
**SCHEDULE A to By-law 4772-12: COUNTY OF GREY EMERGENCY MANAGEMENT
PLAN Amended BY By-law 4932-16**

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Appendices

The following documents are appendices of the County of Grey Emergency Management Plan, but do not form part of the core document. 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 4A - Resource Directory – CURRENTLY UNDER REVIEW; NOT UPDATED
- Appendix 5 - Emergency Operations Centre Operating Procedures
- Appendix 6 - Recovery Plan
- Appendix 7 - Emergency Plan Distribution List
- Appendix 8 - Municipal Officials
- Appendix 9 - Current Grey County Map Book
- Appendix 10 - Pandemic Influenza Contingency Plan
- Appendix 11 - Ontario Disaster Relief Assistance Program
- 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)

Forward

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials after the declaration of an emergency.

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 embodied in this plan are kept current and that all are kept familiar with its provisions. All parties involved should likewise review and keep up to date on their own procedures and arrangements for responding to emergencies.

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Glossary of Terms**Agency Coordinator**

The person who ensures that the emergency site is well organized for a specific department (i.e. police, ambulance and fire). The Agency Coordinator reports to the Emergency Site Manager.

Community (or County) Emergency Management Coordinator (CEMC)

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

County Emergency Control Group (CECG)

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

Emergency Information Centre (EIC)

The Emergency Information Centre is the main communications room where emergency information is received by the agencies involved in managing the emergency.

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). The EIO is responsible for ensuring the release of information to the public in a timely and accurate fashion. All media releases will be produced by this individual for final approval by only the Warden.

Emergency Operations Centre (EOC)

The location where the County Emergency Control Group assembles to manage an emergency.

Emergency Site Manager (ESM)

The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager reports to the Operations Manager (as per this plan, i.e. the County CAO) and provides the County Emergency Control Group with necessary information on the site

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operation.

Evacuation Centre

An evacuation centre is a facility designated by the Director of Social Services as a facility which will provide temporary care and shelter to persons displaced by an emergency, upon execution of the Emergency Social Welfare Plan. Persons may be sent to an evacuation centre after registering with Registration and Inquiry services, or at the evacuation centre directly.

Head of Council of Affected Municipality

The Mayor, Deputy Mayor, or other designated alternate of the town, township, city or municipality which is affected by a local emergency.

Inner Perimeter

The area designated to enclose the actual emergency site as initially determined by Police.

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.

ODRAP

Ontario Disaster Relief Assistance Program means a Provincially administered funding program to respond to specific types of losses incurred as a result of a disaster - more information in section 5.4.2.

Operations Manager

During an emergency the Chief Administrative Officer (CAO) or designated alternate will act as the Operations Manager of the Emergency.

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 usually include a first-aid station and casualty clearing station).

PERT

This means the Provincial Emergency Response Team which, at the basic level is an

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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 to an incident.

Public Information Supervisor (PI Supervisor)

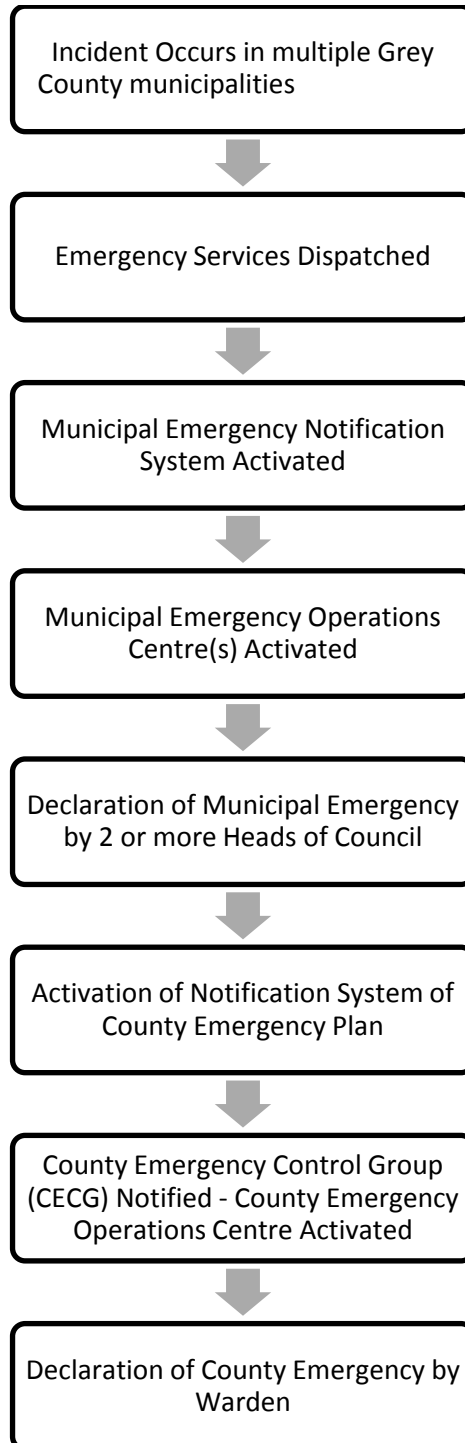
During an emergency this person will liaise with the Emergency Information Officer (EIO) to obtain current information on the emergency and establish and maintain a Public Information Hotline which will respond to and redirect inquiries from and reports to the public.

Triage

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

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“Typical” Steps Leading to the Declaration of a County Emergency



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Flow Chart Summary – The preceding flow chart indicates one scenario of possible steps leading to the declaration of a County Emergency.

Please note that, as stated in 3.1 of this Plan, not all emergencies will start out as local municipal emergencies.

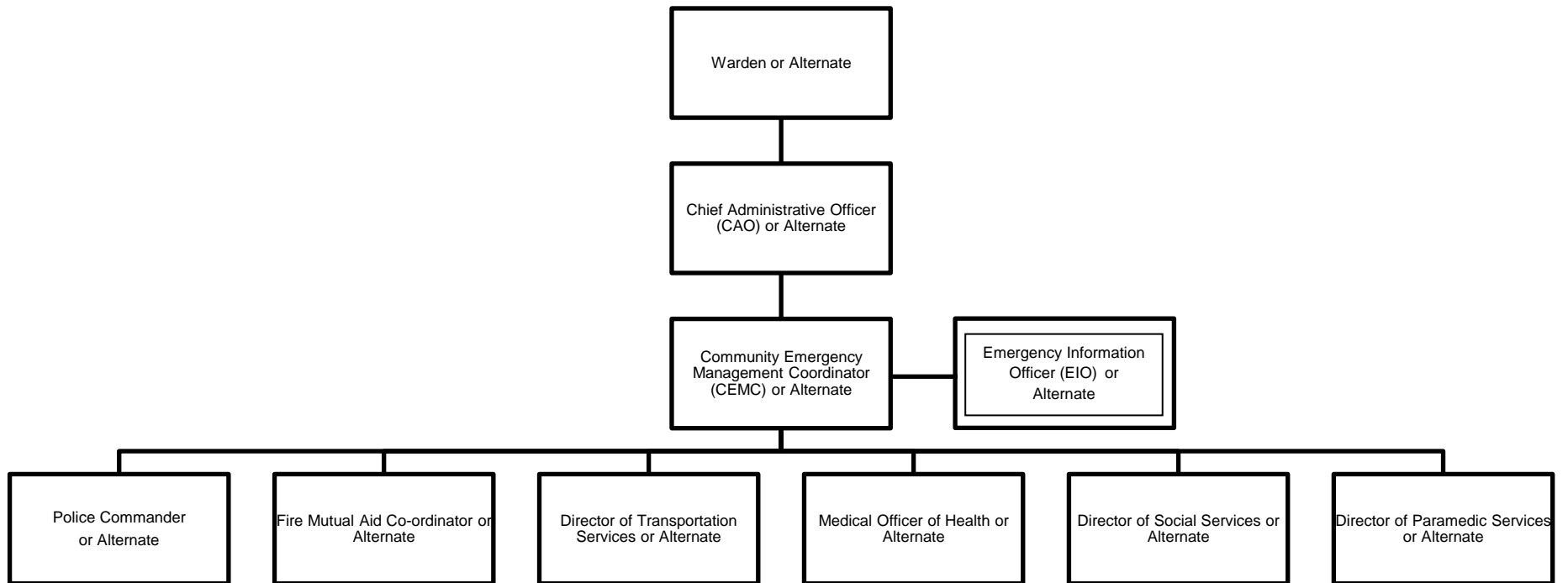
Furthermore, it is difficult to capture all possible scenarios and circumstances in a plan with regard to a “typical” set of steps, but the flow chart is meant to provide the commonly perceived example. Each emergency is subject to its own set of circumstances and therefore, the reality of events will vary.

*Please refer to Section 4.0 Declaration of a County Emergency of this Plan for more information.

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Core Emergency Control Group Structure

Flow Chart Summary- The following flow chart indicates the Core Control Group structure.



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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 of this Plan in its entirety.

1.2 Protection From Personal Liability & Compensation

With respect to personal liability and compensation, the **Emergency Management and Civil Protection Act** further states that: "No action or other proceedings lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management plan or in connection with an emergency"... "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: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, toxic or flammable gas leaks, electrical power blackouts,

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building or structural collapse, uncontrollable fires, explosions, ice storms, human or livestock health emergencies, or any combination thereof.

2.0 Aim

The aim of this plan is to make provision 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 the County of Grey when faced with an emergency.

3.0 Emergency Notification System

3.1 Responsibility

Upon receipt of a warning of a real or potential emergency, the initial local responding agency, service or department will immediately contact a local police dispatch or the local municipal office, as appropriate in that municipality, to request that the local municipal emergency notification system be activated.

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).

Municipal officials of the affected municipality(ies) will notify all members of their respective Municipal Emergency Control Group (MECG). Upon being notified to do so, it is the general responsibility of all MECG officials to assemble and manage the situation using procedures set out in its own local Municipal Emergency Plan.

As part of the local Municipal Emergency Plan notification system, the Warden of the County shall also be notified of an emergency. The Warden shall then notify or cause to have notified members of the County Emergency Control Group (CECG). 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. Likewise, a request for County assistance (staff, resources) shall not be deemed a request that the County declare an emergency, and/or take over management of the emergency.

Not all emergencies will start out as a local Municipal Emergency. Therefore, whenever an emergency occurs, or threatens to occur, on a County wide basis initially, the County will notify affected municipality(ies) for assistance by MECG officials.

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3.2 Activation Method

Any member of the Grey County Emergency Control Group, upon receipt of a warning either real or potential, has the responsibility to ensure that the County's emergency notification system is activated by contacting the CAO or in the CAO's absence, the next available alternate. It will be the responsibility of the CAO or alternate to ensure that the emergency notification procedures for the County of Grey are properly activated and that all members (either primary or alternate) are contacted. CECG members will either be made aware of a potential emergency and placed on standby, or asked to attend at the designated EOC. The emergency notification procedures are outlined in detail in Appendix 1 of this Plan.

The emergency notification procedures may also be used as part of a training exercise.

As part of the notification procedures, the Provincial Emergency Operations Centre (PEOC), of the Office of the Fire Marshal and Emergency Management (OFMEM), will be contacted and a Provincial Duty Officer at the PEOC will be apprised of the emergency situation. Notifying the PEOC will be the responsibility of the CEMC or alternate upon being notified of the emergency situation.

3.3 Message

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

1. Reason for call: describe (pending) emergency situation
2. Status of notification: "Stand-By" or "Call to Assemble"
3. Location of Emergency Operations Centre
4. Special precautions to take (routes to Emergency Operations Centre, hazards etc.)
5. Reminder and instructions concerning notification fan-out
6. Request to repeat message to ensure information is understood

3.4 Notification

The CECG may be alerted to an emergency situation by the Head of Council for the affected Municipality, a member of the CECG, or an emergency response agency. The following system will be used to alert members and activate the **Grey County Emergency Management Plan**:

1. Notification of an emergency situation or a request for assistance shall be given to the Warden, CAO or CEMC;
2. When notified, the Warden, CAO or CEMC who is contacted shall notify the other two;
3. The Warden, CAO and CEMC shall monitor the situation;

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4. After assessing the situation, if it is deemed necessary that the CECG be alerted and placed on stand-by, or that the **County of Grey Emergency Management Plan** be activated, the members of the CECG shall be notified as follows.

One of the Warden, the CAO or the CEMC will call the Owen Sound Police Services Dispatch to request that their administrative staff call all members of the CECG at the request of a member of the Group.

If, for some reason, the Owen Sound Police Services administration office is disabled, notification shall be as follows, using the most current fan-out list.

Table Summary: The following table outlines the order in which members of the CECG will be notified during the activation of the Grey County Emergency Management Plan.

Head of Municipal Control Group Member of CECG First Responder Agency	Contacts	Head of the CECG (Warden), <u>Or</u> Operations Manager (CAO), <u>Or</u> CEMC
Head of the CECG (Warden)	Contacts	Operations Manager (CAO) CEMC Head of Local Councils affected Adjacent Municipalities
Operations Manager (CAO)	Contacts	Head of CGEEG CEMC Director of Transportation Services Director of Social Services Medical Officer of Health Other Directors (as req'd including IT, HR, Finance, Clerks, Planning) EOC Duty Officer
CEMC	Contacts	Head of CGEEG, <u>or</u> Operations Manager OFMEM Director of Paramedic Services Police Commander Fire Mutual Aid Coordinator Emergency Information Officer
Director of Social Services	Contacts	Medical Officer of Health Red Cross Other agencies needed for

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		Evacuation Centre operations (as req'd) Director of Housing (as req'd) School Boards (as req'd)
Medical Officer of Health	Contacts	Hospital(s) CCAC Other Health Care Facilities
Director of Transportation Services	Contacts	Road Superintendents Public Works Utilities
Police Commander (OPP)	Contacts	Local Detachments & Services Staff & Volunteers 911 Services
Fire Mutual Aid Coordinator	Contacts	Local Departments Staff & Volunteers Other Support
Director of Paramedic Services	Contacts	Staff Other Area Providers Hospital/Suppliers London CACC Director of Long Term Care

If, at a meeting of the CECG, it is deemed to be necessary to contact other support members/agencies, they will be contacted as per the above listing, using the most current fan-out list.

4.0 Declaration of a County Emergency

The Head of Council of a municipality (includes a County) may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of 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 the MECG 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 Control Group (Section 9 (c) of the *Emergency Management and Civil Protection Act*).

The County of Grey is neither empowered to order an emergency declaration in one of

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its local municipalities nor to direct the activities of local municipalities in responding to an emergency situation. 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 the affected local municipality become extended or evidently are so depleted such that the MECG can no longer effectively control or manage and support the emergency, the Mayor or designate of that local municipality may request, in consultation with the MECG, the Warden and CAO for the County of Grey, that the County take over the coordination and deployment of resources for the emergency situation. With the exception of their Mayor or designate, members of the MECG will remain at their own local Emergency Operations Centre (EOC) to provide support and assistance. Their Mayor or designate will attend and become part of the CECG, to form a joint emergency control group to manage the local emergency situation. This will help to ensure effective communication between the CECG and the MECG and the site. Or,
- b) The CECG has determined that the emergency situation, such as a tornado, 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 and material) are capable of responding to the emergency situation adequately. If not, the County may recommend the establishment of a joint emergency control group comprised of members of the affected municipalities and the County to manage the situation and coordinate the deployment of additional resources by priority . Or,
- c) The CECG has determined that the emergency includes a hazard such as a blizzard, ice storm, 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 or not 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 either a neighbouring or local municipality, extraordinary resources such as an evacuation centre which may require volunteers to assist in the provision of that County service. In such a case, the County should declare an emergency in order that the duly registered volunteers of its evacuation centre 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

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- e) The Warden, in consultation with the CECG, determines that the emergency is placing an extraordinary demand (personnel, materials and/or financial) on the resources of the County, with the potential to jeopardize the continuity of County operations.

In situations where an emergency exists, but has not yet been declared to exist, employees of a municipality, County or the Crown are authorized to take action under this emergency plan, in accordance with the **Emergency Management and Civil Protection Act**. Specifically, in accordance with Section 9 (a) of the *Emergency Management and Civil Protection Act*, the Head of Council, the CAO of the municipality, the Fire Coordinator, the Community Emergency Management Coordinator, the Paramedic Services Director or the designated Police Commander are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.

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 more guidance on this issue, see Appendix 14, Annex C.**

4.1 Notification of Declaration

Upon such declaration, on behalf of the Warden of the County, the CEMC will notify:

- a) The Solicitor General of Ontario via OFMEM, Ministry of Community Safety and Correctional Services, with assistance from the CEMC
- 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

5.0 Requests for Assistance

5.1 Local Requests of the County of Grey

Assistance from the County may be requested by a local municipality at any time by contacting the County CAO. The request shall not be deemed to be a request that the County assume authority and control over the emergency.

The CECG may represent an emergency management function for as many as 9 municipalities in the County.

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5.2 County of Grey Requests

Once a County emergency has been declared, request 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 municipality with which it has established Mutual Aid or Emergency Assistance agreements;
- b) The Province of Ontario by contacting the Office of the Fire Marshal and Emergency Management.

5.3 Mutual Assistance Agreements

In order to provide effective planning for emergency situations, municipalities may enter into mutual assistance agreements with neighbouring municipalities. Mutual assistance agreements ensure assistance required to effectively manage an emergency or disaster may be provided at the time of request. Assistance can include such things as services, personnel, equipment and materials.

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.

Section 13 (1) 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”.

The request or response to a request of a neighbouring municipality is the responsibility of the CAO or designate. The request to execute a Grey County Mutual Aid Fire Agreement is the responsibility of the Grey County Fire Mutual Aid Coordinator or designate. Alternatively, the request to execute a mutual assistance agreement with a neighbouring municipality will be made by the CAO.

The request for such assistance and the execution of a mutual assistance agreement are therefore the responsibility of the agency or municipality entering into the agreement. However, it is required that any agency or municipality entering into such an agreement will notify the County Emergency Management Coordinator for the

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County's information to be placed on file.

5.4 Requests for Provincial Assistance

When a municipality declares an emergency, the Office of the Fire Marshall and Emergency Management will usually deploy a Community/Field Officer to the MCEG or CECG to assist with advice and assistance and to ensure liaison with the Provincial Emergency Operations Centre during the emergency response.

5.4.1 Provincial Emergency Operations Centre (PEOC) Levels of Response

Table Summary: The following table outlines the various levels of response that is provided by the Provincial Operations Centre in an emergency situation.

Routine Monitoring	Enhanced Monitoring	Partial/Full Activation
Office of the Fire Marshal and Emergency Management (OFMEM) Duty Staff monitors the situation on a 24/7 basis	An OFMEM Duty Team will continually assess the developing situation from the PEOC. OFMEM Community/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.

The CEMC is the liaison between the County of Grey and the Province. The Community/Field Officer will be the link between the County and the Province for both Provincial and, if necessary, Federal assistance.

5.4.2 Disaster Relief Assistance

It was announced in 2015 that the Ontario Disaster Relief Assistance Program (ODRAP) will be retired in 2016, and replaced by two new programs: a Municipal Disaster Recovery Assistance program and a Disaster Recovery Assistance for Ontarians program. The design and delivery of the new programs will have implications on how municipal governments plan for and recover from disaster events.

The Municipal Disaster Recovery Assistance program will:

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- Help municipal governments address eligible emergency response costs and repairs to damaged property and infrastructure such as roads, bridges and public buildings; and
- Provide an extended four month timeframe for a municipality to assess the damage and costs of the natural disaster and request provincial assistance. Under ODRAP, municipal governments had 14 days to assess damage and request assistance from the Province.

The Disaster Recovery Assistance for Ontarians program 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; and
- Municipal governments will no longer be required to appoint volunteer Disaster Relief Committees to fundraise for matching provincial assistance, but they may choose to continue to fundraise on their own.

Until the new programs are launched, municipalities can continue to request assistance through the Ontario Disaster Relief Assistance Program.

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

The Council for the County of Grey, when asking for assistance under the ODRAP program must adopt a resolution outlining the County's request for a disaster area declaration and whether all or a specified portion of the County is to be declared a disaster area. The Minister of Municipal Affairs and Housing is subsequently authorized to declare a "disaster area" if it determines it to be appropriate.

Certain damages caused by natural disaster affecting County property may be eligible for the provincial funding.

For more complete and up-to-date information regarding the current disaster relief assistance program in effect, please refer to [Appendix 11](#) of this Plan.

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6.0 Emergency Control Group

6.1 Composition

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 and will be composed of:

Table Summary: The following table identifies each member of GECG and his/her responsibility.

CECG MEMBER	RESPONSIBILITY
a) Warden of the County of Grey	Head of County Control Group
b) County CAO	Operations Manager
c) County CEMC	As legislated
d) Head of Council for affected municipality(ies) or Designate	Local municipality Coordinator & Liaison
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) Medical Officer of Health	Health Services Coordinator
i) Director of Social Services	Social Services Coordinator
j) Director of Paramedic Services	Paramedic Services Coordinator
k) Other senior officials as applicable (e.g. other departments, utilities, conservations authorities, etc.)	
l) Support Staff as required	

6.2 Joint Control Group

The Head of Council of the affected municipality(ies) or his/her/their designate(s) must participate in the CECG to ensure good communication between all participating agencies and levels of government.

7.0 Implementation & Procedures

Emergencies could arise with or without warning; this plan takes into account and is intended to deal with the worst case, a situation that develops without warning.

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An emergency will usually be reported or discovered by either police, fire or paramedic services that would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the police or fire department or possibly some other member of the CECG should personally assume control at the site of an emergency or arrange for an agency coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the CECG in accordance with the procedure as outlined in detail in Appendix 1.

8.0 Emergency Operations Centre

This Plan provides for the designation of a County Emergency Operations Centre (EOC) and alternate locations, should such facilities be 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 appropriate, a municipal office or other appropriate facilities where the emergency exists may be used for this function.

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. The County CAO, assisted by the CEMC, is responsible for the coordination of all operations within the County EOC.

Ideally, the EOC should consist of:

- a) A meeting room for the CECG
- b) A communications room
- c) A room for the Health and Social Services support groups
- d) Rooms for support and advisory staff and other groups as required
- e) A Media Information Room

***Refer to Appendix 5 for detailed EOC Operating Guidelines.**

9.0 County Emergency Control Group Operations

Upon assembling, 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.

10.0 General

10.1 Decision Making Process

The decision making process can best be accomplished by round table assessment of

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events as they 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 only in terms of which agency should make the appointment. The appointed agency will then be responsible for appointing the site manager from among their staff. For further clarification, please refer to Part 14 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.

10.2 Business Cycle

Upon attending at the EOC, CECG members will be briefed by the CAO and those other members with current information on the emergency situation and will make decisions with respect to the appropriate composition of the Emergency Control Group, taking into consideration the emergency and the expertise required to properly manage the situation. Upon making such determinations, the CAO will direct those responsible based on the chart in section 3.4 of this Plan to contact the appropriate support agencies required to manage the emergency.

Members of the CECG will establish an operating cycle consisting of specified meeting times and length of meetings and work schedule. It shall be the responsibility of the CAO/alternate to ensure adherence to the operating schedule and to convene CECG meetings and to arrange for agendas for the meetings.

The CECG will gather 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. Maps and status boards will be prominently displayed and kept up-to-date by the Duty Officer.

11.0 Communications & Coordination

An important function of every department and every affected municipality is to provide timely information for the benefit of the decision making process. This will necessitate reliable systems of communication between every department involved at the

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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.

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

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

Once decisions have been made or actions taken by the Warden and the CECG, it is essential they be quickly and accurately passed to every response agency and affected municipality(ies) and, where necessary, to the public. This vital function will normally fall to the CAO/alternate (with support from the Duty Officer) who will act as Operations Manager, being 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.

11.1 Emergency Information

***Refer to Appendix 13 – Emergency Information Plan**

11.1.1 Emergency Information Officer (EIO)

The Emergency Information Officer will report to the CAO. For the County of Grey, a list containing the names, positions, and contact information for the primary EIO and additional alternates has been placed in Appendix 13. The EIO will be responsible for the following:

- a) Initiating the phone tree for Emergency Information staff members, as appropriate, under Appendix 13

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- b) Activating the 211 Service to provide the Public Information Hotline, or in the absence of 211, establishing the Public Information Hotline, as per Annex A and L of Appendix 13
- c) Ensuring the dissemination of all emergency information to the media and public
- d) Establishing a communication link with the Community Spokesperson (Warden or alternate) and with any other media coordinators such as those of affected municipalities, provincial, federal, private industry, public and private agencies
- e) Ensuring that appropriate groups are advised of the Emergency Information Centre telephone numbers such as CEGC, Municipal staff, and that the media is provided with an appropriate point of contact as well
- f) Coordinating all emergency information including media photograph session and interviews at the EOC and the emergency site(s)
- g) Setting up and staffing the Emergency Information Centre (EIC), if required. Refer to Appendix 13 for more detailed information
- h) Liaising with CEGC to obtain up-to-date information for media in order to prepare and issue press release, arrange media briefings and may be required to post emergency information on the internet
- i) Reviewing all public service announcements proposed by the affected municipalities in a timely manner so as to ensure there are no delays in allowing the release of such information to the public. Timeliness should be the determining factor regarding whether or not this is practical. Such assessments should be made at various points throughout the management of the emergency.
- j) Providing Emergency Information Staff with regular updates to ensure that the most accurate and up-to-date information is disseminated to the public
- k) Ensuring that the CAO and Warden approve all media releases prior to dissemination
- l) Ensuring copies of all media releases are provided to Emergency Information Centre staff, CEGC, the affected municipalities, and key media officers from other agencies, prior to dissemination
- m) Monitoring news coverage and ensuring erroneous information is corrected as soon as possible
- n) Maintaining copies of all media information pertaining to the emergency such as media release, newspaper articles, etc.
- o) Establishing a link with the Citizen Inquiry Representative (CIR) to provide current information regarding the emergency for public inquiries that the CIR will be dealing with
- p) Maintaining 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.

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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 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 following the release of the message to the public.

11.1.2 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:

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

12.0 Group Responsibilities**12.1 County Emergency Control Group (CECG)**

The presence of locally based personnel on the CECG is required for information, 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.

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
- b) Declare 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) Designate other members of council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act
- f) Determine if the location of the EOC and composition of the CECG are appropriate
- g) Ensure that an Emergency Site Manager has been appointed

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- h) Obtain and distribute materials, equipment and supplies during an emergency
- i) Such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency
- j) Determine the need to establish advisory group(s) and/or subcommittees
- k) "Authorize expenditures" of funds for implementing the emergency plan
- l) "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
- m) "Casualty collection and evacuation" in support of emergency health care authorities
- n) "Disperse people" not directly connected with the operations who by their presence hinders in any way the efficient functioning of emergency operations
- o) "Discontinue utilities" or services provided by public or private concerns without reference to any consumers in the municipality and when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- p) "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
- q) "Call in and employment of any municipal personnel and equipment" which is required in the emergency
- r) "Arrange for services and equipment" from local agencies not under municipal control, i.e. private contractors, volunteer agencies, services clubs, etc.
- s) "Arrange 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
- 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) "Establish a reporting and inquiry centre" to handle individual requests for information concerning any aspect of the emergency
- v) Maintain a log outlining decisions made and actions taken during the emergency response
- w) Initiate and follow through with emergency recovery and victim assistance

12.2 Warden/Alternate

Head of Council or alternate will perform the following responsibilities:

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- a) Activate the emergency notification system when appropriate
- b) Provide leadership to the EOC operations
- c) Maintain personal log of actions taken and decisions made
- d) Implementation of this plan
- e) Declare an emergency to exist within the designated area when appropriate after consultation with the CECG
- f) 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
- g) Ensure that members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- h) Maintain communication with the local affected municipalities that may declare an emergency to exist
- i) 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).
- j) Request assistance from neighbouring municipalities and/or from senior levels of government, when required
- k) Establish a communication link with the Emergency Information Officer
- l) Approve news releases and public announcements, and act as the Community Spokesperson, taking part in interviews and media photograph sessions as directed and in consultation with the Emergency Information Officer
- m) Ensure that all inquiries regarding the CECG and the emergency operation are directed to the County Emergency Information Officer
- n) Terminate the emergency at the appropriate time after consulting with the CECG and County Council, and ensure all concerned have been notified
- o) Initiate and follow through with emergency recovery activities and victim assistance where deemed appropriate at the County level. See **Recovery Phase 16.1 Implementation**, of this Plan, for more details.

12.3 CAO/Alternate – EOC Operations Manager

The CAO of the County of Grey or alternate, as designated at the time of the emergency, pursuant to subsection 12.3.1 of this Plan,) will perform the duties and responsibilities of the "Operations Manager" of the emergency; as such he or she will

- a) Designate 1 or more alternate EOC Operations Manager(s) for the EOC, as appropriate (see subsection 12.3.1)
- b) Activate the emergency notification system when appropriate;
- c) Understands and facilitates the Emergency Management Plan and/or the strategy developed by the CECG;
- d) Supervise the EOC, with assistance from the CEMC/alternate;

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- e) Chair the CECG meetings;
- f) Coordinate the business cycle/meetings and updates in the EOC;
- g) Maintain personal log of actions taken and decisions made;
- h) Evaluates information received and determines actions required by verifying the reliability of the source and credibility of the information, comparing the information to expectations and trends, and assessing the usefulness of the information;
- i) Call out additional County staff, including Duty Officers and Scribes to provide assistance, as required. Detailed roles and responsibilities for EOC staff members can be found in Appendix 5;
- j) Activate the County Staff Redeployment Plan, Appendix 15, as appropriate;
- k) Oversees and coordinates the actions of the EOC staff;
- l) Advise the Warden on administrative matters;
- m) Maintain a record of all expenditures for later cost recovery if warranted
- n) Ensure that critical information is disseminated as necessary;
- o) Prepares and disseminates situation reports as required;
- p) To supervise media accommodation and releases to media;
- q) Liaise with the MECG;
- r) prepares and presents formal and informal briefings to CECG and other groups or individuals as required;
- s) Initiate and coordinate recovery plan based on the extent to which the County is deemed to have responsibility and involvement in the recovery stage;
- t) Organize and conduct initial debriefing of CECG. A guide for debriefing is included in Appendix 6;
- u) Prepare a formal debriefing report to Council for the individuals, agencies and organizations involved;
- v) Recommend alternative courses of action/changes to plan.

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

- i. If the CAO is available, he or she will designate who his/her alternate(s) will be from among all County Directors during the emergency, at the time of the emergency. It may be useful to do this after the first CECG meeting in order to know who will be best suited to handle the additional responsibilities during the emergency.
- ii. As a matter of practice, each time the CAO is going on vacation, he/she will always leave the CEMC with a list of alternates in his/her preferred order at that time. Then, if the CECG has to meet and an emergency is declared, the CEMC can assess the suitability, based on the CAO's prioritized list and the nature of the emergency, considering which departments are most impacted during as a result of the emergency.

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- iii. In the case of an unforeseen absence of the CAO, where it isn't possible to communicate with that individual, there will need to be a discussion with all available County Directors about who among them would be best able to take charge given the nature of the situation. In this situation, the discussion will be at the call of the CEMC. The CEMC will make that call no later than the need for a CECG meeting has been determined, and if possible, should call for the discussion ahead of a CECG meeting in order to have an Operations Manager in place for the first CECG meeting.

12.4 County Emergency Management Coordinator/Alternate

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

- a) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the CAO/alternate is advised to activate the EOC notification procedures
- b) Ensure that the appropriate method is used in a timely manner to choose alternate Operations Managers in the absence of the CAO (see subsection 12.3.1);
- c) Contact the Provincial Emergency Operations Centre Duty Officer upon being notified of an emergency situation and apprise the Duty Officer of the situation
- d) Organize the EOC and supervise in conjunction with the CAO and, in particular, make arrangements for obtaining and displaying up-to-date information at all times
- e) Act as liaison between the CECG and OFMEM
- f) Ensure that a communications link is established between the CECG and the Emergency Site Manager
- g) Maintain a record of all major decisions, actions and instructions issued, and maintain a file of all logs taken for the purposes of conducting a debriefing, post-emergency reporting and updating the County's Emergency Plan and program
- h) Register CECG members at the EOC site
- i) Ensure that the CECG have supplies necessary to conduct emergency operations in the EOC (such as copies of the emergency response plan, office supplies, maps and appropriate office and communications equipment)
- j) Provide advice and clarification to the CECG about the implementation of the emergency response plan
- k) Ensure proper set-up and provide support to ensure smooth functioning of the EOC
- l) Maintain personal log of actions taken and decisions made.

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12.5 Head of Council/Delegate for Affected Municipality(ies)/Alternate

- a) Activate the local emergency notification system within his/her own municipality;
- b) Give advice to the CECG with respect to his/her own municipality;
- c) Become a member of or appoint a delegate to represent their municipality in a joint CECG if required. That representative (Mayor/delegate) will act as liaison between the CECG and their affected municipality;
- d) Initiate and follow through with emergency recovery and victim assistance;
- e) Maintain personal log of actions taken and decisions made.
- f) Arrange and supply his or her own scribe, as appropriate, throughout the emergency

12.6 Police Commander or Chief/Alternate

Upon learning of a potential emergency, the Police Chief/Commander or alternate should consider the need for possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system described at Appendix 1. Thereupon he/she should report to the Emergency Operations Centre to sit as a member of the County Control Group and perform the following additional functions and responsibilities:

- a) Activate the emergency notification system when appropriate
- b) Provide the Head of Council with information and advise on law enforcement matters
- c) Maintain personal log of actions taken and decisions made
- d) If appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- e) Provision of traffic control to facilitate the movement of emergency vehicles
- f) Establish an ongoing communication link with the Senior Police official at the scene of the emergency
- g) The establishment of an inner perimeter within the emergency area
- h) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to all but essential emergency personnel and equipment
- i) Seal off the area of concern
- j) Control and, if necessary, disperse crowds within the "emergency area"
- k) Control the movement of emergency vehicles to and from the site of the emergency
- l) Coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, i.e. barriers and flashers, etc.
- m) Alert persons endangered by the emergency and coordinate evacuation of buildings or areas when ordered by Head of Council

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- n) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centers
- o) Protect property in the emergency area and the provision and maintenance of law and order
- p) Liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centers
- q) Arrange for additional "police assistance" in evacuee centres, morgues and other facilities, if required
- r) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act
- s) Liaison with Department of National Defense, if required
- t) Provide an Emergency Site Manager, if required
- u) Initiate and follow through with emergency recovery and victim assistance
- v) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

12.7 County of Grey Fire Mutual Aid Coordinator/Alternate

Upon learning of a potential emergency, the Fire Mutual Aid Coordinator or alternate should consider the need for possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system described at Appendix 1. Thereupon he/she should report to the Emergency Operations Centre to sit as a member of the County Control Group and perform the following additional functions and responsibilities:

- a) Activate the emergency notification system when appropriate
- b) Provide Head of Council with information and advice on firefighting and rescue matters
- c) Maintain personal log of actions taken and decisions made
- d) Establish an ongoing communications link with the senior fire official at the scene of the emergency
- e) If appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- f) Trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed
- g) Liaison with Ministry of Environment & Climate Change, and the Ministry of Energy, on fires involving potentially dangerous materials
- h) Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc
- i) 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.
- j) Provide an Emergency Site Manager, if required
- k) Initiate and follow through with emergency recovery and victim assistance

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- l) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

12.8 Director of Transportation Services Department/Alternate

Upon learning of a potential emergency, the Grey County Director of Transportation Services or alternate should consider the need for the possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system as described at Appendix 1. Thereupon he/she should report to the EOC to act as a member of the CECG and to perform the following additional functions and responsibilities:

- a) Activate the emergency notification system when appropriate
- b) Provide Head of Council with information and advice on engineering, road-related matters and Engineering/Public Works assistance
- c) If appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- d) Maintain personal log of actions taken and decisions made
- e) Maintain liaison with Senior Public Works officials from local neighbouring municipalities to ensure a coordinated response
- f) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief and preventative operations
- g) Liaison with fire chiefs concerning emergency water supplies for firefighting purposes and pumping operations assistance, etc.
- h) Provide engineer materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
- i) Provide radio communications equipment and resources to the CECG as needed
- j) Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- k) Provide Public Works vehicles and equipment as required by other emergency services
- l) Ensure that County Roads are accessible as possible
- m) 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
- n) 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*

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and Civil Protection Act, R.S.O. 1990 if the order is made by the Head of Council)

- o) Re-establish essential services at the conclusion of an emergency
- p) Initiate and follow through with emergency recovery and victim assistance
- q) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- r) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

12.9 Medical Officer of Health/Alternate

Upon learning of a potential emergency, the MOH should consider the need for possible activation of the emergency plan and, if warranted, trigger the emergency alert system as described in Appendix 1. Thereupon he/she should report to the EOC to act as a member of the CECG when appropriate.

The Medical Officer of Health, or alternate, is responsible for:

- a) Provide advice to the Warden and the CECG on all matters relating to the health of the populations and to report on potential health impacts related to the emergency situations
- b) Maintain personal log of actions taken and decisions made
- c) Direct and report on activities of the Health Unit's Nursing, Inspection and Community Care Access Branches to CECG
- d) Liaison with the ambulance service representatives
- e) Liaison with the Ontario Ministry of Health, Public Health Branch
- f) Provide authoritative instructions on health and safety matters to the public through the County's Emergency Information Officer, with input, if possible, from the Public/Media Relations Coordinator at the Grey Bruce Health Unit
- g) Coordinate the response to disease related emergencies such as epidemics, according to Ministry of Health policies
- h) Ensure the Coordination of care for bed-ridden, invalid and infirm citizens at home and in evacuation centres during an emergency; by liaising with CCAC
- i) Ensure liaison with voluntary and private agencies, as required, for augmenting and co-coordinating public health resources
- j) Ensure Coordination of all efforts to prevent and control the spread of disease during an emergency
- k) Notify the local municipality(s) of their responsibility regarding the need for potable water supplies and sanitation facilities;
- l) Liaison with Social Services Director regarding areas of mutual concern in required evacuation centres

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- m) Provide outreach and counseling services to those affected by the emergency
- n) Initiate and follow through with emergency recovery and victim assistance
- o) Activate the emergency notification system when appropriate
- p) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

12.10 Director of Social Services/Alternate

Upon learning of a potential emergency, the Social Services Director or alternate should consider the need for possible activation of the emergency plan and, if warranted, he/she should trigger the emergency alert system described at Appendix 1. Thereupon he/she should report to the Emergency Operations Centre to sit as a member of the County Control Group and perform the following additional functions and responsibilities:

- a) Activate the emergency notification system when appropriate
- b) Provide advice to Head of Council and other members of the CECG
- c) Maintain personal log of actions taken and decisions made
- d) 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:
 - i. **Emergency clothing** to provide adequate protection from the elements
 - ii. **Emergency lodging** to provide adequate temporary accommodation for the homeless
 - iii. **Registration and Inquiry Services** to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons
 - iv. **Emergency Feeding** to sustain those without food or adequate food preparation facilities
 - v. **Personal Services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults
- e) Supervise the opening and operation of temporary and/or long term evacuation centres, and ensuring the same areas are adequately staffed and have the necessary food
- f) Liaison with the police chiefs with respect to the pre-designation of evacuee centres which can be opened on short notice
- g) Ensure that a representative of the Bluewater District School Board and the Bruce Grey Catholic District School Board are notified when facilities are required as evacuation/ reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives

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- h) Liaise with community support agencies.
- i) Liaise with public and private nursing/care homes in the County as required
- j) Liaise with Grey Bruce Health Unit and Grey Bruce Health Services on areas of mutual concern regarding operations in evacuation centres
- k) Initiate and follow through with emergency recovery and victim assistance
- l) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- m) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

12.11 Director of Paramedic Services/Alternate

Upon learning of a potential emergency, the Director of EMS or alternate should consider the need for possible activation of the emergency plan, and if warranted, should trigger the emergency alert system described at Appendix 1. He/she should report to the EOC to sit as a member of the CECG and perform the following functions:

- a) Activate departmental notification, and the County's emergency notification system when appropriate
- b) Establish communications link with Ambulance Agency Coordinator
- c) Establish communications link with Ambulance Dispatch Centre (CACC)
- d) Provide to Head of CECG, information and advise on emergency supplies
- e) Participate in briefing sessions and inform CECG members on the progress of his agency
- f) Maintain personal log of actions taken and decisions made
- g) Determine if additional or special equipment is required
- h) Advise CECG on numbers of injured, deceased, etc.
- i) Provide assistance to other agencies, if necessary
- j) Provide an Emergency Site Manager, if required
- k) Initiate and follow through with emergency recovery and victim assistance
- l) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- m) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.0 County Emergency Control Group Supporting Members

The following supporting members may be required to attend the EOC to provide support, logistics, and advice to the CECG.

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13.1 Long Term Care Director/Alternate

If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. He/she should report to the EOC to sit as a member of the CECG and perform the following functions:

- a) Maintain a personal log of actions taken
- b) Coordinate with Community Care Access, Health Unit and Grey County Paramedic Services on all matters relating to the Grey County Long Term Care Homes
- c) 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.
- d) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- e) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.1**13.2 Finance Director/Alternate**

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and perform the following functions:

- a) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the CAO/alternate is advised to activate the EOC notification procedures
- b) Maintain a personal log of all actions taken
- c) Provide information and advice on financial matters as they relate to the emergency
- d) Liaise, if necessary, with treasurers from neighbouring municipalities
- e) Maintain record of all expenses
- f) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner
- g) Procure appropriate sources of funding for emergency situations such as the Ontario Disaster Relief Assistance Program
- h) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- i) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

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13.3 Human Resources Director/Alternate

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and/or perform the following functions:

- a) 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, or a variety of other tasks related to responding to and managing the emergency, etc.). See **Appendix 15** of this Plan for more information.
- b) Provide information and advice on matters relating to staffing/union concerns relating to the emergency and take appropriate action as directed by the CECG
- c) Provide advice and expertise on a registration and deployment process of volunteers during a declared County emergency, if required
- d) Coordinate the registration and deployment of volunteers during a declared County emergency if required as per **Appendix 12** of this Plan
- e) Arrange for equipment, personnel and materials as directed by the CECG
- f) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- g) Maintain a log of actions taken
- h) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.4 Information Technology Director/Alternate

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and/or perform the following functions:

- a) Assist the CECG with information technology requirements including but not limited to telephone, fax needs
- b) Provide equipment and staff resources as necessary to support EOC computers/services including email and internet requirements of CECG members
- c) Provide expertise and technical staff resources as available to support the establishment of Registration and Evacuation Centre(s), if required
- d) Provide technical staff resources and equipment, etc., as required to support the EIC, public information hotline, and media centre if required.
- e) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.

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- f) Maintain a personal log of actions taken
- g) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.5 Clerk/Alternate

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and/or perform the following functions:

- a) Provide information and advice as requested by the CECG with regard to items related to the various statutory duties of the Clerk's office
- b) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- c) Maintain a personal log of actions taken.
- d) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.6 Housing Director/Alternate

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and/or perform the following functions:

- a) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the CAO/alternate is advised to activate the EOC notification procedures
- b) Maintain a personal log of actions taken
- c) Provide information and advice on matters relating to the County's geared-to-income housing units with respect to the emergency and take appropriate action as directed in consultation with the CECG
- d) Provide maintenance staff as necessary to support the activation and ongoing operation of the County EOC when the facility being used is regularly maintained by Grey County Housing
- e) Provide security for the EOC, at any of the locations that it may be activated at.
- f) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- g) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

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13.7 Planning Director/Alternate

Upon becoming aware that an emergency has occurred or is threatening to occur, he/she shall ensure that the CAO/alternate is advised to activate the EOC notification procedures. If necessary, he/she should report to the EOC to sit as a member of the CECG and/or perform the following functions:

- a) Provide information and advise as requested by the CECG, and take appropriate action as directed by the CECG
- b) Act as Alternate for CAO in the role of Operations Manager of the EOC if so requested.
- c) Maintain a personal log of actions taken
- d) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.8 Solicitor/Alternate

- a) Provide legal advice as requested to the CECG or any member of the CECG as they apply to the actions of the County and their response to an emergency
- b) Maintain a personal log of actions taken
- c) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

13.9 Emergency Coordinator – Amateur Radio Emergency Services (ARES)/Alternate

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

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

13.11 Scribes

Scribes may be used by all members of the CECG at each member's own discretion.

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Each agency/department is responsible for providing its own scribes as it deems appropriate. However, this does not apply for the Operations Manager, Warden, CEMC and EIO, all of whom will be provided with a designated scribe, deployed to be present at the first CECG meeting if possible. . A detailed list of duties and responsibilities of the scribe is in Appendix 5, Annex I.

13.12 Other Outside Agencies

During an emergency many agencies may be required to work with the CECG. Some of these agencies include the Office of the Fire Marshal and Emergency Management, hospitals, Conservations Authorities, school boards, industries, 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 at the EOC to provide support to the CECG and when required they will be responsible for their respective areas of expertise. Notification of their attendance will be through one of the members of the CECG at the direction of the CECG.

14.0 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 MECG.

14.1 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 responding agencies on the site(s), and confirmed approved by the MECG 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 MECG(s).

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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 site

14.2 ESM Relationship with the County EOC during a County-declared Emergency

Once the emergency is being managed by the CECG, the ESM(s) shall report directly to the CECG. The point of contact for the ESM within the CECG will be with the EOC Operations Manager (CAO).

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 duly appointed alternate designate(s)) who are now part of the CECG. The ESM will be connected to the County's EOC through the most reliable form of communication available.

The ESM is responsible for keeping the CECG advised and updated about the emergency situation, for maintaining the site response to the emergency at hand, and for coordinating the emergency response at the site. The ESM will convey emergency response needs such as staffing, equipment, communication and other resources to the CECG who will procure these and deploy them to the site. In cases where there is more than one emergency site, the CECG will prioritize the needs and deploy resources to the various emergency sites accordingly. The CECG will be responsible for providing the ESM with the aids required and requested to the emergency site and to maintain public safety and order in the rest of the community.

14.3 Emergency Site Manager Responsibilities

The Emergency Site Manager will be responsible for many of 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 representatives at the site and consult with them in order to maintain a coordinator 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) 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
- k) Arrange for and supply his/her own scribe, as appropriate, throughout the emergency

15.0 Termination of a County Emergency**15.1 Termination Declared**

A County emergency may be declared terminated at anytime by:

- a) The Warden or designated alternate
- b) The County Council
- c) The Premier of Ontario

15.2 Notification of Termination

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

- a) the Solicitor General of Ontario via the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services
- 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
- g) the public, through the media, with assistance of the emergency information officer

16.0 Recovery Phase**16.1 Implementation**

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, keeping in mind

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the issue of what effect the termination may have on potential emergency funding and on ease of decision making and action taking. 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 the County emergency declaration sooner than the affected municipality(ies). 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. 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:

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

17.0 Plan Maintenance & Revision**17.1 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.

17.2 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.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

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18.0 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.

19.0 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.