



# Emergency Plan 2024

The Township of Georgian Bluffs

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## **Executive Summary**

### **Introduction**

This Plan has been prepared in order to provide key officials, agencies and departments within the Township of Georgian Bluffs with general guidelines on handling emergency situations where a controlled and coordinated response by the Township 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 Municipal Emergency Control Group.

### **Scope**

If the emergency situation is isolated to this Township, the Township is responsible for activating its Township Alerting System first. If the Municipality's Emergency Control Group determines the need to declare that an emergency exists in all, or part, of the Municipality, they will notify the Mayor of the Township of Georgian Bluffs as part of their declaration procedures. The Mayor will in turn notify the Chief Administrative Officer (CAO).

In situations where the local Head(s) of Council determines immediate assistance from the County is necessary, the local Head of Council, Warden, County and Township Chief Administrative Officers, Georgian Bluffs Police Services Board, Grey County OPP Detachment Commander, local Medical Officer of Health, Mutual Aid (Fire) Coordinator or local Fire Chief(s) will activate the County's Alerting System by contacting 9-1-1 and identifying themselves. The 9-1-1 service will then notify members of the Municipal Emergency Control Group, advise of the situation and ask them to assemble at the Emergency Operations Centre. Assembling the Municipal Emergency Control Group does not constitute declaration of an emergency.

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, the *Emergency Management and Civil Protection Act, RSO 1990*, is the primary authority enabling Municipalities (Townships) to develop their own Emergency Plan.

An emergency is defined as "a situation or an impending situation caused by forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property." Major threats to the Social, Environmental, Political and/or Economic wellbeing of the community may also be considered Emergencies.

In order to protect residents, visitors, and businesses, the Township of Georgian Bluffs requires the capability to conduct a coordinated and integrated emergency response

should it be necessary. This capability is over and above the normal procedures used by emergency services during day-to-day operations.

The Township of Georgian Bluffs Municipal Emergency Management Program Committee has developed this emergency response plan in accordance with current Emergency Management doctrine, guidelines, and procedures. Every official, municipal department and agency must be prepared to carry out assigned responsibility in an emergency. All departments and agencies shall prepare plans and procedures, and conduct training that enables them to undertake their assigned roles and responsibilities under this plan.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Georgian Bluffs Emergency Response Plan may be viewed at the Township of Georgian Bluffs Municipal Office located at 177964 Grey Road #18, in Springmount, Ontario. For more information, please contact the Community Emergency Management Coordinator (CEMC).

### **Authority**

The Legislation which is short titled the *Emergency Management and Civil Protection Act, 1990* 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 Township of Georgian Bluffs Emergency Plan.

## Definitions and Relevant terms

### Township Staff

**Chief Administrative Officer** means: The Chief Administrative Officer or alternate for the Township of Georgian Bluffs.

**Clerk** means: The Township Clerk for the Township of Georgian Bluffs is responsible for assisting the Chief Administrative Officer, as required, including, the activation of the Township Internal Alerting System

**County Emergency Control Group** means: The County of Gray Emergency Control Group as established by the County of Grey.

**Director/Medical Officer of Health, Bruce Grey Owen Sound Health Unit** means: The Director/Medical Officer of Health of the Grey Bruce Owen Sound Health Unit or alternate.

**Facilities Manager** means: The facilities manager, or alternate, for the Township of Georgian Bluffs.

**Head of Council of Affected Municipality** means: The Mayor of the local Municipality that is affected by the emergency.

**Manager of Ambulance Operations (EMS)** means: The Manager of Ambulance Operations (EMS) for the County of Grey.

**Mayor** means: The Mayor or alternate for the Township of Georgian Bluffs

**Medical Officer of Health** means: The local Medical Officer of Health, or alternate, for the County of Grey.

**Social Services Administrator** means: The Social Services Administrator or alternate for the County of Grey.

**Solicitor** means: the Solicitor as contracted by the Township of Georgian Bluffs.

**Treasurer** means: The Treasurer for the Township of Georgian Bluffs.

## Emergency Staff

**Community Emergency Management Coordinator** means: The Community Emergency Management Coordinator will be designated by Township Council. The Community Emergency Management Coordinator acts as a resource to the Municipal Emergency Control Group and updates the Emergency Plan on an annual basis.

**Emergency Site Manager** means: Appointed by the Municipal Emergency Control Group to ensure the agencies responding are co-ordinated in their response. The Emergency Site Manager communicates directly with the Mayor at the Municipal Emergency Control Group.

**Fire Chief(s)** means: The Chief(s) or alternate having authority in the affected catchment area.

**Grey County OPP Detachment Commander** means: The Grey County OPP Detachment Commander or alternate(s) having authority in the affected catchment area.

**Municipal Emergency Control Group** means: The group of individuals directing services necessary for mitigating the effects of the emergency. The names and contact numbers for the Municipal Emergency Control Group are listed in Appendix 1. The Chief Administrative Officer is responsible for co-ordinating the operations within the Emergency Operations Centre.

**Mutual (Fire) Aid Coordinator** means: The Mutual Aid Coordinator or alternate for the County of Grey.

**On-Site Media Spokesperson** means: An On-Site Media Spokesperson may be appointed by the Emergency Site Manager at the time of the emergency. This person co-ordinates the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson works with the Media Co-ordinator to ensure information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

**Social Services Support Group** means: The Grey County Social Services Department is responsible for the dissemination of information between the Grey 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).

**The Citizen Inquiry Supervisor** means: During an emergency, the Canadian Red Cross 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.

**Township Emergency Information Officer (EIO)** means: During an emergency, The Township Emergency Information Officer (EIO) will liaison with the designated Ontario Provincial Police Officer of the Grey County OPP who 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 EIO/Municipal Emergency Control Group and authorized by the Mayor. When the County of Grey and/or other Municipalities are involved in an emergency it is crucial that the media coordinator works closely with the County Emergency Information Officer to maintain consistency and timeliness of messages ensuring that one coordinated voice is speaking for the management of the emergency using one approach. This includes reviewing all public safety announcements proposed by the affected Municipalities in a timely manner so as to ensure there are no delays in allowing the release of such information to the public.

**Transportation Co-ordinator** means: During an emergency, the Transportation Co-ordinator will be appointed by the Municipality Emergency Control Group.



## Other Terms

**Citizen Inquiry Service** means: A service established by the Citizen Inquiry Supervisor to respond to and redirect inquiries and reports from the public.

**Emergency Area** means: The area in which the emergency exists.

**Emergency Operations Centre** means: The location from which the Municipal Emergency 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.

**Inner Perimeter** means: A restricted area in the immediate vicinity of the emergency site established by the On-Site Commanders (police/fire/ambulance). Access is restricted to essential emergency personnel actively involved in the occurrence.

**Media Information Centre** means: The location at, or near, the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. The location will be determined at the time of the emergency, or as designated by the Media Coordinator.

**On-Site Media Information Centre** means: 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.

**Outer Perimeter** means: The geographic area surrounding the inner perimeter. This area will serve as a co-ordination 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.

**Reception/Evacuation Centre** means: A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. A list of possible evacuation centres is listed in Appendix 11.

**Recovery** means: 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.

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

## **Part I - Introduction, Aim, Alerting System, Control Group**

### **Introduction**

Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, 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. firefighting, police activities, normal hospital routines, ambulance routines.

While most peacetime emergencies could occur within the geographical area of responsibility of the Township of Georgian Bluffs, 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.

### **County of Grey Assistance:**

If a local municipality declares an emergency and determines that they require further assistance from the County of Grey, 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 notify 9-1-1 to activate the County Alerting System.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 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 Municipal Emergency Control Group will become part of the County's Control Group.

## **Aim**

The aim of this Emergency Plan is to outline how the Township of Georgian Bluffs 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 Township of Georgian Bluffs; 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 Township authorities can monitor the incident, obtain additional support, and direct a controlled response.

## **Township Alerting System**

The Mayor, Chief Administrative Officer, the Mutual Aid Coordinator, the local Fire Chief(s) and the local Medical Officer of Health may request that 9-1-1 assemble the Municipal Emergency Control Group.

9-1-1 is responsible for alerting members of the Municipal Emergency Control Group, affected municipal representatives and Provincial Ministries, as required (refer to Appendices 6 through 8). The emergency alert will (1) apprise group members of the situation and (2) notify them to congregate at the designated Emergency Operations Centre (EOC). If a group member is unavailable or unable to fulfill his/her duties, a designated alternate will be notified. If this individual is also unavailable, the remaining members of the County Control group will designate a suitable alternate.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify 9-1-1 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.

The Township Alerting System is illustrated in Diagram 1 of this Plan.

## **Municipal Emergency Control Group**

The Municipal Emergency Control Group is comprised of persons holding the following positions:

- (i) Mayor
- (ii) One other member of Council, as directed by Council
- (iii) Chief Administrative Officer
- (iv) Deputy CAO
- (v) Director of Community and Environmental Services
- (vi) Director of Corporate Services
- (vii) Director of Development Services
- (viii) Township Clerk
- (ix) Township Treasurer
- (x) Communications Specialist
- (xi) Facilities Coordinator
- (xii) Grey County O.P.P. Designate
- (xiii) Grey County Social Services Administrator
- (xiv) Director/Medical Officer of Health
- (xv) Local Fire Chief(s)
- (xvi) Community Emergency Management Coordinator
- (xvii) Manager of Ambulance Operations – County of Grey;
- (xviii) Any other members of Township staff as directed by the Mayor and CAO

Additional personnel called or added to the Municipal Emergency Control Group may include:

- (i) Members of Council and/or staff members  
Refer to Appendix 8, “Local Municipal Contacts” for contact information;
- (ii) Grey/Sauble Conservation Authority representative;
- (iii) Hydro One representative;
- (iv) Provincial Representative;
- (v) A representative of Bell Canada, GB Tel.
- (vi) Community Nursing Services;
- (vii) Children’s Aid Society/s;
- (viii) Any other officials, experts or representatives deemed necessary by the Municipal Emergency Control Group.
- (ix) Grey Bruce Health Services
- (x) Red Cross

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency 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 Municipal Emergency Control Group.

# Township Alerting System

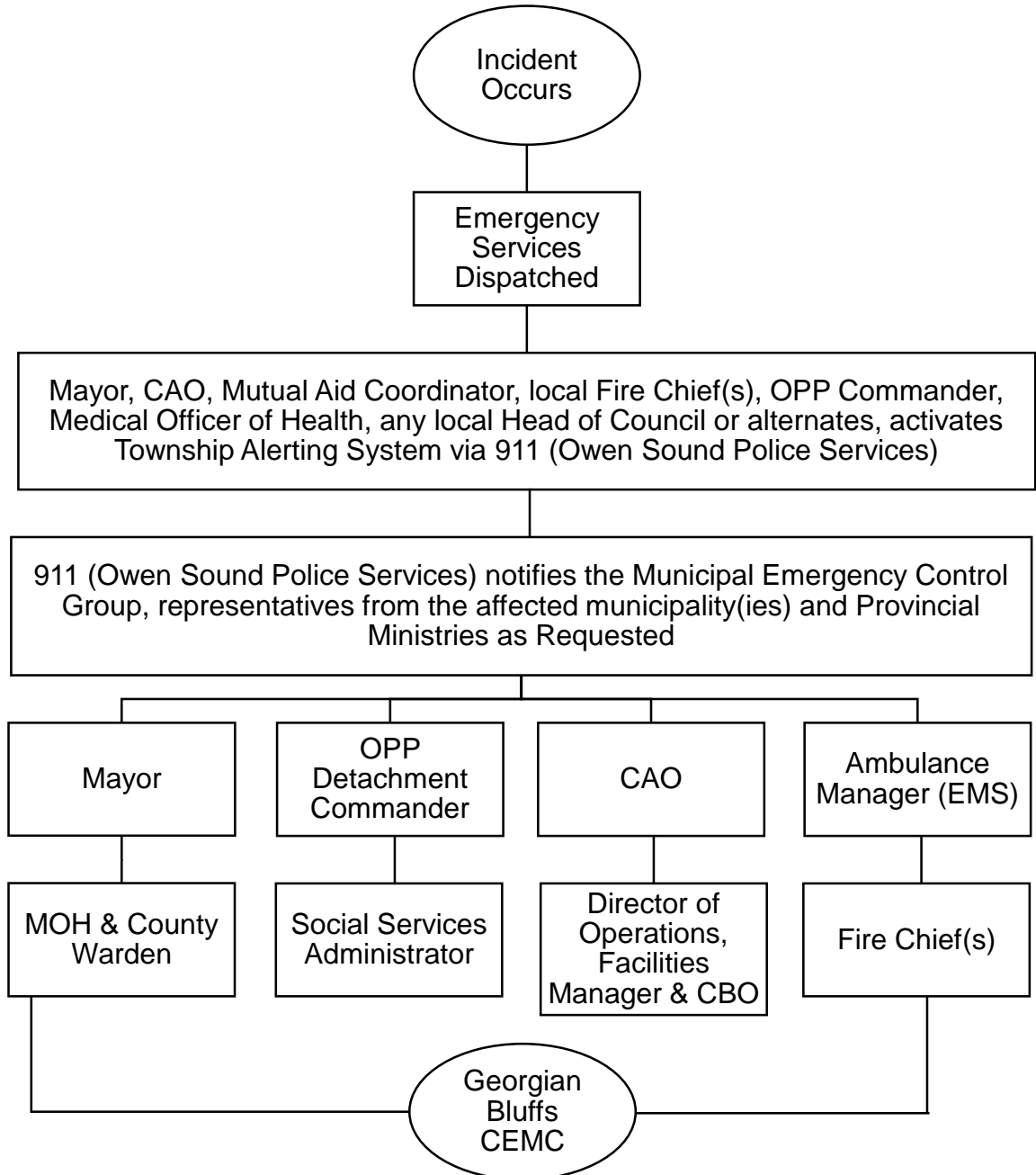
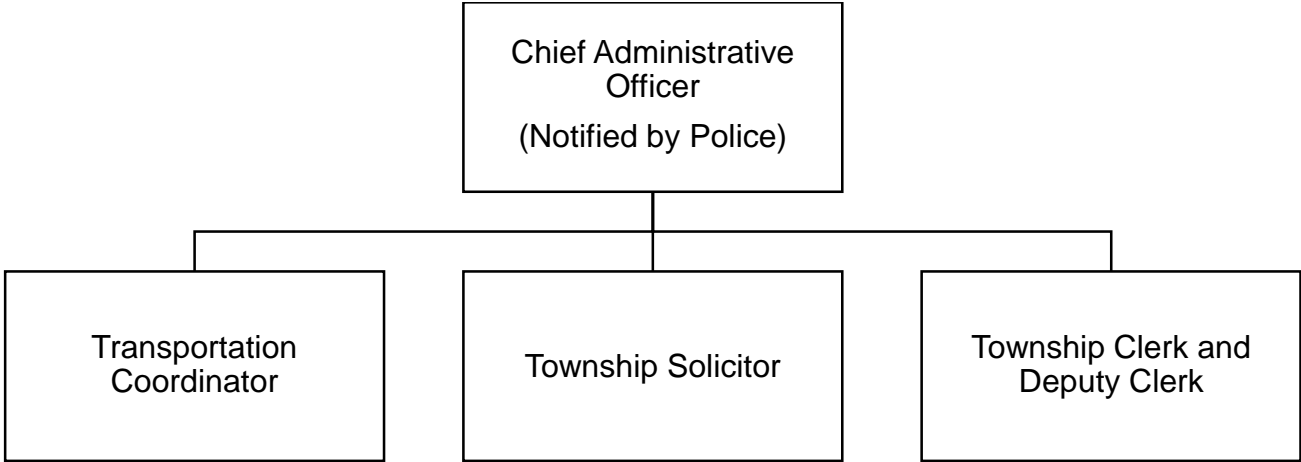


Diagram #2

# Internal Alerting System



## **Emergency Operations Centre**

In the event of an emergency, an Emergency Operations Centre (EOC) will be established within the Township of Georgian Bluffs. The Municipal Emergency 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 Chief Administrative Officer is responsible for the **co-ordination of all operations** within the Emergency Operations Centre.

### **The Emergency Operations Centre will consist of:**

1. A meeting room for the Municipal Emergency Control Group which is the Council Chambers in the Municipal Building;
2. A Communications Room (Meeting Room in the Municipal Building);
3. A room for Health and Social Services (General Office Area of the Municipal Building)
4. Rooms for Emergency Support and Advisory Staff and other groups as required; and
5. A Media Information Centre and Press Conference Area will be designated at the time of the emergency and depending on the kind of emergency.

### **Location**

The primary location of the Emergency Operations Centre is the Township of Georgian Bluffs Administrative Building Council Chambers. If a situation arises where this site is inappropriate, the Emergency Site Manager or the Mayor will determine a suitable location for the EOC. A list of designated secondary Emergency Operations Centres is located in Appendix 2.

### **Features**

- a) The Administrative Building (the Building) has a natural gas backup generator permanently installed on site.
- b) The Building is heated by Natural Gas, however in the event that the supply of natural gas is interrupted, the EOC will transfer to the backup EOC building at the Shallow Lake Community Centre.
- c) The Building is supplied with water from a drilled well on Municipal property. In the event of a power outage, the Municipality has a backup generator able to supply water to this building.

## **Municipal Emergency Control Group Meeting Room**

The Municipal Emergency Control Group Meeting Room is a secure and quiet room located in the Council Chambers.

To promote an effective emergency meeting, this room will be equipped with:

1. A map(s) of suitable scale, depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A recording device and tapes suitable for recording Municipal Emergency Control Group meetings;
4. 2 (two) telephones for outgoing calls only.

## **Communication Room**

While the Municipal Emergency 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 Municipal Emergency Control Group's, Emergency Operations Centre.

To be effective, the Communication Room will be the Meeting Room in the Municipal Building, and it is to include:

1. A map(s) of suitable scale depicting up-to-date information related to the emergency;
2. A visual board depicting up-to-date status information on the emergency;
3. A chronological log of all significant communications and events related to the emergency;
4. 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
5. All emergency or support services, with radio communication equipment, will utilize this equipment in the Communication Room.

Each member of the Municipal Emergency Control Group will designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assistance as otherwise required.

The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Municipal Emergency Control Group and other key locations.



## **Communications Manager – EOC Communications Room**

A Communications Manager will be designated by the Township Chief Administrative Officer to co-ordinate 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.

The Communications Manager is responsible for:

- a) Providing the Township 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) Co-ordinating and prioritizing the flow of messages between the Communication Room and the Municipal Emergency 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;
- 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 Township has designated an emergency re-fuelling centre where an extra supply of clear and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary. Appendix 17 identifies the location of the Emergency Re-Fuelling Centre, maximum fuel available, and the average amount of fuel traditionally on hand along with a list of those organizations which have requested permission to access this supply if no other sources are available.

## **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 Mayor, in consultation with the Municipal Emergency Control Group, will order the Police to evacuate residents from any area endangered by a crisis. A copy of an Evacuation Order is provided in Appendix 16. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the Municipal Emergency Control Group to include the Fire Department in the execution of 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 Evacuation Centre for registration and shelter provision. The chief official at the emergency site will update the Municipal Emergency 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 Township Treasurer, who will prepare a damage report for Township Council.

Disaster Recovery Assistance for Ontarians (DRAO) is a program that can help you recover costs after a natural disaster. They may activate DRAO for damage to private property if there is a sudden, unexpected natural event, such as a flood, or tornado that causes costly and widespread damage in your area. If eligible, reimbursement may be made available for cleanup expenses, cost to repair to, or replace, essential property and/or basic emergency expenses like evacuation travel costs. Further information on the process for applying for DRAO funding is available by contacting the representative of the Ministry of Municipal Affairs.

## **Employee Remuneration.**

As indicated in Section 1(2)(c) of the *Worker's Compensation Act, 1990* all employees of the Township of Georgian Bluffs 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 Disaster Recovery Assistance for Ontarians (*DRAO*). As public property is not recoverable under the DRAO, the Township will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support. The representative of the Ministry of Municipal Affairs will provide further information on the DRAO.

## **Liability for Actions.**

Under Section 11 of the *Emergency Management and Civil Protection Act, 1990* no employee or registered volunteer of the Township 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 Township of Georgian Bluffs 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, 1990* 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**

### **Action Prior to Declaration**

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

### **Municipal Emergency**

The Mayor is responsible for declaring that a township-wide emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Municipal Emergency Control Group. Upon such declaration, the Mayor notifies:

- (i) The Minister of the Solicitor General 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) Chief Administrative Officer;
- (iii) Council of the Township Georgian Bluffs;
- (iv) Grey County Warden.
- (v) The Mayor ensures the public, the media, local Municipal Officials and neighbouring counties are also advised of the declaration and of an emergency.
- (vi) The Mayor ensures notification of the M.P. and the M.P.P.

## **Part III - Termination of Emergency**

### **Municipal Emergency**

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Mayor; or
  - (ii) The Premier of Ontario.
- b) Upon termination of a Municipal Emergency, the Mayor notifies:
  - (i) the Grey County Warden; and
  - (ii) The Ministry of Solicitor General 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 Mayor ensures notification of termination to public, media, and local municipal officials is completed;
  - (iv) The Mayor ensures notification to the M.P. and the M.P.P.

## Part IV - Request for Provincial Assistance

### Request for Provincial Assistance

Departments or agencies responding in accordance with the Township of Georgian Bluffs 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.

When the resources of the Township are deemed insufficient, the Mayor or alternate may request assistance from the Province of Ontario.

Such a request shall be made to the **Ministry of Solicitor General through 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 co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario will send a staff member(s) to the Township of Georgian Bluffs to provide provincial liaison.

Under the *Emergency Management and Civil Protection Act, 1990*, 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 Municipality Emergency 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;
- (b) Precautions are taken to ensure the safety and welfare of any employee or volunteer under their control.

### **Municipal Emergency Control Group**

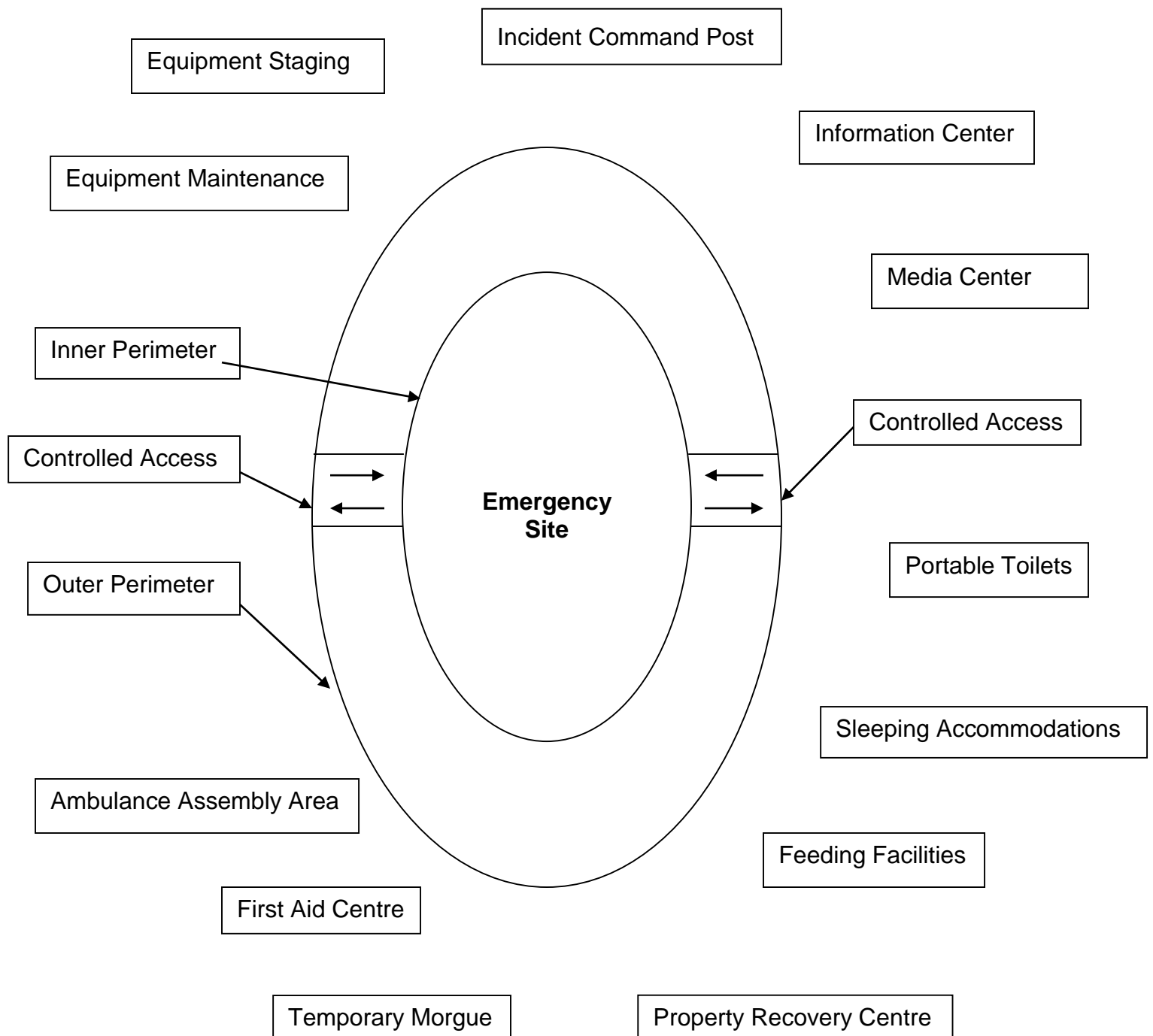
In an emergency situation, the Municipal Emergency Control Group acts as the coordinating body for all Township emergency services and are responsible for:

- (a) Assembling at the Emergency Operation Centre (*EOC*) at the request of the Emergency Alert;
- (b) Delegating a suitable alternate for any Municipal Emergency 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 township-wide emergency, as required;
- (e) Advising the Mayor on the need to declare an emergency in all, or part, of the Township;
- (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 Mayor 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” (see Appendix 5);
- (i) Identifying areas where Township 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 Township control as considered necessary (see Appendices 6 through 8 and 19);
- (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 Emergency Information Officer (EIO) 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 Township as an “emergency area”
- (w) Authorizing expenditure of monies required to deal with the emergency;
- (x) Prior to the termination of an emergency, the Municipal Emergency 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 19;
- (y) Participating in the debriefing following the emergency;
- (z) Providing 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 #3

# Emergency Site Design





## Mayor

In an emergency situation, the Mayor, or alternate, is ultimately in charge and is the Chair of the Municipal Emergency Control Group responsible for:

- (a) Consulting with officials from the emergency area and Township to activate the Township Alerting System through 9-1-1 if required
- (b) Declaring an emergency to exist and upon declaration authorize all Township Control decisions, including the;
  - (i) Evacuation of persons within the emergency area who are 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;
  - (iv) Contribution of Township funds for emergency response.
- (c) Declaring an emergency to be terminated;
- (d) Notifying the Minister of the Solicitor General of the declaration of an emergency and the termination of the declaration of an emergency;
- (e) With the assistance of Township 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 Municipal Building is not appropriate.
- (g) Ensuring that the public, the media, municipal officials, the MP and the MPP are advised of both the declaration and termination of an emergency;
- (h) Ensuring Township Council is kept informed on the operations and decisions of the Municipal Emergency Control Group;
- (i) Approving, in consultation with the Municipal Emergency Control Group, major announcements and media releases;
- (j) Advising the Chief Administrative Officer to notify the Emergency Support and Advisory Staff and any other Township Staff that are required

## **Chief Administrative Officer**

In an emergency situation, the Chief Administrative Officer is responsible for:

- (a) Briefing the Mayor of any requests for assistance by local municipalities and consulting with him/her on the need to assemble the Municipal Emergency Control Group;
- (b) Activating the Township Alerting System through 9-1-1 if required;
- (c) Activating the Township Internal Alerting System if required;
- (d) Ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre (EOC) Communications Room;
- (e) Acting as the chief advisor to the Mayor on the Township of Georgian Bluffs policies and procedures as appropriate;
- (f) Ensuring the Municipal Emergency Control Group adheres to a reporting or business cycle, whereby the Municipal Emergency 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 Municipal Emergency 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 Co-ordinator, in consultation with the Municipal Emergency Control Group;
- (i) The provision of support staff to assist the Municipal Emergency Control Group in the co-ordination, 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 Community 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 Municipality Emergency 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 Municipal Emergency Control Group are supplied with the necessary materials and communication devices to fulfill their emergency response duties;
- (o) Co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (p) Upon direction from the Mayor, arranging a special meeting(s) of Township Council as required, and advising members of Council of the time, date, and location of the meeting;
- (q) Procuring staff to assist as required;

## **Fire Chief(s)**

In an emergency situation, the Fire Chief is responsible for:

- (a) Activating the Township Alerting System through 9-1-1, if required;
- (b) Making arrangements for the required additional fire or emergency team responses;
- (c) Advising the Municipal Emergency 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 co-ordinating their firefighting and rescue service;
- (h) Exercising control of the Fire Department(s), and any responding firefighting apparatus and manpower;
- (i) Liaising with the Fire Chief(s)/Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (j) Participating in a debriefing
- (k) Coordinating evacuation procedures, if required
- (g) Providing assistance to other agencies in large scale non-firefighting operations, including search and rescue, first aid and casualty collection, as appropriate;
- (h) Acting as a liaison with Provincial Ministries in a hazardous spill or forest fire situation;
- (l) Maintaining the usual responsibilities of the Fire Department(s);
- (j) Preparing a report outlining the Fire Department(s)' emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Treasurer**

In an emergency situation, the Treasurer of the Township of Georgian Bluffs, is responsible for:

- (a) Providing the Municipal Emergency 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 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 Township Council;
- (g) Maintaining the usual responsibilities of the Township Treasurer;
- (h) Preparing a report outlining the Treasurer's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (i) The provision and securing of equipment and supplies not owned by the Township of Georgian Bluffs, as required by members of the Municipal Emergency 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 Mayor and 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;
- (n) Procuring staff to assist, as required.

## **Director of Community and Environmental Services**

In an emergency situation, the Director of Community Services is responsible for:

- (a) Coordinating the emergency response activities of the Roads Department;
- (b) The maintenance, construction, and repair of Township roads;
- (c) Designating an Emergency Site Manager from Roads Department personnel, if requested;
- (d) Providing the Municipal Emergency 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) Working in conjunction with local conservation authorities and the Ministry of Natural Resources to coordinate the Township's response to a flood-related emergency;
- (i) Maintaining the usual responsibilities of the Roads Department;
- (j) Providing Township vehicles and equipment as required by any emergency service and ensuring that all vehicles and equipment - are ready for immediate use;
- (k) Procuring staff to assist, as required;
- (l) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (m) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination;
- (n) Maintaining an up-to-date inventory of supplies and equipment available within the Roads Department that might be required by the Municipal Emergency Control Group in an emergency.

## **Director of Development and Infrastructure Services**

In an emergency situation, the Director of Development and Infrastructure Services is responsible for:

- (a) Coordinating the emergency response activities of the Township building department;
- (b) The maintenance and examination, of buildings within the Township;
- (c) Providing the Municipal Emergency Control Group with information and advice on building safety;
- (d) 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;
- (e) Maintaining the usual responsibilities of the Building Department;
- (f) Procuring staff to assist as required;
- (g) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (h) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.

## **Facilities Coordinator**

In an emergency situation, the Facilities Coordinator is responsible for;

- (a) Coordinating emergency response activities of the Township facilities;
- (b) The maintenance and examination, of facilities within the Township;
- (c) Designing an emergency site manager from the facilities department when so directed;
- (d) Maintaining the usual responsibilities of the Facilities Department;
- (e) Procuring staff to assist as required;
- (f) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (g) Preparing a report outlining the Department's emergency response activities and submitting a copy of the document to the Chief Administration Officer within two weeks following an emergency termination.



## **Grey County O.P.P. Commander**

In an emergency situation, the Grey County O.P.P. Commander is responsible for:

- (a) Notification of necessary emergency services as required;
- (b) The establishment of an On-Site Command Post;
- (c) Ensuring that a communication link is established between the Municipal Emergency Control Group and the On-Site Command Post;
- (d) The establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (e) 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;
- (f) The provision of traffic control to facilitate the movement of emergency vehicles;
- (g) Alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (h) The designation and initial opening of appropriate Evacuation Centres, as required;
- (i) Immediate alerting of the Administrator of Grey County Social Services regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (j) Where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Grey County Social Services in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (k) The protection of life and property and the provision of law and order;
- (l) The provision of police service at Evacuation Centres, morgues and other facilities as required;
- (m) Notifying the coroner of fatalities and establishing temporary morgues, when required;
- (n) Providing an Emergency Site Manager if required;

- (o) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling the responsibilities;
- (p) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;
- (q) Acting as a liaison with other police agencies and arranging for additional police support, if necessary;
- (r) Maintaining the usual responsibilities of the O.P.P.;
- (s) Preparing a report outlining the O.P.P. emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Social Services Administrator**

In an emergency situation, the Administrator of Grey County Social Services is responsible for:

- (a) The management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Grey County Social Services Emergency Response Plan;
- (b) Liaising with the Grey County O.P.P. Commander with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (c) Designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Grey County O.P.P. Commander 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 18) are completed and a copy of each form is retained for Township 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 Chief Administrative Officer
- (f) Liaising with Township 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 Township, 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 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 Township records;
- (k) Ensure identification cards are issued to emergency workers, where practical.
- (l) Co-ordinating offers of and appeals for volunteers and/or human resources in conjunction with the Media Co-ordinator and under the direction of the Municipal Emergency Control Group;
- (m) Ensuring records of human resources and administrative detail, 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.
- (o) Procuring staff to assist, as required.

## **Director/Medical Officer of Health, Grey Bruce Owen Sound Health Unit**

In an emergency situation, the Director/Medical Officer of Health of the Bruce Grey Owen Sound Health Unit is responsible for:

- (a) Acting as a co-ordinating link for all health services at the Municipal Emergency Control Group;
- (b) Liaising with the Provincial Ministry of Health, Public Health Branch;
- (c) Providing advice to the Mayor on any matters, which may adversely affect public health;
- (d) Providing authoritative instructions on health and safety matters to the public through the Media Co-ordinator;
- (e) Co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (f) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (g) Ensuring co-ordination of all efforts to prevent and control disease in the Township during an emergency;
- (h) Notifying the Township Operations Manager regarding the need for potable water supplies and sanitation facilities;
- (i) Assuring the implementation of casualty distribution procedures; first aid and morgue;
- (j) Liaising with the Administrator of Grey County Social Services on areas of mutual concern regarding operations in Evacuation Centres;
- (k) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;
- (l) Assessing the emergency situation and determining its potential impact on public health;
- (m) Designating an Emergency Site Manager from Health Department personnel, if requested;
- (n) Coordinating the emergency response activities of the Health Department's Nursing and Public Health Inspection Teams;
- (o) Coordinating all efforts to prevent and control the spread of disease during an emergency;

- (p) Preparing a report outlining the Health Department's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.

## **Manager, Ambulance Operations**

In an emergency situation, the Manager 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 Medical Officer of Health;
- (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 Grey County Social Services/ Grey 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);
- (j) When required, assisting the Emergency Site Manager as appointed by the Municipal Emergency Control Group in fulfilling their responsibilities;

## **Community Emergency Management Coordinator**

The Community Emergency Management Coordinator is responsible for:

- (a) If required, assist the Chief Administrative Officer in activating the Township of Georgian Bluffs Internal Alerting system;
- (b) Acting in a resource and advisory capacity to the Municipal Emergency Control Group and other emergency and support staff on emergency planning matters, as required;
- (c) Co-ordination 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.
- (h) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;



## **Emergency Site Manager**

The Emergency Site Manager (ESC) will be **appointed** by the Municipal Emergency 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 Mayor. Selection of the Emergency Site Manager will take into consideration the following:

- a) Availability and approval of their agency;
- b) Training and field experience; and
- c) Knowledge of responding agencies, responsibilities and resources.

The **Emergency Site Manager**, upon appointment by the Municipal Emergency Control Group, has the authority to:

- a) 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;
- b) Mediate conflicts between agencies and to contact the Mayor at the Municipal Emergency Control Group should he/she be unable to resolve the matter;
- c) Request assistance from responding agencies for communications and other emergency site management tools;
- d) Appoint an on-site Media Spokesperson, i.e. police officer with media training background.

The **Emergency Site Manager** is responsible for:

- a) Ensuring that priorities, tasks and tactics have been established to contain the problem;
- b) In consultation with the responding emergency service agencies, define the inner and outer perimeters;
- c) Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
- d) Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;
- e) Maintaining a communication link with the Mayor at the Municipal Emergency Control Group for the flow of accurate information and assistance in management of the emergency;

- f) Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
- g) Monitoring the operation of the site management and make suggestions where appropriate;
- h) Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
- i) Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
- j) Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Municipal Emergency Control Group is managing the day-to-day Township operations in our community;
- k) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.
- l) Assessing the existing resources at the site and notifying the Municipal Emergency Control Group when additional materials, administrative staff and medical services are required;
- m) Maintaining a communication link with the Communications Manager;
- n) Establishing a command post at the emergency site, if appropriate;
- o) 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**

### **Emergency Support and Advisory Staff**

Upon direction from the Mayor, the Chief Administrative Officer notifies the required Emergency Support and Advisory Staff (and any other required Township Staff) to report to the Emergency Operations Centre. The following Township Staff may be required to provide support, logistics and advice to the Municipal Emergency Control Group:

1. Solicitor
2. Clerk

#### **Solicitor**

The provision of advice to any member of the Municipal Emergency Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of Georgian Bluffs in its response to the emergency, as requested.

#### **Clerk**

1. Assists the Chief Administrative Officer, as required, including the activation of the Township Internal Alerting System;
2. Maintains a log, outlining decisions made and actions taken by the Municipal Emergency Control Group, and submits a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency as required;
3. Provides identification cards to Municipal Emergency Control Group members and support Staff.

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

When traditional methods of communication are not functioning effectively, the 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.

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

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

## **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 Municipal Emergency Control Group on the establishment of a temporary morgue.

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

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

## **9-1-1**

Provides the primary means to notify emergency crews during the early stages of a crisis. For this reason, when requested, 9-1-1 will carry out the Township Alerting System by notifying all Municipal Emergency Control Group members.

## **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 be notified. The Spills Action Centre will provide advice and investigate the incident.

## **Part VII - Media and Public Relations**

### **Introduction**

Upon implementation of this Emergency Plan, it is important to co-ordinate 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. In order to fulfill these functions during an emergency, the following positions will be established:

1. An On-Site Media Spokesperson will be appointed by the Emergency Site Manager;
2. The Media Co-ordinator (EIO) will report directly to the Chief Administrative Officer;
3. The Canadian Red Cross Society will assume the role of Citizen Inquiry Supervisor.

Depending on the scale of the emergency, there may 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 (EOC Media Information Centre). In some cases, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the EOC Media Information Centre.

### **On-Site Media Spokesperson**

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

- a) Establishing and co-ordinating 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 Co-ordinator (EIO) 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 Co-ordinator at the EOC Media Information Centre;
- c) Redirecting all inquiries regarding decisions made by the Municipal Emergency Control Group and the emergency as a whole, to the Media Co-ordinator 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 Co-ordinator (EIO)
  - (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, co-ordinating media photograph sessions at the site;
- h) Co-ordinating on-site interviews between the emergency services personnel and the media.

### **Emergency Information Officer / Media Coordinator (EIO)**

The Media Coordinator for the Township of Georgian Bluffs (EIO) is responsible for:

- a) Upon arrival to the Emergency Operations Centre, reporting to the Mayor 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 EOC 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 Municipal Emergency Control Group on how the EOC. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- e) Liaising regularly with the Municipal Emergency Control Group to obtain the appropriate information for media releases, co-ordinate 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) Municipal Emergency Control Group
  - (iii) On-Site Media Spokesperson
  - (iv) Police Media Relations Officer
  - (v) Citizen Inquiry Supervisor(s)

- (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 EOC Media Information Centre, the Municipal Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- i) Monitoring news coverage, and correcting any erroneous information;
- j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Canadian Red Cross Society 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 Municipal Building or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the EOC Media Information Centre;
- b) Apprising the Media Coordinator at the EOC Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) Apprising the affected emergency services and the Municipal Emergency 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 Co-ordinator 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 Grey County branch of the Red Cross. This information should be obtained through Grey County Social Services Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) Procuring staff to assist, as required.

## **Part VIII - Other Local Agencies, Services and Departments**

### **Grey Sauble Conservation Authority**

Should a flood emergency situation develop in the Township of Georgian Bluffs, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the local Conservation Authorities and through the Mayor, 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 Mayor 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 Mayor contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) If the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Grey Sauble Conservation Authority – (519) 376-3076.
- c) If you are 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.



## **Ontario Provincial Police**

In the event of an emergency occurring on a Provincial Highway, or Provincial Parks within the Township of Georgian Bluffs, 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 Township of Georgian Bluffs Police Services Board to co-ordinate matters of mutual concern;
- h) Providing an Ontario Provincial Police representative to participate on the Municipal Emergency Control Group, as required.

In the event of an emergency occurring within the Township of Georgian Bluffs but outside the normal jurisdiction of the Ontario Provincial Police, the O.P.P. will assist the Township of Georgian Bluffs, if requested by the Municipal Emergency Control Group, dependent upon resources available at that time.

## **Bluewater District School Board and Bruce-Grey Catholic District School Board**

The Bluewater District School Board and the Bruce-Grey 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 Grey County Social Services or alternate, providing a Bluewater District School Board / Bruce-Grey Catholic District School Board representative(s) to co-ordinate 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 11.

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:

- a) Implementing the school "Stay-Put" Emergency Plan; or
- b) Implementing the school "Evacuation" Plan, depending on the nature and scope of the emergency.

## **Hospital Administrator**

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

- a) Coordinating and liaising with their response
- b) Liaising with the Social Services Administrator of Grey County, Health Unit and the Manager of Ambulance Operations with respect to hospital and medical matters, as required;
- c) Evaluating requests for the provision of medical site teams;
- d) Liaising with the Ministry of Health, as appropriate.
- e) Implementing their Hospital Emergency Plan.

Within the County of Grey, there are six hospitals:

- 1. Grey Bruce Health Services (Owen Sound Site)
- 2. Grey Bruce Health Services (Meaford Site)
- 3. Grey Bruce Health Services (Markdale Site)
- 4. Hanover and District Hospital
- 5. South Bruce Grey Health Services (Durham Site)
- 6. South Bruce Grey Health Services (Chesley Site)  
(As well as the Grey Bruce Health Services Wiarton site)

Contact information for the various hospitals is provided in Appendix 21.

## **Part IX- Plan Maintenance, Revision, Testing and Internal Procedures**

### **Plan Maintenance and Revision**

The Township of Georgian Bluffs Emergency Plan will be maintained and distributed by the Township of Georgian Bluffs Community Emergency Management Coordinator. Refer to Distribution List, Appendix 20.

This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Municipal Emergency Management Program Committee. This will be co-ordinated by the Community Emergency Management Coordinator.

The Emergency Plan shall be only revised by By-law or by resolution of Township Council; however, revisions to the Appendices and minor administrative changes may be made by the Community Emergency Management Coordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the Appendices or administrative changes.

### **Testing of Plan**

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

### **Internal Procedures**

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.

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 Emergency Contact List
- Appendix 2 Emergency Operations Centre
- Appendix 3 Emergency Scenarios
- Appendix 4 Additional Support
- Appendix 5 Utilities
- Appendix 6 Provincial Contacts
- Appendix 7 Federal Contacts
- Appendix 8 Municipal Contacts
- Appendix 9 Affiliated Emergency Plans
- Appendix 10 Public Information Plan
- Appendix 11 Reception/Evacuation Centres
- Appendix 12 Media Information Centre
- Appendix 13 Declaration of a Township Wide Emergency
- Appendix 14 Termination of a Township Wide Emergency
- Appendix 15 News Release Forms
- Appendix 16 Evacuation Order
- Appendix 17 Emergency Refuelling Stations
- Appendix 18 Volunteer Registration Forms
- Appendix 19 Recovery Management Plan
- Appendix 20 Distribution List
- Appendix 21 Hospital Administration Contact Info
- Appendix 22 HIRA and Risk Analysis Documents