

EMERGENCY RESPONSE PLAN

COUNTY OF HURON

Updated January 2023

COUNTY OF HURON EMERGENCY RESPONSE PLAN

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COUNTY OF HURON EMERGENCY RESPONSE PLAN

ADMINISTRATION

Introduction

The Emergency Plan for the County of Huron has been developed to reflect the public safety requirements of our community.

Municipalities routinely respond to situations requiring emergency and public services, however, some situations may escalate beyond the scope of normal operations and/or resources. It is for these situations that the Emergency Response Plan has been developed. The effective use and maintenance of this Plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of the citizens of the County of Huron from the effects of a natural, technological or human caused emergency.

The Aim is also to support the local municipalities in the implementation and operation of their emergency plans.

The County of Huron will also support all local municipalities in the mitigation of an emergency in the County and will provide available resources to assist the local municipalities, as required.

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Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario. The Emergency Management and Civil Protection Act states that:

“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.”

Definition of an Emergency

The Emergency Management and Civil Protection Act 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 health risk, an accident or an act whether intentional or otherwise.”

For the purposes of this plan, an emergency may be defined as a situation, or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, County employees may take such action(s) under this emergency management plan as may be required to protect the lives and property of the inhabitants of the County of Huron.

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Requests for County assistance

Municipalities may request assistance from the County of Huron at any time. The request **shall not** be deemed to be a request that the County assume authority and control of the emergency.

Similarly, assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

County Declarations

As the County of Huron is comprised of a number of individual municipalities, each with its own Emergency Response Plan, the declaration of a state of local emergency at the County level would only occur in certain instances which would include but not be limited to the following:

- A general health issue identified by the Medical Officer of Health that may affect the entire County;
- A general situation, such as severe weather which affects a majority of the County;
- At the request of one or more local municipalities which have already declared a state of local emergency;
- In situations, where the County was requested to support local emergency plans and mitigation measures.
- At the request of the Province of Ontario.

Freedom of Information and Privacy Protection

Any personal or proprietary information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting responses to emergencies impacting the County of Huron and its environment. The release of information under this Plan shall be made in conformity with the Ontario Freedom of Information and Protection of Privacy Act.

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Plan Maintenance

The County of Huron Emergency Response Plan was approved in 2017 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee.

The emergency telephone numbers will be reviewed on an annual basis.

The Emergency Notification System will be tested annually as a minimum requirement.

The Plan will be exercised once every year as a minimum requirement.

The County Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and Local Resources Directories should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend any information contained within the appendices of this Emergency Response Plan on an as required basis. Members on the CCG will be notified of any major alterations or revisions. In addition, while amendments to the body of the Plan require formal County Council approval, minor editorial revisions, such as editorial changes to text, section numbering, or reference changes will not require full County Council approval.

Plan Distribution

Complete copies of the Emergency Response Plan, including appendices, will be used primarily for training or Emergency response.

It is understood that County Control Group members are not expected to carry a copy of the County of Huron Emergency Response Plan with them at all times. Since the nature of an Emergency notification normally requires an immediate response to the County EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual emergency.

Every member of the primary County Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Any County Control Group member may inspect the complete plan at any time upon request.

COUNTY OF HURON EMERGENCY RESPONSE PLAN

COUNTY CONTROL GROUP

Membership

The County Control Group (CG) is the group that is responsible for the direction and control of the overall emergency response within the County. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency situation.

The County Control Group is made up of the following members or their alternates;

Warden
CAO
Fire Coordinator – Mutual Aid
OPP
Chief Emergency Services
Director of Public Works
CEMC
Huron Perth Public Health
Social and Property Services Director
Emergency Information Officer
Human Resource Director
Treasurer
Business Technology Solutions
Citizen Inquiry Supervisor
Scribe
Homes for The Aged

Additional persons may be added depending on the nature of the emergency situation. These include, but are not limited to, representatives of Conservation Authorities, other levels of government, Utilities, Industry, and private businesses.

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Activation

In the event of an actual or potential emergency situation any member of the County Control Group may request that the Emergency Plan be implemented by contacting the CAO and/or the CEMC. The CAO and/or CEMC will decide on the level of activation depending on the information available at the time.

If a decision is made to assemble members of the County Control Group it will be immediately communicated by means of the **Emergency Notification System**. The CEMC will contact members to assemble at either the Primary or Alternate Emergency Operations Centre.

The **Emergency Notification System** is a process for communication among members of the County Control Group and senior managers. The process employs both wireless and landline technology.

Emergency Notification System contact numbers and procedures are located in **Appendix A**.

Upon receipt of an activation message each member of the County Control Group will acknowledge the activation with an estimated time of arrival at the EOC. Each member will also initiate their own internal departmental notification procedures.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

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CCG Priorities

1) **Support affected municipalities and Site Incident Command.**

- i) Ensure impacted municipalities and Site Incident Command are supported with necessary information, personnel and other material resources as required to assist in mitigation of the incident(s).
- ii) Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the CCG.

2) **Maintain essential services.**

- i) Ensure that essential County services are maintained to the best extent possible for unaffected areas of the County of Huron.

3) **Monitor, Inform and Alert.**

- i) The CCG must both give and receive information. The CCG undertakes intelligence gathering to identify potential problems and provide prompt notification to employees and response organizations.
- ii) The CCG also ensures that members of the public, as well as external stakeholders, agencies and levels of government, know about the emergency and the County's response.

4) **Verify and Document Response.**

- i) The CCG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect people, property and infrastructure. The CCG pursues "best practices" by documenting information received and the steps taken.

5) **Coordinate Recovery and Restoration.**

- i) In addition to supporting Municipal response efforts, it is the responsibility of the County Control Group to coordinate strategies for the recovery and full restoration to pre-emergency conditions. As a result, **recovery and restoration will form the majority of the CCG's efforts**, particularly as emergency services complete their response efforts at the site.

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ROLES AND RESPONSIBILITIES

Members of the County Control Group are responsible for the following:

- Implementing the County's Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
- Coordination and direction of County resources used to mitigate the effects of an emergency, in cooperation and support of local municipalities.
- Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
- Advise the Head of County Council regarding need for declaration or termination of an emergency.
- Advising the Head of County Council regarding requests for assistance from local municipalities, the Province, and the Federal Government.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Coordination of services provided by outside agencies.
- Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- Assisting impacted municipalities, as required, in coordinating the evacuation of citizens who may be in danger.
- Appeals for volunteers.
- Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Maintenance of an operational log detailing the group's decisions and activities.
- Deactivating the plan, and notifying all of those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

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Warden

The Head of County Council, or designate, is responsible for:

- Providing overall leadership for the emergency response within the County of Huron.
- Declaration of a County Emergency.
- Termination of a County Emergency.
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through the Provincial Emergency Operations Centre. PEOC*)
- Taking such action and making such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the County of Huron.
- Ensuring the members of County Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- Ensuring that the local MPP and MP, municipalities and neighboring Counties are advised of the declaration and termination and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO.
- Participating in news conferences and media briefings as arranged and prepared by the Emergency Information Officer.
- Authorizing such expenditures as are required due to the emergency.
- Maintaining a personal log of actions taken and decisions made.

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County CAO

The County CAO, or designate, is responsible for:

- Briefing the Warden on any requests for assistance from local municipalities and consulting on the need to assemble the County Control Group.
- Coordinating all operations within the County Emergency Operations Centre, including the scheduling of regular meetings.
- Chairing meetings of the County Control Group.
- Advising the Head of County Council on policies and procedures, and all other administrative matters, as appropriate.
- Ensuring a communication link is established between the County Control Group and the Emergency Control Groups in impacted municipalities.
- Approving, in conjunction with the Head of County Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CCG.
- Calling out additional County staff as required.
- Provision of support staff to assist the County Control Group as required.
- Ensuring a master record of all events and actions taken is maintained throughout the emergency.
- Maintaining a personal log of action taken and decisions made.

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Fire Coordinator (Mutual Aid)

The Mutual Aid Fire Coordinator, or designate, is responsible for:

- Requesting activation of the emergency notification system.
- Providing the County Control Group with the information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response and fire search and rescue.
- Establishing an ongoing communications link with the senior fire official in municipalities impacted by the emergency.
- Initiating Mutual Aid, as required, and ensuring adequate firefighting resources are maintained in unaffected areas of the County.
- Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation etc.
- Acting as a liaison with Provincial Ministries in an environmental or forest fire situation.
- Maintaining a personal log of actions taken and decisions made.

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OPP

The Ontario Provincial Police Representative is responsible for:

- Requesting activation of the emergency notification system.
- Advising the County Control Group regarding the protection of life and property and matters relating to the provision of law and order.
- Establishing and maintaining ongoing communications with the senior police representative in Emergency Operation Centre's of impacted municipalities.
- The protection of life and property and the provision of law and order.
- The provision of police services in evacuation centres, morgues, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with local or external police agencies and arranging for additional police support, as required.
- Maintaining a personal log of decisions made and actions taken.

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Chief, Emergency Services (EMS)

The Chief, Emergency Services is responsible for:

- Requesting activation of the emergency notification system.
- Providing the County Control Group with information and advice on treatment and transport of casualties.
- Requesting additional EMS resources to support emergency response activities and to help maintain coverage to unaffected areas of the County.
- Requesting any special Emergency Medical Service resources required to support response efforts such as ambulance buses, support units, air ambulance, etc.
- In conjunction with the Central Ambulance Communications Centre (CACC), providing the main communications link through dispatch among health services, and notifying and requesting assistance from the Ontario Ministry of Health and Long-Term Care.
- Liaising with the Medical Officer of Health, Huron County Health Unit, area hospitals, police and fire officials during an emergency situation.
- Liaising with Social Services, the Health Unit and Community Care Access regarding persons with disabilities in an evacuation area which may require specialized transportation.
- Maintaining a personal log of actions taken and decisions made.

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Director of Public Works

The Director of Public Works or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Providing the County Control Group with information and advice on Public Works matters, including transportation infrastructure, road maintenance, clearing or construction, sanitation resources or engineering matters.
- Liaising with senior public works officials from local municipalities with respect to local capacity and County resources available to ensure a coordinated response.
- Liaising with OPP regarding County road closures.
- Arranging for public works resources from outside the County to assist with emergency response.
- Liaising with MTO regarding Provincial highways in the County.
- Arranging for additional support from any industrial, engineering or construction companies to assist emergency operations.
- The construction, maintenance and repair of County roads.
- Assistance with closures and/or roadblocks on County roads.
- Liaising with local building officials to determine the structural safety of buildings affected by the emergency and the need to demolish unsafe structures.
- Maintaining liaison with local conservation authorities and the Ministry of Natural Resources to coordinate the County's response to a flood-related emergency.
- Maintaining County roads and Public Works services in unaffected areas of the County.
- Maintaining a personal log of decisions made and actions taken.

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CEMC

The Community Emergency Management Coordinator is responsible for:

- Activation of the County Control Group through the use of the Emergency Notification System.
- Providing information, advice and assistance to members of the County Control Group on Emergency Management procedures, principles and legislation.
- Providing direction to Emergency Operations Centre support staff, as required, in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operations Centre.
- Assisting the Emergency Information Officer, as required, regarding public information and messaging.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management and Civil Protection Act.
- Preparing and coordinating training and exercise simulations for members of the County Control Group and alternates.
- In conjunction with the CAO coordinate a post-emergency debriefing and assist in the development of a final report to the Warden and County Council.
- Maintaining a personal log of actions taken and decisions made.

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Huron Perth Public Health

The HPPA representative is responsible for:

The local public health unit is the lead agency during a public health emergency in Huron and Perth Counties. The primary responsibilities and functions of the Medical Officer of Health (MOH) and Huron Perth Public Health (HPPH) are:

- Assess the impact of the emergency situation on the health of the public;
- Advise the public on matters concerning public health through communication channels established by the County or Municipal Emergency Control Group;
- Advise on the control of infectious and/or communicable diseases and infection, prevention and control measures as necessary;
 - Coordinate vaccine management and implement mass immunization plan, as required;
- Provide advice on the public health aspects of biohazardous and/or other dangerous material, food supplies, garbage and sanitation, mass feeding, sewage disposal, shelters and water supplies as it relates to the emergency;
- Notify other agencies and senior levels of government of public health matters relating to the emergency including but not limited to Ministry of Health, Ministry of Long-term Care, other provincial ministries and Public Health Ontario;
- Advise and actively work to prevent human health risks in reception/evacuation centres and/or temporary shelters through assessment and or inspection of areas related to food preparation, infection prevention and control, communicable disease control, water quality, and sanitation;
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing.

It is recognized that the Health Unit is aware of certain vulnerable populations through the delivery of Health Unit programs and services. Depending on the nature of the emergency, and when resources permit, the Health Unit will make all attempts to assist in identifying and responding to stress reactions, both immediate and long term, in such vulnerable Health Unit clients. Where this is not possible, clients will be advised to access assistance using usual channels such as their family doctor and the emergency department.

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Social and Property Services Director

The Social and Property Services Director, or alternate, is responsible for;

- Ensuring the well-being of residents who have been displaced from their homes due to an emergency situation by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services due as required.
- Supervising the opening and operation of reception or evacuation centres within the County, and ensuring they are adequately staffed and maintained.
- Liaising and coordination with the Red Cross or other designated volunteer agencies for the ongoing operation of evacuation centres in accordance with the Huron County Social Services Emergency Response Plan.
- Liaising with the Huron County Health Unit in areas regarding public health in evacuation centres.
- Liaising with police agencies within the County in regard to security at evacuation or reception centres.
- Arranging for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way
- Liaising with school boards or private entities regarding the use of properly equipped facilities for reception and evacuation centers if required. In addition, ensuring that staff and volunteers take direction from the property representative with respect to its operation, use and maintenance.
- Coordinating appeals for Volunteers and/or human resources, in conjunction with the Emergency Information Officer, and under the direction of the County Control Group.
- Ensuring that when Volunteers are requested that the proper Volunteer Registration Forms are completed and a copy is retained for County use.
- Liaise with County long term care homes and ensuring liaison with nursing homes, homes for the aged, and rest homes as required
- Maintaining a personal log of all actions taken and decisions made.

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Emergency Information Officer

The Emergency Information Officer is responsible for;

- Providing timely information to the public regarding the emergency and efforts within the County of Huron to respond to and recover from the event. This will also include advisories on what actions the public should take to help ensure their safety.
- Developing initial and subsequent media releases, subject to approval by the Warden and CAO.
- Establishing linkages with provincial, community and industry media officials as appropriate, and attempting to ensure that information released is consistent and accurate.
- Coordinating interviews and media briefings, and preparing the Head of County Council and other members of the County Control Group as required.
- Liaising with the Citizen Inquiry Supervisor on the set up and staffing of public inquiry lines, and ensuring the most updated and approved information is provided for callers.
- Ensuring the County Website is kept up-to-date with the latest approved information.
- Monitoring of Twitter and Social Networking sites.
- Monitoring news coverage and correcting any erroneous information.
- Maintaining copies of all media releases.
- Maintaining a personal log of actions taken and decisions made.

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Human Resources Director

The Human Resources Director, or alternate, is responsible for;

- Providing information and advice to the County Control Group regarding Human Resource issues.
- Assisting with the provision of necessary County staff to support emergency operations.
- Providing advice to the County Control Group on implications of collective agreements as required.
- Tracking of claims, records of overtime, time off, hours worked, and confirm validity of same.
- Activating the Employee Assistance Plan, and ensuring County staff are aware of the debriefing and counselling services available.
- Maintaining a personal log of decisions made and actions taken.

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Treasurer

The County Treasurer, or alternate, is responsible for;

- Providing the County Control Group with information and advice on financial matters as they relate to the emergency situation.
- Acting as Purchasing Coordinator for County Control Group response activities.
- Ensuring that a record is maintained of all County expenditures related to the emergency.
- Preparing a claim of costs and expenditures related to emergency response operations and submitting this document to County Council.
- Maintaining a personal log of decisions made and actions taken.

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Business Technology Solutions

The Business Technology Solutions is responsible for;

- Provision of Information Technology resources to the County Control Group.
- Ensuring communications systems in the Emergency Operations Centre are activated and functioning.
- Maintaining County technology and communications resources including computers, internet, email, and phone lines.
- Maintaining a personal log of decisions made and actions taken.

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Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for;

- Establishing and coordinating operations for the effective and efficient response to all public telephone inquiries.
- Ensuring that sufficient personnel and equipment are available to meet call volumes.
- Ensuring that once the Citizen Inquiry Line has been established that the phone number be provided to the Emergency Information Officer for dissemination to the public.
- Liaising with the Emergency Information Officer to obtain current information on the emergency situation and approved messaging.
- Ensuring personnel staffing phones only give out authorized information, which has been cleared by the County Control Group. No personal opinions or speculation is to be given. When citizens have questions for which there is no scripted solution, their names and numbers are to be taken with the understanding that someone will get back to them with an answer as soon as possible.
- Providing the Emergency Information Officer with information on the volume and types of inquiries being made.
- Redirecting inquiries pertaining to persons who may be located in reception/evacuation centres to the Registration and Inquiry telephone number.
- Maintaining a personal log of decisions made and actions taken.

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Scribe (Clerk)

The Scribe is responsible for:

- Assisting the County CAO as required.
- Maintaining a record of all important decisions made and actions taken by the County Control Group.
- Ensuring that Maps and Status Boards are kept up to date, with the assistance of the CEMC.
- Ensuring all members of the EOC sign in and that attendance records are maintained.
- Arranging for printed material as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required.
- Maintaining a personal log of decisions made and actions taken.

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Homes for the Aged

The Director of Homes, or alternate, is responsible for;

- Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the CAO or alternate to CAO. is advised to activate the EOC notification procedures.
- Providing information and advice to the County Control Group regarding information and advice on matters relating to services provided by Long-Term Care.
- Implement visitor restriction policies as required by provincial legislation or internal policy.
- Liaise with public and private nursing/care facilities in the County of Huron with respect to appropriate levels of care during emergencies.
- Assisting with the provision of necessary County staff to support emergency operations.
- Liaise with Social and Property Services, Health Unit and Huron County EMS on all matters relating to Long Term Care Facilities.
- Maintaining a personal log of decisions made and actions taken.

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EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) serves as the coordination point for response and recovery activities taking place within the County of Huron. The EOC is the location where members of the County Control Group gather to support Emergency Response activities and needs, share information, provide advice and input for major decisions, and implement the desired strategic course of action in a coordinated and effective way. The role of the County Control Group is also to ensure that the community is properly informed and updated on the status of the emergency.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only County Control Group members or support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the CAO.

EOC Location:

The Emergency Operations Centre has both primary and secondary locations. During the notification process, direction will be given as to which location members of the Emergency Control Group (ECG) will report.

For example, members will be told that;

“This is an Emergency Plan activation. You should report to the primary Emergency Operations Centre immediately.”

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location County Court House (Council Chambers)
1 Courthouse Square
Goderich, ON

Alternate EOC Location Jacob Memorial Building (Auditorium)
77722D London Road
Clinton, ON

Virtual EOC EOC meetings may be conducted by Virtual methods as necessary.

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EOC Set-up and Operation

Upon receiving notification, the CEMC will contact the administrative staff assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Center, each County Control Group member/designate will.

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his or her department and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass County Control Group decisions on to their departments and/or areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will.

- a. Conduct a handover with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the County CAO. The EOC functions most efficiently on a system known as an Operations Cycle.

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EOC Operations Cycle

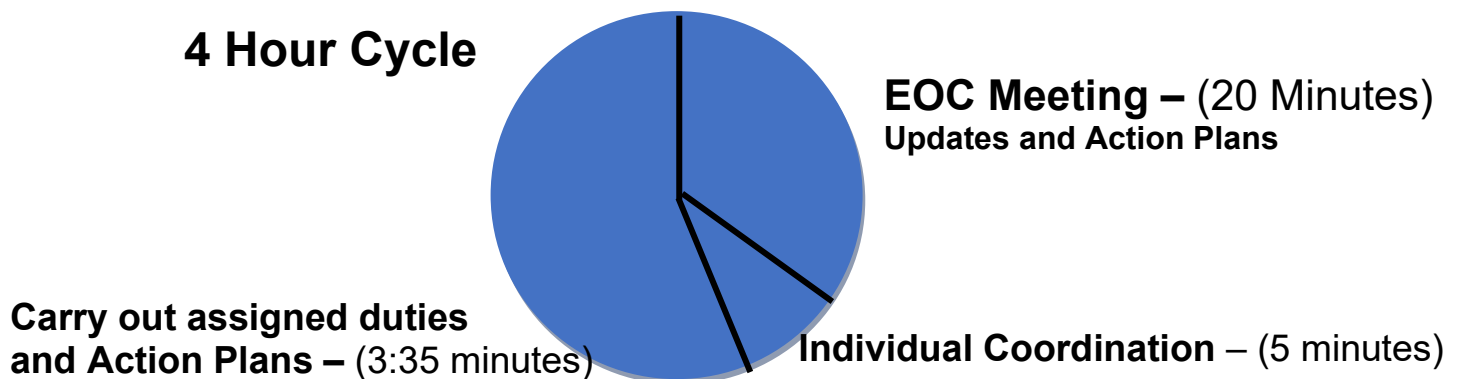
The Operations Cycle is how the County Control Group manages overall emergency operations. County Control Group members will come together usually around a planning board or map at which time they will in turn report their departmental status as well as immediate needs. It is essential that every member, covering each area of responsibility, be heard from during this process. The County Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their departments and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of meetings is determined by the County CAO but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The County Control Group members use this time to follow up and ensure that decisions are being implemented. During County Control Group meetings there should be no interruptions. All phone or radio communication to and from the EOC should occur prior to or after the formal meetings of the County Control Group.

- The Control Group should have regular meetings to share information, discuss actions to be taken and/or issues to be resolved.
- Meetings should be brief and free from interruptions.

EXAMPLE:



COUNTY OF HURON EMERGENCY RESPONSE PLAN

INCIDENT MANAGEMENT SYSTEM

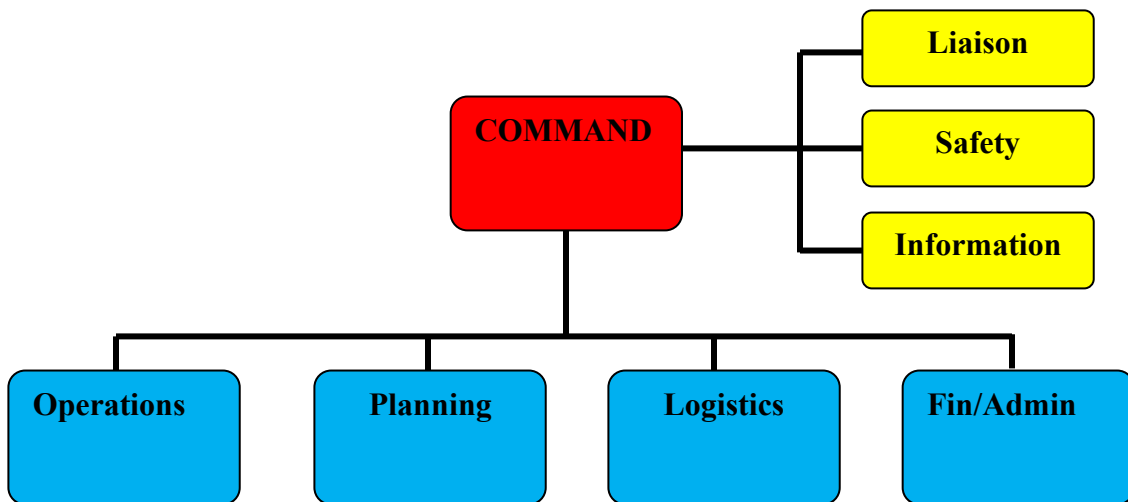
The County of Huron has adopted the Incident Management System (IMS) approach to Emergency Management and Emergency Response.

The Incident Management System is a standardized system that defines the basic command structure, roles and responsibilities required for the effective management of an emergency incident or situation.

The Incident Management System is comprised of the Incident Command System (ICS) along with regular training and exercises. The Incident Command System (ICS), which is universally employed by emergency response agencies, is a systematic tactical approach for establishing command and control at an emergency incident. ICS is a scalable and modular approach which ensures that only one person is in command and control, that each responder only reports to one person, and that no one person supervises more than seven others.

ICS Components

ICS consists of five key elements: Command, Operations, Planning, Logistics, and Finance/Administration. There are three support functions that report directly to Command.



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ICS Functions

Command

- Provides overall leadership and direction.
- May delegate authority to others as required.
- Responsible for all activities until delegated and assigned to staff.

Operations

- Responsible for all tactical incident operations
- Implements strategy and tactics to carry out objectives.
- Supervises the tactical field resources.

Planning

- Collection, evaluation, and dissemination of operations information
- Maintains resource status.
- Compiles Incident Action Plan for short and long term.
- Develops alternative strategies.
- Prepares demobilization plan.

Logistics

- Provides facilities, services, and material support.
- Orders, receives, stores, and distributes supplies.
- Arranges for transportation of personnel, supplies, food, and equipment.

Finance/Administration

- Collects all cost data.
- Tracks personnel and equipment time
- Processes claims for accidents and injuries.

Liaison

- Primary contact for supporting agencies and/or departments.
- Facilitates a two-way flow of information to ensure a coordinated response.

Safety

- Ensure the safety of all field personnel.

Information

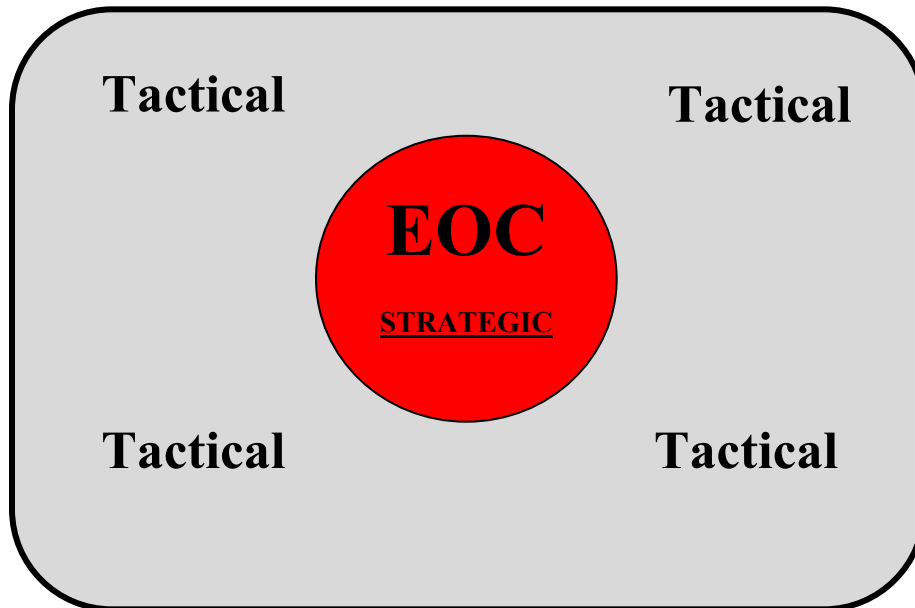
- Conduit for information to internal and external stakeholders

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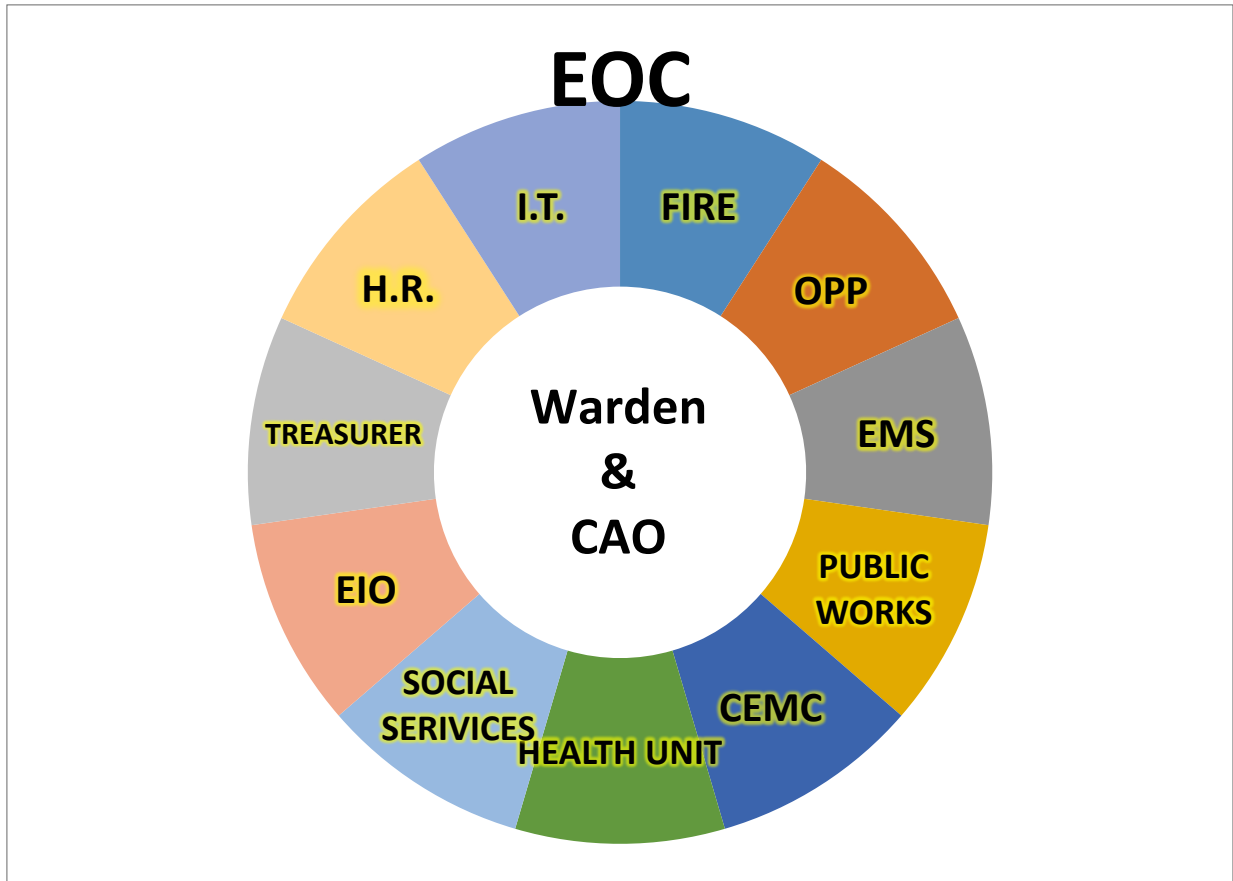
Implementation of IMS

The Incident Command System is a **Tactical** response system and is primarily implemented at the Site of an emergency. However, the principles of the system can assist in the **Strategic** operations of the Municipalities Emergency Control Group in the Emergency Operations Centre.

The Emergency Operations Centre (EOC) is a location where **Strategic** decisions are made by the Emergency Control Group. All tactical operations resulting from strategic planning done in the EOC are carried out by Emergency Response Personnel and municipal employees outside of the EOC.

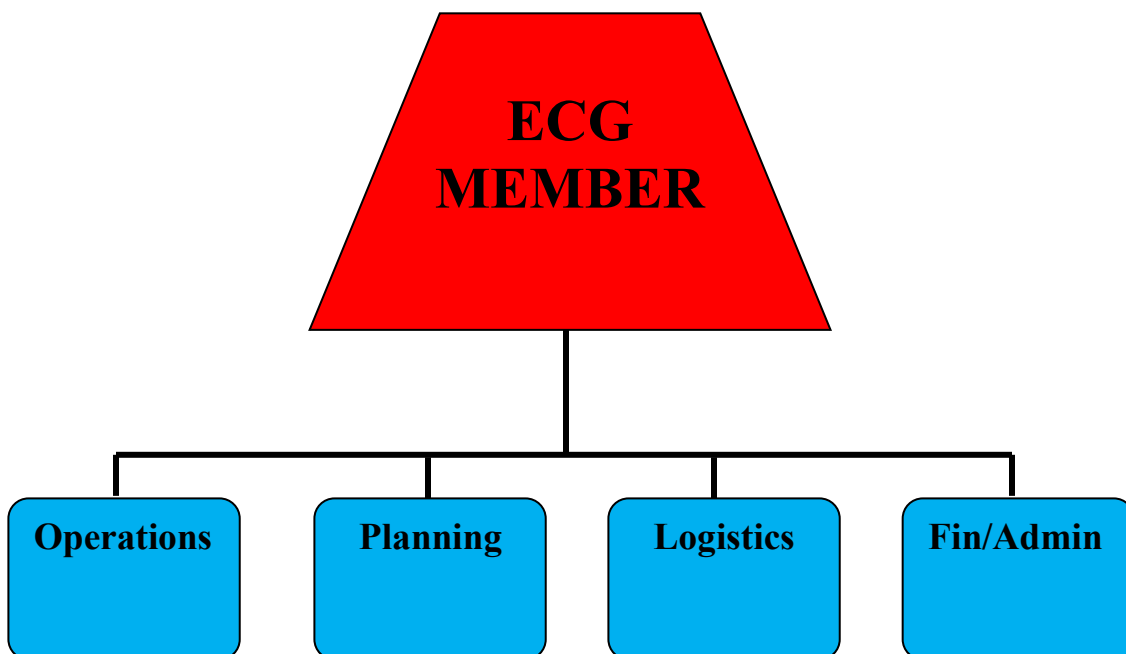


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Each County Control Group member is in fact a Commander under IMS, making strategic decisions and overseeing the tactical response (Operations, Planning, Logistics & Fin/Admin) within his or her area of responsibility.

See Figure:



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Each member of the County Control Group is ultimately responsible for Operations, Logistics, Planning, Safety and Financial tracking within his or her department or division. The County Control Group member may designate a departmental employee outside the EOC to oversee the tactical administration of any of those ICS responsibilities.

For smaller incidents or emergencies of limited scope or duration individual County Control Group members may be able to cover several areas of responsibility under IMS. However, as the scope of the event increases, or if a large departmental response is required, the CCG member would be advised to delegate those roles to staff outside of the EOC.

For example:

The Director of Public Works may assign senior staff to oversee Operations and Logistics, while maintaining responsibility for Planning and Finance/Administration.

The Social Services representative in the EOC may assign an Operations Chief and Logistics Chief at each Evacuation Centre, while maintaining the overall Planning and Administrative Functions for themselves. As an event grows in scale they may assign an Admin Chief to cover that function.

An EOC member could assign all IMS roles to departmental staff in a complex emergency while maintaining the overall Command function for their division.

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It is important to remember that only members of the County Control Group or approved individuals are permitted in the Emergency Operations Centre. Each member will communicate information and decisions approved within the EOC to their respective departments who may be gathered in departmental control centres or deployed to various functions throughout the municipality. EOC members will also bring forward information, plans, comments and suggestions from departments to assist in decision making and strategic planning.

