



# Emergency Plan

Schedule 'A'



*Emergency Management*

Updated Version - April 2011

Note: Appendices are included for information purposes only and do not form part of the County of Huron Emergency Plan; they may or may not be attached to distributed copies.

**Table of Contents**

**EXECUTIVE SUMMARY .....3**

**DEFINITIONS AND RELEVANT TERMS .....4**

**PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE .....7**

1. Introduction .....7

2. Aim .....7

3. County Alerting System.....8

    Diagram #1 – County Alerting System .....9

4. County Control Group ..... 11

5. Emergency Operations Centre..... 12

**PART II - DECLARATION OF AN EMERGENCY .....17**

6. Action Prior to Declaration ..... 17

7. County Emergency..... 17

**PART III - TERMINATION OF EMERGENCY ..... 18**

8. County Emergency..... 18

**PART IV - REQUEST FOR PROVINCIAL ASSISTANCE ..... 19**

9. Request for Provincial Assistance..... 19

**PART V - RESPONSIBILITIES .....20**

10. County Control Group .....20

    Diagram #2 – The Emergency Area (example) – emergency site design.....22

11. Warden..... 23

12. County Chief Administrative Officer ..... 23

13. Mutual Aid (Fire) Coordinator/Fire Chief ..... 25

14. County Treasurer ..... 25

15. Human Resources Director ..... 26

16. Director of Public Works..... 27

17. Police Chief/O.P.P. Sergeant .....28

18. Social Services Administrator .....29

19. Medical Officer of Health, Huron County Health Unit .....30

20. Chief, Ambulance Operations .....31

21. Emergency Management Coordinator .....32

22. Emergency Site Manager.....33

**PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF.....35**

23. Emergency Support and Advisory Staff .....35

**PART VII - MEDIA AND PUBLIC RELATIONS .....38**

24. Introduction .....38

25. On-Site Media Spokesperson .....38

26. Media Coordinator.....39

27. Citizen Inquiry Supervisor .....40

**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS .....41**

28. Maitland Valley/Ausable Bayfield Conservation Authorities .....41

29. Ontario Provincial Police .....41

30. Avon Maitland District Board of Education and Huron-Perth Catholic District School Board..42

31. Hospital Administrator .....42

**PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES .....44**

32. Plan Maintenance and Revision.....44

33. Testing of Plan .....44

34. Internal Procedures.....44

**PART X - APPENDICES .....45**

## EXECUTIVE SUMMARY

### Introduction

This Plan has been prepared in order to provide key officials, agencies, departments and local municipalities within the County of Huron with general guidelines on handling emergency situations where a controlled and coordinated response by the County is warranted. For specific types of situations such as Pandemic Flu Outbreaks, supplements to this Emergency Plan exist and will be adhered to by members of the County Control Group.

### Scope

If the emergency situation is isolated to one municipality, that municipality is responsible for activating its Municipal Alerting System first. If the municipality's control group determines the need to declare that an emergency exists in all, or part, of the municipality, it will notify the Warden of the County of Huron as part of their declaration procedures. The Warden will in turn notify the County Chief Administrative Officer.

In situations where the local Head(s) of Council determines immediate assistance from the County is necessary, the local Head of Council, the Warden, the County Chief Administrative Officer, the North Huron Police Service, the Huron OPP Detachment, the Medical Officer of Health of the Health Unit, the Mutual Aid (Fire) Coordinator or the local Fire Chief(s) will activate the County's Alerting System by contacting 866-673-4232. See Alerting System, Part I, Section 3.

For this Plan to be effective, it is important that all concerned parties are aware of its provisions and that every official, agency, department and local municipality are prepared to carry out their assigned functions and responsibilities in a county-wide emergency. It is the responsibility of the concerned parties to know the contents of this Plan. Testing of the Plan will assist in becoming familiar with the contents of the Plan.

### Background

Provincial legislation entitled "Emergency Management and Civil Protection Plan RSO 1990 Chapter E9 as amended 2006" is the primary authority enabling municipalities to develop their own Emergency Plan.

An emergency is defined as **a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence")**

The Legislation which is short titled "The Emergency Management and Civil Protection Act (EMCPA) June 2006" 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/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area."

### Short Title

This emergency plan may be cited as the County of Huron **Emergency Plan**.

**DEFINITIONS AND RELEVANT TERMS****COUNTY STAFF:**

- 1. Warden**  
The Warden or alternate for the County of Huron
- 2. County Chief Administrative Officer**  
The County Chief Administrative Officer or alternate for the County of Huron
- 3. Director of Public Works**  
The Director of Public Works or alternate for the County of Huron.
- 4. Administrative Assistant to the Chief Administrative Officer**  
The Administrative Assistant to the County Chief Administrative Officer for the County of Huron is responsible for assisting the County Chief Administrative Officer, as required, including, the activation of the County Internal Alerting System
- 5. Solicitor**  
The Solicitor as contracted by the County of Huron.
- 6. County Treasurer**  
The County Treasurer or alternate for the County of Huron.
- 7. Social Services Administrator**  
The Social Services Administrator or alternate for the County of Huron
- 8. Medical Officer of Health, Huron County Health Unit**  
The Medical Officer of Health of the Huron County Health Unit or alternates for the County of Huron
- 9. Human Resources Director**  
The Human Resources Director or alternate for the County of Huron
- 10. Manager of Ambulance Operations**  
The Manager of Ambulance Operations or alternate for the County of Huron.

**EMERGENCY STAFF:**

- 1. Mutual (Fire) Aid Coordinator**  
The Mutual Aid Coordinator or alternate for the County of Huron.
- 2. Fire Chief(s)**  
The Chief(s) or alternate having authority in the affected catchment area.

**3. Police Chief/OPP Detachment Communicator**

The North Huron Police Chief and/or Huron OPP Detachment Communicator or alternate(s) having authority in the affected catchments area.

**4. County Control Group**

That group of individuals directing those services necessary for mitigating the effects of the emergency. The names and contact numbers for the County Control Group are listed in Appendix 1.1. The County Chief Administrative Officer is responsible for coordinating the operations within the Emergency Operations Centre.

**5. Emergency Management Coordinator**

The Emergency Management Coordinator will be designated by County Council. The Emergency Management Coordinator acts as a resource to the County Control Group and updates the Emergency Plan on an annual basis.

**6. Emergency Site Manager**

Appointed by the County Control Group to ensure the agencies responding to the site of the emergency are coordinated in their response. The Emergency Site Manager communicates directly with the Warden at the County Control Group.

**7. Media Coordinator**

During an emergency, the Director of the Planning and Development Department will assume the role of the Media Coordinator. The Media Coordinator acts as the spokesperson through which all information is released and all interviews are organized. To ensure information is accurate, news releases will be reviewed by the County Control Group and authorized by the Warden.

**8. On-Site Media Spokesperson**

The On-Site Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for coordinating the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson will also work closely with the Media Coordinator to ensure that information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

**9. Social Services Support Group**

The Huron County Social Services Department is responsible for the dissemination of information between the Huron County Social Services Administrator and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Administrator and/or the Reception/Evacuation Centre(s).

**10. The Citizen Inquiry Supervisor**

During an emergency, the County Librarian or alternate will assume the role of Citizen Inquiry Supervisor. The Citizen Inquiry Supervisor is responsible for the establishment of a Citizen Inquiry Service and liaises frequently with the Media Coordinator.

**11. Transportation Coordinator**

During an emergency, the Transportation Coordinator will be appointed by the County Control Group.

**OTHER TERMS:****1. Emergency Area**

The area in which the emergency exists.

**2. Inner Perimeter**

A restricted area in the immediate vicinity of the emergency site as established by the On-Site Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

**3. Media Information Centre**

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. The location is the Jacob Memorial Building, Clinton or an alternative location determined by the Media Coordinator.

**4. On-Site Media Information Centre**

The location at or near the site from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Site Media Spokesperson, with the approval of the Emergency Site Manager.

**5. Outer Perimeter**

The geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**6. Reception/Evacuation Centre**

A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. Sites are determined by the Social Services Administrator in conjunction with the Red Cross. A list of possible centres can be obtained from the Administrator or delegate.

**7. Recovery**

The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**8. Triage**

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

**9. Citizen Inquiry Service**

A service established by the Citizen Inquiry Supervisor to respond to and redirect inquiries and reports from the public

**10. Emergency Operations Centre**

The location from which the County Control Group operates. The addresses for the Emergency Operations Centres and alternates are listed in Appendix 2. For brevity, the Emergency Operations Centre is referred to as the E.O.C.

**PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE****1. Introduction**

- a) Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, by their nature or magnitude, require a coordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, ambulance routines.
- b) While most peacetime emergencies could occur within the geographical area of responsibility of the County of Huron, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.
- c) County of Huron Assistance:  
  
If a local municipality declares an emergency and determines that they require further assistance from the County of Huron, the local Head of Council can request County support by notifying the Warden. The Warden will in turn contact the County Chief Administrative Officer who will notify the appropriate department head(s). If the situation requires a significant amount of County resources or the Warden decides, in consultation with the local Head(s) of Council, that the emergency response activities could be better directed by the County, the Warden will contact the Health Unit to activate the County Alerting System.
- d) When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and contact the Health Unit to activate the County Alerting System. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Community Control Groups cease. Selected members of the local municipality Community Control Groups will become part of the County's Control Group.

**2. Aim**

- a) The aim of this Emergency Plan is to outline how the County of Huron will coordinate and organize its resources in an effort to mitigate a large-scale emergency to provide the earliest possible response to:
  - (i) protect and preserve life and property;
  - (ii) assist local municipalities as requested;
  - (iii) minimize the effects of the emergency on the County of Huron; and
  - (iv) restore essential services.

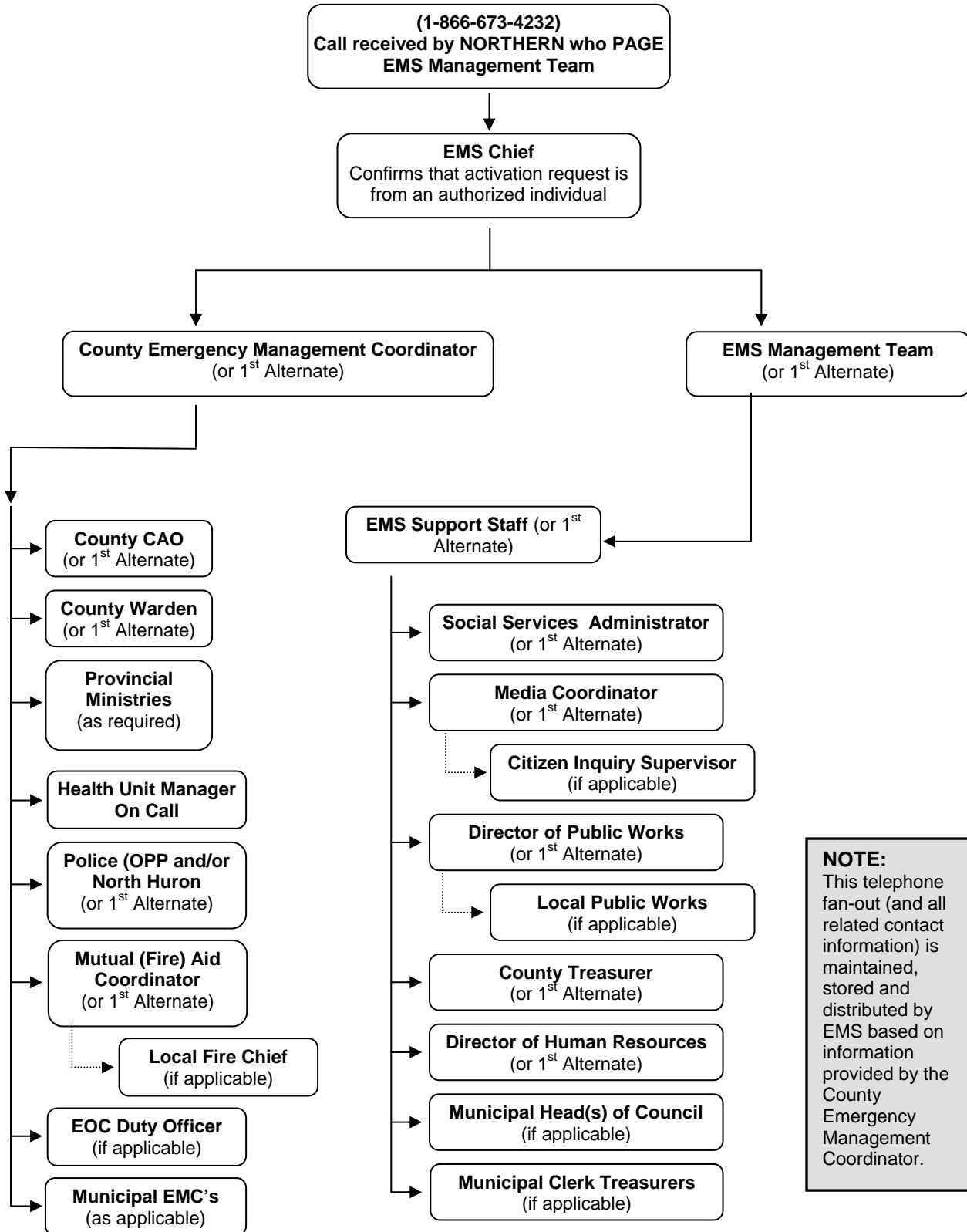
This plan does not intend to identify counter measures for all conceivable crisis situations, but rather develop a standard procedure from which County authorities can monitor the incident, obtain additional support, and direct a controlled response.

### 3. County Alerting System

- a) The Warden, County Chief Administrative Officer, the Fire Mutual Aid Coordinator, the local Fire Chief(s), Medical Officer of Health of the Health Unit, EMS Chief, County Emergency Management Coordinator and any local Head(s) of Council may request the County Alerting System be activated and the County Control Group assembled by contacting the EMS Management Team at **1-866-673-4232**
- The caller will:
- (i) ask to be directed to any EMS Manager;
  - (ii) indicate that s/he is requesting that the County Emergency Control Group be assembled due to an actual or potential public emergency; and
  - (iii) indicate the nature of the emergency situation and any other information to be passed on to the members of the Control Group.
- b) The EMS Manager will:
- (i) confirm that the activation request is from an authorized individual;
  - (ii) initiate the telephone "fan-out" as illustrated in **Diagram #1** – i.e., call:
    - a) the County Emergency Management Coordinator or alternate; and
    - b) the EMS Manager.
  - (iii) inform them of the nature of the emergency situation and any other information to be passed on to the members of the Control Group.
- c) The County Emergency Management Coordinator (CEMC) will:
- (i) determine the time and location of the meeting of the control group
    - a) arrange teleconferencing availability as needed. (This will be done in consultation with the EMS Manager who contacts the CEMC.)
  - (ii) contact the next fan-out "layer" of individuals illustrated in **Diagram #1**, passing on the following information:
    - a) the nature of the emergency situation
    - b) the time of the initial meeting of the control group and details of the control group meeting including:
      - (1) location if there is to be a face-to-face meeting; or
      - (2) phone numbers and access codes if the meeting is to be a teleconference.
  - (iii) ensure that any space and equipment necessary for the meeting of the control group are available and prepared. (This will be done in consultation with the EMS Manager who contacts the CEMC.)
- d) The EMS Manager may inform members of the EMS Management Team.
- e) If a Control Group member and his/her primary alternate are both unavailable or unable to fulfill their duties, the remaining members of the County Control group will designate a suitable alternate.
- f) When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify the EMS Management Team to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups cease. As identified in Appendix 1, selected members of the local municipality Control Groups will become part of the County's Control Group.

**Diagram #1 – County Alerting System**

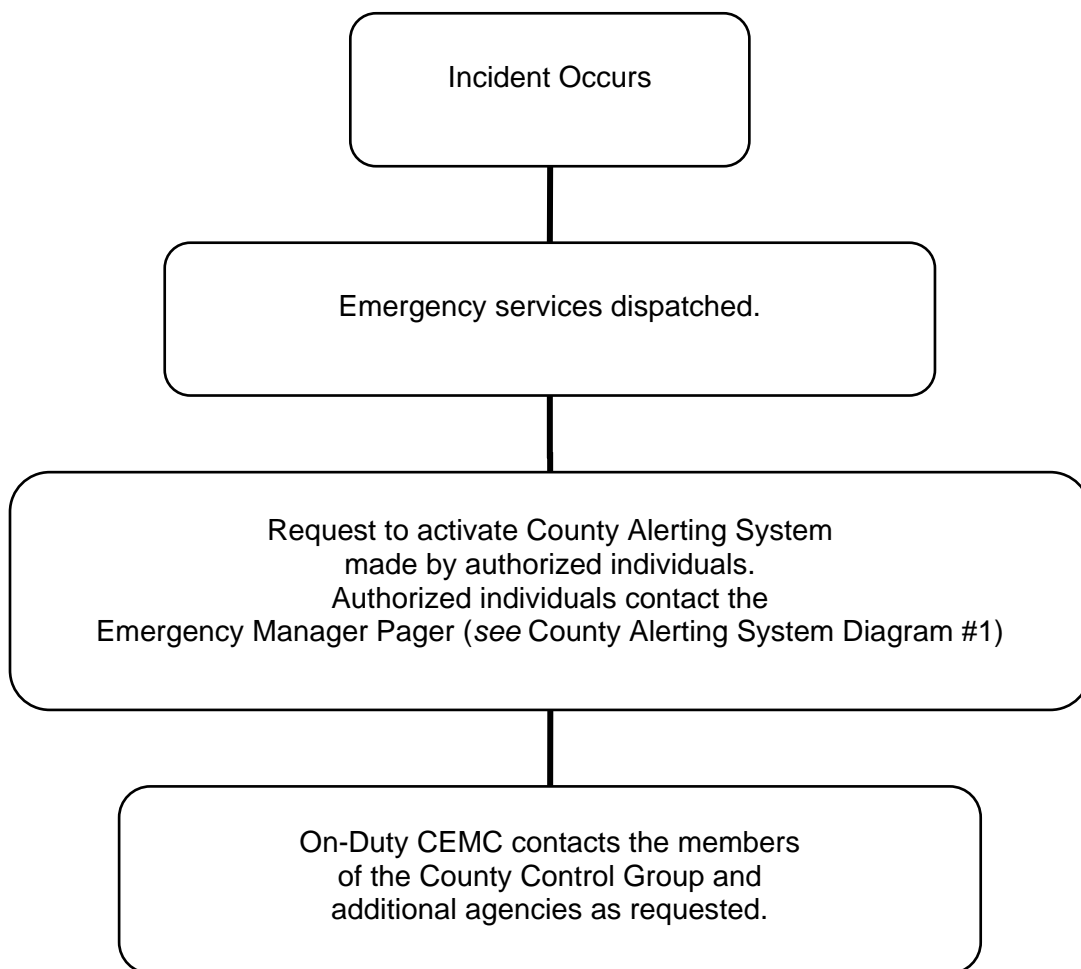
To Activate: **CALL THE NORTHERN NUMBER - (1-866-673-4232)**



**NOTE:**  
This telephone fan-out (and all related contact information) is maintained, stored and distributed by EMS based on information provided by the County Emergency Management Coordinator.

**INDIVIDUALS AUTHORIZED TO ACTIVATE COUNTY ALERTING SYSTEM**

Warden  
County Chief Administrative Officer  
Medical Officer of Health  
County Emergency Management Coordinator  
Mutual Aid (Fire) Coordinator  
O.P.P.  
Police Chief - Wingham  
Chief, Emergency Medical Services  
Local Head of Council



#### 4. **County Control Group**

- a) The County Control Group is comprised of persons holding the following positions, or their appropriate alternates:
- (i) Warden
  - (ii) County Chief Administrative Officer
  - (iii) Director of Public Works
  - (iv) County Treasurer
  - (v) O.P.P. Sergeant / North Huron Police Chief
  - (vi) Huron County Social Services Administrator
  - (vii) Medical Officer of Health, Huron County Health Unit
  - (viii) Mutual Aid (Fire) Coordinator
  - (ix) Emergency Management Coordinator
  - (x) Manager of Ambulance Operations
  - (xi) Local Head(s) of Council
  - (xii) Local Clerk-Treasurer(s)
  - (xiii) Local Public Works Coordinator
  - (xiv) Local Fire Chief, if applicable
  - (xv) Human Resource Director
- b) Additional personnel called or added to the County Control Group may include:
- (i) Lower Tier Heads of Council and/or staff members  
Refer to Appendices 1, "Local Municipal Contacts" for contact information;
  - (ii) Maitland Valley Conservation Authority representatives;
  - (iii) Ausable Bayfield Conservation Authority representatives;
  - (iv) Provincial representatives;
  - (v) A representative of Bell Canada, Tuckersmith Communications, Hay Communications, Hurontel Communications, Quadro Communications or Wightman Telephone;
  - (vi) Community Nursing Services;
  - (vii) Children's Aid Society;
  - (viii) Goderich Exeter Railway Company representative;
  - (ix) Any other officials, experts or representatives deemed necessary by the County Control Group; and
  - (x) Hospitals.
- c) The County Control Group may function with only a limited number of persons depending upon the emergency. While the County Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of **all** members of the County Control Group.

## 5. Emergency Operations Centre

- a) Introduction and usage of the Operations Centre:
- (i) In the event of an emergency, an Emergency Operations Centre (E.O.C.) will be established within the County of Huron. The County Control Group, the Support and Advisory Staff and many other groups 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. The County Chief Administrative Officer is responsible for the coordination of all operations within the Emergency Operations Centre.
  - (ii) The Emergency Operations Centre will consist of:
    - a meeting room for the County Control Group which is the Health and Library Complex Auditorium;
    - a Communications Room (Seminar Room #2);
    - a room for Health and Social Services (Seminar Room #1);
    - rooms for Emergency Support and Advisory Staff and other groups as required; and
    - a Media Information Centre and Press Conference Area (Jacob Memorial Building).
- b) Location
- (i) The primary location of the Emergency Operations Centre is the Huron County Health and Library Complex, Clinton– “Auditorium”. If a situation arises where this site is inappropriate, the Emergency Site Manager or the Warden will determine a suitable location for the EOC. **A list of designated secondary Emergency Operations Centres is located in Appendix 2.**
- c) Features of the Huron County Health and Library Complex
- (i) The Health and Library Complex has a permanent backup generator with a capacity for 200 gallons of diesel fuel.
  - (ii) The Complex is heated by Natural Gas however in the event that the supply of Natural Gas is interrupted, the Complex can easily be converted to Propane Heating with the assistance of a qualified servicing technician.
  - (iii) In the event the natural gas supply is interrupted and a qualified servicing technician is unavailable, there are 50 portable heaters located in the basement of the Health and Library Complex available for hook-up to the backup generator until such time as the conversion to propane can take place.
  - (iv) The Health and Library Complex is supplied with water from the Municipality of Central Huron. In the event of a power outage, the Municipality has a backup generator able to supply water to their service area, including the Health and Library Complex. The Health and Library Complex is supplied directly by the Municipality of Central Huron whereas the Homes for the Aged operates from a 30,000 gallon water reservoir. The Jacob Memorial Building is equipped with a 35,000 gallon water reservoir.

- d) County Control Group Meeting Room
- (i) The County Control Group meeting room is a secure and quiet meeting room adjacent to the Communication Room.
  - (ii) To promote an effective emergency meeting, this room will be equipped with:
    - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a recording device and tapes suitable for recording County Control Group meetings; and
    - telephone(s) for outgoing calls only.
- e) Communication Room
- (i) While the County Control Group is engaged in meetings, assistants will be available to take messages and convey their decisions. Therefore, the Communication Room will be a separate room but in close proximity to the County Control Group Room.
  - (ii) To be effective, the Communication Room will be Seminar Room #2 in the Huron County Health and Library Complex, Clinton and it is to include:
    - a map(s) of suitable scale depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a chronological log of all significant communications and events related to the emergency;
    - sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators will be considered; and
    - each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
  - (iii) Each member of the County Control Group will designate at least one or two persons, depending on the nature and scope of the emergency, to handle incoming and out-going communications or assistance as otherwise required.
  - (iv) The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the County Control Group and other key locations.
- f) Communications Manager – E.O.C. Communications Room
- (i) A Communications Manager will be designated by the County Chief Administrative Officer to coordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.

- (ii) The Communications Manager is responsible for:
  - a) Providing the County Chief Administrative Officer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
  - b) Providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
  - c) Coordinating and prioritizing the flow of messages between the Communication Room and the County Control Group, and other desired groups or locations;
  - d) Maintenance of a chronological log of significant communications and events;
  - e) Maintenance of a situation or status board;
  - f) Maintenance of a map(s) containing vital information relative to the emergency;
  - g) Making arrangements to obtain private sector communications equipment and facilities, if traditional systems are inoperative; and
  - h) Activating the emergency notification system of the local amateur radio operators group if appropriate.

### **Emergency Re-Fuelling Centre**

In certain situations, fuel may not be available at the normal re-fuelling centres i.e. service stations. The County has designated an emergency re-fuelling centre where an extra supply of regular gasoline, clear diesel, and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary. Appendix 9 identifies the location of the Emergency Re-Fuelling Centre, the fuel supply available, and a list of those organizations which have requested permission to access this supply if no other sources are available.

### **Priority Access for Dialling**

Priority Access for Dialling is a means of ensuring that essential telephone users will still have access to systems under conditions where switches and circuits are otherwise overloaded by reason of exceptional demand during an emergency. Telephone numbers protected under Priority Access for Dialling will maintain the ability to make outgoing calls. A list of the phone numbers protected by Priority Access for Dialling is listed in Appendix 15.2.

### **Resident Evacuation**

In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

## Evacuation Order

The Warden, in consultation with the County Control Group, will order the Police to evacuate residents from any area endangered by a crisis. A copy of an Evacuation Order form is provided in Appendix 11.3. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the County Control Group to direct the Fire Department to undertake the evacuation. If citizens are immediately threatened, the senior Police or Fire Department official at the Site will issue an evacuation order.

## Notification

The Police or Fire Departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to (1) leave the area or (2) assemble at an *Emergency Centre* for registration and shelter provision. The chief official at the emergency site will update the County Control Group on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

## Inspection and Demolition

Municipal Building Officials are responsible for the inspection of buildings damaged by the disaster prior to their re-occupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.

## Financial Compensation

All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipalities. Invoices related to emergency response operations should be forwarded to the County Treasurer, who will prepare a damage report for County Council. In these situations, the County of Huron will work in conjunction with these municipalities to determine an appropriate cost sharing arrangement.

***The Province of Ontario offers the Ontario Disaster Relief Assistance Program (ODRAP) which is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the “necessities of life.” ODRAP does not provide full cost recovery for all damages resulting from a disaster, but it does help eligible recipients restore essential furnishing and property to pre-disaster condition. Further information on the process for applying for ODRAP funding is provided by the local Municipal Services Office of the Ministry of Municipal Affairs and Housing and in the ODRAP Program Guidelines.***

## Employee Remuneration

As indicated in the Worker's Safety and Insurance Act, all employees of the County of Huron involved in emergency activities will receive earnings equivalent to their regular employment.

**Damage Claims**

Residents affected by the disaster can petition their municipalities to submit a damage claim to the Ontario Disaster Relief Assistance Plan (*ODRAP*). As public property is not recoverable under the ODRAP, the County will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Warden can petition the Premier for additional financial support.

**Liability for Actions**

Under Section 11 of the Emergency Management and Civil Protection Act (EMCPA June 2006), no employee or registered volunteer of the County will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the County of Huron can be held liable for any actions taken or omitted during an emergency.

**Right of Action**

Section 12 of the Emergency Management and Civil Protection Act (EMCPA June 2006) 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.

**PART II - DECLARATION OF AN EMERGENCY****6. Action Prior to Declaration**

- a) When an emergency exists, but has not yet been declared to exist, County employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the County of Huron.

**7. County Emergency**

- a) The Warden is responsible for declaring that a county-wide emergency exists within the boundaries of the County. This decision is made in consultation with other members of the County Control Group. A copy of a Declaration of a County-Wide Emergency form is provided in Appendix 11.1.
- b) Upon such declaration, the Warden notifies:
  - (i) The Minister of Community Safety and Correctional Services through Emergency Management Ontario. Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**;
  - (ii) The County Chief Administrative Officer;
  - (iii) The Huron County Council;
  - (iv) The Warden ensures the public, the media, local Municipal Officials and neighbouring counties are also advised of the declaration and of an emergency; and
  - (v) The Warden ensures notification of the M.P. and the M.P.P.
- c) All decisions by the County Control Group (as appropriate) affecting the lives and property of the inhabitants within the County of Huron shall be made in consultation with the Head(s) of Council of the affected emergency area.

**PART III - TERMINATION OF EMERGENCY****8. County Emergency**

- a) A county emergency may be declared terminated at any time by:
  - (i) The Warden; or
  - (ii) Huron County Council; or
  - (iii) The Premier of Ontario.
  
- b) Upon termination of a County Emergency, the Warden notifies:
  - (i) The Huron County Council; and
  - (ii) The Minister of Community Safety and Correctional Services through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
  - (iii) The Warden ensures notification of termination to public, media, and local municipal officials is completed;
  - (iv) The Warden ensures notification of the M.P. and the M.P.P.

**PART IV - REQUEST FOR PROVINCIAL ASSISTANCE****9. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the County of Huron Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the County of Huron are deemed insufficient, **then** the Warden or alternate may request assistance from the Province of Ontario.
- c) Such a request shall be made to the **Ministry of Community Safety and Correctional Services, Emergency Management Ontario (416) 314-0472 or (416) 314-0473 or toll free at (866) 314-0472.**

During an emergency, assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario can be contacted 24/7 through their Duty Officer at **(416) 314-0472** or **(416) 314-0473**. Call toll free at **(866) 314-0472**. Emergency Management Ontario can coordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario will send a staff member(s) to the County of Huron to provide provincial liaison.

- d) Under Section 7 of the Emergency Management and Civil Protection Act (EMCPA June 2006), Chapter E.9, the Premier of Ontario **may**:
  - (i) Upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
  - (ii) Exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
  - (iii) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
  - (iv) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is **not** within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

## PART V - RESPONSIBILITIES

The following section outlines responsibilities that will be carried out at the discretion of each individual or agency, or at the request of the County Control Group. For all officials responding to emergencies, it is essential that:

- (a) All actions are made in good faith and are not contrary to law; and
- (b) Precautions are taken to ensure the safety and welfare of any employee or volunteer under their control.

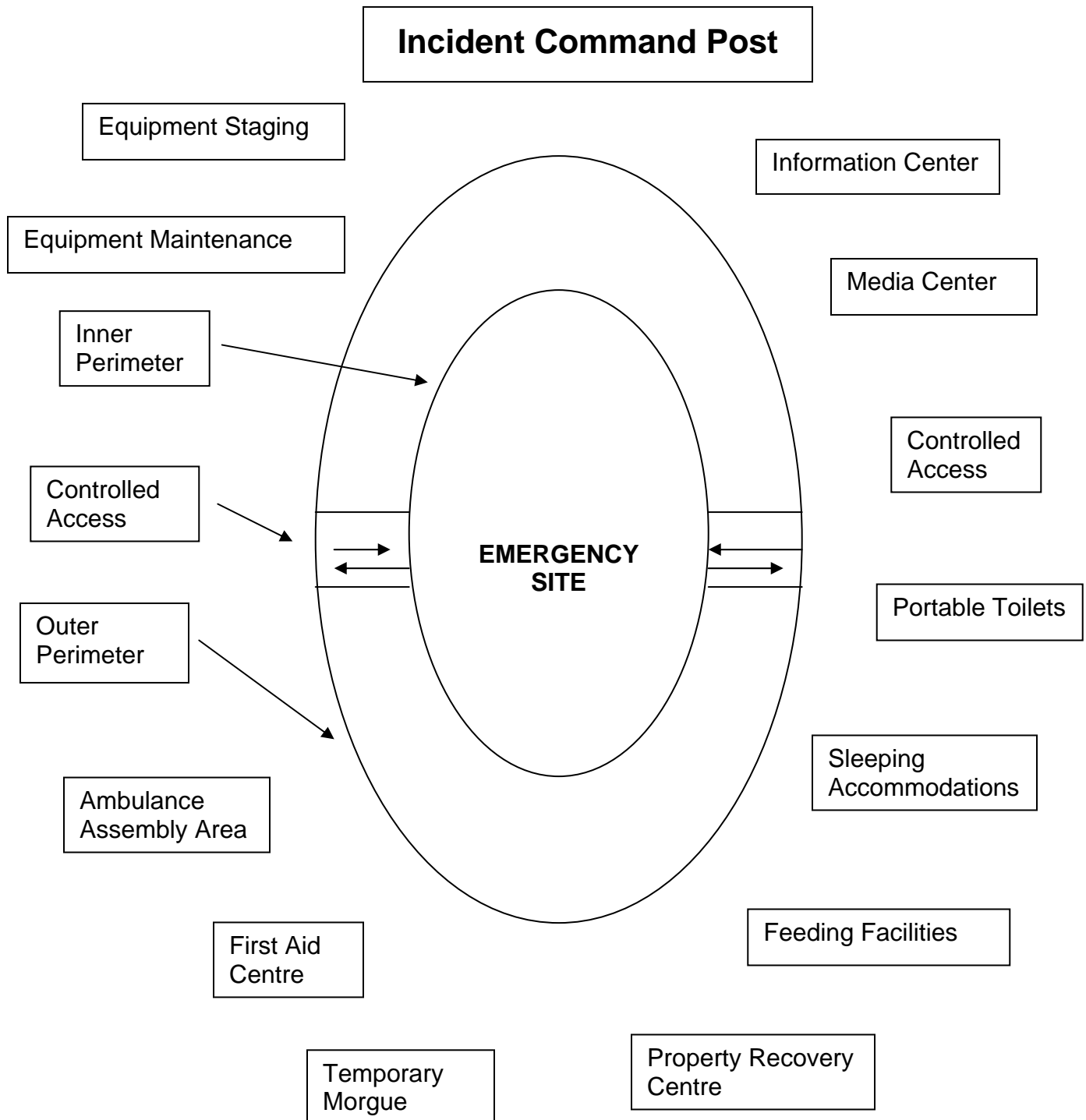
### 10. County Control Group

*In a county-wide emergency situation*, the County Control Group acts as the coordinating body for all County emergency services and are responsible for the following:

- a) Assembling at the Emergency Operation Centre (EOC) at the request of the Emergency Alert;
- b) Delegating a suitable alternate for any County Control Group member and their alternate who is absent or unable to act;
- c) Meeting as a group to exchange information, assess the situation and determine the appropriate response procedure;
- d) Requesting resources from any agency or service prior to the declaration of a county-wide emergency, as required;
- e) Advising the Warden on the need to declare a county-wide emergency in all, or part, of the County;
- f) Appointing an Emergency Site Manager from the criteria outlined in this plan;
- g) Appointing an individual possessing experience with the emergency communications network to act as the Communication Manager;
- h) Advising the Warden on the need to discontinue any utility or service provided by public or private organizations that directly threatens the welfare of residents or “emergency workers”;
- i) Identifying areas where County personnel and equipment will be assembled, as required;
- j) Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under County control as considered necessary;
- k) Appointing an individual possessing experience in media relations to act as a Media Coordinator, in order to release accurate and relevant information on emergency operations to the public;

- l) Determining the need to establish a Media Information Centre and requesting the Media Coordinator, or alternate, to manage the facility;
- m) Identifying locations where “Emergency Centres” can be established to register volunteers, shelter evacuees and provide medical assistance, as necessary;
- n) Determining if additional volunteers are required and if appeals for volunteers are warranted;
- o) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- p) Determining the need to replace the lead agency responsible for on-Site operations with a department more suitable for emergency recovery activities;
- q) Appointing a lead agency for emergency recovery operations, if the situation has changed and another agency would be more appropriate;
- r) Determining the need to establish advisory group(s) and/or sub-committees;
- s) Appointing an Emergency Site Manager for emergency recovery operations in accordance with this emergency plan;
- t) Ensuring that all organizations under its direction are notified when the emergency is terminated;
- u) Coordinating a debriefing session for all emergency workers after the emergency has been terminated;
- v) Designating any area of the County as an “emergency area” (See Diagram 2);
- w) Authorizing expenditure of monies required to deal with the emergency;
- x) Prior to the termination of an emergency, the County Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan, Refer to Appendix 12;
- y) Participating in the debriefing following the emergency;
- z) Providing required support for on-site emergency workers during and post incident;
- aa) Providing critical incident stress management for members of the Emergency Operations Centre;
- bb) Recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management;

Diagram #2 – The Emergency Area (example) – emergency site design



**11. Warden**

***In a county-wide emergency situation***, the Warden, or alternate, is ultimately in charge of the emergency and is the Chair of the County Control Group. The Warden is also responsible for:

- a) Consulting with officials from the affected emergency area and the County and depending on the extent of the damage attributed to the situation, activate the County Alerting System through the established County Alerting System, Diagram #1;
- b) Declaring an emergency to exist and upon declaration, authorizing all County Control decisions, including the;
  - (i) Evacuation of persons within the "Emergency Area" who are judged to be in danger, or whose presence hinders emergency operations;
  - (ii) Discontinuation of any service which constitutes a hazard to residents or emergency workers;
  - (iii) Appeal for assistance from senior levels of government and any public or private agencies not under municipal control; and
  - (iv) Contribution of County funds for emergency response activities.
- c) Declaring an emergency to be terminated;
- d) Notifying, via E.M.O., the Minister of Community Safety and Correctional Services of the declaration of an emergency and the termination of the declaration of an emergency;
- e) With the assistance of County Staff, ensure municipal officials are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- f) Determining an alternative Emergency Operations Centre (EOC), if the Huron County Health and Library Complex are inappropriate;
- g) Ensuring that the public, the media, municipal officials, the M.P. and the M.P.P are advised of both the declaration and termination of an emergency;
- h) Ensuring County Council is kept informed on the operations and decisions of the County Control Group;
- i) Approving, in consultation with the County Control Group, major announcements and media releases; and
- j) Advising the County Chief Administrative Officer to notify the Emergency Support and Advisory Staff and any other County Staff that are required.

**12. County Chief Administrative Officer**

***In a county-wide emergency situation***, the County Chief Administrative Officer, or alternate, is responsible for:

- a) Briefing the Warden of any requests for assistance by local municipalities and consulting with him/ her on the need to assemble the County Control Group;

- b) Activating the County Alerting System through the established system, Diagram #1;
- c) Activating the County Internal Alerting System, if required;
- d) Ensuring that a Communications Manager and an Assistant have been assigned to coordinate all communication operations within the Emergency Operations Centre (EOC) Communications Room;
- e) Acting as the chief advisor to the Warden and local municipalities on County of Huron policies and procedures, as appropriate;
- f) Ensuring the Control Group adheres to a reporting or business cycle, whereby the County Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the EOC and ensures all decisions made and actions taken by the County Control Group are recorded;
- g) Maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- h) Approving major announcements and media releases prepared by the Media Coordinator, in consultation with the County Control Group;
- i) The provision of support staff to assist the County Control Group in the coordination, collection and dissemination of information relative to the emergency;
- j) Ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- k) Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency;
- l) Ensuring that all key officials or the affected municipalities are notified to assemble at the County Control Group;
- m) Coordinating all activities of the EOC, including the provision of clerical staff and scheduling of meeting rooms;
- n) Ensuring that all members of the County Control Group are supplied with the necessary materials and communication devices to fulfill their emergency response duties;
- o) Coordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- p) Upon direction from the Warden, arranging a special meeting(s) of County Council as required, and advising members of Council of the time, date, and location of the meeting; and
- q) Procuring staff to assist, as required.

**13. Mutual Aid (Fire) Coordinator/Fire Chief**

The Mutual Aid Coordinator/Fire Chief, or alternate, is responsible for:

- a) Activating the County Alerting System through the established system, Diagram #1, if required;
- b) Making arrangements for the required additional fire or emergency team responses;
- c) Advising the County Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- d) The establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- e) The protection of life and property;
- f) Providing an Emergency Site Manager, if required;
- g) Organizing and coordinating their fire fighting and rescue service;
- h) Exercising control of the Fire Department(s), and any responding fire fighting apparatus and manpower;
- i) Liaising with the Fire Chief(s)/Mutual Fire Aid Coordinator as to the status and requirement of related activities;
- j) Participating in a debriefing;
- k) Coordinating evacuation procedures, if required;
- l) Providing assistance to other agencies in large scale non-fire fighting operations, including search and rescue, first aid and casualty collection, as appropriate;
- m) Acting as a liaison with Provincial Ministries in a hazardous spill or forest fire situation;
- n) Maintaining the usual responsibilities of the Fire Department(s); and
- o) Preparing a report outlining the Fire Department(s)' emergency response activities and submitting a copy of the document to the County Chief Administrative Officer within two weeks following an emergency termination.

**14. County Treasurer**

***In a county-wide emergency***, the Treasurer of the County of Huron, or alternate, is responsible for:

- a) Providing the County Control Group with information and advice on financial matters, as they relate to the emergency;

- b) Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility;
- c) Maintaining a record of all expenditures incurred during crisis relief activities;
- d) Acting as a liaison with Clerk-Treasurers of local municipalities;
- e) Ensuring that all emergency response organizations maintain records of expenses incurred in relief operations;
- f) Preparing a claim of the costs attributed to emergency operations and submitting this document to County Council;
- g) Maintaining the usual responsibilities of the County Treasurer;
- h) Preparing a report outlining the Treasurer's emergency response activities and submitting a copy of the document to the County Chief Administrative Officer within two weeks following an emergency termination;
- i) The provision and securing of equipment and supplies not owned by the County of Huron, as required by members of the County Control Group and the Emergency Support and Advisory Staff, to mitigate the effects of the emergency;
- j) Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Warden and County Chief Administrative Officer or alternate(s) to resolve the matter;
- k) Liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- l) Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- m) Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding; and
- n) Procuring staff to assist, as required.

**15. Human Resources Director**

***In a county wide emergency***, the Human Resources director would be responsible for:

- a) Working in conjunction with the County Control Group to determine what human resources are required to support relief activities;
- b) Arranging for temporary assistance from any government department, private agency or volunteer group capable of supporting emergency operations; and
- c) Coordinating the distribution of materials and human resources to emergency response agencies.

**16. Director of Public Works**

*In a county-wide emergency*, the Director of Public Works of the County of Huron, or alternate, is responsible for:

- a) Coordinating the emergency response activities of the Roads Department;
- b) The maintenance, construction, and repair of County roads;
- c) Designating an Emergency Site Manager from Roads Department personnel, if requested;
- d) Providing the County Control Group with information and advice on engineering and road-related matters;
- e) Acting as a liaison with the senior public works officials from the affected municipalities;
- f) Assisting in traffic control and evacuations by clearing emergency routes, marking obstacles and providing road signs, as appropriate;
- g) Arranging for additional support from any industrial, engineering or construction companies that can assist emergency operations;
- h) Acting as a liaison with local building officials to determine (1) the structural safety of buildings affected by the disaster and (2) the need to demolish unsafe structures;
- i) Working in conjunction with local conservation authorities and the Ministry of Natural Resources to coordinate the County's response to a flood-related emergency;
- j) Maintaining the usual responsibilities of the Roads Department;
- k) Providing County vehicles and equipment as required by any emergency service and ensuring that all vehicles and equipment are ready for immediate use;
- l) Procuring staff to assist, as required;
- m) When required, assisting the Emergency Site Manager as appointed by the County Control Group in fulfilling their responsibilities;
- n) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the County Chief Administrative Officer within two weeks following an emergency termination; and
- o) Maintaining an up-to-date inventory of supplies and equipment available within the Roads Department that might be required by the County Control Group in an emergency.

**17. Police Chief/O.P.P. Sergeant**

*In a county-wide emergency*, the Chief of the North Huron Police or the Huron O.P.P. Sergeant is responsible for:

- a) If required, activating the County External Alerting System through the established system, Diagram #1;
- b) Notification of necessary emergency services as required;
- c) The establishment of an On-Site Command Post;
- d) Ensuring that a communication link is established between the County Control Group and the On-Site Command Post;
- e) The establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- f) The establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- g) The provision of traffic control to facilitate the movement of emergency vehicles;
- h) Alerting persons in danger by the emergency and the coordination of evacuees to Evacuation Centres;
- i) The designation and initial opening of appropriate Evacuation Centres, as required;
- j) Immediate alerting of the Administrator of Huron County Social Services regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- k) Where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Huron County Social Services in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- l) The protection of life and property and the provision of law and order;
- m) The provision of police service at Evacuation Centres, morgues and other facilities as required;
- n) Notifying the coroner of fatalities and establishing temporary morgues, when required;
- o) Providing an Emergency Site Manager, if required;
- p) When required, assisting the Emergency Site Manager as appointed by the County Control Group in fulfilling the responsibilities;
- q) Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency;

- r) Acting as a liaison with other police agencies and arranging for additional police support, if necessary;
- s) Maintaining the usual responsibilities of the Police Department(s); and
- t) Preparing a report outlining the Police Service(s) emergency response activities and submitting a copy of the document to the County Chief Administrative Officer within two weeks following an emergency termination.

**18. Social Services Administrator**

*In a county-wide emergency*, the Administrator of Huron County Social Services is responsible for:

- a) The management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Unit and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Huron County Social Services Emergency Response Plan;
- b) Liaising with the North Huron Police Chief or O.P.P. Sergeant with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- c) Designation and arranging for opening Reception/Evacuation Centre(s), as required; immediate notification of the Chief of the North Huron Police Service or O.P.P. Sergeant regarding the locations of additional/secondary Reception/Evacuation Centres; liaising with the Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- d) Ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- e) Ensuring Volunteer Registration Forms (Appendix 11.5) are completed and a copy of each form is retained for County use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct staff to record specifically required details. After the termination of the emergency, the Volunteer Registration Forms must be delivered within 24 hours to the County Chief Administrative Officer;
- f) Liaising with Treasurer for the purchase of food and supplies for “emergency workers” and Emergency Operations Centre staff; as required;
- g) Acting as a liaison with public and private nursing care homes in the County, as required;
- h) Maintaining the usual responsibilities of the Social Services Department;

- i) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the County Chief Administrative Officer within two weeks following an emergency termination;
- j) Ensure emergency workers complete the necessary registration forms, and a copy of each agreement is retained for County records;
- k) Ensure identification cards are issued to emergency workers, where practical;
- l) Coordinating offers of and appeals for volunteers and/or human resources in conjunction with the Media Coordinator and under the direction of the County Control Group;
- m) Ensuring records of human resources and administrative details that may involve financial liability, are completed;
- n) Ensure food and supplies for "emergency workers", Emergency Operations Centre Staff and the Reception/Evacuation Centres are properly secured; and
- o) Procuring staff to assist, as required.

**19. Medical Officer of Health, Huron County Health Unit**

*In a county-wide emergency*, the Huron County Health Unit is responsible for:

- a) Providing advice to the Warden on any matters which may adversely affect public health. This will include, but is not limited to, providing advice on the health and safety aspects of the emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal;
- b) Provide representation on the County Control Group appropriate to the emergency situation;
- c) Assessing the emergency situation and determining its potential impact on public health;
- d) Maintaining the essential services of the Health Unit;
- e) Coordinating the response to public health related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- f) Liaising with the Provincial Ministry of Health and Long-Term Care, Public Health Branch;
- g) Liaising with other agencies and senior levels of government regarding public health matters related to the emergency situation;
- h) Coordinating all efforts to prevent and control the spread of disease during an emergency. This may include providing leadership and co-ordinating the response to disease related emergencies or anticipated emergencies such as an influenza pandemic (i.e. act as the lead agency);

- i) Providing authoritative instructions on public health matters to the public through the Media Coordinator;
- j) Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- k) Coordinating the emergency response activities of the Health Unit's staff;
- l) Notifying the County Director of Public Works regarding the need for potable water supplies and sanitation facilities;
- m) Liaising with the Administrator of Huron County Social Services on areas of mutual concern regarding operations in Evacuation and Reception Centres;
- n) When required, assisting the Emergency Site Manager as appointed by the County Control Group in fulfilling their responsibilities;
- o) Designating an Emergency Site Manager from Health Unit personnel, if requested;
- p) Participating in a debriefing of the emergency response;
- q) Preparing a report outlining the Health Unit's emergency response activities and submitting a copy of the document to the County Chief Administrative Officer and the Board of Health within two weeks following an emergency termination.
- r) The Health Unit does not have the authority to direct any local health care providers or services. The Health Unit / Medical Officer of Health will not be operationally involved in:
  - the provision of emergency medical services, staff or supplies;
  - the transportation of individuals for medical or other reasons;
  - the establishment or operation of evacuation centres;
  - providing or ensuring the provision of potable water, food supplies, etc for the general public; and/or
  - providing psychosocial support to members of the public or emergency responders.

## 20. **Chief, Ambulance Operations**

***In a county-wide emergency,*** the Chief of Ambulance Operations is responsible for:

- a) Liaising with Police, Fire and other agencies active at the site of the emergency;
- b) Liaising with the Health Unit;
- c) Ensuring triage and treatment at the site of the emergency;
- d) Liaising with hospitals for the efficient distribution of casualties;

- e) Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams;
- f) Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. The representative of the Ambulance Service is then responsible for forwarding all requests to the Ambulance Communication Centre;
- g) In conjunction with the Ambulance Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying the Warden who will notify Emergency Management of Ontario of requests for assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- h) Liaising through the Administrator of Huron County Social Services/ Huron County Health Unit/Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation;
- i) Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- j) Ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s); and
- k) When required, assisting the Emergency Site Manager as appointed by the County Control Group in fulfilling their responsibilities.

## **21. Emergency Management Coordinator**

The Emergency Management Coordinator is responsible for:

- a) If required, assist the County Chief Administrative Officer in activating the County of Huron Internal Alerting system;
- b) Act in a resource and advisory capacity to the County Control Group and other emergency and support staff on emergency planning matters, as required;
- c) Coordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- d) Maintain Emergency Operations Centre equipment and material;
- e) Schedule training of staff annually;
- f) Review plan annually;
- g) Receive updates to Plan and update Plan; and

- h) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.

## 22. **Emergency Site Manager**

- a) The Emergency Site Manager (ESC) will be **appointed** by the County Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The Emergency Site Manager shall report directly to the Warden. Selection of the Emergency Site Manager will take into consideration the following:
  - (i) availability and approval of their agency;
  - (ii) training and field experience; and
  - (iii) knowledge of responding agencies, responsibilities and resources.
- b) The Emergency Site Manager, upon appointment by the County Control Group, has the authority to:
  - (i) Call meetings of the responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to the responding groups and determining any extenuating factors which will affect emergency response operations;
  - (ii) Mediate conflicts between agencies and to contact the Warden at the County Control Group should he/she be unable to resolve the matter;
  - (iii) Request assistance from responding agencies for communications and other emergency site management tools; and
  - (iv) Appoint an on-site Media Spokesperson, i.e. police officer with media training background.
- c) The Emergency Site Manager is responsible for:
  - (i) Ensuring that priorities, tasks and tactics have been established to contain the problem;
  - (ii) In consultation with the responding emergency service agencies, define the inner and outer perimeters;
  - (iii) Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
  - (iv) Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;

- (v) Maintaining a communication link with the Warden at the County Control Group for the flow of accurate information and assistance in management of the emergency;
- (vi) Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
- (vii) Monitoring the operation of the site management and make suggestions where appropriate;
- (viii) Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
- (ix) Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
- (x) Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the County Control Group is managing the day-to-day County operations in our community;
- (xi) Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency;
- (xii) Assessing the existing resources at the site and notifying the County Control Group when additional materials, administrative staff and medical services are required;
- (xiii) Maintaining a communication link with the Communications Manager;
- (xiv) Establishing a command post at the emergency site, if appropriate; and
- (xv) Assuming the role of On-Site Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.

**PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF****23. Emergency Support and Advisory Staff**

- a) The following County Staff may be required to provide support, logistics and advice to the County Control Group:
- o Solicitor
  - o Administrative Assistant to the County Chief Administrative Officer
  - o Transportation Coordinator
- b) Upon direction from the Warden, the County Chief Administrative Officer notifies the required Emergency Support and Advisory Staff (and any other required County Staff) to report to the Emergency Operations Centre.

c) **Solicitor**

The Solicitor for the County of Huron is responsible for:

- (i) The provision of advice to any member of the County Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the County of Huron in its response to the emergency, as requested.

d) **Administrative Assistant to the Chief Administrative Officer**

The Administrative Assistant to the County Chief Administrative Officer is responsible for:

- (i) Assisting the County Chief Administrative Officer, as required, including the activation of the County Internal Alerting System;
- (ii) Maintaining a log outlining decisions made and actions taken by the County Control Group, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency as required; and
- (iii) Providing identification cards to County Control Group members and support Staff.

e) **Transportation Coordinator**

In the event of an emergency, the Transportation Coordinator will be appointed by the County Control Group and is responsible for:

- (i) Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the County Control Group and the Emergency Support and Advisory Staff;
- (ii) Liaising with Municipal Transportation Coordinators, if necessary; and
- (iii) Procuring staff to assist, as required; and

- (iv) Ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form (Appendix 11.5) should be completed and forwarded to the Huron County Social Services Administrator.

f) **Amateur Radio Emergency Service (ARES)**

When traditional methods of communication are not functioning effectively, the County Chief Administrative Officer, or delegate, will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

g) **Bell Canada/Independent Telephone Companies**

In emergencies or periods of exceptional demand, Bell Canada and the local independent telephone companies may initiate "Priority Access for Dialling" to prioritize telephone service. Outward calls will be restricted to essential users, including CCG officials. In contrast, all incoming calls to the emergency area can be received by local residents. Municipal officials who have Priority Access for Dialling should provide this information to the Communications Coordinator, when appropriate.

h) **Canadian Transport Emergency Centre (CANUTEC)**

In a transport-related accident involving dangerous goods, Transport Canada's CANUTEC can provide information on handling these materials. The CCG can directly notify CANUTEC, or the Spills Action Centre may request its assistance.

i) **Coroner**

When an incident has caused death, the Regional Coroner must be immediately notified by the senior official at the emergency site, or delegate. The coroner has the authority to take possession of the body or authorize a qualified official to secure the body. When necessary, the Coroner will also advise the County Control Group on the establishment of a temporary morgue.

j) **Critical Incident Stress (CIS) Support**

Individuals trained in Critical Incident Stress may be requested by the Human Resources Officer to support residents and emergency workers recovering from traumatic experiences.

k) **9-1-1**

9-1-1 provides the primary means to notify emergency crews during the early stages of a crisis.

l) **Spills Action Centre**

When a dangerous spill of pollutants has occurred, the Ministry of Environment and Energy's Spills Action Centre must be contacted. Emergency Management of Ontario office should also be notified. The Spills Action Centre will provide advice and investigate the incident.

## PART VII - MEDIA AND PUBLIC RELATIONS

### 24. Introduction

- a) Upon implementation of this Emergency Plan, it will be very 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 reports on, information concerning any aspect of the emergency.
- b) In order to fulfill these functions during an emergency, the following positions will be established:
  - (i) an On-Site Media Spokesperson will be appointed by the Emergency Site Manager;
  - (ii) the Media Coordinator (Director of the Planning and Development Department) will report directly to the Chief Administrative Officer;
  - (iii) The County Librarian will assume the role of Citizen Inquiry Supervisor.
- c) Depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the site (the On-Site Media Information Centre) and the other near the Emergency Operations Centre (E.O.C. Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the E.O.C. Media Information Centre.

### 25. On-Site Media Spokesperson

The On-Site Media Spokesperson will be appointed by the Emergency Site Manager and is responsible for:

- a) Establishing and coordinating an On-Site Media Information Centre in a safe, appropriate location, at or near the site, for the media to assemble;
- b) Establishing a communication link and liaising regularly with the Media Coordinator at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the Media Coordinator at the E.O.C. Media Information Centre;
- c) Redirecting all inquiries regarding decisions made by the County Control Group and the emergency as a whole, to the Media Coordinator at the Emergency Operations Centre;
- d) Responding to inquiries from the media **pertaining to the site only**;

- e) Advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
  - (i) Media Coordinator
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) Emergency services personnel at site (where possible)
  - (v) Any other appropriate personnel or agencies;
- f) Controlling and redirecting media to the On-Site Media Information Centre;
- g) Where necessary and appropriate, coordinating media photograph sessions at the site; and
- h) Coordinating on-site interviews between the emergency services personnel and the media.

## 26. **Media Coordinator**

The Media Coordinator for the County of Huron is the Director of Planning and Development Department and is responsible for:

- a) Upon arrival to the Emergency Operations Centre, reporting to the Warden to be briefed on the emergency situation;
- b) As the **primary** Media Coordinator, the Media Coordinator will establish a communication link with the On-Site Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Media Coordinator(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- c) Designating and coordinating an E.O.C. Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- d) Briefing the County Control Group on how the E.O.C. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- e) Liaising regularly with the County Control Group to obtain the appropriate information for media releases, coordinate individual interviews and organize press conferences;
- f) Establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
  - (i) Media;
  - (ii) County Control Group;
  - (iii) On-Site Media Spokesperson;
  - (iv) Police Media Relations Officer;
  - (v) Citizen Inquiry Supervisor(s); and
  - (vi) Any other appropriate persons, agencies or businesses.

- g) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- h) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the E.O.C. Media Information Centre, the County Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- i) Monitoring news coverage, and correcting any erroneous information; and
- j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

## 27. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is the County Librarian and is responsible for:

- a) Automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Health and Library Complex or coordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the E.O.C. Media Information Centre;
- b) Apprising the Media Coordinator at the E.O.C. Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) Apprising the affected emergency services and the County Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) Continually liaising with the Media Coordinator to obtain current information on the emergency;
- e) Responding to and re-directing inquiries and reports from the public based on information from the Media Coordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) Responding to and re-directing 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;
- g) Responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the Huron Perth branch of the Red Cross. This information should be obtained through Huron County Social Services Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters; and
- h) Procuring staff to assist, as required.

**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS****28. Maitland Valley/Ausable Bayfield Conservation Authorities**

Should a flood emergency situation develop in the County of Huron, not only must the Solicitor General be notified by the Warden or alternate upon declaration of the emergency, but the local Conservation Authorities and through the Warden, the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

**"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."**

In flood emergency situations, the Warden may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) The Warden contacts the local Flood Response Coordinator. The local Coordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) If the local Coordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557 and/or the Ausable Bayfield Conservation Authority – Exeter (519) 235-2610. Refer to Maitland Valley Conservation Authority's and the Ausable Bayfield Conservation Authority's Contingency Plans on file at the Huron County Administration Office, Courthouse, Goderich with the Emergency Management Coordinators' library; and
- c) Should you be unable to contact someone in either authorities, then request for assistance should be made through the Provincial Flood Emergency Coordinator. Emergency Management Ontario may also be contacted.

**29. Ontario Provincial Police**

In the event of an emergency occurring on a Provincial Highway, or Provincial Parks within the County of Huron, the Ontario Provincial Police will be responsible for:

- a) Implementing the **Ontario Provincial Police Disaster Procedures Manual**;
- b) Securing the site of the incident;
- c) Controlling the movement of emergency vehicles to and from the site of the incident;
- d) Preventing looting;
- e) Acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;

- f) Maintaining law and order;
- g) Working together with the North Huron Police Service to coordinate matters of mutual concern; and
- h) Providing an Ontario Provincial Police representative to participate on the County Control Group, as required.

In the event of an emergency occurring within the County of Huron but outside the normal jurisdiction of the Ontario Provincial Police, the O.P.P. will assist the North Huron if requested by the Chief of Police, dependent upon resources available at that time.

**30. Avon Maitland District Board of Education and Huron-Perth Catholic District School Board**

The Avon Maitland District School Board and the Huron-Perth Catholic District School Board are responsible for:

- a) The provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Social Services Administrator;
- b) Upon being contacted by the Administrator of Huron County Social Services or alternate, providing an Avon Maitland District School Board/Huron-Perth Catholic District School Board representative(s) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives, please refer to Appendix 1.12.
- c) In the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
  - (i) implementing the school “Stay-Put” Emergency Plan; or
  - (ii) Implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

**31. Hospital Administrator**

- a) Within the County of Huron, there are five hospitals:
  - (i) Wingham & District Hospital
  - (ii) Goderich Alexandra Marine and General Hospital
  - (iii) South Huron Hospital
  - (iv) Seaforth and District Community Hospital
  - (v) Clinton Public Hospital

Contact information for the various hospitals is provided in Appendix 1.6.

- b) In a **county-wide** emergency, the Chief Administrative Officer(s) of the local hospitals are responsible for:

- (i) Coordinating and liaising with their response;
  - (ii) Liaising with the Social Services Administrator of Huron County, Health Unit and the Chief of Ambulance Operations with respect to hospital and medical matters, as required;
  - (iii) Evaluating requests for the provision of medical site teams; and
  - (iv) Liaising with the Ministry of Health, as appropriate.
- c) The Chief Administrative Officers of the hospitals are responsible for:
- (i) Implementing their Hospital Emergency Plan.

**PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES****32. Plan Maintenance and Revision**

- a) The County of Huron Emergency Plan will be maintained and distributed by the Huron County Emergency Management Program. Refer to Distribution List, Appendix 13.
- b) This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the County Control Group. This will be coordinated by the Huron County Emergency Management Program.
- c) The Emergency Plan shall only be revised by By-law or by resolution of County Council; however, revisions to the Appendices and minor administrative changes may be made by the Huron County Emergency Management Program.
- d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Huron County Emergency Management Program forthwith of any revisions to the Appendices or administrative changes.

**33. Testing of Plan**

- a) An annual exercise **should** be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the County Control Group and County staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

**34. Internal Procedures**

- a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to staff.
- b) Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.

**PART X - APPENDICES****APPENDIX 1****CONTACT INFORMATION**

- 1.1 County Control Group
- 1.2 EMO Contact List
- 1.3 Federal Contacts
- 1.4 Fire Departments
- 1.5 Funeral Homes
- 1.6 Hospitals and Other Health Care Providers
- 1.7 Huron County Municipalities (includes Municipal CEMC's)
  - 1.7.1 Municipality of Bluewater
  - 1.7.2 Municipality of Central Huron
  - 1.7.3 Municipality of Huron East
  - 1.7.4 Municipality of Morris-Turnberry
  - 1.7.5 Municipality of South Huron
  - 1.7.6 Town of Goderich
  - 1.7.7 Township of Ashfield-Colborne-Wawanosh
  - 1.7.8 Township of Howick
  - 1.7.9 Township of North Huron
- 1.8 Local Conservation Authorities
- 1.9 Police Services
- 1.10 Provincial Contacts
- 1.11 Retirement Homes
- 1.12 School Boards
- 1.13 Utilities and Infrastructure

**APPENDIX 2****EMERGENCY OPERATION CENTRE**

- 2.1 General Information
- 2.2 Emergency Operation Centre Equipment Requirements

**APPENDIX 3****AFFILIATED EMERGENCY PLANS****APPENDIX 4****EMERGENCY SCENARIOS**

- 4.1 Potential Leads
- 4.2 Hazard Identification Risk Assessment (HIRA)
  - i. Airplane Crash
  - ii. Construction Accident
  - iii. Dangerous Gases
  - iv. Tornado / Wind Storm / Hurricane
  - v. Explosions
  - vi. Fire
  - vii. Flood
  - viii. Power Failure
  - ix. Transportation – Rail
  - x. Transportation – Road
  - xi. Biological / Chemical Weapons
  - xii. Pandemic Influenza / Other Health Emergencies
  - xiii. Winter Storms / Cold Weather

**APPENDIX 5****CHECKLIST IN CONSIDERATION OF  
DECLARATION OF EMERGENCY – EMO**

<b>APPENDIX 6</b>	<b>PUBLIC INFORMATION PLAN</b>
<b>APPENDIX 7</b>	<b>RECEPTION AND EVACUATION CENTRES</b>
<b>APPENDIX 8</b>	<b>MEDIA INFORMATION CENTRE</b>
<b>APPENDIX 9</b>	<b>EMERGENCY RE-FUELING CENTRE</b>
<b>APPENDIX 10</b>	<b>NEIGHBOURING COUNTIES</b>
<b>APPENDIX 11</b>	<b>FORMS</b>
	11.1 Declaration of a County-Wide Emergency
	11.2 Emergency Information News Release – County of Huron
	11.3 Evacuation Order – County of Huron
	11.4 Termination of a County-Wide Emergency
	11.5 Volunteer Registration
<b>APPENDIX 12</b>	<b>RECOVERY MANAGEMENT PLAN</b>
<b>APPENDIX 13</b>	<b>DISTRIBUTION LIST</b>
<b>APPENDIX 14</b>	<b>ACRONYMS LIST</b>
<b>APPENDIX 15</b>	<b>COMMUNICATIONS</b>
	15.1 Communications – Bell Emergency Installation
	15.2 Priority Access for Dialing