

# **Municipality of Meaford**

## **Emergency Management Plan**

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This document can be made available in other accessible formats and with communication supports as soon as practicable and upon request.

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## Section 1 – Introduction

- 1.0 Introduction
- 1.1 Aim
- 1.2 Glossary of Terms
- 1.3 Authority for the Emergency Management Plan
- 1.4 Protection from Personal Liability and Compensation
- 1.5 County of Grey Emergency Management Plan

### 1.1 Introduction

**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 Meaford.

The Municipality of Meaford is located in the County of Grey on the western shore of beautiful Georgian Bay in Central Ontario. With a rural and urban mix population of approximately 11,000.

In order to protect residents, businesses and visitors, the Municipality of Meaford requires a co-ordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services. The Municipality of Meaford's Emergency Management Program Committee developed this emergency response plan. 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 Meaford important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. The Emergency Management Plan is available on the Municipality's website at [www.meaford.ca](http://www.meaford.ca). A hard copy can also be viewed at the Meaford Fire Hall located at 81 Stewart St., Meaford. The document is available in other accessible formats and with communication supports as soon as practicable and upon request. For more information, please contact:

Community Emergency Management Coordinator-21 Trowbridge St. W  
Meaford, ON (519) 538-1060 or cemc@meaford.ca.

## **1.2 Aim**

The aim of the Emergency Management Plan is to make provisions for the extraordinary arrangements and measures that may be taken to protect the health, safety, welfare, environment and economic health of the community.

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

## **1.3 Glossary of Terms**

### **Citizen Inquiry Representative**

Citizen inquiry lines provide citizens another means to obtain emergency information. People may call with specific questions about their personal or family situation that are not captured in the broadcast information. Ontario 211 will serve as the Citizen Inquiry Representative in the event of an emergency.

### **Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Municipal Emergency Control Group (MECG).

### **Emergency Information Officer (EIO)**

The Emergency Information Officer is responsible for co-ordinating and executing the Emergency Information Centre (EIC). The EIO acts as the primary media and public contact person for the Municipality of Meaford in an emergency. They are to ensure that the release of information to the public is done in a timely and truthful fashion and that only the Mayor or designated alternate makes such announcements.

### **Emergency Operations Centre (EOC)**

The location where the Municipal Emergency Control Group (MECG) meets to discuss the emergency situation.

## **Emergency Site Manager**

This person ensures that the emergency site is well organized and that all agencies share information and work collaboratively with one another. The Emergency Site Manager provides the Municipal Emergency Control Group (MECG) with necessary information on the site operation.

## **Evacuation Centre**

An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency.

## **Head of Council**

The Mayor, acting Mayor, or designated alternate of the Municipality is the Head of Council.

As established by the Emergency Information Officer, the location where members of the media can gather to collect updated information and releases, and the site at which the Mayor or otherwise appointed elected official will conduct interviews.

## **Emergency Information Team (EIT)**

A team of people who assist the Emergency Information Officer (EIO) in disseminating important information to the public and media during an emergency. This includes preparing media releases, setting up of the Emergency Information Centre and monitoring and updating social media accounts.

## **Municipal Emergency Control Group (MECG)**

A group appointed by Council who are responsible for directing the municipal response during an emergency, including the implementation of the Municipal Emergency Plan and ensures co-ordination between all agencies involved.

## **Perimeter**

The **inner perimeter** is the area designated to enclose the actual emergency site. The **outer perimeter** is 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. It includes the first-aid and casualty clearing stations.

## **County Emergency Control Group (CECG)**

The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the County, and ensures coordination between all agencies involved. The County Control Group may represent an emergency management function for as many as 9 municipalities in the county.

### **Grey County Mutual Assistance Agreement**

Participating municipalities within Grey County, as well as the County, have agreed to provide mutual assistance to each other during times of emergencies when the Municipal Emergency Control Group deems it necessary. To use the agreement the emergency must be declared.

### **Emergency Management and Civil Protection Act (EMCPA)**

The legal authority for emergency response plans in Ontario.

### **Emergency Management Ontario (EMO)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of Emergency Management Programs in Ontario and partnering with municipalities to assist in their Emergency Management Programs. Also referred to as EMO.

## **1.4 Authority for the Emergency Management Plan**

The Emergency Management and Civil Protection Act is the legal authority for the Municipality of Meaford's Emergency Management Program and this Plan.

Section 2.1 of the Act provides that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. The Plan is one component of the overall program.

Section 3 of the Act states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan.

## Emergency Defined

The EMCPA defines an emergency 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.”

While many emergencies could occur within the Municipality of Meaford, the most likely to occur are: winter weather, infectious disease, extreme heat, fire, water/wastewater distribution and cyber attack. **Refer to the Hazard Identification Risk Assessment in Appendix 13 for a complete list of hazards.**

### 1.5 Protection from Personal Liability & Compensation

With respect to personal liability and compensation, the Emergency Management and Civil Protection Act further states that:

"No actions or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency."

### 1.6 County of Grey Emergency Management Plan

The County of Grey Warden or designated alternate, as Head of Council, in consultation with the County of Grey Control Group is responsible for declaring an emergency to exist within the County of Grey when deemed appropriate. For more information on the County Emergency Plan visit [www.grey.ca/emergency-preparedness](http://www.grey.ca/emergency-preparedness).

## **Section 2 – Municipal Emergency Control Group**

- 2.1 Composition and Structure
- 2.2 Notification
- 2.3 Decision Making
- 2.4 Operations Cycle

## 2.1 Composition and Structure

<b>Municipal Emergency Control Group Members</b>		
<b>Emergency Role</b>	<b>Primary</b>	<b>Alternate</b>
CAO	CAO	Clerk / Director of Community Services
Head of Council	Mayor	Deputy Mayor
CEMC	CEMC/Protective Services Coordinator	Deputy Clerk
Emergency Information Officer	Dir. Of Development Services	Deputy Clerk
Official Record Keeper	Pool of Scribes (Administrative Staff)	Pool of Scribes (Administrative Staff)
Legislative/HR/Volunteers/ Business Continuity	Clerk / Director of Community Services	(TBD)
Bylaw/Planning/ Building/Facilities	Director of Development Services	Manager of Planning
Finance/IT/GIS	Dir. of Financial Services	Senior Financial Analyst
Water/Sewer/ Transportation	Director of Operations	Director of Engineering
Emergency Response	Fire Chief	Fire Prevention Training Officer
Community Business Liaison	Deputy Mayor	<u>Councillor</u>
Community Group Liaison	<u>Councillor</u>	Deputy Mayor
Emergency Response	Police (OPP)	
Emergency Response	EMS Manager	
Health Services	Grey Bruce Health Services	
Health Services	Grey Bruce Public Health Unit	
Social Services	Grey County Social Services	

## 2.2 Notification

The following notification system will be used to alert Municipal Emergency Control Group members to an emergency situation and request to activate the Emergency Management Plan:

A request for assistance shall be made to the Head of Council, CAO or the CEMC; or their alternates.

When notified, the Head of Council, CAO or the CEMC who is contacted shall notify the other two.

The Head of Council, CAO and the CEMC, or alternates, shall monitor the situation.

After assessing the situation, if it is deemed necessary that the Municipal Emergency Control Group (MECG) be alerted and placed on stand-by, or that the Emergency Management Plan be activated, the members of the MECG shall be notified. The MECG should also alert their alternate member of the impending situation as soon as possible. The CEMC will activate the fan out list by contacting each of the internal municipal MECG members by using the MECG Teams function within the Avaya program. The CEMC will provide a brief description of the event, the time the members are required to report to the EOC, which EOC to report to, request that a message be sent to confirm acknowledgement, and any other information that is needed. The CEMC will document when the fan out list was activated and continue to follow up with those that were not able to be contacted. Please refer to section 3.2 for more information on the content of the message.

It is important to note, that depending on the emergency, it may be difficult to physically convene at an EOC. If this is the case, the MECG may meet virtually using our internal Avaya video conferencing system.

The following MECG members are responsible for ensuring that the following departments, organizations and services are notified when the Avaya and the MECG Teams function is not available:

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### **Head of Council contacts:**

- CAO and CEMC
- Council Members (for information only)

### **CAO contacts:**

- Head of Council and CEMC

- Municipal Directors
- Emergency Information Officer
- Adjacent Municipalities

**CEMC contacts:**

- Head of Council and CAO
- Police, Fire and EMS
- Health & Social Services
- Military (if required)
- Emergency Management Ontario

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In turn the following also notify their respective areas:

**Fire Chief contacts:**

- Fire staff and volunteers
- Mutual Aid
- 911 services

**Water/Wastewater/Transportation contacts:**

- Transportation Services
- Environmental Services
- Utilities (as required)

**EIO contacts:**

- Ontario 211
- Media List

**Legislative/HR/Volunteers/Business Continuity contacts:**

- Support staff and scribes
- Insurance Adjusters
- Volunteers (as required)

**Bylaw/Planning/Building/Facilities contacts:**

- Municipal Law Enforcement
- Planning and Building
- Facility staff

**Finance/IT/GIS contacts:**

- IT Personnel
- Finance Personnel
- GIS Personnel

**Social Services contacts:**

- Red Cross
- School Boards (as required)

**Health Services contacts:**

- Public Health
- CCAC
- Other health care facilities

**Police contacts:**

- Victim assistance program
- 911 services

**EMS contacts:**

- Other area providers

**2.3 Decision Making**

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. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres.

Situations requiring greater coordination may involve the appointment of an Emergency Site Manager. Until emergency operations conclude, other departments will act in support of whichever department is exercising emergency site coordination of operations.

**2.4 Operations Cycle**

Members of the Municipal Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The frequency of meetings and agency items will be established by the CEMC or CAO. 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 Official Record Keeper, I.T/GIS and support staff.

Six components of an MCEG meeting:

- i. An assessment and prognosis of the situation: What is happening? What is required?

- ii. The establishment of priorities: What is important? What can be done in a timely manner? What are the alternatives?
- iii. The setting of objectives.
- iv. The determination of an action plan: Who does what? What task is required? What is a reasonable timeframe?
- v. Timelines for the implementation of assigned tasks.
- vi. Monitoring and reporting. Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. When a meeting ends each member of the MECG carries out the assigned tasks/objectives and gathers information for the next scheduled meeting.

Should a member arrive late to the meeting cycle, they are to take their seat, review any information posted around the room and listen in on current information being shared around the table. Upon completion of the meeting, the CEMC or CAO will brief the member on information that may have been missed. If the member of the MECG is from an outside agency, the CEMC will greet the member and advise them that following the meeting, they will be briefed on the current situation.

**Refer to Appendix 15 for the Chair's Checklist for MECG Meeting and Cheat Sheet for Running a MECG Meeting.**

## Section 3 – Notification System

- 3.1 Responsibility
- 3.2 Message
- 3.3 Communications and Coordination

### 3.1 Responsibility

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will immediately contact the CEMC and/or the CAO to request that the municipal emergency notification system be activated.

The CEMC and/or CAO will notify, or cause to have notified, the Head of Council and the CAO and/or the CEMC. Upon notification, it is the responsibility of these members to assemble and assess the situation using procedures set out in the Municipal Emergency Management Plan.

As part of the Municipal Emergency Management Plan notification system, the Warden, CAO or CEMC of the County shall also be notified of an emergency or impending emergency. This will allow the members of the County Emergency Control Group (CECG) to become aware of and to discuss the situation at the County level. A request for County assistance (staff, resources etc.) shall not necessarily be deemed a request for implementation of the County-level emergency plan, but an opportunity to become aware of the situation and to ensure that resources are ready and in place to assist the Municipality of Meaford, if required.

The Provincial Duty Officer at the Provincial Emergency Operation Centre (PEOC) of EMO, will also need to be contacted and apprised of the emergency situation. Notifying the PEOC will be the responsibility of the CEMC or alternate upon being notified of the emergency situation.

### 3.2 Message

The content of messages transferred by the appropriate person during Emergency Notification procedures will be standardized and as brief as possible, and include the following:

- Reason for call/message: describe (pending) emergency situation
- Status of notification: "Stand-By" or "Call to Assemble"
- Location of Emergency Operations Centre or identify if meeting virtually

- Special precautions to take (routes to Emergency Operations Centre, hazards etc.)
- Reminder and instructions concerning notification fan-out
- Request to confirm/acknowledge information received.

**Refer to Appendix 2 for the appropriate form to be filled out to fax or email to the appropriate people/department for clear and consistent messaging.**

### **3.3 Communications & Coordination**

An important function of every department is to provide timely information for the benefit of the decision making process. This will necessitate reliable systems of communication between the emergency site and the Emergency Operations Centre, for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the Emergency Operations Centre must have a multiplicity of lines and instruments.

Additionally, the Emergency Operations Centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the Municipal Emergency Control Group to function.

Once decisions have been made, it is essential they be quickly and accurately passed on to every response agency and, where necessary, to the public. This vital function will be the responsibility of the Emergency Information Officer who will be responsible for media relations and for ensuring good communication between all agencies involved in emergency operations.

## Section 4- Request for Assistance

- 4.1 Grey County Mutual Assistance Agreement
- 4.2 Requests for Provincial Assistance
- 4.3 Amateur Radio Emergency Service (ARES)

### 4.1 Grey County Mutual Assistance Agreement

Participating municipalities within Grey County, as well as the County, have agreed to provide mutual assistance to each other during times of emergencies when the Municipal Emergency Control Group deems it necessary. During a declared emergency, any party to this agreement (**Appendix 11**) may request assistance from another party to the agreement including, but not limited to, in the form of Building Official personnel, services, equipment and/or material.

All requests for assistance should be made from CAO to CAO, and must follow up any oral requests with requests in writing within three (3) days of the initial oral request. Any and all costs for assistance are to be paid by the Assisted Municipality, and shall include wages, salaries and expenses incurred by the Assisting Municipality.

### 4.2 Provincial Assistance

Emergency Management Ontario (EMO) provides advice and assistance to Ontario's municipalities in maintaining their legislated emergency management programs and monitors annual compliance.

In the event of a declared emergency the Municipality of Meaford must contact the Provincial Emergency Operations Centre (PEOC). It is also strongly advised that the PEOC be contacted in the event of an impending or potential emergency. A Duty Officer is on duty in the PEOC 24 hours a day, 7 days a week. **Refer to Appendix 5 for contact information.**

EMO Field Officers are responsible for providing frontline emergency management advice and assistance to CEMC's. In the event of a major incident or declared emergency, a Field Officer may be requested to respond to the affected area to coordinate the dispatch of provincial resources. CEMC's can either ask their area Field Officer to facilitate the request for provincial assistance or the municipality can make their request directly to the PEOC.

The Ministry of Municipal Affairs and Housing offers financial assistance to municipalities that have suffered losses as a result of emergencies and is provided through the Municipal Disaster Recovery Assistance program

(MDRA). MDRA is a claims-based program that, when activated by the province, offers financial assistance to qualifying municipalities that have sustained significant extraordinary costs as a result of a natural disaster, such as a tornado or severe flooding.

The Ontario government also offers a separate program to assist homeowners, residential tenants, small businesses, farmers and not-for-profit organizations affected by natural disasters through the Disaster Recovery Assistance for Ontarians program. The Disaster Recovery Assistance for Ontarians is administered by the province and a municipal request is not required to activate the program.

### **4.3 Amateur Radio Emergency Service (ARES)**

The Amateur Radio Emergency Service (ARES) is a group of dedicated, Industry Canada licensed, radio operators who volunteer their services and equipment to provide auxiliary communications in times of need. ARES can be called upon in these times of crisis to help provide critical communications, to supplement, not to replace existing radio communications systems.

This service is provided free of charge and sees the local ARES Emergency Coordinator working with municipal and provincial officials and agencies in order to maintain communications during an emergency.

The local ARES provider for the Municipality of Meaford is the Georgian Bay Amateur Radio Club located in Owen Sound.

The ARES Emergency Coordinator/Alternate will be deployed by and report to the CEMC and will be responsible for the following:

- a) Activate emergency notification procedures of the Grey Amateur Radio Emergency Services operators;
- b) Maintain a personal log of actions taken;
- c) Ensure that the emergency telecommunications centre is properly equipped and staffed and work to correct any problems that may arise;
- d) Maintain an inventory of community and private sector communications equipment and facilities that could, in an emergency, be used to augment existing communications equipment;
- e) Make arrangements for acquiring additional resources during an emergency.

## Section 5 – Emergency Operations

- 5.1 Emergency Operations Centre (EOC)
- 5.2 Emergency Site Manager
- 5.3 Emergency Information Centre (EIC)
- 5.4 Support Staff

### 5.1 Emergency Operations Centre (EOC)

This plan provides for the designation of a municipal Emergency Operations Centre and alternate location, should such facilities be required. The primary municipal Emergency Operations Centre is located at the:

**Municipality of Meaford  
Meaford Fire Hall  
81 Stewart Street  
Meaford, Ontario**

In the event that the primary Emergency Operation Centre cannot be used, the alternate location for the municipal Emergency Operations Centre will be:

**Municipality of Meaford  
Council Chambers  
157859 – 7<sup>th</sup> Line  
Meaford, Ontario**

Or other facilities where an emergency exists as designated by the Municipal Emergency Control Group.

The Municipal Emergency Control Group, support staff and scribes will congregate and work together at the Emergency Operations Centre to make decisions, share information, and provide support as required to mitigate the effects of the emergency. **Refer to Appendix 3 for EOC layouts.**

The Community Emergency Management Coordinator is responsible for the co-ordination of all operations within the Emergency Operations Centre and shall be responsible to ensure that the required supplies, equipment and communication needs of the administrative support staff are available at both the primary and alternate EOC.

The Emergency Operations Centre should consist of:

- a) a meeting room for the Municipal Emergency Control Group

- b) a communications room
- c) a room for the Health and Social Services support group
- d) rooms for support staff and other groups as required
- e) facilities to bath, eat and rest.

**Upon arrival at the designated EOC, each MCEG member will:**

- a) sign in
- b) review information displayed on boards and communication devices
- c) open personal log
- d) contact their own agency/department staff and obtain a status report
- e) participate in the initial briefing
- f) participate in planning initial response decision making process
- g) pass MCEG decisions on to member's agencies and department staff
- h) continue participation in the EOC Operations Cycle

**Upon leaving the EOC, each MCEG member will:**

- a) conduct a hand over of information with the person relieving them
- b) sign out and indicate where and how they can be reached

**EOC Equipment List**

Equipment available at each of the EOC's are as follows:

Emergency Operations Centre at Meaford and District Fire Department located in the black cabinets in the Officers office;

- MCEG envelope containing: room ID card, pad of paper, pens, pencils, folders, paper clips, and Activity Log forms
- Cots with blankets and pillows
- Phones
- Flip chart
- White boards
- 72 hour kit
- Personal hygiene kits

Emergency Operations Centre at the Council Chambers located in the black cabinet in the mechanical room;

- MCEG envelope containing: room ID card, pad of paper, pens, pencils, folders, paper clips, and Activity Log forms.
- Cots with blankets and pillows
- Phones
- Flip chart
- White boards
- 72 hour kit
- Personal hygiene kits

## **Security**

Security should be established to guard against potential risks and protect operations from the unauthorized disclosure of sensitive information including:

- Information security
- Access control
  - Identity Cards/badges
  - Limited access
  - Sign-in
  - Barriers
  - Security personnel

### **5.2 Emergency Site Manager**

The Emergency Site Manager is the individual appointed to coordinate the operation at the site(s) of an emergency. The Emergency Site Manager's purpose is to coordinate and oversee the response to an emergency. The initial Emergency Site Manager is usually the Police Supervisor or the Senior Fire Official at the scene, and these persons are also the most likely to assume this position on a long term basis.

There is a very important relationship between the Emergency Site Manager and the Municipal Emergency Control Group. The Emergency Site Manager is the 'eyes and ears' for the Municipal Emergency Control Group, where they are located away from the emergency site(s) at the Emergency Operations Centre.

One important role of the Municipal Emergency Control Group is that of support for the Emergency Site Manager. It is essential that factual and timely information be passed between these two groups. One way of

supporting the Emergency Site Manager is assigning a scribe to help communicate factual information and keep appropriate notes.

The Emergency Site Manager and the Municipal Emergency Control Group must always be working towards a common goal, which is doing everything in their power to mitigate the effects of the emergency. The Emergency Site Manager has one of the most significant roles in the overall Emergency Response.

### **Duties of the Emergency Site Manager**

The following are among the duties which the Emergency Site Manager may be required to perform, in directing the actions of the Emergency Response Team, in the course of an emergency:

- a) Establish a command post as soon as possible from which all information shall be disseminated from the emergency site(s);
- b) Maintain a thorough knowledge of available resources, both human and material;
- c) Manage the personnel, maintain the morale and provide for the needs of those involved in the emergency response at the site(s), such as providing meals, fuel, special equipment etc.;
- d) Obtain vital information about the situation at hand;
- e) Maintain good communication among those on the site and also between the site and external links such as the Emergency Operations Centre;
- f) Do pre-planning to anticipate the next stage in an operation;
- g) Establish a recognized line of authority early at the emergency site(s);
- h) Be aware of the legal authority of the various authorities to undertake actions and avoid jurisdictional disputes;
- i) Conserve resources and use only those necessary to accomplish a task;
- j) Promote co-operation and co-ordination among all responding agencies.

### 5.3 Emergency Information Centre

For the purposes of an emergency, the Emergency Information Centre (EIC) will be designated for the Emergency Information Officer (EIO) and the Head of Council to address the media.

Generally, **Meaford Hall** is designated as the EIC.

12 Nelson Street East  
Meaford, Ontario

The EIO can designate an alternate location if necessary.

The EIC should not be situated in the same area as the Emergency Operations Centre or the site of an emergency.

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

- a) Partaking in interviews and media photograph sessions as necessary and in consultation with the EIO.
- b) Establishing a communication link with the EIO and ensuring all inquiries are directed to the EIO.
- c) Maintaining a log of all actions taken.

Please refer to the Emergency Information Plan for more information on the EIC and the roles and responsibilities of the EIO.2

### 5.4 Support Staff

#### Scribes

Scribes may be used by all members of the control group at their own discretion. At the minimum, it is advisable for the CAO, Mayor, and MECG to have a scribe/record keeper on hand at all times, recording all actions taken, observations, conversations, interactions, etc. In addition, the Emergency Site Manager should also have a scribe at all times. Each agency/department is responsible for supplying its own scribes as appropriate.

## Section 6 – Group Responsibilities

- 6.1 Municipal Emergency Control Group
- 6.2 Chief Administrative Officer
- 6.3 Head of Council/Deputy Head of Council
- 6.4 Community Emergency Management Coordinator
- 6.5 Emergency Information Officer
- 6.6 Water/Wastewater/Transportation
- 6.7 Finance/IT/GIS
- 6.8 Legislative/HR/Volunteers/Business Continuity
- 6.9 Bylaw/Planning/Building/Facilities
- 6.10 Community Business Liaison
- 6.11 Community Group Liaison
- 6.12 Official Record Keeper
- 6.13 Support Staff and Scribes
- 6.14 Fire Chief
- 6.15 Grey County OPP Detachment Commander
- 6.16 EMS Manager
- 6.17 Head of Health Services/Public Health
- 6.18 Director of Grey County Social Services
- 6.19 Note Taking Practices

### 6.1 Municipal Emergency Control Group

Some or all of the following actions/decisions may be considered and dealt with by the Municipal Emergency Control Group:

- a) Assess the situation and gather information;
- b) Declare an "emergency to exist";
- c) Designate any area in the municipality as an "emergency area";
- d) Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- e) Designate other members of council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council and Deputy Head of Council upon her/his inability to act;
- f) Determine if the location and composition of the Municipal Emergency Control Group are appropriate;
- g) Ensure that an Emergency Site Manager is appointed;

- h) Obtain and distribute materials, equipment and supplies during an emergency;
- i) Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency;
- j) Determine the need to establish advisory group(s) and/or subcommittees;
- k) Authorize expenditures for implementing the emergency plan;
- l) On the advice of the Emergency Site Manager, determine evacuation 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 in consultation with the Emergency Site Manager;
- m) Arrange for casualty collection and evacuation in support of emergency health care authorities;
- n) Disperse people not directly connected with the operations who by their presence hinders in any way the efficient functioning of emergency operations;
- o) Discontinue utilities or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area;
- p) Arrange for accommodation, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
- q) Call in and deploy any municipal personnel and equipment which is required in the emergency;
- r) Arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, services clubs, etc.;
- s) Arrange assistance from senior levels of government and other personnel, including volunteer and other agencies not under municipal control as may be required by the emergency;
- t) Establish a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency;

- u) Maintain a log outlining decisions made and actions taken during the emergency response;
- v) Initiate and follow through with emergency recovery and victim assistance.

## **6.2 Chief Administrative Officer**

The Chief Administrative Officer or alternate is responsible for:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Supervise the EOC, with assistance from the CEMC/ alternate;
- e) Provide advice and information to the Head of Council and the Municipal Emergency Control Group about administrative matters;
- f) Liaise with the Municipal Solicitor regarding legal advice;
- g) Maintain a record of all major decisions, actions and instructions issued;
- h) Maintain a record of all expenditures for later cost recovery if warranted;
- i) Organize and supervise releases to media;
- j) Liaise with the County Emergency Control Group;
- k) Initiate and coordinate recovery plan;
- l) Prepare a formal debriefing including report to Council for the individuals, agencies and organizations involved;
- m) Recommend alternative courses of action/changes to plan;
- n) Provide information and advice on matters relating to staffing concerns relating to the emergency and take appropriate action as directed by the MCEG;
- o) Brief any late MCEG members following the operational meeting.

### 6.3 Head of Council / Deputy Head of Council

Head of Council or alternate will perform the following responsibilities:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Declare an emergency to exist within the designated area when appropriate and after consultation with the MECG;
- e) Ensure the Solicitor General of Ontario has been notified via Emergency Management Ontario of the declaration of an emergency;
- f) Ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- g) Make decisions, determine priorities and issue operational direction through the CAO and the heads of municipal departments;
- h) Request assistance from neighbouring municipalities and/or from senior levels of government, when required;
- i) Approve news releases and public announcements, and act as the Community Spokesperson, taking part in interviews and media photograph sessions as directed and in consultation with the EIO and CAO;
- j) Terminate the emergency at the appropriate time after consulting with the MECG and Council, and ensure all concerned have been notified;
- k) Initiate and follow through with emergency recovery and victim assistance.
- l) Ensure that all media inquiries regarding the emergency are directed to the EIO;

## 6.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator or alternate is responsible for:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Maintain the contact fan out list;
- e) Activate, organize and supervise the Emergency Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- f) Ensure security is in place for the Emergency Operations Centre and registration of Municipal Emergency Control Group members;
- g) Provide advice and information to the Head of Council and the Municipal Emergency Control Group about the implementation details of the Emergency Plan;
- h) Ensuring that all members of the Municipal Emergency Control Group members have necessary plans, resources, supplies, maps, and equipment;
- i) Display, gather and disseminate weather information to the MEECG and Emergency Site Manager ;
- j) Ensure that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager;
- k) Liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centers;
- l) Ensure liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- m) Prepare a formal debriefing including report to Council for the individuals, agencies and organizations involved;
- n) Ensure volunteer coordination in conjunction with Director of Community Services and other agencies;

- o) Organize and conduct initial debriefing of Municipal Emergency Control Group;
- p) Recommend alternative courses of action/changes to plan;
- q) Ensure that the operating cycle is met by the Municipal Emergency Control Group and related documentation is maintained and kept for future reference;
- r) Address any action items that may result from the activation of the Emergency Plan and keep the Municipal Emergency Control Group informed of implementation needs;
- s) Initiate and co-ordinate the Recovery Plan;
- t) Contact the Provincial Emergency Operations Centre Duty Officer upon being notified of an emergency situation and apprise the Duty Officer of the situation;
- u) Upon declaration or termination of an emergency, on behalf of the Mayor of the Municipality, the CEMC will notify the Ministry of the Solicitor General through Emergency Management Ontario; the Municipal Council; the Grey County Warden; neighbouring municipal councils through their respective CAO's; local member of parliament; local member of provincial parliament; the public, through the media, with assistance from the Emergency Information Officer;
- v) Arrange for ARES to be deployed when necessary and liaise between ARES and EOC;
- w) Notify the County CEMC, Warden or CAO of emergency or impending emergency;
- x) Brief any late MCEG member following the operational meeting;
- y) Greet MCEG members from outside agencies as they arrive and provide them a status update.

## **6.5 Emergency Information Officer (EIO)**

The EIO or alternate is responsible to:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Arrange and coordinate the public communications system;
- e) Ensure that the Emergency Information Centre is equipped and staffed to address media enquiries;
- f) Call out additional municipal staff to provide assistance, as required;
- g) Maintain a record of all major decisions, actions and instructions issued;
- h) Maintain a record of all expenditures for later cost recovery if warranted;
- i) Organize and supervise releases to media and media accommodation;
- j) Designate the Emergency Information Centre location;
- k) Consult with the Municipal Emergency Control Group on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumors, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public;
- l) Consult with other members of the Municipal Emergency Control Group on the status of the emergency situation and on any need for resources that could be fulfilled for the dissemination of information to the public for assistance;
- m) Apprise the MECG members of any significant information received by the public;
- n) Issue ID passes to all bona fide media representatives assigned to direct coverage of the emergency by their organizations and keep an up-to-date accreditation register;

- o) Provide technical and logistical supports to accredited media representatives as requested;
- p) Correct misinformation by contacting media program producer;
- q) Ensure that a log is kept of all media inquiries to be transformed into a media inquiry summary and assessment component of the final operational evaluation report of media activities;
- r) Prepare and submit an analysis of media coverage, and recommend necessary adjustments to the Emergency Information Plan.

## **6.6 Water/Wastewater/Transportation**

The Director of Infrastructure Services or alternate will perform the following functions:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice to the Head of Council and the Municipal Emergency Control Group regarding environmental services (water and wastewater, waste management) and transportation services;
- e) Maintain liaison with Transportation Services in adjacent municipalities and the County of Grey;
- f) Assist with traffic control, evacuations, etc. by clearing emergency routes, marking detours, providing road signs, etc.;
- g) Provide vehicles and equipment as required;
- h) Maintain communication with utilities and make recommendation for discontinuation of service, if necessary;
- i) Communicate with Fire Chief(s) concerning emergency water supplies and firefighting purposes;
- j) Provide materials, supplies and equipment, and/or make necessary arrangements;
- k) Re-establish essential services at the conclusion of an emergency;

- l) Initiate and follow through with emergency recovery and victim assistance;
- m) Provide radio communications equipment and resources to the Municipal Emergency Control Group.
- n) Maintain liaison with flood control, conservation and environmental agencies including the Drinking Water Source Protection Office **(Please see Appendix 4 for contact information)**;

## **6.7 Finance/IT/GIS**

The Treasurer or the alternate will perform the following functions:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice to the Head of Council and the Municipal Emergency Control Group regarding, asset management, financial matters, IT and GIS requirements;
- e) Maintain a record of expenses for future claims;
- f) Liaise with senior government officials with respect to the utilization of relief programs;
- g) Coordinate purchases in compliance with policy;
- h) Maintain a list of vendors;
- i) Provide information technology and GIS mapping for the Municipal Emergency Control Group;
- j) Ensure that the Emergency Operations Centre has connectivity to the Municipality's network, the internet and additional telecommunication supports;
- k) Re-establish essential services at the conclusion of an emergency;
- l) Initiate and follow through with emergency recovery and victim assistance.

## **6.8 Legislative/HR/Volunteers/Business Continuity**

The Clerk/Director of Community Services or the alternate will perform the following functions:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Ensure that all Members of Council through the direction of the Head of Council are informed of the declaration and termination of an emergency and arrange for special meetings, if required;
- e) Communicate with support staff and scribes;
- f) Arrange clerical assistance where required, including the completion of minutes;
- g) Arrange for the coordination of volunteers in conjunction with other members of the Municipal Emergency Control Group;
- h) Develop a process for the registration of volunteers;
- i) Assist in organizing the Evacuation Centre facilities.
- j) Call out additional Municipal staff to provide assistance, as required;
- k) Liaise with the municipal insurance provider;
- l) Provide materials, supplies and equipment, and/or make necessary arrangements;
- m) Work to maintain continuity of municipal business.

## **6.9 Bylaw/Planning/Building/Facilities**

The Director of Development Services or alternate will perform the following responsibilities:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Make facilities available for the purposes of an emergency;
- e) Inform and liaise with the Municipal Law Enforcement Officer regarding animal control and by-law enforcement matters.
- f) Provide advice to the Head of Council and the Municipal Emergency Control Group regarding planning and building matters;
- g) Provide advice to the Head of Council and the Municipal Emergency Control Group regarding municipal facilities, including parks and buildings;

## **6.10 Community Business Liaison**

The Deputy Mayor or alternate will perform the following responsibilities:

- a) Assist with implementation of this plan;
- b) Maintain a personal log of all actions taken;
- c) In coordination with the Mayor, continue to communicate and update Council on the emergency situation;
- d) Act as the liaison between the Municipality and the local business community during the course of the emergency.

### **6.11 Community Group Liaison**

The Councillor or alternate will perform the following responsibilities:

- a) Assist with implementation of this plan;
- b) Maintain a personal log of all actions taken;
- c) Act as the liaison between the Municipality and local community groups during the course of the emergency.

### **6.12 Official Record Keeper**

- a) Maintain the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- b) Maintain a master log for the emergency, as well as an important record of actions taken and actions directed;

### **6.13 Support Staff and Scribes**

Support staff and scribes will perform the following functions:

- a) Assist with implementation of this plan;
- b) Maintain a personal log of all actions taken;
- c) Provide logistical and clerical assistance as assigned and required.

### **6.14 Fire Chief(s) / Alternate(s)**

The Fire Chief (s) or Alternate(s) are responsible to:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice and information to the Head of Council and the Municipal Emergency Control Group on firefighting and rescue matters;
- e) Maintain a current contact list for the CEMC and alternates;

- f) Establish an ongoing communications link with the Senior Fire Official at the scene of the emergency
- g) Trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed;
- h) Liaise with provincial ministries on fires involving potentially dangerous materials;
- i) Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc);
- j) 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, traffic control etc);
- k) Provide an Emergency Site Manager, if required;
- l) Initiate and follow through with emergency recovery and victim assistance.

## **6.15 Grey County OPP Detachment Commander/Alternate**

The Detachment Commander or alternate is responsible to:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan and maintain a personal log of all actions taken;
- c) Provide advice and information to the Head of Council and the Municipal Emergency Control Group with information on law enforcement matters;
- d) Establish an ongoing communication link with the Senior Police Official at the scene of the emergency;
- e) Provide traffic control, in conjunction with Transportation Services, to facilitate the movement of emergency vehicles;
- f) Establish an inner perimeter within the emergency area;
- g) Establish an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment;
- h) Seal off the area of concern;
- i) Control and, if necessary, disperse crowds within the emergency area;
- j) Coordinate police operations and arrange for additional supplies and equipment when needed (i.e. barriers and flashers, etc);
- k) Alert persons endangered by the emergency and coordinate evacuation of buildings or areas when ordered by Head of Council;
- l) Protect property in the emergency area and the provision and maintenance of law and order;
- m) Arrange for additional police assistance in evacuee centres, morgues and other facilities, if required;
- n) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act;
- o) Provide an Emergency Site Manager, if required;

- p) Initiate and follow through with emergency recovery and victim assistance.

## **6.16 Emergency Medical Services (EMS) Manager/Alternate**

The EMS Manager or alternate will perform the following functions:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice to the Head of Council and the Municipal Emergency Control Group regarding EMS and emergency supplies;
- e) Establish communications link with EMS Coordinator;
- f) Establish communications link with Ambulance Dispatch Centre;
- g) Determine if additional or special equipment is required;
- h) Advise Municipal Emergency Control Group on numbers of injured, deceased, etc.;
- i) Provide assistance to other agencies, if necessary;
- j) Provide an Emergency Site Manager, if required;
- k) Initiate and follow through with emergency recovery and victim assistance.

## **6.17 Head of Health Services/Public Health/Alternate**

The Head of Health Services, or alternate, is responsible to:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice to the Head of Council and the Municipal Emergency Control Group on all matters relating to the health of the population and to report on potential health impacts related to the emergency situations;
- e) Liaise with the Grey County EMS representatives;
- f) Liaise with the Medical Officer of Health and Health Unit;
- g) Ensure the coordination of care for citizens at home and in evacuation centres during an emergency by liaising with CCAC;
- h) Ensure liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- i) Ensure coordination of all efforts to prevent and control the spread of disease during an emergency;
- j) Liaise with Social Services Administrator on areas of mutual concern regarding health services in evacuee centres;
- k) Initiate and follow through with emergency recovery and victim assistance.

## 6.18 Director of Social Services/Alternate

The Social Services Director or alternate will perform the following functions:

- a) Activate the emergency notification system when appropriate;
- b) Assist with implementation of this plan;
- c) Maintain a personal log of all actions taken;
- d) Provide advice to the Head of Council and the Municipal Emergency Control Group pertaining to social services;
- e) 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:
  - Emergency clothing to provide adequate protection from the elements
  - Emergency lodging to provide adequate temporary accommodation for the evacuee's
  - Registration and Inquiry Services to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons
  - Emergency feeding to sustain those without food or adequate food preparation facilities, and
  - Personal services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- f) Supervise the opening and operation of temporary and/or long term evacuee centres, and ensuring the same areas are adequately staffed and have the necessary food;
- g) Liaise with the CEMC with respect to the pre-designation of evacuee centres which can be opened on short notice;
- h) Ensure that a representative of the Blue Water District School Board is notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives;
- i) Liaise with public and private nursing/care homes in the municipality as required;

- j) Liaise with the Health Unit and Grey-Bruce Regional Health Centre on areas of mutual concern regarding operations in evacuation centres;
- k) Initiate and follow through with emergency recovery and victim assistance.

## 6.19 Note Taking

During an emergency it is critical that each member of the Municipal Emergency Control Group, departmental staff and scribes take notes and track activities. Effective note taking supports the achievement of incident objectives and credibility when completing reports and forms during and after an emergency. Notes may also be referenced for any legal proceedings resulting from the emergency. **Please refer to Appendix 7 for the Activity Log (IMS 214) form that will assist with note taking and documenting actions.**

Below are note taking recommended practices:

- Add the date and time to the top of each page for every input;
- Start a new page for each operational cycle;
- The information should be as legible as possible;
- Individual paper logs should also be bound with numbered pages to ensure that pages are always secure;
- If there are no pre-printed numbered pages, you should always manually write them at the bottom of the page;
- Notes must be in ink, not pencil, using a single colour, in chronological order;
- Draw a line to indicate the end of each entry;
- Strike through and initial incorrect information;
- Do not keep rough notes with the intention of updating the "official" notes later. If rough notes must be taken do so in your official personal log and write them out in better format when time permits;
- Avoid any unprofessional language, or unfounded assumption of responsibility or guilt;

- State the details of your action and/or tasks to be completed during an operational period;
- Blank spaces should be avoided or closed with an initialed line;
- Notes written after the incident should include;
  - The date and times that the notes were written
  - An explanation for why the note was added after the incident
- Avoid conferring with others to ensure that notes are “correct”;
- Write objectively. Be factual and be specific;
- Use approved or recognized abbreviations or short forms;
- Always retain the original copies of note if photocopies are made;

## Section 7 – Emergency

- 7.1 Definition
- 7.2 Declaration of an Emergency
- 7.3 Termination
- 7.4 Notification

### 7.1 Definition

The Emergency Management and Civil Protection Act provides the following definition:

“Emergency” means 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.

### 7.2 Declaration of an Emergency

The Mayor, as the head of council, will consult with the Municipal Emergency Control Group and use the **Emergency Declaration Checklist contained in Appendix 8**, prior to declaring an emergency. Once it is determined that an emergency exists, **the Declaration of Emergency form found in Appendix 9 must be filled out and faxed to the Provincial Emergency Operations Centre (PEOC)**.

Section 4(1) of the Act states:

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.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario (on behalf of the Ministry of Community Safety and Correctional Services, with assistance from the CEMC)
- Municipal Council
- Grey County Warden, as appropriate
- Neighbouring municipal officials, as required
- The media under guidance from the EIO

- The public, through the media, with assistance from the Emergency Information Officer
- Local member of parliament (MP)
- Local Member of Provincial Parliament (MPP)

### 7.3 Termination

A municipal emergency may be declared terminated at any time by:

- The Mayor or alternate;
- Council;
- The Premier of Ontario.

### 7.4 Notification of Termination

Upon termination of a municipal emergency, the Mayor shall notify:

- Emergency Management Ontario (on behalf of the Ministry of Community Safety and Correctional Services, with assistance from the CEMC)
- Municipal Council
- Grey County Warden, CAO or CEMC, as appropriate
- Neighbouring municipal officials, as required
- The media under guidance from the EIO
- The public, through the media, with assistance from the Emergency Information Officer
- Local member of parliament (MP)
- Local Member of Provincial Parliament (MPP)

**Refer to Appendix 10 for the Termination of Emergency form to be filled out and faxed to Provincial Emergency Operations Centre (PEOC).**

## Section 8 – Recovery Plan

- 8.1 Implementation
- 8.2 Committees
- 8.3 Federal and Provincial Assistance
- 8.4 Debriefings

### 8.1 Implementation

This plan assigns responsibilities and outlines activities that may be required to bring the Municipality back to a pre-emergency state. The Recovery Plan will be activated in whole or in part immediately once the following occurs:

- The emergency is declared and terminated by the Head of Council; and
- Emergency responses are proving effective and the initial emergency response is under control.

This plan entails all members of the Municipal Emergency Control Group and any 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:

- The orderly disestablishment of emergency shelters
- Re-establishing public utilities and services
- Victim assistance.

### 8.2 Committees

Committees may be established to assist in the recovery phase, such as:

- Recovery Committee (overall coordination)
- Human Needs Sub-Committee
- Infrastructure Sub-Committee
- Finance Sub-Committee

### 8.3 Federal and Provincial Assistance

If federal assistance is required, this also should be sought through Emergency Management Ontario.

A number of Provincial Ministries have special responsibilities for the provision of emergency assistance. The assistance should be sought through Emergency Management Ontario. If required, a Provincial Liaison

Team, consisting of various Ministries can be set up to assist with the recovery effort.

## **8.4 Debriefings**

Debriefing sessions should occur soon after the termination of the emergency to review response and lessons learned in each department and agency with a report back to the larger group through the Municipal Emergency Control Group.

Each should report back on the following:

- How the response was organized and managed by the individual organization
- Issues/problems/concerns/lessons learned/positive lessons and experiences
- Recommendations/actions required
- Follow-up actions
- Summary/conclusions
- Recommended changes to the Emergency Plan.

The information will be compiled to present a Post Emergency report to Council.

## Section 9 – Appendices

1. Primary and Alternate MECG Contact
2. Message Content Form (3.2)
3. Room layouts (EOC's and Evacuation Centre) (5.1)
4. Emergency Contacts Quick Guide
5. Request for Regional, Provincial, Federal, Assistance (4.2)
6. Council Contact List
7. Activity Log and Forms (6.16)
8. Emergency Declaration Checklist (7.2)
9. Declaration of Emergency Form (7.2)
10. Termination of Emergency (7.4)
11. Grey County Joint Mutual Assistance Agreement (4.1)
12. Maps
13. HIRA (Hazard Identification Risk Assessment) (1.4)
14. List of Critical Infrastructure
15. Chair's Checklist and Cheat Sheet to Running MECG Meeting