



## **EMERGENCY RESPONSE PLAN**

Prepared by the Town of Minto  
Community Emergency Management Committee  
2004

Adopted by Council  
June 16, 2004,  
Amended November 2, 2005,  
and May 17, 2006 and further  
Amended April 18, 2007

**THE CORPORATION OF THE TOWN OF MINTO**  
**BY-LAW NUMBER 04-57**

**Being a by-law to provide for the establishment of an emergency management Program and to repeal by-law number**

**WHEREAS**, the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O., 1990 as amended;

**AND WHEREAS**, this Act requires that the emergency management program of a municipality conform to the emergency management standards promulgated by Emergency Management Ontario;

**AND WHEREAS**, this Act makes provisions for the municipality and council to develop and implement an emergency management program for the protection of public health and safety, the environment, critical infrastructure and to promote economic stability and a disaster-resilient community;

**AND WHEREAS**, an emergency management program shall include an emergency response plan, emergency management training, emergency exercises and public education campaigns;

**AND WHEREAS**, the Act provides that the Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area;

**NOW THEREFORE**, the Council of the Corporation of the Town of Minto enacts as follows:

1. THAT the Community Emergency Management Committee for the Town of Minto be empowered to develop and implement an Emergency Management Program for the municipality in accordance with the EMO standards “Framework for Community Emergency Management Programs;
2. THAT the Community Emergency Management Committee for the Town of Minto will cause the emergency management program including the emergency response plan to be reviewed annually and to make recommended changes to the program and/or plan as considered appropriate and to refer such recommended changes to Council for review and approval;
3. THAT the Emergency Response Plan provide that the Head of Council or designated Alternate be empowered to declare an emergency;
4. THAT the Emergency Response Plan provide for proper notification procedures for members of the Municipal Emergency Control Group in the event of an emergency situation and that the members of the Municipal Emergency Control Group be empowered to respond to an emergency in accordance with the municipalities Emergency Response Plan whether or not such an emergency has been officially declared to exist;
5. THAT the Emergency Response Plan for the Town of Minto attached hereto as Schedule “A” is hereby adopted; and

6. The former Town of Minto Emergency Measures Plan is hereby repealed.

**READ A FIRST AND SECOND TIME THIS 16th DAY OF JUNE 2004.**

**READ A THIRD TIME AND FINALLY PASSED THIS 16th DAY OF JUNE 2004.**

David Burns (Original Signed)  
MAYOR

Barbara Sampson (Original Signed)  
CLERK

TOWN OF MINTO  
EMERGENCY RESPONSE PLAN

AMENDMENTS

<b>BY-LAW NO.</b>	<b>DATE APPROVED</b>	<b>DESCRIPTION</b>	<b>CONSOLIDATED</b>
04-57	June 16, 2004	Approval of Emergency Response Plan	
05-90	November 2, 2005	Changes to MCEG List	November 17/05 LD
06-42	May 17, 2006	Revised HIRA, changes to MCEG list and add Duty Officer roles and responsibilities	May 29, 2006, LD
07-30	April 18, 2007	Incorporated changes as a result of changes made to the Emergency Management and Civil Protection Act in 2006. Incorporate new term of office for council. Include/add roles and responsibilities for Recreation and Facilities Managers and the Maitland Valley Conservation Authority.	May 14, 2007 MD

## GLOSSARY OF TERMS

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations will be helpful during the development and implementation process. The following definitions come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act*, National Fire Protection Association, etc.

**Acceptable Down Time** -The period of time a function or activity can be disrupted without significant impact to essential services, production, customer service, revenue, or public confidence. Each municipal and business activity must develop its individual Maximum Allowable Down Time. Also referred to as Maximum Allowable Recovery Time.

**Approved** -Acceptable to the authority having jurisdiction.

**Authority Having Jurisdiction** -The organization, office, or individual responsible for approving equipment, materials, a facility, or a procedure.

**Biological Agents** -These are living organisms that cause disease, sickness and mortality in humans. Anthrax and Ebola are examples of biological agents.

**Buffer Zones** -These zones are intended to separate the public and other facilities from the consequences of an incident involving hazardous materials. These zones describe the allowable land uses around a hazardous facility. The exclusion zone designates that no other land use is allowed adjacent to the facility. The extent of the exclusion zone is determined by the chemical and physical properties of the hazardous materials and the inventory quantities present in the facility. The next zone would allow for manufacturing, warehouses, open space (parkland, golf courses, etc). Then there would be a zone allowing commercial offices, and low-density residential. The final zone, farthest from the facility, would carry the designation of unrestricted land use and would allow all other uses including institutions and high-density residential.

**Business Continuity Program** - An ongoing process supported by senior management and funded to ensure that necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies and recovery plans, and ensure continuity of services through staff training, plan testing, and maintenance.

**Business Resumption** -See Recovery.

**Community** - A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provides services and leadership to its residents. This term includes upper and lower tier municipalities and First Nations.

**Municipal Emergency Control Group (MECG)** - The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities; The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

**Community Emergency Management Coordinator (CEMC)** - An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the *Municipal Act*.

**Community Emergency Management Program Committee (CEMPC)** -The community emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

**Community Emergency Response Volunteers (CERV) Ontario** -The Community Emergency Response Volunteers (CERV) Ontario program is a province-wide network of neighbourhood-based, multi-functional teams of volunteers trained in basic emergency management principles and skills.

**Consequence** -**The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.**

**Critical Infrastructure** –Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

**Damage Assessment** -**An appraisal or determination of the effects of a disaster on human, physical, economic, and natural resources.**

**Declared Emergency** -A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act*. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

**Disaster**- **A widespread or severe emergency that seriously incapacitates a community.**

**Emergency** -**A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.**

**Emergency Management** -Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

**Incident Management System** -The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

**Emergency Management Ontario (EMO)** -EMO is an organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management

programs in Ontario.

**Emergency Management Program (Risk-Based)** -A program that is based on a hazard identification and risk assessment process and leads to a comprehensive emergency management program that includes the four core components of mitigation/prevention, preparedness, response and recovery.

**Emergency Management Program Committee** -A management team to oversee the development, implementation and maintenance of an emergency management program.

**Emergency Management Standards** -Common criteria used to develop, implement and maintain an emergency management program in accordance with the recommended best practices.

**Emergency Operations Centre (EOC)** -The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency;

**Emergency Response Plan** -A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

**Emergency Response Organization** -Group or organization with staff trained in emergency response who are prepared and may be called upon to respond as part of the coordinated response to an emergency situation.

**Emergency Site Manager/Incident Commander** - Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

**Emergency Response** - Coordinated public and private response to an emergency.

**EMO** -Emergency Management Ontario

**EOC** -Emergency Operations Centre.

**Evacuee Centre** -A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

**Evacuee Registration** -A process to account *for* displaced persons. This process usually takes place at designated reception centres.

**Exercise** -There are 4 main types of exercises and various sub-types:

**Static Exercises:** Static Exercises are almost always held in a single facility using a seminar-type setting. There are four types of static exercises:

**Case Studies:** Case Studies involve the examination of a particular case study - either real or fictional. The assembled exercise players study the case and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past

emergencies, or externally prepared studies written for training purposes.

**Paper Exercises:** Paper Exercises, like case studies, begin by presenting a problem or emergency. The key difference with a paper exercise is that information is provided to exercise players, through paper inputs in "real time" to simulate actual emergency events and messages.

**Tabletop Exercises:** Tabletop Exercises expand on paper exercises by requiring the exercise players to describe their actions using maps, models, etc.

**Synthetic Exercises:** Synthetic Exercises use computers to generate incident events and evaluate player actions.

**Telecommunications Exercises:** Telecommunications Exercises, through the use of radios, fax machines, telephones, and/or computers, test the function and suitability of a community's emergency telecommunications systems. There are two main types of telecommunications exercises:

**Notification Exercises:** Notification Exercises test notification procedures. They are very useful in ensuring the validity of existing contact information contained in the plan.

**EOC Exercises:** EOC Exercises test communications and information flow within the EOC and between emergency management/response partners.

**Specialty Exercises:** Specialty Exercises are designed to simulate response to specific types of emergencies such as a biological attack, a hazardous materials spill, bomb threats etc. Although this type of exercise does not generally evaluate the entire emergency plan, it can be very useful in evaluating particular annexes of the plan and in the training/assessment of specific response capabilities.

**Field Exercises:** Field Exercises are larger-scale emergency simulations involving an emergency site and, often, the activation of the community EOC. This type of exercise generally involves physical response by emergency service organizations and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to evaluate the emergency response plan and the community's response capability.

**Framework** -The "Framework for Community Emergency Management Programs" standard for community emergency management programs in Ontario,

**Functional Exercises** -Limited involvement or simulation by field operations to test communication, preparedness, and deployment of operational resources.

**Hazard (1)** -A risk that is a threat

**Hazard (2)** -An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Hazard Identification:** The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

**Hazardous Material** -A substance (gas, liquid or solid) capable of creating harm to people, property and the environment, e.g. materials which are flammable, toxic, etc.

**Maximum Allowable Recovery Time** -See Acceptable Down Time

**Mitigation** -Actions taken to reduce or eliminate the effects of an emergency or disaster.

**Mitigation Plan** -Based on the community risk assessment, each community should implement a strategy and plan to eliminate hazards or mitigate the effects of hazards that cannot be eliminated. A mitigation plan should contain details on activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.

**Municipality-** **Municipality means a city, town, village and township and includes a county, district and regional municipality and the County of Oxford.**

**Mutual Aid Agreements** -An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

**Mutual Assistance Agreement** -An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring cities, regions, provinces or nations.

**Ontario Emergency Response Team (OERT)** -An emergency response team that is dispatched to a contiguous state or province to coordinate emergency response and mutual assistance.

**Partnerships Toward Safer Communities (PTSC) Program** -A program developed and implemented by Emergency Management Ontario and the Canadian Association of Fire Chiefs for joint community/industry emergency management program cooperation and integration where hazardous facilities exist.

**Provincial Emergency Response Team (PERT)** -An emergency response team that is dispatched to a community to coordinate provincial emergency response.

**Provincial Nuclear Emergency Response Plan (PNERP)**

**Preparedness** -Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public awareness and education

**Prevention** -Actions taken to prevent an emergency or disaster.

**Private Sector** -A business or industry not owned or managed by any level of government.

**Probability** -The likelihood of something happening.

**Public Awareness Program** - Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

**Public Education Program** - Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

**Public Sector** - A particular element or component of government, i.e. police, fire and public works, of a municipal, provincial or federal government.

**Reception Centre** - Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

**Recovery - Actions taken to recover from an emergency or disaster.**

**Recovery Plan - A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster.**

**Response** - Actions taken to respond to an emergency or disaster.

**Response Organization** - Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency situation e.g., industrial response teams, CERV, etc.

**Risk - A chance or possibility of danger, loss, injury, or other adverse consequences.**

**Risk Assessment** - Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

**Shall - Indicates a mandatory requirement**

**Should - Indicates a recommendation or that which is advised but not required**

**Terrorism** - It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

**Threat** - Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks (OCIEPEP).

**Vulnerability** - The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

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## **SECTION 1 – INTRODUCTION**

In April of 2003, the Emergency Management Act, as amended, was proclaimed. This Act set out new legislation to provide for new emergency management standards in the Province of Ontario. In June of 2006 the Act was further amended and became known as the Emergency Management and Civil Protection Act. The Emergency Management and Civil Protection Act is the legislative authority for the preparation of this Plan and enable the passage of a municipal by-law approving this emergency response plan.

The Emergency Management and Civil protection Act, R.S.O., 1990 as amended, define an **emergency** as “*a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.*” The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private. This coordinated response will be guided by a select group of individuals known as a Municipal Emergency Control Group. This plan, which has been prepared by the Town of Minto’s Emergency Management Committee, identifies the members of the Municipal Emergency Control Group and their individual roles and responsibilities during an emergency situation.

### **1.1 HAZARDS:**

A hazard as defined by the Federal Emergency Management Agency (FEMA) is an “*event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business or other types of harm or loss*”. Hazards can be categorized as natural, technological or human events. The Town of Minto has identified a set of community hazards that are most likely to result in an emergency situation for the municipality. The following identified community hazards are listed in order of priority.

- a. Floods
- b. Energy Emergencies
- c. Winter Storms, Ice Storms
- d. Tornados and Hurricanes
- e. Hazardous Materials – Fixed Sites
- f. Hazardous Transportation Incidents
- g. Contaminated Water
- h. Extreme Heat

While there are ways to mitigate and prevent some hazardous events, many situations occur that are difficult avoid. Nevertheless, there are steps that we can take to lessen the impacts to our communities including loss of life and property damage. This plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency on the community.

## 1.2 **MINTO FACTS:**

The Town is approximately 300 square kilometres in area. In 2002, the population of the Town was 8,300 persons living in approximately 3,000 private dwellings, which translates into a population density of about 27 people per square kilometre. Over the next 20 years, the population of the Town is expected to reach 10,000 with a projected number of households of 3,700 (Wellington County Official Plan, 1999, as amended).

The Town of Minto is situated in the northwest part of Wellington County. The Municipality of West Grey in Grey County borders the Town to the north, the Township of Wellington North to the east, Townships of Mapleton and North Perth, which is in the County of Perth, to the south, and Howick Township in the County of Huron to the west.

The Town of Minto is comprised of the three urban centres being the former Village of Clifford, the Towns of Harriston and Palmerston and the former rural Township of Minto. The four municipalities were amalgamated in 1999 to form the Town of Minto. Also, the Town includes the smaller hamlet areas of Teviotdale and Drew.

The Town of Minto is primarily a rural agricultural community with many large farming operations including dairy, swine, beef and cash crop. There are many industries located in the Town that support the farming community. The aggregate industry is also very viable in the municipality. The Town contains a large natural heritage feature – Pike Lake – which is also a large seasonal recreational area containing a mobile home community, golf course, driving range and motel. Portions of both the Maitland and Saugeen Rivers and their tributaries flow through the Town. There are currently no flood control/augmentation measures on these watercourses.

The Town has a number of major transportation corridors running through its jurisdiction, and these include Highway 23, 9 and 89, and Wellington County Rds 1,2, 3, 4, 5, 6, 8, 87, 109 and 123. There are no longer any railway transportation corridors operating in Minto. There is one small private airfield located near the hamlet of Teviotdale.

## 1.3 **GOVERNMENT AND SERVICES:**

The Town of Minto Municipal Offices, which include the Administration Centre and Road/works Department are located at 5941 Highway 89, just north of Harriston. The Municipal Council consist of a Mayor, Deputy-Mayor and five councillors, now elected for a four-year term.

Township administration includes the Clerk and Treasury Departments, Roads Department, Building Department and Recreation Department.

Volunteer Fire Departments service the Town. There are three fire department in the Town situated in each of the main urban centres. The local fire department is linked to the Wellington County Mutual Aid Fire Service by agreements.

Palmerston and District Hospital, located in the urban centre of Palmerston, along with Louise Marshall Hospital is part of the North Wellington Health Care Corporation. These

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### ***EMERGENCY RESPONSE PLAN***

*Town of Minto*

*Adopted June 16, 2004, revised Nov. 2/05, May 29/06, May 14/07*

hospitals provide medical services to the Town residents and surrounding areas. Other area hospitals include Groves Memorial in Fergus and Listowel and District Hospital.

The Town is policed by the Wellington County O.P.P. Police Services. Utility services include Westario Power Inc., Hydro One, Bell Canada and Union Gas. Wireless service is extremely limited within the municipality.

## **SECTION 2 – AIM**

Emergencies as envisioned by this plan are defined as situations or the threat of impending situations abnormally affecting the lives and property of the community that require a co-ordinated response by a number of agencies both governmental and private under the direction of the appropriate officials.

The purpose of this emergency response plan is to establish a framework for the actions to be taken by key municipal officials and agencies during an emergency in order to achieve the most efficient deployment of all services required and to ensure the following:

1. The prompt response to an emergency by all required services and the establishment of overall control of emergency operations.
2. Traffic control to minimize crowds at the site so that the emergency operations are not obstructed and to prevent additional damage.
3. The prompt rescue of all persons trapped and the provisions of first aid at the site.
4. The controlled evacuation and distribution of casualties to places of safety.
5. The provision, where necessary, of care and housing services as required for persons affected by the emergency.
6. The return to as normal life as possible, previous to the emergency.

## **SECTION 3 - LEGISLATIVE AUTHORITY:**

The Emergency Management and Civil Protection Act, and a by-law passed by the Council of the Town of Minto provide the legal authority for the Town of Minto's Emergency Response Plan. Once approved by Council, this Emergency Response Plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

In accordance with Section 3 of the Act, *“every municipality shall formulate an emergency response plan governing the provisions 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”*.

Section 4.1 of the Act provides for the declaration of an emergency by the Head of Council and states that *“the Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area”*. This Plan sets out the procedures for declaring and terminating an emergency and the actions that may be taken by the municipality prior to the declaration of an emergency.

## SECTION 4 - EMERGENCY PROCEDURES

### 4.1 NOTIFICATION PROCEDURES:

Normally, police, fire, ambulance or public works will be the first to response to an emergency. Any emergency that is beyond the normal response capabilities of these agencies should be reported to the Town of Minto Municipal Emergency Control Group. However, the decision to activate the Minto Emergency Notification Procedures shall be the responsibility of all members of the Municipal Emergency Control Group upon receipt of a warning that an emergency, as defined by this plan, is likely to occur or a real emergency has occurred. The decision to assemble the Municipal Emergency Control Group will be passed immediately to the Clerk or Clerk's alternate of the Town of Minto who will be responsible for ensuring the notification procedures of the Minto Municipal Emergency Control Group (MECG) are activated.

There may be situations where the Emergency Notification Procedures will be used to place Control Group members on standby, to simply make them aware of a potential emergency or as part of a training exercise.

### 4.2 ACTIONS PRIOR TO DECLARATION OF AN EMERGENCY

When an emergency has been determined to exist but not yet declared and the Municipal Emergency Control Group has been notified, employees of the Town of Minto may take any action not contrary to law and may take such action as set out in this Emergency Response Plan as may be required to protect the lives and property of the residents of the Town of Minto.

### 4.3 PROCEDURES FOR DECLARING AN EMERGENCY

The Mayor or designated alternate has the authority to declare that an Emergency exists and to formally implement the Emergency Response Plan. This decision may be made in consultation with other members of the MECG. Upon declaring an emergency, the **Mayor or alternate will be responsible for ensuring that the following individuals or agencies are contacted:**

1. Solicitor General of Ontario by Emergency Management Ontario, Ministry of Community Safety and Correctional Services
2. Town Council
3. Warden of the County of Wellington
4. County Ward Councillor
5. Neighbouring municipalities
6. Local Member of Parliament
7. Local Member of Provincial parliament
8. The Public, in consultation with the Community's Information Officer

### 4.4 TERMINATING AN EMERGENCY

At anytime, the Head of Council, Town Council or the Premier of Ontario may declare that an emergency has been terminated. Once an emergency has been terminated, the Mayor or alternate shall ensure that the following are notified of the termination.

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1. Solicitor General by contacting Emergency Management Ontario, Ministry of Community Safety and Correctional Services
2. Warden of Wellington County
3. Town Councillors
4. Neighbouring Municipal Councils
5. Local Member of Parliament
6. Local Member of Provincial Parliament
7. Public with assistance of the Community Information Officer

#### 4.5 **ROLE OF THE COUNTY OF WELLINGTON**

Whenever an emergency or disaster occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the affected local municipality. The Town of Minto Municipal Emergency Control Group will exercise and implement this Emergency Response Plan with respect to all local emergencies/disasters occurring within the Town and in particular those identified as hazards in this Emergency Response Plan.

However, the Town recognizes that the County of Wellington, in accordance with the Emergency Management and Civil Protection Act, has prepared an Emergency Response Plan in order to provide emergency assistance to communities within the County borders, and further that in certain circumstances, the County of Wellington may declare an emergency as well. The County of Wellington Emergency Response Plan will identify those “hazards” and emergency situations that most likely will require management and coordination at the County level and procedures for declaring a County Emergency. In addition, in certain circumstances, the scope of the emergency may be beyond the resource capabilities of the local MECG. In such cases, the Mayor of the Town or designate, in consultation with the Minto MECG, the County Warden and County C.A.O., may request that the County EOC be activated to take over the management of the emergency situation. Members of the Minto MECG may remain at the Town’s EOC to provide support and assistance. Alternatively, a request may be made to establish a Joint Emergency Operation Centre between the County and the Municipality.

#### 4.6 **REQUESTS FOR ASSISTANCE**

Where circumstances warrant, the MECG may request the assistance of the Province, the County of Wellington and other municipalities with whom they have established Mutual Aid or Emergency Assistance Agreements. Such a request does not mean that the municipality loses authority or control of the emergency situation.

If local resources, either municipal or private and including those that might be available from the County, are insufficient to meet the emergency requirements, then assistance may be requested from the Province through Emergency Management Ontario. If assistance is required from the Federal Government including the Canadian Armed

Forces, Emergency Management Ontario will be the agency responsible for contacting and requesting such assistance.

#### **4.7.1 Mutual Assistance Agreements:**

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*”.

Municipalities may enter into mutual aid agreements with neighbouring municipalities. Mutual aid/assistance agreements ensure aid required to effectively manage an emergency or disaster may be provided at the time of request. Aid 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.

#### **4.7.2 Request from the Province:**

At its discretion, the Province may deploy a Community Officer to a local emergency to provide advice and assistance and to ensure liaison with the Provincial Operations Centre. However, when a community declares an emergency, Emergency Management Ontario will normally deploy a Community Officer to the local Emergency Operations Centre to assist the community with the Emergency Response. The Community Officer will be the link between the Town and the province for both provincial and, if necessary, federal assistance.

#### **4.7.3 Ontario Disaster Relief Assistance Program**

The Ontario Disaster Relief Assistance Program (ODRAP) is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged during a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and “necessities of life”.

A copy of the Ontario Disaster Relief Assistance Program will be available in the Emergency Operations Centre. A copy of the plan is also available from the Province of Ontario website.

## **SECTION 5 - EMERGENCY OPERATIONS CENTRE**

### **5.1 LOCATIONS**

Upon an emergency occurring in which it appears that it will be necessary to implement the Community's Emergency Response Plan, the MECG shall report to the community's primary Emergency Operations Centre. Should the primary EOC be considered unusable because of the emergency situation, the alternative emergency operation centre will be activated. MECG members will be advised upon notification to report to either the primary or alternate emergency operations centre.

### **5.2 EMERGENCY OPERATIONS CENTRE OPERATING CYCLE:**

Upon attending at the EOC, MECG members will be briefed by the Clerk on the emergency situation and will make decisions with respect to the appropriate composition of the Control Group taking into consideration the emergency and the expertise required to properly manage the situation. The Clerk will be directed to contact those support agencies required to manage the emergency.

The MECG members will establish an operating cycle consisting of specified meeting times and length of meetings and work schedule. It shall be the responsibility of the Clerk to ensure adherence to the operating cycle and to convene MECG meetings and to arrange for agendas for the meetings. Meetings will be brief. An assistant to the Clerk will be responsible for maintaining status boards, maps and information in the EOC to aid the MECG in their meetings. This information will be prominently displayed and will be kept up to date by the Clerk's Assistant.

The MECG will, at this time, make a decision with respect to the appointment of a site manager. The agency from which the site manager is appointed will be responsible for appointing the site manager.

The Town of Minto Public Works Department shall take such steps as are necessary to ensure that a stand-by power source is available for the Emergency Operations Centre, if required.

## **SECTION 6 – MECG COMPOSITION AND RESPONSIBILITIES**

### **6.1 MUNICIPAL EMERGENCY CONTROL GROUP COMPOSITION**

The Municipal Emergency Control Group (MECG) operates from the established emergency operations centre and is responsible for coordinating the community's emergency response. The members of the MECG shall consist of the following officials:

- Mayor or alternate
- Clerk or Alternate
- Wellington County O.P.P. Police Services – Senior Official
- Fire Chief or alternates
- Emergency Medical Services – Senior Official
- Public Services Superintendent or alternate
- Medical Officer of Health or alternate
- Westario Power representative or alternate
- Community Emergency Management Co-ordinator or alternate

Upon notification of an emergency situation, all members of the MECG shall assemble at the EOC. However, depending upon the type of emergency identified, a limited number of the MECG members may be required to function as the MECG. Alternatively, the MECG may require additional membership depending upon the emergency situation. The following may be called upon to sit on or provide advice to the MECG depending upon the emergency situation.

- Emergency Management Ontario Representative
- County of Wellington Social Services Administrator or alternate
- Saugeen Valley Conservation Authority
- Maitland Valley Conservation Authority Emergency Measures Flood Coordinator
- Hospital
- Ontario Ministry of Agriculture
- Industry
- Ministry of Transportation
- Any other official, expert or representative from the public or private sector as deemed necessary by the MECG to assist with the emergency response.

### **6.2 MUNICIPAL EMERGENCY CONTROL GROUP RESPONSIBILITIES**

The following is a list of collective responsibilities of the MECG. The individual roles of the members of the MECG will be outlined in the following subsections.

- i) Call out and mobilize their respective emergency service, agency and resources.
- ii) Coordinate and direct their service or agency resources ensuring that decisions made and actions taken are necessary to response to the emergency situation and are not contrary to law.
- iii) Determine the appropriate composition of the MECG based upon the emergency situation at hand.

- iv) Advise the Head of Council as to whether an emergency should be officially declared
- v) Advise as to what areas of the municipality should be designated as an emergency area
- vi) Activate the Emergency Response Plan
- vii) Appoint an Emergency Site Manager; re-evaluate site manager as emergency unfolds
- viii) Support the Emergency Site Manager by offering equipment, staff and resources
- ix) Authorize the movement of equipment and resources beyond the immediate emergency site
- x) Provide Community Information Officer and Citizen Inquiry Officer with timely and accurate information for issuance to media and general public.
- xi) Authorize the expenditure of money required to deal with the emergency
- xii) Manage information, including maintenance and retention of event logs and expenditures
- xiii) Order and coordinate evacuations of residents considered to be in danger
- xiv) Authorize the set up of evacuation shelters, including registration and inquiry centres
- xv) Determine and arrange for transport of evacuees
- xvi) Order the discontinuation of utilities and services, whether public or private, such as hydro, water or natural gas at both the emergency site and any other areas of the municipality in order to safe guard inhabitants and to reduce the potential for secondary emergencies
- xvii) Authorize and direct the use of municipal resources
- xviii) Determine if additional resources are required to assist with the emergency effort
- xix) Arrange for extra resources (human and equipment) to be utilized (i.e. private contractors, industry, volunteer agencies, service clubs, church groups, etc.)
- xx) Request assistance from and/or liaison with various levels of governments and any other public or private agency not administered by the local government
- xxi) Determine if volunteers (additional) are required and if appeals for volunteers are warranted.
- xxii) Arrange for proper registration of volunteers
- xxiii) Authorize the activation of mutual aid and assistance agreements
- xxiv) Determine if advisory groups, subcommittees or working groups are required to deal with any aspect of the emergency
- xxv) Arrange for the formation of such groups
- xxvi) Recommend the termination of an emergency to the Head of Council or Council
- xxvii) Arrange for notification of the termination of an emergency to emergency services, agencies, all levels of government and public
- xxviii) Implement a recovery strategy including applications for ODRAP funding
- xxix) Participate in post-emergency debriefings
- xxx) Maintain a log of decisions made
- xxxi) Maintain a log of actions taken
- xxxii) Submit copy and summary of logs to CEMC within one week of the termination of the emergency.

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**EMERGENCY RESPONSE PLAN**

*Town of Minto*

*Adopted June 16, 2004, revised Nov. 2/05, May 29/06, May 14/07*

### 6.3 **INDIVIDUAL MEMBERS ROLES AND RESPONSIBILITIES**

The following subsections define and detail the roles and responsibilities of each member of the MECG.

#### 6.3.1 **Mayor or alternate**

- i) Chairs the MECG meetings
- iii) Declares an emergency in consultation with MECG
- iv) Notify proper authorities of the declared emergency
- v) Meet regularly with executive committee (other members of Council)
- vi) Act as Emergency spokesperson or appoints a spokesperson
- vii) Supervise distribution of press releases and bulletins to the media
- viii) Supervise the distribution of communications received from and going to the police, fire and other government agencies.
- ix) The Mayor shall, upon the advice of the MECG and the Executive Committee, terminate the operations and declare the emergency over.
- x) Notify proper agencies and individuals that the emergency is over.
- xi) Maintain a log of actions taken and decisions made.
- xii) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

**6.3.2 Clerk Or Senior Administrative Officer**

- i) Upon being notified of an emergency (real or potential) ensure that the Town of Minto Emergency Notification Procedures is activated.
- i) Coordinates all Emergency Operation Centre functions, such as ensuring operating cycle is scheduled and maintained, arranging for the preparation of agendas, ensuring proper support staff is in place to effectively operate the EOC.
- ii) Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency situation, determine those efforts needed to restore services.
- iii) Arrange for food for EOC.
- iv) Responsible for ensuring housekeeping services for EOC.
- v) Advise Mayor and MECG on proper policies and procedures of the municipal government and laws.
- vi) Assist mayor in authorizing the dissemination of information through the Emergency Information Officer to the media and the general public.
- vii) Arrange for display of up-to-date information for MECG members.
- viii) Maintain a log of actions taken and decisions made.
- ix) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

### 6.3.3 **County Police Services – Senior Official**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) Set up a mobile command post at the scene of the emergency with a communication link to the emergency operation centre.
- iii) Establish a communication link with senior police officials at the site.
- iv) If matter is police related, appoint a “Site Manager” in consultation with MECG.
- v) Provide MECG with information and advise on law enforcement matters.
- vi) Seal off the area of concern.
- vii) Control and, if necessary, disperse crowds within the emergency area, alerting those endanger by the emergency and if necessary assist with evacuating areas designated by MECG.
- viii) Ensure proper inner perimeter is established for emergency area.
- ix) Ensure proper outer perimeter is established to facilitate the movement of emergency vehicles both in and out of the emergency area.
- x) Provide traffic control to ensure efficient movement of emergency vehicle and personnel in and out of the emergency area.
- xi) Provide security to Emergency Site, Emergency Operation Centre and any other areas deemed appropriate in consultation with MECG
- xii) Co-ordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed - e.g. barriers and flashers, etc.
- xiii) Coordinate with other police agencies, if necessary.
- xiv) Arrange for additional “police assistance”, if required.
- xv) Ensure law and order is maintained at the site, at temporary facilities such as evacuation centres and throughout the municipality.
- xvi) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner’s Act.
- xvii) Investigation and co-ordination of assisting services as to the origin and circumstances relating to the disaster.
- xviii) Maintain log of actions taken and decisions made.
- xix) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

### 6.3.3 **Fire Chief and Alternates**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) Conduct all operations connected with the fighting of fires or emergency in progress.
- iii) Provide the Mayor with information and advice on fire fighting matters.
- iv) Inform the Mutual Aid Fire Co-ordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed.
- v) Determine if additional or special equipment or supplies will be required, recommend possible sources of supply. If required, make the request through the Mayor - e.g. breathing apparatus, protective clothing, Guelph Emergency Command Vehicle, etc.
- vi) Provide resuscitation equipment, standard fire fighting equipment and trained manpower when or where required.
- vii) Develop and maintain a system for alerting volunteer members in an emergency.
- viii) Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, etc.
- ix) Contact the Ontario Fire Marshall's Office for the purpose of investigation of the origin of the disaster, if needed.
- x) Maintain log of actions taken and decisions made.
- xi) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

### 6.3.5 **Royal City Ambulance - Senior Official**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) Establish communication link with senior officials at the emergency site.
- iii) Provide for overall coordination of “Emergency Medical Response” to an emergency.
- iv) Provide for and maintain Emergency Medical Services at emergency site.
- v) Direct liaison with E.M.S. Site Manager.
- vi) Assess and determine need, request and coordinate deployment of “on site Medical Teams”.
- vii) Establish and maintain open link communications with Central Ambulance and Communications Centre (CACCC).
- viii) Liaise with Public Health “Incident Manager”.
- ix) Update reporting to Medical Officer of Health and Ministry of Health and Long Care designate.
- x) Provide technical assistance to Medical Officer of Health with assessment of resource needs.
- xi) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xii) Procurement and approval of supply purchases.
- xiii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xiv) If required, appoint an E.M.S Emergency Site Co-ordinator.
- xv) Liaising through Community Care Access Centre (CCAC) for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
- xvi) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in the need of evacuation.
- xvii) Activation of Critical Incident Stress Management Team.
- xviii) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.
- xix) Maintain a log of all actions taken.

### 6.3.6 **Medical Officer Of Health Or Alternate**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) If emergency is health related, ensure Emergency Notification Procedures are activated.
- iii) Coordinate emergency response among all Health Services including hospitals and the MECG.
- iv) Liaise with Ontario Ministry of Health, Long Term Care and Public Health Branch, Ministry of the Environment, OMAF and other appropriate government agencies
- v) Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies
- vi) Coordinate efforts to prevent and control the spread of disease during an emergency.
- vii) Ensure Coordination of care of bed ridden citizens and invalids at home and in evacuee centres during an emergency
- vii) If emergency is health related, assign site manager and seek endorsement of MECG
- viii) Liaise with ambulance service representatives
- ix) Provide advice on any matters which may adversely affect the public health
- x) Arrange for, in consultation with Community Information Officer, dissemination of special instructions to the Town residents concerning public health
- xi) Arrange for mass immunization where required and vaccine storage.
- xii) Ensure quality of food supplies for emergency services at the emergency site, evacuation centres and township residents.
- xiii) Ensure potable water sources are available for emergency services at the emergency site, evacuation centres and township residents.
- xiv) During the recovery phase ensure appropriate prevention and control measures are put in place
- xv) Ensure proper enforce of the Ministry of Health legislation as warranted
- xv) Arrange for temporary morgue facilities at the emergency site, if necessary.
- xvi) Maintain log of actions taken
- xvii) Maintain a personal log of decision made and/or actions taken.
- xviii) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

### 6.3.7 **Director of Public Services**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) Advise his staff to attend to the various Town Sheds and stand by to render assistance and advice as needed until the emergency is declared over.
- iii) Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations.
- iv) Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
- v) Assist with traffic control, evacuations by clearing emergency routes, making obstacles, providing road signs, etc.
- vi) Maintain liaison with private utility companies (*hydro, telephone, etc.*) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety.
- vii) Re-establish essential services at the conclusion of an emergency.
- viii) Maintain a log of actions taken and decisions made.
- ix) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

**6.3.8 Westario Power Representative:**

- i) Upon a warning or threat of an emergency, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- ii) Provide MECG with information and advice on hydro services.
- iii) Discontinue hydro services to any consumer in consultation with MECG and where this is considered necessary for public safety.
- iv) Provide alternate emergency hydro supplies where necessary and practical.
- v) Restore interrupted services on a priority basis as determined by the MECG in consultation with Westario Power.
- vi) If necessary, appoint, in consultation with MECG, an on site supervisor to coordinate with Emergency Site Manager.
- vii) Liaise with Works Superintendent.
- viii) Ensure emergency routes are clear of power lines in order that emergency vehicles have safe access into and out of emergency site.
- ix) Work with Mayor, Clerk and Emergency Information Officer (EIO) officer to advise the public on any hydro related safety precautions with respect to the emergency at hand.
- x) Maintain a log of actions taken and decisions made.
- xi) Participation in debriefing and assisting the CEMC in the preparation of Incident Report.

**6.3.9 Community Emergency Management Coordinator**

- i) Upon a notification of an emergency, real or threat, ensure that the Clerk or alternate to the Clerk is advised to activate the EOC notification procedures.
- i) Responsible for ensuring the set-up the EOC.
- ii) Register MECG members at the EOC site.
- iii) Ensure that proper security is in place for both the emergency site and the EOC.
- iv) Ensure MECG members have necessary information (plans, resources, maps, supplies and equipment).
- v) Provide up-to-date information on the developing emergency situation to MECG, EMO and the County of Wellington.
- vi) Ensure that MECG have supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations in the EOC
- vii) Provide advice and clarification to the MECG about the implementation of the Emergency Response Plan
- viii) Liaise with County Social Services and community support agencies
- ix) Address any action items resulting from the activation of the Emergency Response Plan
- x) Address actions items resulting from activation of the Emergency Response Plan
- xi) Ensure MECG is informed of implementation needs of the Response Plan
- xii) Maintenance of records and files of decision made and logs taken for the purpose of conducting a debriefing, post emergency reporting and updating communities emergency plan and program.

## 6.4 **EMERGENCY OPERATIONS CENTRE SUPPORT STAFF**

The following staff may be required to attend the EOC to provide support, logistics and advice to the MECG:

### 6.4.1 **Clerk's Administrative Assistant(s) or Alternate**

- i) Provide assistance to Clerk as required in any of the responsibilities outlined in 6.3.2.
- ii) Record important decisions and actions taken by the MECG.
- iii) Keep maps and status boards up to date.
- iv) Notify support staff of the emergency and location of the COC.
- v) Maintain main event log of the MECG.
- vi) Arrange for printing of material as required.
- vii) Arrange for and coordinate clerical staff.
- viii) Arrange for dissemination of information to Council as directed by Mayor and Clerk.
- ix) Maintain personal log of all actions taken.

### 6.4.2 **EOC Assistant/Duty Officer**

- i) Assist with the set-up of the Emergency Operations Centre including all telecommunication and computer equipment as necessary.
- ii) Responsible for registering members and support agency staff into the emergency operations centre.
- iii) Maintain and record all messages into the emergency operations centre particularly during business meetings
- iv) If necessary, arrange for food, refreshments and accommodations for members attending at the Emergency Operations Centre.
- v) Assist the Clerk's Administrative Assistant as necessary."

### 6.4.3 **Treasurer or Alternate**

- i) Provide information and advice on financial matters as they relate to the emergency.
- ii) Liaise, if necessary, with treasurers of neighbouring municipalities.
- iii) Maintain records of all expenses.
- iv) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner
- v) Maintain a personal log of all actions taken

### 6.4.4 **Director of Recreation or Alternate**

- i) Provide information on Minto facilities.
- ii) Arrange for security of facilities if used for emergency purposes.
- iii) Responsible for arrange food and sleeping accommodations for MECG.

### 6.4.5 **Recreation/Facilities Manager**

- i) Arrange for the opening and maintenance of any Town owned facility or facilities as required.

- ii) Liaise with Wellington County OPP to ensure proper security is in place for the Emergency Operations Centre or any other Town owned facilities as may be required.
- iii) Liaise with Wellington County Social Services to ensure facilities are set up and arranged as required to provide for reception or evacuation centres.
- iv) Arrange for staff to assist as required.

6.4.6 **Town Solicitor:**

- i) Providing legal advice, as requested, to any member of the MECG as they apply to actions of the Town of Minto and their response to the emergency.
- ii) Maintain personal log of actions taken.

6.4.7 **Maitland Valley Conservation Authority**

- i) Responsible for forecasting where and when flooding is likely to occur and issuing flood warning messages.
- ii) Issue flood warning messages. These messages may be issued at any time of the year and may be as follows:

**FLOOD ADVISORY:** notifies that the potential for flooding exists within specific watercourses and municipalities.

**FLOOD WARNING:** notifies that flooding is imminent or occurring within specific watercourses and municipalities.

**FLOOD SAFETY BULLETIN:** notifies that unsafe lake, river and channel conditions exist.

**WATERSHED CONDITIONS BULETINS:** notifies of anticipated watershed conditions.

The Town has prepared a flood emergency response plan for Harriston. Specific roles and responsibilities relating to a flood emergency within Harriston are outlined in this plan.

6.4.8 **Emergency Coordinator Amateur Radio Emergency Services (ARES):**

ARES will be deployed by and reports to the CEMC and will be responsible for the following:

- i) Activate emergency notification procedures of the local amateur radio operator.
- ii) Ensure that the emergency telecommunications centre is properly equipped and staffed and work to correct any problems that may arise.
- iii) Maintain an inventory of community and private sector communications equipment and facilities that could in an emergency be used to augment existing telecommunications equipment.
- iv) Make arrangements for acquiring additional communication resources during an emergency.
- v) Maintain a personal log of all actions taken.

**6.4.9 Outside Agencies:**

During an emergency many agencies may be required to work with the Municipal Emergency Control Group. Some of these agencies include Conservation Authorities, School Boards, Hospitals, Emergency Management Ontario, Industries, Wellington County Social Services, and volunteer groups such as Red Cross, St. John's Ambulance and Victim Services, and provincial ministries. The emergency response plans for these and other agencies will be available for review and will be kept by the Community Emergency Management Coordinator.

## **SECTION 7 - THE SITE MANAGEMENT**

### **7.1 APPOINTMENT OF SITE MANAGER**

The Emergency Control Group from the lead agency involved will appoint the Emergency Site Manager in the specific type of emergency. Once appointed, this individual will no longer be responsible for the operations or command of their agency, but rather will be responsible for the co-ordination of the emergency site.

### **7.2 SITE MANAGERS RELATIONSHIP WITH EOC**

The Site Manager shall report to the MECG. The site manager will be connected to the EOC through the most reliable form of communication available.

Once assigned, the MECG will provide the necessary support to the Site Manager, which may include things such as staff, equipment, communication and other resources as required by the site manager. The Site Manager will convey emergency management needs to the MECG who will respond by obtaining the necessary resources and providing them to the site.

### **7.3 SITE MANAGERS ROLES AND RESPONSIBILITIES**

The site manager is responsible for maintaining the site response to the emergency at hand. The MECG is responsible for providing aid to the site and to maintain public safety and order to the rest of the community.

Senior representatives of emergency services attending at the emergency site will be responsible for consulting with the site manager to co-ordinate resources and response.

The site manager will be responsible for arranging and conducting site meetings with other senior emergency representatives at the site in order to maintain a coordinated approach to the emergency response.

## **SECTION 8 – EMERGENCY COMMUNICATIONS AND INFORMATION**

### **8.1 TELECOMMUNICATIONS**

In order to ensure timely information for the benefit of the decision-making process, it is essential to maintain reliable systems of communication between the emergency site and the emergency operations centre.

With respect to telephone communications, essential telephone numbers, including those of the Municipal Emergency Control Group, are protected under the Priority Access Dialing (PAD) system of Industry Canada. This database system is used to identify telephone landlines (presently) that are considered essential for emergencies and protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic. When applied PAD permits dialing from a phone that has been identified as essential. Most public pay telephones are identified on the PAD system as well.

Radio Communications are least susceptible to damage or interruption in times of emergency. A radio relay dispatch system set up between the emergency site and the operations centre as well as radio communication with other communities will ensure that outside agencies will be well informed of the status of the emergency. In addition, the Amateur Radio Emergency Services is available to provide support communications or emergency communications should other forms fail.

Other forms of telecommunication such as cellular phones, fax machines, email and Internet may be used to supplement or enhance emergency telecommunications between EOC, the Emergency Site, outside agencies and other communities. Care will be required when using alternate forms of communication to ensure security of information being disseminated.

### **8.2 EMERGENCY INFORMATION**

#### **8.2.1 Emergency Information Officer**

The Emergency Information Officer will report to the Clerk. For the Town of Minto, the Wellington County O.P.P. Police Services Media officers will act as the EIO during an emergency and will be responsible for the following:

- i) Ensuring the dissemination all emergency information to the media and public
- ii) EIO(s) will establish a communication link with the Spokesperson as appointed by the Mayor, and with the citizen inquiry supervisor and any other media coordinators such as provincial, federal, private industry, public and private agencies.
- iii) Ensure proper groups are advised of the Emergency Information Centre telephone numbers such as the media, MECG, Municipal staff,

- iv) Coordinates all emergency information including media photograph sessions and interviews at the EOC and emergency site
- v) Responsible for setting up and staffing the Emergency Information Centre, if required
- vi) Liase with MECG to obtain up-to-date information for media in order to prepare and issue press releases, arrange media briefings and may be required to post emergency information on the internet
- vii) Provide Citizen Inquiry Supervisor with the regular updates to ensure the most accurate and up-to-date information is disseminated to the public
- viii) Ensure that all media releases are approved by the Clerk and Mayor prior to dissemination
- ix) Ensure copies of all media release are provided to EIC staff, citizen inquiry supervisor, MECG and key media officers from other agencies.
- x) Monitor news coverages and ensure erroneous information is corrected
- xi) Maintain copies of all media information pertaining to the emergency such as media release, newspaper articles, etc.
- xii) Maintain personal log of all decision made and actions taken

#### 8.2.2 **Community Spokesperson**

The Community spokesperson for the Town of Minto will be the Head of Council or will be appointed by the Head of Council. The responsibilities of the spokesperson will be as follows:

- i) Partake in interviews and media photograph sessions as directed and in consultation with the EIO
- ii) Establish communication link with EIO and ensure all inquires directed to EIO
- iii) Maintain a log of all actions taken

#### 8.2.3 **Citizen Inquiry Supervisor:**

The citizen inquiry supervisor will be responsible for the following:

- i) Establish the service and appoint personnel and designate telephone lines
- ii) Update EIO on the status of the service
- iii) Provide emergency services, MECG and Town staff with designated telephone number(s).
- iv) Liase with EIO to obtain current information on the emergency
- v) Respond to and redirect inquiries and reports from public based upon information received from EIO (e.g. school closing, road closures, evacuation routes, evacuation centres)
- vi) Respond to and redirect inquiries and reports pertaining to investigation of the emergency to the appropriate emergency service
- vii) Respond to and redirect inquiries pertaining to persons who may be in evacuation and reception centres to the registration and inquiry telephone numbers

- viii) Arrange for staffing of the service, if required.
- ix) Maintain a personal log of all actions taken.

## **SECTION 9 – PLAN MAINTENANCE AND REVIEW**

### **9.1 Internal Procedures**

Each service or agency involved or identified in this Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

### **9.2 Annual Review**

At a minimum all or portions of this plan will be reviewed annually through the use of appropriate and planned emergency exercises. Following the exercises, appropriate debriefing sessions followed by the completion of debriefing reports, which will be utilized by the Community Emergency Management Committee and the Community Emergency Information Officer to make appropriate changes to the Plan.

### **9.3 Amendments**

Amendments to the Plan require formal Council approval. Formal Council approval is not required for the following changes or revisions to the appendices or for minor administrative changes such as editorial changes to the text including page numbering, reference changes or changes to references to provincial statutes

### **9.4 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 Municipal Emergency Control Group 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.

### **9.5 Local Plans:**

All local municipalities are required to have their own emergency response plans, although not required by the legislation at this time, local emergency response plans are encourage to conform to the County of Wellington Emergency Response Plans.

To ensure an overall coordinated effort, copies of Town of Minto's Emergency Response Plan will be distributed to other local communities and to the County of Wellington.