultation with the EIO;
ii.	Establishing a communication link with the EIO and ensuring all inquiries are directed to the EIO; and
iii.	Maintaining a log of all actions taken.

10.0 Group Responsibilities

10.1 County Emergency Control Group (CECG)

The presence of locally based personnel on the CECG is required for information, particularly if the emergency first existed and was dealt with as a local municipal emergency. Local municipal involvement on the CECG is also beneficial to decision-

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making and the mobilization and employment of local resources.

Some or all of the following actions/decisions may have to be considered and dealt with by the CECG:

a) Assess the situation and gather information;
b) Provide the Warden with the necessary information to allow the Warden to decide whether to declare a County emergency to exist;
c) Designate any area in the affected municipality(ies) as an "emergency area";
d) Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
e) Determine the location of the EOC and composition of the CECG;
f) Ensure that an Emergency Site Manager has been appointed;
g) Obtain and allocate materials, equipment, personnel and services;
h) Determine the need to establish advisory group(s) and/or subcommittees;
i) "Authorize expenditures" of funds for implementing the emergency plan;
j) "Recommend the evacuation" of inhabitants of those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source; the *Emergency Management Statute Law Amendment Act, 2006 (Bill 56)*, provides that the Premier and/or Cabinet may order the evacuation of an area during an emergency if necessary, but this power is not extended to municipal or County officials at this time;
k) "Casualty collection and evacuation" in support of emergency health care authorities;
l) "Disperse people" not directly connected with the operations who by their presence hinders in any way the efficient functioning of emergency operations;
m) "Discontinue utilities" or services provided by public or private concerns without reference to any consumers in the municipality and when continuation of such utilities or services constitutes a hazard to public safety within emergency area;
n) "Arrange for accommodation and welfare", on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
o) "Call in and employment of any municipal personnel and equipment" which is required in the emergency;
p) "Arrange for services and equipment" from local agencies not under municipal control, i.e. private contractors, volunteer agencies, services clubs, etc.;
q) "Arrange for assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
r) "Establish a reporting and inquiry centre" to handle individual requests for information concerning any aspect of the emergency;
s) "Establish an Emergency Information Centre" for issuance of accurate releases to the news media and for issuance of authoritative instructions to the general public;

t) Such other matters as considered necessary or advisable for the implementation of the emergency plan;

u) Maintain a log outlining decisions made and actions taken during the emergency response, and all other necessary EOC documentation;

v) Initiate and follow through with emergency recovery and victim assistance.

10.2 Warden/Alternate

a) Activate the emergency alert procedure under section 3.2 when appropriate;

b) Provide leadership to the EOC operations;

c) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

d) Implementation of this plan;

e) Declare an emergency to exist within the designated area when appropriate, and after consultation with available CECG members;

f) Ensure the Solicitor General of Ontario has been notified via the Office of the Fire Marshal and Emergency Management of the declaration of an emergency;

g) Ensure that members of Council are advised of the declaration of an emergency, and are kept informed of the emergency situation;

h) Maintain communication with the local affected municipalities that may declare an emergency to exist;

i) Establish a communication link with the Emergency Information Officer;

j) Act as the Community Spokesperson, taking part in interviews and media photograph sessions as directed and in consultation with the Emergency Information Officer;

k) Approve news releases and public announcements;

l) Make decisions, determine priorities and issue operational direction on the advice of, and in consultation with, the CECG, including the Heads of Council of the affected municipality(ies);

m) Request assistance from neighbouring municipalities and/or from senior levels of government, when appropriate, ensuring that such requests have been coordinated with all other CECG members;

n) Ensure that all inquiries made outside of an interview or media conference regarding the CECG and the emergency operation are directed to the County Emergency Information Officer;

o) Terminate the emergency at the appropriate time after consulting with the CECG and County Council, and ensure all appropriate stakeholders have been notified;

p) Initiate and follow through with emergency recovery activities and victim assistance where deemed appropriate at the County level. See **Recovery Phase 14.1 Implementation**, of this Plan, for more details.

10.3 CAO/Alternate – EOC Operations Manager

The Grey County CAO or alternate (as designated at the time of the emergency,

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pursuant to subsection 10.3.1 of this Plan) will perform the duties and responsibilities of the "EOC Operations Manager" for the County emergency; as such he/she will:

a) Designate 1 or more alternate EOC Operations Manager(s) for the EOC, as appropriate, for shift changes, etc. (see subsection 10.3.1).
b) Activate the emergency alert procedure under section 3.2 when appropriate;
c) Chair the CECG meetings;
d) Coordinate the operations/planning cycle and CECG business meetings in the EOC;
e) Understand and facilitate the Emergency Management Plan and the strategy developed by the CECG;
f) Call out additional County staff, including Duty Officers and Scribes to provide assistance, as required. Detailed roles and responsibilities for EOC staff members can be found in Appendix 5 - Annex I;
g) Activate the County Staff Redeployment Plan, Appendix 15, as appropriate;
h) Supervise the EOC; oversee and coordinate the actions of the EOC staff, all with assistance from the CEMC/alternate;
i) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
j) Evaluate information received and determine actions required by verifying the reliability of the source and credibility of the information, compare the information to expectations and trends, and assess the usefulness of the information;
k) Advise the Warden on administrative matters;
l) Maintain a record of all expenditures for later cost recovery if warranted
m) Ensure that critical information is disseminated as necessary;
n) Prepare and disseminate situation reports as required;
o) Supervise media accommodation and releases to media;
p) Liaise with the MECG(s);
q) Prepare and present formal and informal briefings to the CECG and other groups or individuals as required;
r) Initiate and coordinate recovery plan based on the extent to which the County is deemed to have responsibility and involvement in the recovery stage;
s) Organize and conduct initial debriefing of CECG. A guide for debriefing is included in Appendix 6;
t) Prepare a formal debriefing report to Council for the individuals, agencies and organizations involved;
u) In analysis of the emergency, after termination, recommend alternative courses of action and changes to the Emergency Plan, as appropriate.

10.3.1 Methods for choosing Alternate EOC Operations Manager(s) during an Emergency:

i. If the CAO is available, he or she will designate who his/her alternate(s) will be from among County Directors during the emergency, at the time of

the emergency to accommodate shift changes. It may be useful to do this after the first CECG meeting in order to understand who will be best suited to handle the additional responsibilities during the emergency.

ii. In the absence or unavailability of the CAO, the CEMC will refer to an ordered list of alternates prepared in advance by the CAO, selected from among the County Directors, and listed in Appendix 1 (It should be noted that such list may change from time to time as deemed appropriate by the CAO). Alternates will be activated based on their order on the list, and their availability at the time of the emergency. Depending on the scope and pace of the operations in the EOC, more than one alternate may be required to allow for shift changes, etc. Best efforts will be made by the CEMC and alternate EOC Operations Manager to make that call before the need for a second CECG meeting has been determined.

- *Please note that the annual "Acting CAO list" is not applicable to the CAO's role within the Emergency Management Plan. The Acting CAO from the annual Acting CAO List would (continue to) fulfill the role of CAO for day-to-day, business-as-usual issues, but would also be responsible to keep the alternate EOC Operations Manager in the loop on those items.   The Acting CAO would also be expected to attend CECG business meetings for awareness.*

10.4 County Emergency Management Coordinator/Alternate

Grey County's CEMC/alternate will perform the duties and responsibilities of an "Operations Officer" of the EOC, under the EOC Operations Manager, and as such will:

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and Warden/alternate is advised.
b) Activate the emergency alert procedure under section 3.2 when appropriate;
c) Ensure that the appropriate method is used in a timely manner to choose alternate EOC Operations Managers as appropriate (see subsection 10.3.1);
d) Contact the Provincial Emergency Operations Centre Duty Officer upon being notified of an emergency occurring and advise him/her of the situation;
e) Organize the EOC and supervise in conjunction with the CAO and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
f) Ensure that a communications link is established between the CECG and the Emergency Site Manager(s);
g) Act as liaison between the CECG and OFMEM;
h) Ensure proper set-up and provide support for smooth functioning of the EOC;

i) Ensure that the CECG has supplies necessary to manage emergency operations in the EOC (such as copies of the emergency response plan, office supplies, maps and appropriate office and telecommunications equipment);

j) Maintain a record of all major decisions, actions taken and instructions issued, and maintain a file of all logs taken to enable a debriefing to be conducted, post-emergency reporting and updates to the County's Emergency Plan and program;

k) Provide advice and clarification to the CECG about the implementation of the County Emergency Management Plan, and seek advice from OFMEM as needed;

l) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

m) Following termination of the emergency, ensure orderly demobilization of the EOC, collecting, collating and storing all documentation produced in the EOC appropriately for future reference as needed.

10.5 Police Commander or Chief/Alternate

a) Upon learning of a potential emergency, the Police Chief/Commander or alternate should consider the need for possible activation of the emergency plan and, if warranted, activate the emergency alert procedure described at section 3.2;

b) When the CECG is called to assemble, report to the EOC to sit as a member;

c) Provide the CECG with information, and advise on law enforcement matters;

d) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency;

f) If appropriate, appoint an "Agency Coordinator" to control operations at the scene of an emergency;

g) Provide traffic control to facilitate the movement of emergency vehicles;

h) Establish an ongoing communication link with the Senior Police official at the scene of the emergency site(s);

i) Establish an inner perimeter within the emergency area;

j) Establish an outer perimeter in the vicinity of the emergency area(s) to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment;

k) Seal off the area of concern;

l) Control and, if necessary, disperse crowds within the "emergency area(s)";

m) Control the movement of emergency vehicles to and from the site(s) of the emergency;

n) Coordinate police operations with other municipal departments;

o) Arrange for additional supplies and equipment when needed, i.e. barriers and flashers, etc.;

p) Alert persons endangered by the emergency and coordinate evacuation of buildings or areas when recommended by Head of Council;

q) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centers;
r) Protect property in the emergency area(s) and the provision and maintenance of law and order;
s) Liaison with the Social Services Director regarding the establishment and operation of evacuation and reception centers;
t) Arrange for additional "police assistance" in evacuation centres, morgues and other facilities, if required;
u) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act;
v) Liaison with Department of National Defense, if required;
w) Provide an Emergency Site Manager at the emergency site(s), if required;
x) Initiate and follow through with emergency recovery and victim assistance.

10.6 County of Grey Fire Mutual Aid Coordinator/Alternate

Fire services are provided for each municipality, each by its own department. The Fire Mutual Aid Coordinator is not an overall chief in control of fire operations throughout the County, but instead is a support to the Fire Chief of the municipality where the incident is occurring. He/she is also a link between the Fire Chief and the Ontario Fire Marshal's Office for both information and additional resources, and is responsible to ensure all areas of the County continue to have adequate fire response during a Mutual Aid response. As a member of the CECG, he/she also has the following additional responsibilities:

a) Upon learning of a potential emergency, consider the need for possible activation of the emergency plan and, if warranted, activate the emergency alert procedure under section 3.2;
b) When the CECG is called to assemble, report to the EOC to sit as a member;
c) Provide the CECG with information and advice on firefighting and rescue matters;
d) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.
f) Establish an ongoing communications link with the Fire Agency Coordinator at the site(s) of the emergency;
g) Liaison with Ministry of Environment, and the Ministry of Energy, on fires involving potentially dangerous materials;
h) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.;
i) Provide assistance to other municipal departments and agencies and be prepared to contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, etc.

10.7 Director of Transportation Services Department/Alternate

a) Upon learning of a potential emergency, the Grey County Director of Transportation Services or alternate should consider the need for the possible activation of the emergency plan and, if warranted, he/she should activate the emergency alert procedure described under section 3.2;

b) When the CECG is called to assemble, report to the EOC to act as a member;

c) Provide the CECG with information and advice on engineering, road-related matters and Engineering/Public Works assistance;

d) If appropriate, appoint an "Agency Coordinator" to control operations at the scene of an emergency;

e) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

f) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.

g) Maintain liaison with Senior Public Works and Roads officials from local neighbouring municipalities to ensure a coordinated response;

h) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief and preventative operations;

i) Liaison with fire chiefs concerning emergency water supplies for firefighting purposes and pumping operations assistance, etc.;

j) Provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;

k) Provide radio communications equipment and resources to the CECG as needed;

l) Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;

m) Provide Transportation Services vehicles and equipment as required by emergency services;

n) Ensure that County roads are accessible as possible;

o) Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety and arrange for the provision of alternate services or functions;

p) Demolish unsafe structures if ordered by the Chief Building Official (CBO) of the affected municipality or, in the absence of the CBO, the Head of Council supported by advice from another appropriate individual such as a CBO of another municipality or a qualified engineer. (See the *Building Code Act, 1992, Section 15.10 (4)* for references to exemption from liability, etc. if order is made by CBO, and the *Emergency Management and Civil Protection Act, R.S.O. 1990* if the order is made by the Head of Council);

q) Initiate and follow through with emergency recovery and victim assistance.

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10.8 Medical Officer of Health (MOH)/Alternate

a) Upon learning of a potential emergency, consider the need for possible activation of the emergency plan and, if warranted, activate the emergency alert procedure as described in section 3.2;

b) When the CECG is called to assemble, report to the EOC to act as a member;

c) Provide advice to the Warden and CECG on all matters relating to the health of the populations and report on potential health impacts related to the emergency situations;

d) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

e) Arrange for and supply scribe, as appropriate, throughout the emergency.

f) Direct and report on activities of the Health Unit to the CECG;

g) Liaison with the Ontario Ministry of Health, Public Health Branch;

h) Provide authoritative instructions on health and safety matters as appropriate to the public through the County's EIO, with input, if possible, from the Public/Media Relations Coordinator at the Grey Bruce Health Unit;

i) Coordinate the response to disease-related emergencies such as epidemics, according to Ministry of Health policies;

j) Ensure the coordination of care for bed-ridden, invalid and infirm citizens at home and in evacuation centres during an emergency by liaising with the LHIN or any body that replaces the LHIN;

k) Ensure liaison with voluntary and private agencies, as required, for augmenting and co-coordinating public health resources;

l) Ensure coordination of all efforts to prevent and control the spread of disease during an emergency;

m) Notify the local municipality(s) of their responsibility regarding the need for potable water supplies and sanitation facilities;

n) Liaison with Social Services Director regarding areas of mutual concern in required evacuation centres, including but not limited to:
   i. Providing inspections of evacuation centres and making recommendations and initiating remedial action in areas of accommodation standards related to:
      - Overcrowding, monitoring of air quality and sanitation
      - Sewage and waste disposal
      - Monitoring of water supply
      - Food handling, source, storage, preparation, distribution and service
      - Infection prevention and control practices;
   ii. Liaison with local social service agencies on areas of mutual concern regarding evacuation centres in relation to public health information;
   iii. Provide surveillance and Public Health management of infectious disease cases and outbreaks;

o) Initiate and follow through with emergency recovery and victim assistance;

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10.9 Director of Social Services/Alternate

a) Upon learning of a potential emergency, the Social Services Director or alternate should consider the need for possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert procedure under section 3.2;

b) When the CECG is called to assemble, he/she should report to the EOC to sit as a member of the CECG and perform the following additional functions and responsibilities;

c) Provide information and advice to the CECG on matters related to Emergency Social Services;

d) Maintain personal log of actions taken and decisions made, and complete all EOC forms as required;

e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.

f) According to the nature of the emergency, ensure the survival and well-being of the people during and following a major emergency by arranging for:
   i. **Emergency clothing** to provide adequate protection from the elements
   ii. **Emergency lodging** to provide adequate temporary accommodation for the homeless
   iii. **Registration and Inquiry Services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons
   iv. **Emergency Feeding** to sustain those without food or adequate food preparation facilities
   v. **Personal Services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults

h) Upon request from an affected member municipality, arrange for and manage the opening and operation of temporary and/or long term evacuation centre(s), ensuring the same areas are adequately staffed and provide the appropriate services for such a facility

i) Ensure that a representative of the Bluewater District School Board and/or the Bruce Grey Catholic District School Board is notified when their facilities are required as evacuation/ reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives

j) Liaise with community support agencies.

k) Liaise with public and private nursing/care homes in the County as required

l) If the participation of the Paramedic Services Director in the EOC diminishes as the emergency progresses, he/she will hand over the role of liaison with the County's Long Term Care (LTC) Director about the emergency to the Social Services Director, particularly if a County Home is located within the affected area. If and while the LTC Director is serving in the EOC as a member of the CECG, such liaison role is unnecessary;

m) Liaise with Grey Bruce Health Unit and Grey Bruce Health Services on areas of mutual concern regarding operations in evacuation centres;

n)   Initiate and follow through with emergency recovery and victim assistance.

10.10   Director of Paramedic Services/Alternate

a)   Upon learning of a potential emergency, consider the need for possible activation of the emergency plan, and if warranted, activate the emergency alert procedure described in section 3.2;

b)   When the CECG is called to assemble, he/she should report to the EOC to sit as a member of the CECG and perform the following functions;

c)   Establish communications link with the onsite Paramedic Services Agency Coordinator;

d)   Establish communications link with the Ambulance Dispatch Centre, i.e. Central Ambulance Communications Centre (CACC);

e)   Provide information and advice to the CECG, on matters related to Paramedic Services;

f)   Participate in briefing sessions and inform CECG members on the progress of the department's response;

g)   Maintain personal log of actions taken and decisions made, and complete all EOC forms as required;

h)   Determine if additional or special equipment is required;

i)   Advise CECG on numbers of injured, deceased, etc.;

j)   Provide assistance to other agencies, if necessary;

k)   Provide an Emergency Site Manager, if required;

l)   Liaison with the County's Long Term Care Director throughout the emergency, particularly if a County Home is located within the affected area. If the participation of the Paramedic Services Director in the EOC is diminished as the emergency progresses, this Director must hand this liaison role over to the County's Social Services Director. If and while the LTC Director is serving in the EOC as a member of the CECG, such liaison role is unnecessary;

m)   Act as Alternate for CAO in the role of EOC Operations Manager if required;

n)   Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, except if acting as alternate EOC Operations Manager.

11.0 County Emergency Control Group Supporting Members

The following supporting members may be required to attend the EOC to provide support, logistics, and advice to the CECG. They will be called upon on an as-needed basis.

11.1 Head of Council/Delegate for Affected Municipality(ies)/Alt.

a) When/if required, become a member of a joint CECG to represent his/her municipality and liaison between the CECG and his/her MECG, or appoint a delegate to do so;

b) Give advice to the CECG with respect to his/her municipality and its needs;

c) Maintain personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;

d) Arrange and supply his/her own scribe, as needed, throughout the emergency.

e) Initiate and follow through with emergency recovery and victim assistance within his/her municipality as required;

11.2 Long Term Care Director/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;

b) If called upon to do so, he/she will report to the EOC to sit as a member of the CECG;

c) Maintain a personal log of actions taken, and complete all necessary EOC forms;

d) Provide information and advice on matters relating to the County's Homes for the Aged with respect to the emergency and take appropriate action as directed in consultation with the CECG;

e) Coordinate with the Local Health Integrated Network (LHIN), or any body that replaces the LHIN, Health Unit and Grey County Paramedic Services on all matters relating to the Grey County Long Term Care Homes;

f)   Act as Alternate for CAO in the role of EOC Operations Manager if required;

g) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, except if acting as alternate EOC Operations Manager.

It should be noted that there is no alternate to fill this position in the absence of the LTC Director. Instead, the Administrators of the County's Homes for the Aged would be required to report to the CECG about the situation within their Home if requested. Such reporting would preferably be done remotely.

11.3 Treasurer/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;

b) If called upon to do so, report to the EOC to sit as a member of the CECG;

c) Maintain a personal log of all actions taken and decisions made, and complete all necessary EOC forms;

d) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency;

e) Provide information and advice on financial matters as they relate to the emergency;
f) Liaise, if necessary, with treasurers from neighbouring municipalities;
g) Maintain record of all expenses;
h) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner;
i) Procure appropriate sources of funding for emergency situations such as the Provincial disaster funding.

11.4 Human Resources Senior Manager/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;
b) If called upon to do so, report to the EOC to sit as a CECG member;
c) Coordinate the redeployment of County staff as requested to various temporary roles that may be required during the declared emergency (e.g. staff may be required to operate the Public Information Hotline, register volunteers, provide support within the Emergency Operations Centre, or a variety of other tasks related to responding to and managing the emergency, etc.). See Appendix 15 of this Plan for more information;
d) Provide information and advice to the CECG on matters relating to staffing/union concerns relating to the emergency, and take appropriate actions as directed by the CECG;
e) Provide advice and expertise on the registration and deployment of volunteers during a declared County emergency if required, as per Appendix 12;
f) Coordinate and/or support the registration and deployment of volunteers during a declared County emergency if required as per Appendix 12;
g) Arrange for equipment, personnel, services and materials as directed by the CECG;
h) Maintain a log of actions taken, and complete EOC forms as required;
i) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, while in the EOC.

11.5 Information Technology Senior Manager/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;
b) If called upon to do so, report to the EOC to sit as a member of the CECG;
c) Assist the CECG with information technology requirements including but not limited to telephone, radio, fax needs;
d) Provide equipment and staff resources as necessary to support EOC computers/services including email and internet requirements of CECG members;

e) Provide expertise and technical staff resources as available to support the establishment of Registration, Evacuation and other County-operated or supported emergency Centre(s), as required;

f) Provide technical staff resources and equipment, etc., as required to support the EIC, public information hotline, media centre;

g) Maintain a personal log of actions taken;

h) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, while in the EOC.

11.6 Clerk/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;

b) If called upon to do so, report to the EOC to sit as a member of the CECG;

c) Provide information and advice as requested by the CECG with regard to items related to the various statutory duties of the Clerk's office;

d) Maintain a personal log of actions taken and complete all EOC forms as required;

e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC.

11.7 Housing Director/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;

b) If called upon to do so, report to the EOC to sit as a member of the CECG;

c) Maintain a personal log of actions taken and complete all EOC forms as required;

d) Provide information and advice on matters relating to the County's geared-to-income housing units with respect to the emergency and take appropriate action as directed in consultation with the CECG;

e) Provide maintenance staff as necessary to support the activation and ongoing operation of the County EOC when the facility being used is regularly maintained by Grey County Housing;

f) Provide security for the EOC, at wherever the location;

g) Act as Alternate for CAO in the role of EOC Operations Manager if required;

h) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC, except if acting as alternate EOC Operations Manager.

11.8 Planning Director/Alternate

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;

b) If called upon to do so, report to the EOC to sit as a member of the CECG;

c) Provide information and advice as requested to the CECG, and take appropriate action as directed by the CECG;
d) Act as Alternate for CAO in the role of EOC Operations Manager if required;
e) Maintain a personal log of actions taken and complete all EOC forms as required;
f) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC, except if acting as alternate EOC Operations Manager.

11.9 Director of Legal Services

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;
b) If called upon to do so, report to the EOC to sit as a member of the CECG;
c) Provide legal advice as requested to the CECG or any member of the CECG as it applies to the actions of the County and its response to an emergency;
d) Act as Alternate for CAO in the role of EOC Operations Manager if so requested;
e) Maintain a personal log of actions taken and complete all EOC forms as required;
f) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC.

11.10   Director of Corporate Services

a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is aware;
b) If called upon to do so, report to the EOC to sit as a member of the CECG;
c) Act as Alternate for CAO in the role of EOC Operations Manager if so requested;
d) Maintain a personal log of actions taken, and complete all EOC forms as required;
e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.

11.11 ARES Emergency Coordinator/Alternate

The ARES Emergency Coordinator/Alternate will be deployed by and report to the CEMC and will be responsible for the following:

a) Before an emergency, during peacetime, maintain an inventory of municipal communications equipment and facilities that could, in an emergency, be used to augment existing communications equipment;
b) Activate emergency notification procedures of the Grey Amateur Radio Emergency Services operators;
c) Report to the EOC as requested by the CEMC, and set up the radio equipment ready for operations;
d) Maintain a personal log of actions taken during time in the EOC;

e) Ensure that the emergency telecommunications centre in the EOC is properly equipped and staffed, and work to correct any problems that may arise;
f) Assist the CECG with communications as required;
g) Request other Grey ARES operators to deploy to other locations as required, such as a County-operated evacuation centre, local municipal offices or fire stations, etc. as required, to assist with communications;
h) Make arrangements for acquiring additional resources during an emergency;
i) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.

11.12   Scribes

The EOC Operations Manager, Warden, CEMC and EIO will all be provided with a designated scribe, deployed to be present at the first CECG meeting, if possible. Scribes may be used by all members of the CECG at each member's own discretion, but beyond those 4 members noted above, each agency/department is responsible for providing its own scribes as it deems appropriate. A detailed list of duties and responsibilities of the scribe is in Appendix 5 - Annex I, and Emergency Management staff maintains a list of staff who have received scribe training.

11.13   GIS Staff

The County employs GIS Specialists within the IT Department. During a County emergency, the services of such staff will likely be required to assist with providing support and situational awareness through various GIS applications to the CECG at its direction.

11.14   Other Outside Agencies

During an emergency many agencies may be required to work with the CECG. Some of these agencies include the Office of the Fire Marshal and Emergency Management, hospitals, conservations authorities, school boards, industries, utilities, volunteer groups, social service organizations such as the Red Cross, St. John's Ambulance, Salvation Army, and Victim Services, and any other officials or experts from the public or private sector that may be of assistance in the particular emergency situation being dealt with.

Any of these groups may be required to attend at the EOC to provide support to the CECG and when required they will be responsible for their respective areas of expertise and jurisdiction. Notification of their attendance will be through one of the members of the CECG, at its direction.

12.0 Emergency Site Management

Coordination of the emergency site(s) is essential to the emergency response. It involves the management and coordination of all responding agencies at the site(s) with an overall command. This on-site management and coordination is the responsibility of an "Emergency Site Manager" (ESM) who is appointed at the onset of the emergency usually by the corresponding MECG.

12.1 Appointment of Emergency Site Manager

The lead agency involved in the emergency response will be directed to appoint an Emergency Site Manager from among its ranks, usually by the responders on the site(s), and confirmed approved by the MECG of the affected municipality(ies). Once appointed, this individual will no longer be responsible for the operations or command of his/her agency, but rather will be responsible for managing and coordinating the overall emergency situation at the site. The ESM can change throughout the course of the emergency response depending upon the progression of the response. Any change of the ESM is usually made by the responding agencies at the site and confirmed approved by the corresponding MECG(s).

If the management of the emergency is turned over to the County, the CECG will confirm the existing ESM initially, and as the emergency progresses and response changes, as appropriate, may deem a different agency to be the lead, and thus confirm a new ESM. Again, this is generally based on a recommendation that is brought forward from the responding agencies at the site, keeping in mind that the role of the CECG is to support the needs of the site.

12.2 ESM Relationship with the County EOC during a County-declared Emergency

Once the emergency is being managed by the CECG, the ESM(s) shall report directly to the CECG (Please see Note at end of this section). The point of contact for the ESM within the CECG will be with the EOC Operations Manager (CAO).

The MECG(s) will stay informed of developments at the site(s) through their own responding agencies who are represented in their MECG(s), as well as through their Head(s) of Council (or duly appointed alternate designate(s)) who are now part of the Joint CECG. The ESM will be connected to the County's EOC through the most reliable form of communication available.

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The ESM is responsible for keeping the CECG advised and updated about the emergency situation, for maintaining the site response to the emergency at hand, and for coordinating the emergency response at the site. The ESM will convey emergency response needs such as staffing, equipment, communication and other resources to the CECG who will procure these and deploy them to the site. In cases where there is more than one emergency site, the CECG will prioritize the needs and deploy resources to the various emergency sites accordingly. The CECG will be responsible for providing the ESM with the aids required and requested to the emergency site and to maintain public safety and order in the rest of the community.

Note: In a situation where the County has declared an emergency <u>in support of a municipality</u>, the ESM(s) should continue to report to the MECG. In such a case, the CECG's focus would be something like providing an evacuation centre, and not providing direction for the overall management or coordination of resources for the entire emergency. The MECG would maintain that management role in such a case.

12.3 Emergency Site Manager Responsibilities

The Emergency Site Manager will be responsible for the following duties:
  a) Establish an Emergency Command Post;
  b) Establish an appropriate chain of command;
  c) Determine the senior representatives of emergency services attending at the emergency site;
  d) Arrange and conduct site meetings with other senior emergency response representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response;
  e) Maintain knowledge of resources (human and equipment) available at the emergency site;
  f) Manage the personnel at the site;
  g) Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.;
  h) Obtain ongoing vital information about the emergency situation;
  i) Establish and maintain a good communication system with the appropriate EOC and those at the site;
  j) Act as the liaison between the site and the CECG (or MECG depending on which ECG is managing the overall emergency);
  k) Ensure that no one at the site talks to the media as all communication must go through the Warden who is the official community spokesperson;
  l) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency;
  m) Perform additional duties as needed.

13.0 Termination of a County Emergency

13.1 Termination Declared

A County emergency may be terminated at anytime by:
   a) The Warden or designated alternate; or
   b) The County Council; or
   c) The Premier of Ontario.

13.2 Notification of Termination

Upon termination of a County emergency, the CEMC, on behalf of the Warden will notify:
   a) the Solicitor General of Ontario via the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
   b) the County Council;
   c) the Heads of Councils of local municipalities within the County;
   d) neighbouring upper and lower tier municipal councils;
   e) local member of parliament;
   f) local member of provincial parliament; and
   g) the public, through the media, with assistance of the EIO.

14.0 Recovery Phase

14.1 Implementation

As the emergency situation subsides, the County shall continue to assess the need for various heightened levels of resources deployed to be lessened or demobilized. This may often occur prior to giving notice of termination of the emergency, keeping in mind the issue of what effect the termination may have on ease of decision making, obtaining further resources, taking actions, and any potential emergency funding. Each case will vary, and in many cases, the need for the County's involvement in the management of the emergency may subside sooner than the affected municipality(ies).   It is quite possible that the County could terminate the County emergency declaration sooner than the affected municipality(ies) will terminate their own emergency declarations. The CECG will need to seek advice from all of the appropriate stakeholders at the time in order to determine the appropriate course of action.

A Municipal recovery plan may entail some members of the CECG and involved agencies/individuals to continue emergency response in their respective capacities to facilitate the re-establishment of normal living conditions in the area. These living

conditions will include:

    a) The orderly decommissioning of emergency evacuation shelters;
    b) Re-establishing public utilities, services and passageways; and
    c) Continued victim assistance.

The MECG of each affected municipality will be responsible for managing the recovery within its own boundaries.   The County shall play a supporting role, as needed. For more details on the recovery phase of an emergency, see Appendix 6, Recovery Plan.

15.0 Plan Maintenance & Revision

15.1 Annual Review

This plan will be reviewed annually and, where necessary, revised by the CEMC and the CECG. Each time the plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time.

It is the responsibility of each person, department, agency or service named within this emergency plan to notify the CAO and CEMC forthwith, of any administrative changes or of any revisions to the appendices.

15.2   Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how each will fulfill its responsibilities during an emergency, and will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

16.0 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 CECG 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.

17.0 Local Plans

To ensure proper and adequate communication and conformity to this plan, each municipality within the County of Grey must have its own local plan in place and provide a copy of same to the County of Grey.