

# Corporation of the County of Grey

## By-Law 5158-23

A by-law to amend by-law 4772-12, being a by-law to establish an  
Emergency Plan governing the provision of necessary services  
during an emergency

WHEREAS Section 3 (1) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 requires every municipality to formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

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

AND WHEREAS The Council of the County of Grey adopted the recommendations of the Committee of the Whole from its June 22, 2023 meeting to amend By-law 4772-12 and amend the Corporation of the County of Grey's Emergency Plan

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

1. That Schedule A of By-law 4772-12 be replaced with the Schedule 'A' attached to this by-law.
2. That this By-law shall come into force and effect upon the final passing thereof.

ENACTED AND PASSED this 13<sup>th</sup> day of July, 2023.



WARDEN: Brian Milne



CLERK: Tara Warder

# **SCHEDULE A to By-law 4772-12: GREY COUNTY EMERGENCY MANAGEMENT PLAN Amended by By-laws 5060-19 and 5158-23**

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## Appendices

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

- Appendix 1 - Emergency Alert Procedure
- Appendix 2 - Request for Provincial/Federal Assistance
- Appendix 3 - Quick Guide to Emergencies
- Appendix 4 - Emergency Evacuation Centre Management Plan
- Appendix 5 - Emergency Operations Centre Operating Procedures
- Appendix 6 - Recovery Plan – *HAS BEEN PLACED INTO APPENDIX 14 AS ANNEX N*
- Appendix 8 - Municipal Officials
- Appendix 9 – REMOVED (*was formerly Grey County Map Book*)
- Appendix 10 - Pandemic Influenza Contingency Plan
- Appendix 11 – REMOVED (*was formerly Provincial Disaster Assistance info, copied per Provincial Website*)
- Appendix 12 - Volunteer Registration & Deployment Plan
- Appendix 13 - Emergency Information Plan
- Appendix 14 - CEMC Toolkit
- Appendix 15 – Redeployment of Staff During Emergencies
- Appendix 16 – Critical Infrastructure
- Appendix 17 – Hazard Identification Risk Assessment (HIRA)
- Appendix 18 – Emergency Management Agreements
- Appendix 19 – Emergency Fuel Management Plan
- Appendix 20 – REMOVED (*was formerly County-wide Municipal Resource Inventory List; Information exists in other documents if required*)

## Forward

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

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

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

## Glossary of Terms and Acronyms

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

**Alternates, alternates:** In the unavailability of any primary CECG member, whether a Core or a Supporting member, another official(s) shall be assigned by the relevant organization to act as a substitute for the primary member in the CECG, and shall be referred to as an “alternate” within this Plan.

**ARES or Amateur Radio Emergency Service:** This is a corps of trained amateur radio operator volunteers organized to assist in public service and emergency communications, organized and sponsored by the Radio Amateurs of Canada. See [Section 11.13](#) for details of the role of ARES in this Plan.

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

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

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

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

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

**Cooling Centre (or Cooling Station):** In this Plan, a Cooling Centre is a place designated as such by the lower tier municipality and located within its geographical boundaries, where people can go to cool

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down during extreme heat events. Cooling Centres may include indoor air-conditioned facilities such as libraries, community and senior centres, schools, and shopping malls. The provision of Cooling Centres on a day-to-day basis as required is the responsibility of the lower tier municipality.

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

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

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

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

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

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

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

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

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

**Emergency Management Ontario (EMO):** Emergency Management Ontario (EMO) coordinates



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emergency management programs in the Province and ensures the implementation in all municipalities and Provincial ministries. A municipality or ministry may reach out to EMO for advice on their program at any time.

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

**Evacuation Centre:** Within this Plan, an Evacuation Centre is a facility established and operated by the Grey County Community Services Department which will provide temporary care and shelter to persons displaced by an emergency. The establishment and operation of an Evacuation Centre by the County may be done at the request of a lower tier member municipality, and on its behalf, provided such municipality has declared an emergency. For important information about the establishment and operation of an Evacuation Centre by Grey County, see section 5.1 a) of this Plan, as well as [Appendix 4, Evacuation Centre Management Plan](#).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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to an incident.

**Plan:** Within the Grey County Emergency Management Plan, reference to “Plan”, capitalized, refers to this Grey County Emergency Management Plan.

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

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

**Reception (or Registration) Centre:** A Reception Centre is hosted in a safe gathering place, such as a community centre, church, hotel conference room, etc. and is established by the lower tier municipality to assist and communicate with those who have been significantly impacted (ie. evacuees and/or people temporarily displaced) due to an emergency event. The need for a Reception Centre is often identified to the municipality by emergency responders. Registration of such evacuees and/or people temporarily displaced will also often take place at the Reception Centre, hence it is also sometimes referred to as a Registration Centre. The purpose of the registration process is to provide the local municipality with information about where and/or how to contact the evacuees and/or people temporarily displaced to provide ongoing information about the emergency when available, and to facilitate family reunification if necessary.

- Where the lower tier municipality has declared an emergency and requested that the County provide an Evacuation Centre on its behalf, in most cases, a reception/registration station will be included within the Evacuation Centre, and operated by the County, as per its Evacuation Centre Management Plan, ie. Appendix 4 of this Plan.

**Shelter-in-Place:** Shelter-in-place is the practice of finding a safe location indoors (home, place of employment, automobile or other location) and staying there for the duration of the emergency situation or until told to evacuate. The public may be asked to shelter-in-place during an environmental hazard, severe weather event or other event that could harm the public.

**SMT or Senior Management Team:** This includes certain senior managers, Directors, the CAO, and may include the Warden of Grey County. During an emergency situation, the CEMC and/or other relevant County employee(s) may be temporarily added to this group at the discretion of the CAO for consistent communications and information sharing.

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

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**Warming Centre (or Warming Station):** A Warming Centre is designated as such by the lower tier municipality and located within its geographical boundaries during extreme cold weather or winter storm events. The provision of Warming Centres on a day-to-day basis as required is the responsibility of the lower tier municipality. A couple different types of Warming Centres are relatively common within Grey County, as follows:

- a) As needed, Warming Centres may be established which can provide short-term (ie. not overnight) warmth and protection. Such Warming Centres are typically designated within facilities open to the general public during regular business hours, such as libraries, community centres, and shopping malls which have sufficient space and facilities to accommodate the needs of hosting such additional visitors. A municipality's determination of the need for a Warming Centre is usually based on weather forecasts predicting (sometimes prolonged) extreme cold events and the needs of its vulnerable populations.
- b) As needed, Warming Centres may focus on serving stranded travellers, and displaced residents, and may need to be open overnight, depending on road closures, bad weather, etc. Such Centres generally close upon the reopening of roads, and/or at the conclusion of the bad weather, and/or other factors from which the need arose in the first place. These Warming Centres throughout Grey County open most commonly along the busiest roadways, especially in areas where there is no hotel/motel accommodation available, and often at the recommendation/request of the Police service for that municipality.

## 1.0 Introduction

### 1.1 Authority for the Emergency Plan

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

"Every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the Municipality and other persons will respond to the emergency and the Council of the Municipality shall by by-law adopt the emergency plan."

The **Emergency Management and Civil Protection Act, R.S.O. 1990** is contained in Appendix 14, Annex

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H of this Plan in its entirety.

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

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

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

## 1.3 Emergency Defined

Emergencies are defined as situations or the threat of impending situations, abnormally affecting property and the health, safety and welfare of the community, which by their nature or magnitude require a coordinated response by a number of agencies under the direction of, in this Plan, the County Emergency Control Group (CECG). These are distinct from the normal, day-to-day operations carried out by the first response agencies.

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

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## 2.0 Aim

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

## 3.0 Activation of Emergency Alert Procedure

### 3.1 Responsibility of Local Affected Municipality(ies)

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

Members of its respective Municipal Emergency Control Group (MECG) will be contacted, and upon being notified to do so, MECG officials will assemble at a physical location or virtually, and manage the situation using procedures set out in its own local Municipal Emergency Plan.

**As part of that local Municipal Emergency Plan notification/alert system, the Warden of the County should also be notified of an emergency. Notification of the County shall not be deemed a request for full implementation of the Grey County Emergency Management Plan, but an opportunity to become aware of the situation and to ensure that resources are ready and in place to assist the local municipality(ies) if required.**

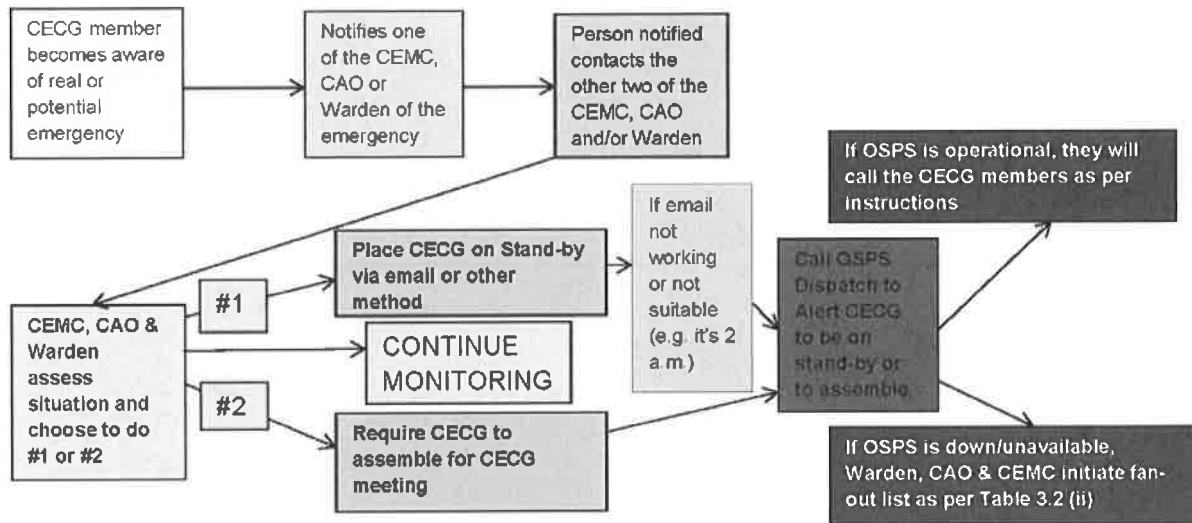
Most, but not necessarily all emergencies will start out as a local municipal emergency. In the rare case that a County emergency declaration is warranted either before or without the local municipality(ies) first making such declaration, the County will notify its member municipalities for awareness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

### 3.2 Activation Method

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

Figure 3.2 (i)

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It is important to note when emailing:

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

### 3.2 a) How the Emergency Alert Procedure Works:

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

**Upon being notified, the Warden, CAO or CEMC who is contacted shall notify the other two or their respective alternates if necessary.** The Warden, CAO and CEMC shall assess the situation. They may decide to:

- place the CECG core members\* on standby** using email or other method of contact (refer to notes specific to using email, page 14); and, in such case they will continue to monitor the situation; or
- call the CECG core members to assemble**, either virtually or at a physical location (eg. the EOC)

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for a CECG meeting.

The CEMC will consider the activation methods outlined throughout 3.2, of this Plan, and use the appropriate method under the circumstances to contact all core members of the CECG and any other supporting members based on their relevance to the situation. Full instructions are contained within Appendix 1, Emergency Alert Procedure.

If using the OSPS is the preferred method for activation, and for some reason, the OSPS administration office is disabled, notification shall be completed by the Warden, CAO and CEMC as per Table 3.2 (ii), on page 16 of this Plan. In the absence of any available communications technology, best efforts must be made to provide notification via radio, in person, or in any way possible.

*\*Where primary members are unavailable, alternates will be activated based on their order on the list, and their availability at the time of the emergency.*

*Remainder of this page intentionally left blank.*

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

Table 3.2 (ii)

Person/Role Responsible:	Responsibility	Persons To Be Contacted
Head of the CECG (Warden)	Contact to assemble for CECG meeting (if not already aware)	EOC Operations Manager (CAO) CEMC
	<ul style="list-style-type: none"> <li>• Provide status updates</li> <li>• Liaise throughout emergency</li> <li>• Request to join CECG meeting if appropriate</li> </ul>	Heads of Local Councils affected Adjacent Municipalities
EOC Operations Manager (CAO)	Contact to assemble for CECG meeting	Head of CECG (Warden) CEMC Transportation Services Director Community Services Director



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	<ul style="list-style-type: none"> <li>• Provide status updates</li> <li>• Liaise throughout emergency</li> <li>• Request to join CECG meeting if appropriate</li> </ul>	Medical Officer of Health Other Directors/Senior Managers ( <u>as required</u> including/not limited to: Long Term Care, IT, HR, Treasurer, Legal, Economic Development / Tourism / Culture, Clerks, Planning, Provincial Offenses Administration) CAOs of Member Municipalities
	CEMC	Contact to assemble for CECG meeting Head of CECG (Warden) EOC Operations Manager (CAO) Paramedic Services Director Police Commander Fire Mutual Aid Coordinator Emergency Information Officer Chief Duty Officer & EOC Duty Officer
	<ul style="list-style-type: none"> <li>• Notifies*</li> <li>• Liaise throughout emergency</li> </ul>	PEOC – Provincial Duty Officer ARES, <u>as required</u> ("req'd") CEMCs of Member Municipalities

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

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

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

Table 3.2 (iii)

Person Responsible to Notify, Liaise		Potential CECG Support Members Being Contacted
Director of Community Services	Contacts	Victim Services All community partners needed for Evacuation Centre operations ( <u>as req'd</u> ) School Boards ( <u>as req'd</u> )
Medical Officer of	Contacts	Hospital(s) Ontario Health West (formerly the LHIN) or other body which

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Health		may replace it Other Health Care Facilities ( <u>as req'd</u> )
Director of Transportation Services	Contacts	Road Superintendents & Public Works of local municipalities Utilities Conservation Authorities
Police Commander	Contacts	All Local Municipal Police Services & OPP Detachments in Grey County 911 Services
Fire Mutual Aid Coordinator	Contacts	Local Fire Departments in Grey Other Support
Director of Paramedic Services	Contacts	Other Area Providers ( <u>as req'd</u> ) Hospital/Suppliers London CACC Home & Community Care Support Services South West (formerly CCAC/the LHIN)

### 3.3 Documentation

It is critical that from the time the decision is made to activate the Emergency Alert Procedure, each CECG member begins to document his/her:

- actions taken
- decisions made
- observations
- conversations, etc.
- along with the dates/times of each.

Documentation methods can be as follows:

- Printed neatly by hand in a bound book with numbered pages, leaving no lines blank, using ink only, and it should be in accurate, chronological order.
- electronically, through a combination of log notes created in Word. A simple template exists within Appendix 5, Annex F as noted below.

Either of the above-noted methods should be combined with the use of email to track actions and decisions, relevant photos, and any other method which helps to capture the relevant information.

Provided an emergency is eventually declared and the EOC is activated, all CECG members will be required to continue to document their relevant actions taken, decisions and observations made, orders given and received, conversations had, etc. in a Personal Log.

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Following termination of the emergency and orderly demobilization of the EOC, all documentation produced in the EOC and/or related to the management of the emergency by the CECG shall be collected, collated and stored appropriately for future reference as needed.

It is understood that the Personal Logs kept by the Police Commander, County Fire Mutual Aid Coordinator, and GBPH Rep or MOH, as well as those of other external supporting CECG members included throughout the emergency, are the property of their respective organizations and shall be retained as records by those organizations following the termination of the emergency. Should the County require copies of or access to such external records, it will request same of the relevant organizations.

For more specific information about documentation within the EOC, please refer to Appendix 5 - EOC Operations, and Appendix 5 - Annex F - EOC Forms.

## 4.0 Declaration of a County Emergency

### 4.1 Authority to Implement Emergency Plan without Declaration

In situations where an emergency exists, but has not yet been declared to exist, certain employees of the County are authorized to take action under this Plan, in accordance with Section 9 (a) of the *Emergency Management and Civil Protection Act*. This authorization does not extend to persons that provide their services on behalf of the municipality without remuneration unless that person is specifically identified in this Plan.

### 4.2 Authority to Make Emergency Declaration

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

The Head of any municipal emergency control group, including a county, shall be the Head of Council of the municipality. During the absence of the Head of Council or his/her inability to act, the Deputy Head of Council shall be the head of the Community [Emergency] Control Group (Section 9 (c) of the *Emergency Management and Civil Protection Act*). For more clarification about alternate designated members of Grey County Council who may exercise the powers and perform the duties of the Head of Grey County Council under the *Emergency Management and Civil Protection Act* or this Plan during the absence of the Head of Council or during his/her inability to act, refer to the Head of Grey County Council, i.e. the Warden, refer to By-law 5059-19, contained in Appendix 1, Annex D.

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

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municipality.

### 4.3 Considerations for the Declaration of a County Emergency

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

- a) When resources of one or more affected local municipality(ies) become extended or evidently are so depleted such that the MECG(s) can no longer effectively control or manage and support their respective emergency response(s), the Mayor(s) or designate(s) of the respective municipality(ies) may request, in consultation with the MECG, the Warden and CAO for Grey County, that the County take on the coordination and deployment of resources for the emergency situation. Their respective Mayors or their representatives will participate in CECG meetings as requested by the County, forming a joint County emergency control group to manage the local emergency situation(s). **See section 6.2.** Or,
- b) The CECG has determined that the emergency situation, such as a tornado, ice storm, etc., affects a large portion of the population within two or more municipalities. The County will first consult with the local municipalities affected to determine if resources at hand (personnel, materials, equipment and services) are capable of responding to the emergency situation adequately. If not, the Warden may decide to declare an emergency, and the CECG may recommend establishment of a joint emergency control group to manage the situation and/or coordinate deployment of additional resources by priority. **See section 6.2.** Or,
- c) The CECG has determined that the emergency includes a hazard such as a health epidemic, act of terrorism, etc. that affects most of the population of the County. Although some of these may be Federal or Provincial responsibilities, depending on various factors, the County would have to assess whether it needs to declare, independent of Provincial or Federal declarations, or the absence of same. A Federal or Provincial declaration does not specifically confer any additional powers on a Municipality or County. Or,
- d) The County has been asked to provide, to a neighbouring or local municipality, extraordinary resources such as an Evacuation Centre which may require volunteers from the public at large and/or not employed by the County to assist. In such a case, the County should declare an emergency in order that the duly registered volunteers of its Evacuation Centre, if any, are covered by WSIB, for example. Such a declaration would likely be made in support of the affected municipality, especially where it is the only affected municipality. Or
- e) The Warden, in consultation with the CECG, determines that the emergency is placing an extraordinary demand on the resources of the County, with the potential to jeopardize the continuity of County operations.

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

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more guidance on this issue, see Appendix 14 - Annex C - Considerations & Checklists for Emergency Declarations & Terminations

Please note:

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

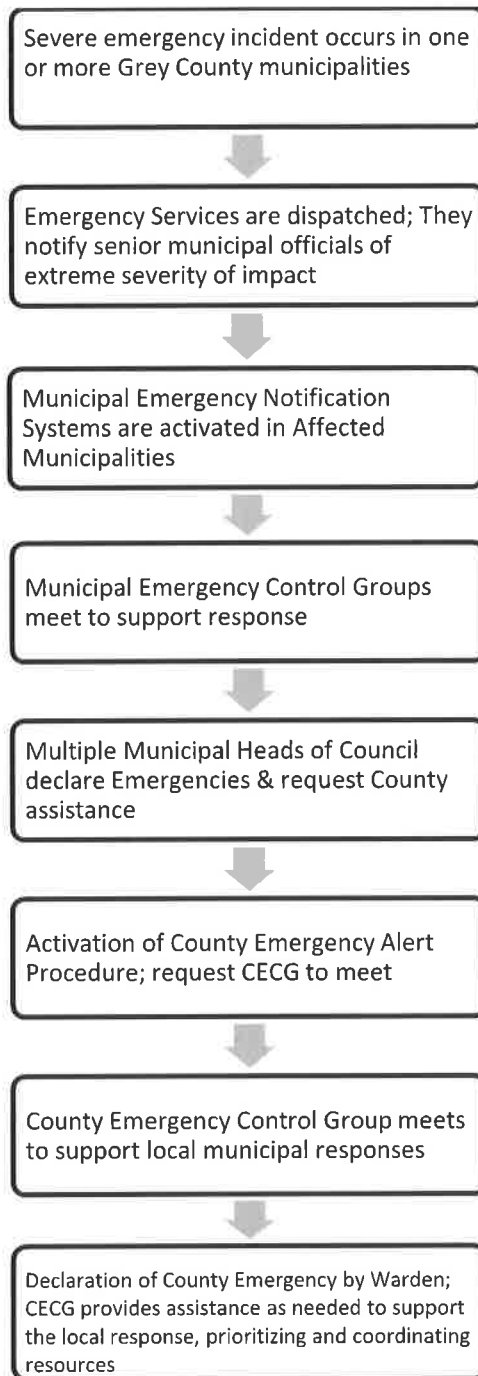
The following flow chart, Figure 4.3 (i) next page illustrates one of the more commonly expected scenarios, as noted under Section 4.3 (b), that may lead to the declaration of a County emergency.

*Remainder of this page is intentionally blank.*

Fig. 4.3 (i) One Possible Scenario of Steps that May Lead to the Declaration of a County Emergency:

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#### 4.4 Documentation & Notification of Declaration

Upon the Warden's decision to declare a County emergency, the CEMC will ensure completion of the required Declaration of Emergency form in [Appendix 14 - Annex D](#).

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On behalf of the Warden of the County, the CEMC will notify the following by sharing the completed declaration form:

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

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

## 5.0 Assistance

### 5.1 Local Municipal Requests to the County of Grey

a) Evacuation Centre Requests:

- The MECG of a member municipality should request that the Grey County Community Services Director meet with its MECG if it is considering making a request for an Evacuation Centre to be set up by the County. This will allow an initial discussion with the Director regarding the various resources required for the situation to ensure that all viable options, including Reception Centres and the roles of various community partners, are explored.
- If it is agreed that an Evacuation Centre is the appropriate resource to provide in the situation, the head of council of such municipality must first declare an emergency to exist, and the MECG may then make the request for an Evacuation Centre directly to the Community Services Director. The emergency declaration by the municipality making the request is necessary from the County's perspective due to the extraordinary measures which the County must take for the provision of such a significant response, including but not limited to the redeployment of County personnel.
- The Grey County Community Services Director shall serve as a supporting member of that MECG, or if a joint CECG has been formed, shall continue to participate in that joint CECG, throughout the emergency, until at least such time as the Evacuation Centre is demobilized.

b) Mutual Assistance Agreement:

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

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- Covers assistance provided in the form of personnel, equipment, services, and materials, but does not include provision of an Evacuation Centre.

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

### **5.2 Requests by the County of Grey**

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

- a) A neighbouring or member municipality
  - Ideally, requests are made with such municipalities which the County has established a Mutual Assistance Agreement.
    - Such requests shall be made by the CAO or other official as identified within the specific agreement.
  - Requests may be made with such municipalities in the absence of a Mutual Assistance if necessary, but attention to the terms and conditions of such assistance must be paid to avoid misunderstandings.

#### ***(i) More about Mutual Assistance Agreements***

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

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

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

- b) The Province of Ontario or the Federal Government:
  - Contact the PEOC or assigned EMO Field Officer



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- Such requests shall be made by the CEMC, acting as the liaison between the County and the Province.

### (i) **More about Requests for Provincial and Federal Assistance**

When a municipality declares an emergency, EMO may deploy a Field Officer to the EOC, physically or virtually, to assist the MCEG or CECG with advice and assistance and to ensure liaison with the Provincial Emergency Operations Centre (PEOC) during the emergency response.

The Field Officer will be the link between the County and the Province for both Provincial and, if necessary, Federal assistance.

For information about the types of assistance that may be available through both levels of government, refer to **Appendix 2** of this Plan.

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

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

*Remainder of page intentionally left blank.*

Table 5.2 b) (ii)

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

## 5.3 Disaster Relief Assistance

The Province offers two standard assistance programs:

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a) Municipal Disaster Recovery Assistance (MDRA):

- Provides a four-month timeframe for a municipality to assess the damage and costs of the natural disaster and request provincial assistance.
- More information is available online here: [Guidelines to apply for Municipal Disaster Recovery Assistance \(MDRA\) | ontario.ca](#)

Eligible expenses may include:

- Capital costs to repair public infrastructure or property such as roads, bridges and public buildings
- Operating costs that go above regular budgets and are needed to protect public health, safety or access to essential services

Costs are **not** eligible if:

- insurance covers them
- they would have been incurred anyway

To be eligible for the program, a municipality must have:

- experienced a sudden, unexpected and extraordinary natural disaster
- have costs over and above regular budgets that can be clearly linked to the disaster
- passed a resolution of council
- submitted an initial Municipal Disaster Recovery Assistance claim

Municipalities wishing to apply for Municipal Disaster Recovery Assistance are to [contact their local Municipal Services Office](#) for the claim forms package, which includes:

- these program guidelines
- a Municipal Disaster Recovery Assistance claim form in Excel
- a user guide for detailed instructions on filling out the claim form

**Grey County is serviced by the Western Municipal Services Office (London)**

Address: 659 Exeter Road, 2<sup>nd</sup> Floor, London ON, N6E 1L3

Tel: [519-873-4020](#) or [Toll-free: 1-800-265-4736](#); Fax: 519-873-4018

b) Disaster Recovery Assistance for Ontarians (DRAO) will

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

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Municipal governments do not need to appoint volunteer Disaster Relief Committees to fundraise for matching provincial assistance as was required pre-2016 with the ODRAP, but they may choose to continue to fundraise on their own.

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

More information is available online here: [Apply for disaster recovery assistance | ontario.ca](https://www.ontario.ca/government/services/emergency-recovery)

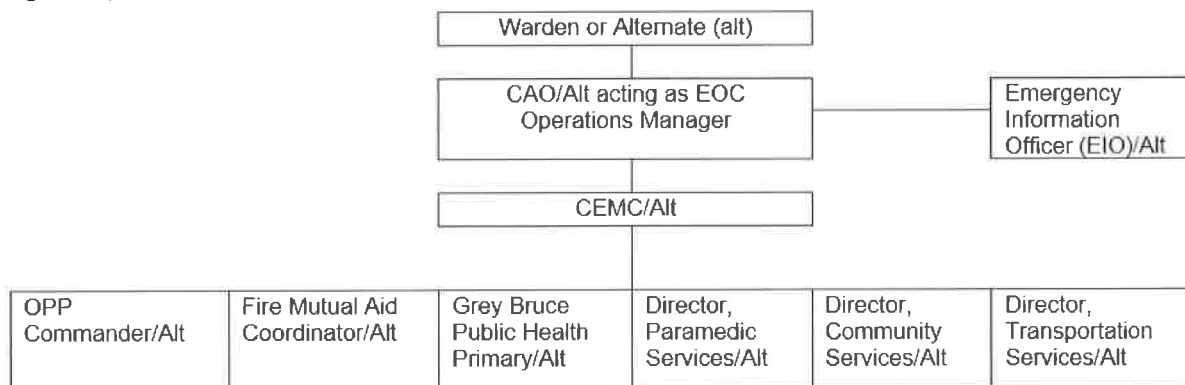
## 6.0 Emergency Control Group

### 6.1 Composition

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

Fig. 6.1 a) Chart Summary- The following chart indicates the Core County Emergency Control Group structure and composition.

Fig. 6.1 a):



Additional members may be brought in as required, based on the nature of the emergency, its location in the County, and other considerations. As the emergency progresses and things stabilize, the need for all core CECG members to be present may diminish, and it may be deemed that certain members may have a smaller role, or may stand down.

Fig. 6.1 b) Table Summary: The following table identifies each member of CECG and his/her responsibility, including identified supporting members.

CECG MEMBER	RESPONSIBILITY
a) Warden of the County of Grey	Head of County Emergency Control Group
b) County CAO	EOC Operations Manager

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c) County CEMC	As legislated
d) County EIO	Emergency/Public Information Coordinator
d) Head of Council for affected municipality(ies) or Designate	Local municipality Coordinator & Liaison ( <u>supporting member, as needed</u> )
e) OPP Detachment Commander/Chief of Police	Police Coordinator
f) County Fire Mutual Aid Coordinator	Fire Coordinator
g) Director of Transportation Services	Roads/Public Works Coordinator
h) A Grey Bruce Public Health (GBPH) Manager is the Primary member; But, in the case of a public health emergency, Physician Consultant (1st Alt), or MOH (2 <sup>nd</sup> Alt) instead will respond as the GBPH member of the CECG	Health Services Coordinator
i) Director of Community Services	Emergency Social Services & Emergency Housing Coordinator
j) Director of Paramedic Services	Paramedic Services Coordinator
k) Other senior officials as applicable (e.g. other County departments, ARES, utilities, conservations authorities, etc.)	<u>Supporting CECG members, as needed</u>

## 6.2 Joint County Emergency Control Group

The Head(s) of Council or designate(s) of the municipality(ies) having declared an emergency may be asked to participate in the CECG, forming a Joint CECG, to ensure effective communication between all participating agencies and levels of government, including between the CECG, the MECG(s) and the site(s).

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

If infrastructure is intact to support the operation of both physical and virtual EOCs, or at least virtual EOCs, then it may be possible for those local Heads of Council to participate in both their own local MECG as well as the Joint CECG.

If virtual methods for meeting are not available:

- each of those Mayors will need to decide whether they will attend the Joint CECG or if they prefer to stay at their own MECG and send a trusted representative of their choosing on their behalf. Such representative must be a senior or elected official of their municipality.
- Either the Mayors or their chosen representatives will physically attend the County EOC to participate in joint CECG meetings as requested by the County; and
- the remaining members of each MECG under a declared emergency will remain at their own

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local Emergency Operations Centre (EOC) to provide support and assistance to manage the local emergency situation(s).

Refer to [Sections 4.3 a\) & b\)](#), [11.1](#), and [12.3](#) for additional details.

## 7.0 Emergency Operations Centre

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

If using a physical location for the EOC, the CECG, support and advisory staff and many other groups will congregate and work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency. A hybrid EOC, being a combination of a physical location and virtual platform may also be used.

The County CAO, acting as the EOC Operations Manager, and assisted by the CEMC, is responsible for the coordination of all operations within the County EOC.

Ideally, the EOC should consist of:

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

Refer to [Appendix 5](#) for detailed EOC Operating Guidelines, and [Appendix 13](#) for details on Emergency Information Centre operations.

## 8.0 County Emergency Control Group (CECG) Operations

### 8.1 General

Upon assembling in person, virtually, or a hybrid combination thereof, the Warden/alternate, with the advice of other members of the CECG, may make a decision to declare an emergency and invoke the provisions of this Plan.

### 8.2 Decision-Making Process

The decision-making process can best be accomplished by round table assessment of events as they

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occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed-upon course of action will be implemented by municipal departments functioning primarily within their own spheres.

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

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

### **8.3 Operations/Planning Cycle & CECG Business Meetings**

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

Members of the CECG will establish an “operations/planning” cycle consisting of:

- specified CECG business meeting times,
- maximum length of CECG business meetings and
- the work schedule between meetings.

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

The following “P-Chart”, Figure 8.3 (i), shows the flow of initial events leading to:

- the [Preparations](#) for the CECG Business Meeting;
- the [Planning](#) by the CECG to create the Incident Action Plan (IAP); and
- following the meeting, the CECG [Proceeds](#) to:
  - carry out the tasks under the IAP
  - monitor progress and provide/receive situational updates
  - eventually Prepare for the next CECG Business Meeting.

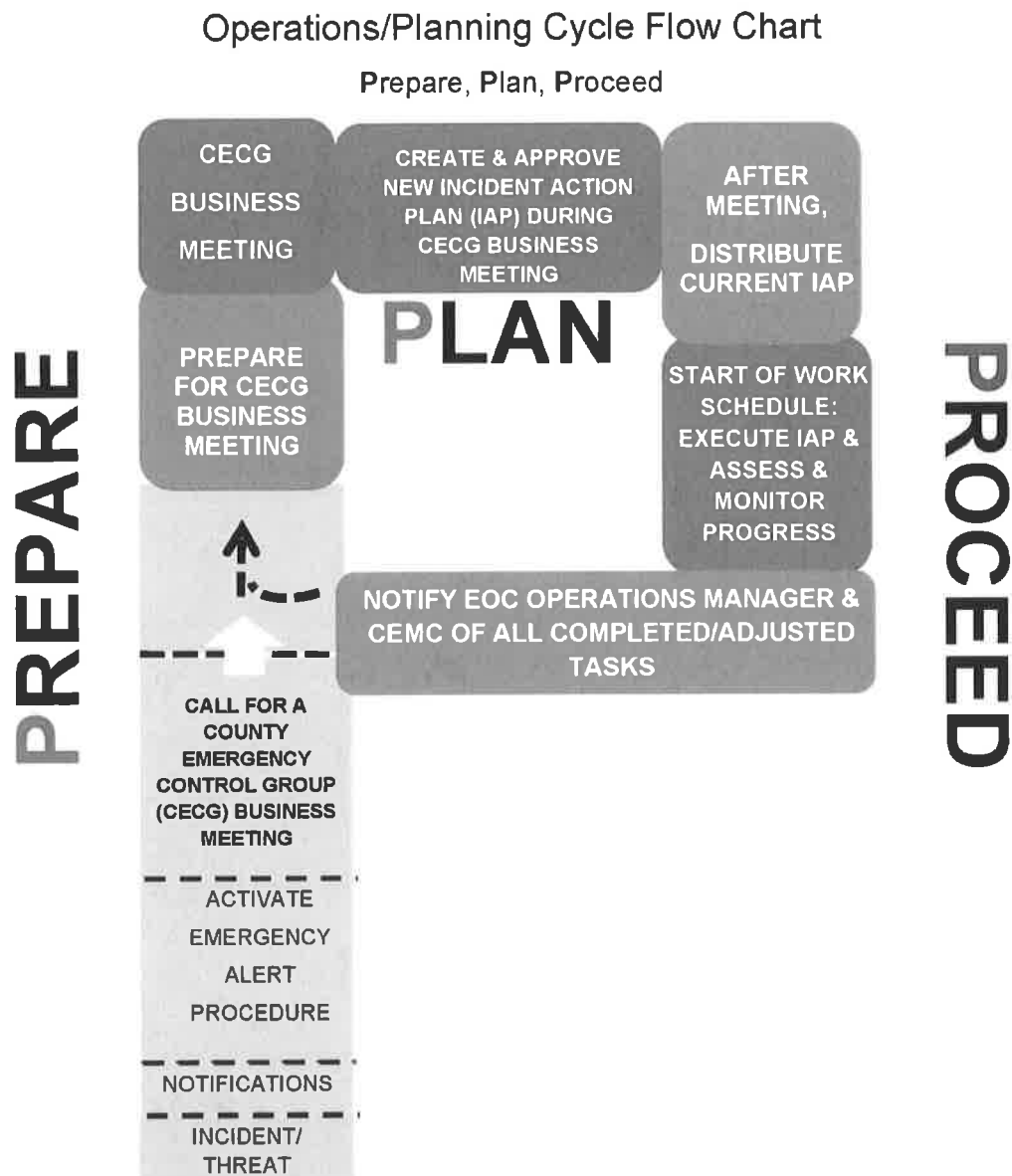
The chart assumes that a County emergency is declared or that the CECG has determined to at least continue meeting. The operations/planning cycle of “Prepare, Plan, Proceed” then is continuous until all necessary tasks are completed and the emergency is terminated.

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Figure 8.3 (i)

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**8.3 (continued)**

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

The CECG will meet at the established intervals to inform each other of actions taken and problems encountered. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Relevant maps and status boards should be available to all and kept current by the Duty Officer or other County staff as requested.

## **9.0 Communications & Coordination**

### **9.1 Communication Methods & Considerations**

An important responsibility of every department and every affected municipality is to provide timely information for the benefit of the decision-making process.

For physical EOCs, this will necessitate reliable systems of communication between every department involved at the emergency site(s) and the EOC, and as well as between the Municipal EOC for each affected municipality and the County EOC.

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

For virtual EOCs, it is critical that access to the virtual platform is reliable for the purpose under the circumstances, and available to all CECG members and any other stakeholders who are requested to participate.

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

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

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## 9.2 Coordination

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

## 9.3 Emergency Information

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

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

- i. Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are advised.
- ii. Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- iii. Initiate the phone tree for Emergency Information staff members, as appropriate, under Appendix 13 - Annex A;
- iv. Activate the 211 Service to provide the Public Information Hotline, or in the absence of 211, establish the Public Information Hotline, as per Appendix 13 - Annex A and L;
- v. Ensure the dissemination of all emergency information to the media and public;
- vi. Establish a communication link with the Community Spokesperson (Warden/alternate) and with any other media coordinators such as those of affected municipalities, provincial, federal governments, relevant private industry, public and private agencies;
- vii. Ensure that appropriate groups are advised of the Emergency Information Centre telephone numbers such as the CECG, Municipal staff, and that the media is provided with an appropriate point of contact as well;
- viii. Coordinate all emergency information including media photograph sessions and interviews at designated locations which may include the emergency site(s);
- ix. Set up and staffing the Emergency Information Centre (EIC), if required. Refer to Appendix 13 for more detailed information;
- x. Serve as a member of the CECG to obtain up-to-date information for the media, preparing and issuing media releases, arranging media briefings and posting approved emergency information for the public on the County website, as well as communicating through Grey County social media accounts;
- xi. Review all public service announcements proposed by the affected municipalities in a timely manner to ensure there are no delays in allowing the release of such information

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- to the public. Timeliness should be the determining factor regarding whether this is practical. Such assessments should be made at various points throughout the management of the emergency;
- xii. Provide Emergency Information staff with regular updates to ensure that the most accurate and up-to-date information is disseminated to the public;
- xiii. Ensure that the EOC Operations Manager (CAO) and Warden approve all media releases prior to dissemination, unless a more efficient process is identified and agreeable to those stakeholders during the emergency;
- xiv. Ensure copies of all media releases are provided to Emergency Information Centre staff, CECG, the affected municipalities, and key media officers from other agencies, prior to dissemination;
- xv. Monitor news coverage and ensuring erroneous information is corrected as soon as possible;
- xvi. Maintain copies of all media information pertaining to the emergency such as media releases, news articles, etc.; and
- xvii. Maintain and securely store a personal log of all decisions made and actions taken

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

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

### ***b) Community Spokesperson***

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

- i. Establish a communication link with the EIO and ensuring all inquiries are directed to the EIO;
- ii. Partake in interviews and media photograph sessions as directed and in consultation with the EIO; and
- iii. Maintain and securely store a log of all actions taken.

## **10.0 Core CECG Responsibilities**

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

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

- a) Assess the situation and gather information;

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

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- v) Maintain a log outlining decisions made and actions taken during the emergency response, other necessary EOC documentation;
- w) Initiate and follow through with emergency recovery and victim assistance.

If the permanent incumbent of any CECG member position listed in sections 9, 10 and 11 of this Plan is absent or otherwise unable to take the necessary action, the implementation of responsibilities assigned to such member herein shall also be the responsibility of any activated alternate, substitute, or the person next in line of authority.

### **10.2 Warden/Alternate**

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and CEMC/alternate are advised.
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- c) Activate the emergency alert procedure under [section 3.2](#) when appropriate;
- d) Provide leadership to the EOC operations;
- e) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- f) Implementation of this Plan;
- g) Declare an emergency to exist within the designated area when appropriate, and after consultation with available CECG members;
- h) Ensure the Solicitor General of Ontario has been notified via the Office of the Fire Marshal and Emergency Management of the declaration of an emergency;
- i) Ensure that members of Council are advised of the declaration of an emergency, and are kept informed of the emergency situation;
- j) Maintain communication with the local affected municipalities that may declare an emergency to exist;
- k) Establish a communication link with the Emergency Information Officer;
- l) Act as the Community Spokesperson, taking part in interviews and media photograph sessions as directed and in consultation with the Emergency Information Office. Refer to section 9.3 b) of this Plan;
- m) Approve news releases and public announcements;
- n) Make decisions, determine priorities and issue operational direction on the advice of, and in consultation with, the CECG, including the Heads of Council of the affected municipality(ies);
- o) Request assistance from neighbouring municipalities and/or from senior levels of government, when appropriate, ensuring that such requests have been coordinated with all other CECG members;
- p) Ensure that all inquiries made outside of an interview or media conference regarding the CECG and the emergency operation are directed to the County Emergency Information Officer;
- q) Terminate the emergency at the appropriate time after consulting with the CECG and County Council, and ensure all appropriate stakeholders have been notified;

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

### **10.3 CAO/Alternate – EOC Operations Manager**

The Grey County CAO or alternate will perform the duties and responsibilities of the "EOC Operations Manager" for the County emergency; as such he/she will:

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the Warden/alternate and CEMC/alternate is advised;
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- c) Activate the emergency alert procedure under section 3.2 when appropriate;
- d) Coordinate the operations/planning cycle and CECG business meetings in the EOC;
- e) As soon as possible, determine whether more than one EOC shift per 24-hour period one will be necessary to support efficient emergency response, so as to allow for arrangements by CECG members for replacement personnel to fill the additional shifts, etc.
- f) Designate 1 or more alternate EOC Operations Manager(s) for the EOC, if needed, for shift changes, etc. (see subsection 10.3.1).
- g) Chair the CECG meetings;
- h) Understand and facilitate the Emergency Management Plan and the strategy developed by the CECG;
- i) Call out additional County staff, including Scribes to provide assistance, as required. Detailed roles and responsibilities for EOC staff members can be found in Appendix 5 - Annex 1;
- j) Activate the County Staff Redeployment Plan, Appendix 15, as appropriate;
- k) Supervise the EOC; oversee and coordinate the actions of the EOC staff, all with assistance from the CEMC/alternate;
- l) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- m) Evaluate information received and determine actions required by verifying the reliability of the source and credibility of the information; compare the information to expectations and trends, and assess the usefulness of the information;
- n) Advise the Warden on administrative matters;
- o) Maintain a record of all expenditures for later cost recovery if warranted
- p) Ensure that critical information is disseminated as necessary;
- q) Prepare and disseminate situation reports as required;
- r) Supervise media accommodation and releases to media;
- s) Liaise with the MECG(s);
- t) Prepare and present formal and informal briefings to the CECG and other groups or individuals as required;
- u) Initiate and coordinate recovery plan based on the extent to which the County is deemed to have responsibility and involvement in the recovery stage;

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- v) Organize and conduct initial debriefing of CECG. A guide for debriefing is included in [Appendix 6](#);
- w) Prepare a formal debriefing report to Council for the individuals, agencies and organizations involved;
- x) In analysis of the emergency, after termination, recommend alternative courses of action and changes to the Emergency Plan, as appropriate.

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

- (i) In the absence or unavailability of the CAO, the Deputy CAO will serve as the first alternate to the CAO, as indicated in the current Grey County Emergency Fan-out List;
- (ii) Second and third alternates will be designated by the CAO, preferably ahead of an emergency (and if so, will be listed in the current Grey County Emergency Fan-out List, [Appendix 1, Annex B](#) ). Such designates may change from time to time at the discretion of the CAO.
- (iii) If the CAO and all designated alternates are unavailable when an emergency occurs, or become unavailable at any time throughout the County's management of an emergency, an alternate to act as the EOC Operations Manager will be appointed from among the other members of the Senior Management Team. It will be important to consider which departments are the least impacted by the emergency situation, and to choose whomever they deem to be most appropriate under the circumstances from among those Directors. Additional alternates may also be appointed as needed for shift changes in the EOC. The Warden will make such appointment, with input from the Senior Management Team and CEMC as needed.

## 10.4 County Emergency Management Coordinator/Alternate

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

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and Warden/alternate is advised;
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- c) Activate the emergency alert procedure under [section 3.2](#) when appropriate, ensuring that Duty Officers are included;
- d) Contact the Provincial Emergency Operations Centre Duty Officer upon being notified of an emergency occurring and advise him/her of the situation;
- e) Organize the EOC and supervise in conjunction with the CAO and, in particular, make arrangements for obtaining and providing access to up-to-date information at all times/as appropriate;

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- f) Ensure that a communications link is established between the CECG and the Emergency Site Manager(s), if applicable;
- g) Act as liaison between the CECG and EMO;
- h) Ensure proper set-up and provide support for smooth functioning of the EOC;
- i) Ensure that the CECG has access to resources necessary to manage emergency operations in the virtual or physical EOC (such as access to the Emergency Management Plan, office supplies, maps and appropriate office and telecommunications equipment);
- j) Maintain and securely store a record of all major decisions, actions taken and instructions issued in the EOC by the CECG, and a file of all logs taken to enable a debriefing to be conducted, post-emergency reporting to occur, and updates to be made to the County's Emergency Management Plan and program;
- k) Provide advice and clarification to the CECG about the implementation of the County Emergency Management Plan, and seek advice from EMO as needed;
- l) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- m) Following termination of the emergency, ensure orderly demobilization of the EOC, collecting, collating and storing all documentation produced in the EOC appropriately for future reference as needed. See **section 3.3** for details.

### **10.5 Police Commander or Chief/Alternate**

There are multiple police services throughout Grey County. As the OPP is the prevalent service, and has access to wider resources, the OPP is the designated service to provide a member for the CECG. As the CECG member representing law enforcement, the OPP is responsible to liaise with the police services and detachments for all impacted municipalities within Grey County, in addition to the following responsibilities:

- a) Upon learning of a potential emergency, the Police Chief/Commander or alternate should consider the need for activation of this Emergency Management Plan and, if warranted, activate the emergency alert procedure described at section 3.2;
- b) When the CECG is called to assemble, report to the EOC (virtual or physical location) to participate to act as a member;
- c) Provide the CECG with information, and advise on law enforcement matters;
- d) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- e) At the conclusion of the emergency, to maintain the secure storage and retention of the personal log of the Police Chief/Commander maintained during the emergency and ensure future access to excerpts from such log as may be required by the County.
- f) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency;
- g) If appropriate, appoint an "Agency Coordinator" to control operations at the scene of an emergency;
- h) Establish an ongoing communication link with the Senior Police official at the scene of the emergency site(s);
- i) Provide an Emergency Site Manager at the emergency site(s), if required;
- j) Provide traffic control to facilitate the movement of emergency vehicles;



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- k) Establish an inner perimeter within the emergency area;
- l) Establish an outer perimeter in the vicinity of the emergency area(s) to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment;
- m) Seal off the area of concern;
- n) Control and, if necessary, disperse crowds within the "emergency area(s)";
- o) Control the movement of emergency vehicles to and from the site(s) of the emergency;
- p) Coordinate police operations with other municipal departments;
- q) Arrange for additional supplies and equipment when needed, i.e. barriers and flashers, etc.;
- r) Alert persons endangered by the emergency and coordinate evacuation of buildings or areas when recommended by Head of Council;
- s) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centers;
- t) Protect property in the emergency area(s) and the provision and maintenance of law and order;
- u) Liaise with the Community Services Director regarding the establishment and operation of evacuation and reception centers;
- v) Arrange for additional "police assistance" in Evacuation Centres, morgues and other facilities, if required;
- w) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act;
- x) Liaise with Department of National Defense, if required;
- y) Initiate and follow through with emergency recovery and victim assistance.

### **10.6 Grey County Fire Mutual Aid Coordinator/Alternate**

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

- b) Upon learning of a potential emergency, the Fire Mutual Aid Coordinator or alternate should consider the need for activation of this Emergency Management Plan and, if warranted, activate the emergency alert procedure described at [section 3.2](#);
- c) When the CECG is called to assemble, report to the EOC (virtual or physical location) to act as a member;
- d) Provide the CECG with information and advice on firefighting and rescue matters;
- e) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- f) At the conclusion of the emergency, continue to ensure the secure storage and retention of the personal log maintained during the emergency and, further, provide access to such log in full as may be required by the County;
- g) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.
- h) Establish an ongoing communications link with the Fire Agency Coordinator at the site(s) of the emergency;

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- i) Liaise with Ministry of Environment, and the Ministry of Energy, on fires involving potentially dangerous materials;
- j) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.;
- k) Provide assistance to other municipal departments and agencies and be prepared to contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, etc.

## 10.7 Director/Alternate of Transportation Services

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are advised;
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- c) When the CECG is called to assemble, report to the EOC (virtual or physical location) to act as a member;
- d) Provide the CECG with information and advice on engineering, road-related matters and Engineering/Public Works assistance;
- e) If appropriate, appoint an "Agency Coordinator" to control operations at the scene of an emergency;
- f) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- g) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.
- h) Liaise with Senior Public Works and Roads officials from local neighbouring municipalities to ensure a coordinated response;
- i) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief and preventative operations;
- j) Liaison with fire chiefs concerning emergency water supplies for firefighting purposes and pumping operations assistance, etc.;
- k) Provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- l) Provide radio communications equipment and resources to the CECG as needed;
- m) Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- n) Provide Transportation Services vehicles and equipment as required by emergency services;
- o) Ensure that County roads are accessible as possible;
- p) Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety and arrange for the provision of alternate services or functions;
- q) Demolish unsafe structures if ordered by the Chief Building Official (CBO) of the affected municipality or, in the absence of the CBO, the Head of Council supported by advice from another appropriate individual such as a CBO of another municipality or a qualified engineer. (See the *Building Code Act, 1992, Section 15.10 (4)* for references to exemption from liability, etc. if order is made by CBO, and the *Emergency Management and Civil Protection Act, R.S.O. 1990* if the order is made by the Head of Council);

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

## **10.8 Grey Bruce Public Health (GBPH) Primary Representative (Manager or Medical Officer of Health (MOH) as appropriate)**

The appropriate representative from the GBPH to serve as a member of the CECG will be determined by the GBPH at the time of the emergency. For a human health emergency, it is expected that the Public Health Physician Consultant or the MOH will participate in the CECG. Otherwise, the designated Manager on the Grey County Fan-out List or alternate will participate in the CECG. As a member of the CECG, he/she has the following responsibilities:

- a) Upon learning of a potential emergency, consider the need for activation of the emergency plan and, if warranted, activate the emergency alert procedure as described in section 3.2.
- b) When the CECG is called to assemble, report to the EOC (virtual or physical location) to act as a member;
- c) Provide advice to the Warden and CECG on all matters relating to the health of the populations and report on potential health impacts related to the emergency situations;
- d) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- e) At the conclusion of the emergency, continue to ensure the secure storage and retention of the personal log maintained during the emergency and, further, provide access to such log in full as may be required by the County;
- f) Arrange for and supply scribe, as appropriate, throughout the emergency.
- g) Direct and report on activities of the Health Unit to the CECG;
- h) Liaise with the Ontario Ministry of Health, Public Health Branch;
- i) Provide authoritative instructions on health and safety matters as appropriate to the public through the County's EIO, with input, if possible, from the Public/Media Relations Coordinator at the Grey Bruce Public Health;
- j) Coordinate the response to disease-related emergencies such as epidemics, according to Ministry of Health policies;
- k) Ensure the coordination of care for bed-ridden, invalid and infirm citizens at home and in Evacuation Centres during an emergency by liaising with Ontario Health West (formerly the LHIN) or any body that provides the same services which replaces it;
- l) Liaise with voluntary and private agencies, as required, for augmenting and co-coordinating public health resources;
- m) Ensure coordination of all efforts to prevent and control the spread of disease during an emergency;
- n) Notify the local municipality(s) of their responsibility regarding the need for potable water supplies and sanitation facilities;
- o) Liaison with Community Services Director regarding areas of mutual concern in required Evacuation Centres, including but not limited to:
  - i. Providing inspections of Evacuation Centres and making recommendations and initiating remedial action in areas of accommodation standards related to:
    - Overcrowding, monitoring of air quality and sanitation

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- Sewage and waste disposal
- Monitoring of water supply
- Food handling, source, storage, preparation, distribution and service
- Infection prevention and control practices;
- ii. Liaise with local social service agencies on areas of mutual concern regarding Evacuation Centres in relation to public health information;
- iii. Provide surveillance and Public Health management of infectious disease cases and outbreaks;
- p) Initiate and follow through with emergency recovery and victim assistance;

### **10.9 Director/Alternate of Community Services**

Please note that if the Community Services Director is unavailable, the first available Housing alternate and the first available Social Services alternate should both be activated as alternates, and both attend the CECG meeting(s) until it has been determined if just one or the other is needed to act as alternate. For example, if the emergency doesn't impact the housing of anyone, the Housing alternate may possibly stand down. If unsure, discuss with CEMC.

Responsibilities include the following:

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are advised;
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
  - c) When the CECG is called to assemble, report to the EOC (virtual or physical location) to act as a member of the CECG.
  - d) If so designated under section 10.3.1, act as Alternate for the CAO in the role of EOC Operations Manager if required (this responsibility does not apply to any Community Services Director alternates);
  - e) Provide information and advice to the CECG on matters related to Emergency Social Services with respect to the emergency and take action as appropriate, and in consultation with the CECG as required;
  - f) Provide information and advice on matters relating to the County's geared-to-income housing units and emergency housing with respect to the emergency and take action as appropriate, and in consultation with the CECG as required;
  - g) Where a physical location is being used as the County EOC, provide maintenance staff as necessary to support the activation and ongoing operation of that EOC if the facility being used as the EOC is regularly maintained by the Grey County Administration Building maintenance staff;
  - h) Provide security for the EOC (if a physical location – not virtual), whatever the location;
  - i) Maintain and securely store a personal log of actions taken and decisions made, and complete all EOC forms as required;

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- j) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC, except if acting as alternate EOC Operations Manager.
- k) According to the nature of the emergency, ensure the survival and well-being of the people during and following a major emergency by arranging for:
  - **Emergency clothing** to provide adequate protection from the elements
  - **Emergency lodging** to provide adequate temporary accommodation for the homeless
  - **Registration and Inquiry Services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons
  - **Emergency Feeding** to sustain those without food or adequate food preparation facilities
  - **Personal Services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults
- l) Upon request from an affected member municipality which has declared an emergency, arrange for and manage the opening and operation of temporary and/or long term Evacuation Centre(s), ensuring the same areas are adequately staffed and provide the appropriate services for such a facility
- m) Ensure that a representative of the Bluewater District School Board and/or the Bruce Grey Catholic District School Board is notified when their facilities are required as Evacuation/ Reception Centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives
- n) Liaise with community support agencies.
- o) Liaise with Grey Bruce Public Health and Grey Bruce Health Services on areas of mutual concern regarding operations in Evacuation Centres;
- p) Initiate and follow through with emergency recovery and victim assistance.

## 10.10 Director of Paramedic Services/Alternate

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are advised;
- b) Take action to implement appropriate parts of the Plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made (see section 4.1);
- c) When the CECG is called to assemble, report to the EOC (virtual or physical location) to act as a member of the CECG;
- d) Establish communications link with the onsite Paramedic Services Agency Coordinator;
- e) Establish communications link with the Ambulance Dispatch Centre(s), i.e. Central Ambulance Communications Centre (CACC);
- f) Provide information and advice to the CECG, on matters related to Paramedic Services;
- g) Participate in briefing sessions and inform CECG members on the progress of the department's response;
- h) Maintain and securely store a personal log of actions taken and decisions made, and complete all EOC forms as required;
- i) Determine if additional or special equipment is required;
- j) Advise CECG on numbers of injured, deceased, etc.;

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- k) Provide assistance to other agencies, if necessary;
- l) Provide an Emergency Site Manager, if required;
- m) If so designated under section 10.3.1, act as Alternate for CAO in the role of EOC Operations Manager if required (this responsibility does not apply to any Paramedic Service Director alternates);
- n) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, except if acting as alternate EOC Operations Manager.

### **11.0 CECG Supporting Member Responsibilities**

The following supporting members may be required to attend the EOC to provide support, logistics, and advice to the CECG. They will be called upon on an as-needed basis.

#### **11.1 Head of Council/ Representative for Affected Municipality(ies)**

- a) When/if required, become a member of a joint CECG to represent his/her municipality, and to liaise between the joint CECG and his/her MECG, ensuring effective communication between the CECG and his/her MECG, or appoint a representative to do so; **(See section 6.2)**
- b) Give advice to the CECG with respect to his/her municipality and its needs, etc.;
- c) Maintain and securely store a personal log of actions taken and decisions made and ensure all necessary EOC forms are completed;
- d) At the conclusion of the emergency, continue to ensure the secure storage and retention of the personal log maintained during the emergency and, further, provide access to such log in full as may be required by the County
- e) Arrange and supply his/her own scribe, as needed, throughout the emergency.
- f) Initiate and follow through with emergency recovery and victim assistance within his/her municipality as required;

#### **11.2 Deputy CAO**

The Deputy CAO is the 1<sup>st</sup> alternate to the CAO as EOC Operations Manager. If the CAO is unavailable, the Deputy CAO will take on the role and responsibilities of the CAO acting as EOC Operations Manager, as described within section 10 of this Plan. Otherwise, the duties of the Deputy CAO will include the following:

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and CEMC are aware;
- b) Attend CECG business meetings for awareness;
- c) While the CAO is acting as EOC Operations Manager, fulfill the role of CAO for day-to-day, business-as-usual issues, keeping the CAO in the loop on those items;
- d) Perform other duties as assigned throughout the emergency in support of the emergency;
- e) Maintain and securely store a personal log of actions taken, and complete all necessary EOC forms;
- f) Arrange for and supply his/her own scribe, if needed, throughout the emergency;

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### 11.3 Long Term Care Director/Alternate

It should be noted that there is no alternate to fill this position in the absence of the LTC Director. Instead, the Administrators of the County's Homes for the Aged would be required to report to the CECG about the situation within their Home if requested. Such reporting would preferably be done remotely.

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and CEMC are aware;
- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) Maintain and securely store a personal log of actions taken, and complete all necessary EOC forms;
- d) Provide information and advice on matters relating to the County's Homes for the Aged with respect to the emergency and take appropriate action as directed in consultation with the CECG;
- e) Coordinate with Home and Community Care Support Services South West (formerly CCAC/ the LHIN), or anybody that replaces it to provide the same services, the Health Unit and Grey County Paramedic Services on all matters relating to the Grey County Long Term Care Homes;
- f) During an emergency situation, if a County long-term care home is located within an affected area request to liaise with the MECG throughout the emergency, or, if appropriate, to act as a supporting member of the MECG. If the CECG is also meeting regularly regarding the same emergency situation, the LTC Director may act as a member of the CECG, and such liaison role may be unnecessary;
- g) If required during the emergency, act as the County's liaison with the private nursing/care homes throughout Grey County;
- h) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency, except if acting as alternate EOC Operations Manager.

### 11.4 Finance Director/ Treasurer or Alternate

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate and CEMC are aware;
- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) Maintain and securely store a personal log of all actions taken and decisions made, and complete all necessary EOC forms;
- d) Arrange for and supply his/her own scribe, if needed, throughout the emergency;
- e) Provide information and advice on financial matters as they relate to the emergency;
- f) Liaise, if necessary, with treasurers from neighbouring municipalities;
- g) Maintain record of all expenses incurred by the County regarding the emergency;
- h) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner;
- i) Procure appropriate sources of funding for emergency situations such but not limited to the Provincial disaster funding.

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### 11.5 Human Resources Director/Alternate

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;
- b) If called upon to do so, report to the EOC (physical or virtual location) to act as a CECG member;
- c) Coordinate the redeployment of County staff as requested to various temporary roles that may be required during the declared emergency (e.g. staff may be required to operate the Public Information Hotline, register volunteers, provide support within the Emergency Operations Centre, assist with maintenance of a critical service, or a variety of other tasks related to responding to and managing the emergency, etc.). See [Appendix 15](#) of this Plan for more information;
- d) Provide information and advice to the CECG on matters relating to staffing/union concerns relating to the emergency, and take appropriate actions as directed by the CECG;
- e) Provide advice and expertise on the registration and deployment of emergency volunteers if required, as per [Appendix 12](#);
- f) Coordinate and/or support the registration and deployment of volunteers during a declared County emergency if required as per [Appendix 12](#);
- g) Arrange for equipment, personnel, services and materials as directed by the CECG;
- h) Maintain and securely store a log of actions taken, and complete EOC forms as required;
- i) Arrange for and supply his/her own scribe, if needed, throughout the emergency, while in the EOC.

### 11.6 Information Technology Director/Alternate

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;
- b) If called upon to do so, report to the EOC (physical or virtual location) to act as a member of the CECG;
- c) Assist the CECG with information technology requirements including but not limited to telephone, radio, internet, fax needs;
- d) Provide equipment and staff resources as necessary to support the EOC computers/services including email and internet requirements of CECG members;
- e) Provide expertise and technical staff resources as available to support the establishment of Registration, Evacuation and other County-operated or supported emergency Centre(s), as required;
- f) Provide technical staff resources and equipment, etc., as required to support the EIC, public information hotline, media centre;
- g) Maintain and securely store a personal log of actions taken;
- h) Arrange for and supply his/her own scribe, if needed, throughout the emergency, while in the EOC.

### 11.7 Clerk/Alternate

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;



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- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) Serve as the Chief Duty Officer, providing support to the EOC, including CECG meetings as required;
- d) Provide information and advice as requested by the CECG with regard to items related to the various statutory duties of the Clerk's office;
- e) Maintain and securely store a personal log of actions taken and complete all EOC forms as required;

**11.8 Legal Services Director, County Solicitor/Alternate**

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;
- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) Provide legal advice as requested to the CECG or any member of the CECG as it applies to the actions of the County and its response to an emergency;
- d) Maintain and securely store a personal log of actions taken and complete all EOC forms as required;
- e) Arrange for and supply his/her own scribe, if needed, throughout the emergency while in the EOC.

**11.9 Economic Development, Tourism & Culture Director/ Alternate**

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;
- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) If required, act as the County's liaison with the business community during the emergency;
- d) Maintain and securely store a personal log of actions taken and complete all EOC forms as required;
- e) Arrange for and supply his/her own scribe, if needed, throughout the emergency while in the EOC.

**11.10 Planning Director/Alternate**

- a) Upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO and CEMC are aware;
- b) If called upon to do so, report to the EOC (virtual or physical location) to act as a member of the CECG;
- c) Provide information and advice as requested to the CECG, and take appropriate action as directed by the CECG;
- d) Maintain and securely store a personal log of actions taken and complete all EOC forms as required;
- e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency while in the EOC, except if acting as alternate EOC Operations Manager.

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### 11.11 Scribes

If warranted, the EOC Operations Manager, Warden, CEMC and EIO will be provided with designated scribes, deployed to be present from the first CECG meeting and going forward, if possible. Scribes may be used by all members of the CECG at each member's own discretion, but beyond those 4 members noted above, each agency/department is responsible for providing its own scribes as it deems appropriate. A detailed list of duties and responsibilities of the scribe is in [Appendix 5 - Annex G](#), and Emergency Management staff maintains a list of staff who have received scribe training.

### 11.12 GIS Staff

The County employs GIS staff within the IT Department. During a County emergency, the services of such staff may be required to assist with providing support and situational awareness through various GIS applications to the CECG at its direction.

### 11.13 ARES Emergency Coordinator/Alternate

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

- a) Before an emergency, during peacetime, maintain an inventory of municipal communications equipment and facilities that could, in an emergency, be used to augment existing communications equipment;
- b) Activate emergency notification procedures of the Grey Amateur Radio Emergency Services operators;
- c) Report to the EOC as requested by the CEMC, and set up the radio equipment ready for operations;
- d) Maintain and securely store a personal log of actions taken during time in the EOC;
- e) Ensure that the emergency telecommunications centre in the EOC is properly equipped and staffed, and work to correct any problems that may arise;
- f) Assist the CECG with communications as required;
- g) Request other Grey ARES operators to deploy to other locations as required, such as a County-operated Evacuation Centre, local municipal offices or fire stations, etc. as required, to assist with communications;
- h) Make arrangements for acquiring additional resources during an emergency;
- i) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency.
- j) At the conclusion of each ARES volunteer's time in the EOC, supporting the CECG, each volunteer shall turn over their respective personal log notes to the County for storage as part of the official EOC records.

### 11.14 Other Outside Agencies

During an emergency many agencies may be required to work with the CECG. Some of these agencies include Emergency Management Ontario, hospitals, conservations authorities, school boards, industries,

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utilities, volunteer groups, social service organizations such as the Red Cross, St. John's Ambulance, Salvation Army, and Victim Services, and any other officials or experts from the public or private sector that may be of assistance in the particular emergency situation being dealt with.

Any of these groups may be required to attend the EOC (at a physical location or virtually) to provide support to the CECG and when required they will be responsible for their respective areas of expertise and jurisdiction. Notification of their attendance will be through one of the members of the CECG, at its direction.

## **12.0 Emergency Site Management**

Coordination of the emergency site(s) is essential to the emergency response. It involves the management and coordination of all responding agencies at the site(s) with an overall command. This on-site management and coordination is the responsibility of an "Emergency Site Manager" (ESM) who is appointed at the onset of the emergency usually by the corresponding MCEG or the on-site emergency responders.

### **12.1 Appointment of Emergency Site Manager**

The lead agency involved in the emergency response will be directed to appoint an Emergency Site Manager from among its ranks, usually by the responders on the site(s), and confirmed approved by the MCEG of the affected municipality(ies). Once appointed, this individual will no longer be responsible for the operations or command of his/her agency, but rather will be responsible for managing and coordinating the overall emergency situation at the site. The ESM can change throughout the course of the emergency response depending upon the progression of the response. Any change of the ESM is usually made by the responding agencies at the site and confirmed approved by the corresponding MCEG(s).

If the management of the emergency is turned over to the County, the CECG will confirm the existing ESM initially, and as the emergency progresses and response changes, as appropriate, may deem a different agency to be the lead, and thus confirm a new ESM. Again, this is generally based on a recommendation that is brought forward from the responding agencies at the site, keeping in mind that the role of the CECG is to support the needs of the site.

### **12.2 Emergency Site Manager Responsibilities**

The Emergency Site Manager will be responsible for the following duties:

- a) Establish an Emergency Command Post;
- b) Establish an appropriate chain of command;
- c) Determine the senior representatives of emergency services attending at the emergency site;
- d) Arrange and conduct site meetings with other senior emergency response representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response;

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- e) Maintain knowledge of resources (human and equipment) available at the emergency site;
- f) Manage the personnel at the site;
- g) Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.;
- h) Obtain ongoing vital information about the emergency situation;
- i) Establish and maintain a good communication system with the appropriate EOC and those at the site;
- j) Act as the liaison between the site and the CECG (or MECG, depending on which ECG is managing the overall emergency);
- k) Ensure that no one at the site talks to the media as all communication must go through the Warden who is the official Community Spokesperson;
- l) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency;
- m) Perform additional duties as needed.

### **12.3 ESM Relationship with the County EOC during a County-Managed Emergency**

Once the emergency is being managed by the CECG, the ESM(s) shall report directly to the CECG (Please see Note at end of this section). The point of contact for the ESM within the CECG will be with the EOC Operations Manager (CAO). The ESM will be connected to the County's EOC through the most reliable form of communication available.

The MECG(s) will stay informed of developments at the site(s) through their own responding agencies who are represented in their MECG(s), as well as through their Head(s) of Council (or their chosen representatives) if they are now part of a Joint CECG (**See Section 6.2**).

The ESM is responsible for:

- maintaining the site response to the emergency at hand
- coordinating the emergency response at the site
- keeping the CECG advised and updated about the emergency situation
- Notifying the CECG of emergency response needs such as staffing, equipment, communication and other resources.

The CECG will:

- procure resources requested by the ESM
- deploy such resources to the site(s)
  - if more than one emergency site, the CECG will prioritize the needs and deploy resources to the various emergency sites accordingly
- maintain public safety and order in the rest of the community.

**Note:** In a situation where the County has declared an emergency in support of a municipality, the ESM(s) should continue to report to the MECG. In such a case, the CECG's focus would be something

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like providing an Evacuation Centre, and not providing direction for the overall management or coordination of resources for the entire emergency. The MECG would maintain that management role in such a case.

## 13.0 Termination of a County Emergency

### 13.1 Consideration of the Termination

As the emergency situation subsides, the County shall continue to assess the need for various heightened levels of resources deployed to be lessened or demobilized. This may often occur prior to giving notice of termination of the emergency. The CECG will need to seek advice from all of the appropriate stakeholders at the time in order to determine the appropriate course of action.

Consideration of when to terminate a County emergency should take into account what effect the termination may have on the ease of decision making, obtaining further resources, taking actions, and any potential emergency funding. Each case will vary, and in many cases, the need for the County's involvement in the management of the emergency may subside sooner than the affected municipality(ies). It is quite possible that the County could terminate its declaration sooner than the affected municipality(ies) will terminate their respective emergency declarations.

For more guidance on the termination of an emergency, refer to Section 3.0 of [Appendix 14 - Annex C - Considerations & Checklists for Emergency Declarations & Terminations](#)

### 13.2 Who Can Terminate Emergency?

Under the Emergency Management and Civil Protection Act, [Sections 4 (1), (2), (4)], the following have the authority to terminate an emergency declaration:

- a) The Warden or designated alternate in case of the unavailability of the Warden; or
- b) The County Council; or
- c) The Premier of Ontario.

### 13.3 Notification of Termination

Upon termination of a County emergency, the CEMC, on behalf of the Warden will notify:

- a) the Solicitor General of Ontario and EMO via the PEOC;
- b) the County Council;
- c) the Heads of Councils of local municipalities within the County;
- d) neighbouring upper and lower tier municipal councils;
- e) local member of parliament;
- f) local member of provincial parliament; and
- g) the public, through the media, with assistance of the EIO.

## 14.0 Recovery Phase

### 14.1 Implementation

A Municipal recovery plan may entail some members of the CECG and involved agencies/individuals to continue emergency response in their respective capacities to facilitate the re-establishment of normal living conditions in the area. These living conditions will include if applicable:

- a) The orderly decommissioning of emergency evacuation shelters;
- b) Re-establishing public utilities, services and passageways; and
- c) Continued victim assistance.

The MECG of each affected municipality will be responsible for managing the recovery within its own boundaries. The County shall play a supporting role, as needed. For more details on the recovery phase of an emergency, see [Appendix 6, Recovery Plan](#).

## 15.0 Plan Maintenance & Revision

### 15.1 Annual Review

This Plan will be reviewed annually and, where necessary, revised by the CEMC and the CECG. Each time the Plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without resubmitting the Plan to Council each time.

It is the responsibility of each person, department, agency or service named within this emergency plan to notify the CAO and CEMC forthwith, of any administrative changes or of any revisions to the appendices.

### 15.2 Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how each will fulfill its responsibilities during an emergency, and will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

## 16.0 Flexibility

No emergency response plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the CECG in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety and welfare of the community are paramount in the emergency response, minor deviations from the emergency response plan may be permitted.

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## 17.0 Local Plans

To ensure proper and adequate communication and conformity to this plan, each municipality within the County of Grey must have its own local plan in place and provide a copy of same to the County of Grey.