MUNICIPALITY OF MORRIS-TURNBERRY

EMERGENCY RESPONSE PLAN

Updated – September, 2015

Municipality of Morris-Turnberry
41342 Morris Rd, PO Box 310,
Brussels, ON N0G 1H0
PH (519-887-6137) Fax (519-887-6424)
E-mail: nmiche@morristurnberry.ca
# TABLE OF CONTENTS

EXECUTIVE SUMMARY .................................................. 1
DEFINITIONS AND RELEVANT TERMS ......................... 2 - 4
PART 1 – INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE 5
1.1 Introduction .......................................................... 5
1.2 Aim ................................................................. 5
1.3 Emergency Alerting Centre ...................................... 5 – 6
Diagram #1 ............................................................... 7
Diagram #2 ............................................................... 8
1.4 Emergency Operations Centre .................................. 9 - 11
PART II – DECLARATION OF AN EMERGENCY ............... 12
2.1 Action Prior to Declaration ....................................... 12
2.2 Municipal Emergency ............................................ 12
PART III – TERMINATION OF EMERGENCY ................. 13
3.1 Municipal Emergency ............................................ 13
PART IV – REQUEST FOR PROVINCIAL ASSISTANCE .... 14
4.1 Request for Provincial Assistance .............................. 14
PART V – COMMUNITY CONTROL GROUP .................. 15
5.1 Composition ....................................................... 15
Diagram #3 – The Emergency Area ............................... 16
5.2 Individual Responsibilities ...................................... 17 - 35
PART VI – EMERGENCY SUPPORT AND ADVISORY STAFF 36
6.1 Additional Representation ...................................... 36 - 43
PART VII – MEDIA AND PUBLIC RELATIONS ............... 44
7.1 Introduction ....................................................... 44
7.2 On-Site Media Spokesperson

7.3 Media Coordinator

7.4 Citizen Inquiry Supervisor

PART VIII – OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS

8.1 Maitland Valley Conservation Authority

8.2 Saugeen Valley Conservation Authority

8.3 Avon Maitland District Board of Education and Huron-Perth Catholic District School Board

8.4 Hospital Administrator

PART IX – PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES

9.1 Plan Maintenance and Revision

9.2 Testing of Plan

9.3 Internal Procedures

APPENDICES
EXECUTIVE SUMMARY

Introduction


This Plan has been prepared under the provision of the Emergency Management and Civil Protection Act RSO 1990, Chapter E. 9 380 Act/04, to provide key officials, agencies, and departments within the Municipality of Morris-Turnberry with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned parties be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this Plan.

Background


An emergency is defined 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.” — revised August, 2007

The Legislation which is titled “The Emergency Management and Civil Protection Act RSO 1990, Chapter E. 9 380 Act/04” states that the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

Short Title

This emergency plan may be cited as the Municipality of Morris-Turnberry Emergency Plan.
DEFINITIONS AND RELEVANT TERMS

1. **CEMC - Community Emergency Management Coordinator**
   The CEMC designated by the Municipality of Morris-Turnberry or alternate.

2. **Administrator of Huron County Ontario Works**
   The Administrator of Huron County Ontario Works.

3. **Administrator Clerk- Treasurer**
   The Administrator Clerk - Treasurer or alternate for the Municipality of Morris-Turnberry.

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

5. **Director of Public Works**
   The Director of Public Works or alternate for the Municipality of Morris-Turnberry.

6. **Emergency Area**
   The area in which the emergency exists.

7. **Community Control Group – revised August, 2007**
   That group of individuals directing those services necessary for mitigating the effects of the emergency. The CEMC is responsible for co-ordinating the operations within the Emergency Operations Centre.

8. **Emergency Operations Centre – revised August, 2007**
   The location from which the Community Control Group operates.
   For brevity, the Emergency Operations as the E.O.C.

9. **Emergency Site Manager – revised August, 2007**
   Appointed by the Community Control Group to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the CEMC at the Community Control Group.

10. **Fire Chief**
    The Chief of the Wingham Area Fire Department detachment area or alternate and Chief of the Blyth District Area Fire Department detachment area or alternate and Chief of the Brussels Area Fire Department detachment area or alternate.
11. **Inner Perimeter** — revised June, 2008
   A restricted area in the immediate vicinity of the emergency site as established by the On-Site Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

12. **Mayor**
    The Head of Council or alternate (Deputy Mayor) for the Municipality of Morris-Turnberry

13. **Media Co-ordinator**
    During an emergency the CEMC or alternate for the Municipality of Morris-Turnberry will assume the role of Media Co-ordinator.

14. **Media Information Centre**
    The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Media Co-ordinator.

15. **Health Unit** — revised August, 2007
    Health Unit or alternate for the County of Huron.

16. **On-Site Media Information Centre** — revised June, 2008
    The location at or near the Site from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Site Media Spokesperson, with the approval of the Emergency Site Manager.

17. **On-Site Media Spokesperson** - revised June, 2008
    The On-Site Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson will also work closely with the Media Co-ordinator to ensure that information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

18. **Outer Perimeter**
    The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

19. **O.P.P. Sergeant**
    The Chief of Police for the Municipality of Morris-Turnberry will be the Sergeant of O.P.P. detachment area or alternate.
20. **Reception/Evacuation Centre**
A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. When possible, use schools, since in most cases they make ideal Evacuation Centres.

21. **Recovery**
The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, and restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

22. **Representative Ambulance Service**
A designated representative of the Huron County Ambulance Service.

23. **Secretary to the Administrator Clerk-Treasurer**
The Secretary to the Administrator Clerk-Treasurer for the Municipality of Morris-Turnberry will be responsible for assisting the Administrator Clerk-Treasurer, as required, including, the activation of the Municipal Internal Alerting System.

24. **Social Services Support Group**
The group of Social Service Department Staff responsible for the dissemination of information between the Commissioner of Social Services and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Commissioner and/or the Reception/Evacuation Centre(s).

25. **Solicitor**
The Solicitor as contracted by the Municipality of Morris-Turnberry.

26. **Transportation Co-ordinator**
During an emergency, the Transportation Co-ordinator will be appointed by the ECG.

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

a) Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, ambulance routines.

b) While most emergencies could occur within the geographical area of responsibility of the Municipality of Morris-Turnberry, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

1.2 Aim

a) The aim of the Municipality of Morris-Turnberry Emergency Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Municipality’s services, agencies and personnel to provide the earliest possible response to:

(i) protect and preserve life and property;
(ii) assist the County of Huron and/or other area municipalities as requested;
(iii) minimize the effects of the emergency on the Municipality of Morris-Turnberry; and
(iv) restore essential services.

1.3 Emergency Alerting System

a) The Mayor or the CEMC or Fire Chief or alternates may activate the Emergency Alerting System.

b) The Community Emergency Management Coordinator (CEMC) is responsible for alerting designated members of the Community Control Group and passing on such information as required.

c) The Emergency Alerting System is illustrated in Diagram 1 of this Plan.
d) Members of the Community (revised August, 2007) Control Group who will not be notified by the CEMC, namely the Administrator of Huron County Ontario Works and the Health Unit and County CAO are to refer to the “Municipality of Morris-Turnberry Alerting System” for call-out procedures.
Diagram #1

Emergency Alerting System

revised August, 2007

Incident Occurs

Emergency Services Dispatched

Mayor or Administrator Clerk-Treasurer or Fire Chief or activate Emergency Alerting System by contacting the CEMC

CEMC notify the following designated members of the Community Control Group

- Mayor
- Ontario Provincial Police
- Administrator Clerk-Treasurer
- Ambulance Representative
- Fire Chief
- Public Works Coordinator
Internal Alerting System

- Mayor
  (notified by CEMC)

- Administrator Clerk-Treasurer

- Council Designate(s) of CCG

- Ontario Provincial Police

- Fire Chiefs

- Chief Building Official

- Public Works Coordinator

- Supervisor, Huron County Ontario Works,
  Health Unit (revised August, 2007)
1.4 Emergency Operations Centre — revised August, 2007

a) Introduction and usage of the Operations Centre:

(i) In the event of an emergency, an Emergency Operations Centre (E.O.C.) will be established in the Municipal Offices. The Community Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Administrator Clerk-Treasurer is responsible for the co-ordination of all operations within the Emergency Operations Centre.

(ii) The Emergency Operations Centre will consist of:
• a meeting room for the Community Control Group which is Council Chambers;
• a Communications Room (Main Office);
• a room for the Health and Social Services Support Groups;
• rooms for support and advisory staff and other groups as required; and
• a Media Information Centre and Press Conference Area (Council Chambers).

b) Location

(i) The primary location of the Emergency Operations Centre is the Municipality of Morris-Turnberry Municipal Office – “Council Chambers”.

c) Community Control Group Meeting Room

(i) The Community Control Group requires a secure and quiet meeting room adjacent to the Communication Room.

(ii) To promote an effective emergency meeting, this room requires:
• a map(s) of suitable scale, depicting up-to-date information related to the emergency;
• a visual board depicting up-to-date status information on the emergency;
• a recording device and tapes suitable for recording Community Control Group meetings (optional);
• telephone(s) for outgoing calls only.
d) Communication Room

(i) While the Community Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate Communication Room must be established in close proximity to the Community Control Group Room.

(ii) To be effective, the Communication Room will be Main Office in the Municipal Offices and requires:

- a map(s) of suitable scale depicting up-to-date information related to the emergency;
- a visual board depicting up-to-date status information on the emergency;
- a chronological log of all significant communications and events related to the emergency;
- sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered; and
- each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.

(iii) Each member of the Community Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.

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

e) Communications Manager – E.O.C. Communications Room

(i) A Communications Manager will be designated by the Administrator Clerk-Treasurer to co-ordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.
(ii) The Communications Manager will be responsible for:

♦ providing the Administrator Clerk-Treasurer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;

♦ providing assistance to the communicators in relation to communication equipment problems, where possible and practical;

♦ co-ordinating and prioritizing the flow of messages between the Communication Room and the Community Control Group, and other desired groups or locations;

♦ maintenance of a chronological log of significant communications and events;

♦ maintenance of a situation or status board;

♦ maintenance of a map(s) containing vital information relative to the emergency.
PART II - DECLARATION OF AN EMERGENCY – updated August, 2015

2.1 **Action Prior to Declaration**

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

2.2 **Municipal Emergency**

updated August, 2015

a) The Mayor or Deputy Mayor of the Municipality of Morris-Turnberry, as Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Municipality. This decision is made in consultation with other members of the Community Control Group.

b) Upon such declaration, the Mayor notifies:

2. The Council of the Municipality of Morris-Turnberry;
3. The Mayor ensures that the public, the media and neighbouring municipality’s Officials are also advised of both the declaration and termination of an emergency.
4. The Mayor ensures the notification of the M.P. and the M.P.P.

c) All decisions by the Community Control Group (as appropriate) affecting the lives and property of the inhabitants within the Municipality of Morris-Turnberry shall be made in consultation with the Mayor or Deputy Mayor of the Municipality.
PART III - TERMINATION OF EMERGENCY - updated August, 2015

3.1 Municipal Emergency

a) A municipal emergency may be declared terminated at any time by:

(i) The Mayor or Deputy Mayor; or
(ii) The Municipality of Morris-Turnberry Council; or
(iii) The Premier of Ontario.

b) Upon termination of a Municipal Emergency, the Mayor notifies:

(i) the Council; and
(iii) the Mayor ensures notification of termination to public, media and neighboring municipal officials is completed.
PART IV - REQUEST FOR PROVINCIAL ASSISTANCE — updated August, 2015

4.1 Request for Provincial Assistance

a) Under certain circumstances, departments or agencies responding in accordance with the Municipality of Morris-Turnberry Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

b) When the resources of the Municipality of Morris-Turnberry are deemed insufficient, then the Mayor or alternate may request assistance from the Province of Ontario.


During an emergency, assistance may be requested from the Office of the Fire Marshall and Emergency Management (updated August, 2015) at any time. Office of the Fire Marshall and Emergency Management (updated August, 2015) maintains a 24-hour duty roster and can be reached during business hours at (416) 314-0472 / (416) 314-0473 or 1-866-314-0472. The Office of the Fire Marshall and Emergency Management (updated August, 2015) can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, the Office of the Fire Marshall and Emergency Management is prepared to send a Staff member(s) to the Municipality of Morris-Turnberry to provide provincial liaison.

d) Under Section 7 of the Emergency Management and Civil Protection Act RSO 1990, Chapter E. 9 380 Act/04, RSO 1990, Chapter E9, an order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:


1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.

2. One of the following circumstances exists:

   i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.

   ii. The resources referred to in subparagraph I may be insufficiently effective to address the emergency.

   iii. It is not possible, without risk of serious delay, to ascertain whether the resources referred to in subparagraph I can be relied upon. 2006, c. 13, s. 1 (4)
PART V – COMMUNITY CONTROL GROUP  
revised August, 2007

5.1 Composition

a) The Community Control Group is comprised of persons holding the following positions, or their appropriate alternates:

(i) Mayor
(ii) CEMC
(iii) Administrator Clerk-Treasurer
(iv) Deputy Mayor
(v) Two (2) Council Member Designates

b) Additional personnel called or added to the Community Control Group may include:

(i) Emergency Health Care Representative
(ii) Administrator of Huron County Ontario Works
(iii) Health Unit
(iv) Ambulance Service representative Emergency Planning Manager
(v) Ontario Provincial Police representative;
(vi) Maitland Valley Conservation Authority representative;
(vii) Provincial representative; and
(viii) any other officials, experts or representatives deemed necessary by the Community Control Group.
(ix) Public Works Coordinator
(x) Fire Chiefs

c) The Community Control Group may function with only a limited number of persons depending upon the emergency. While the Community Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of all members of the Community Control Group.
Diagram #3 – The Emergency Area

Emergency Site Design

Incident Command Post

- Equipment Staging
- Equipment Maintenance
- Inner Perimeter
- Controlled Access
- Outer Perimeter
- Ambulance Assembly Area
- First Aid Centre
- Temporary Morgue
- Property Recovery Centre
- Information Center
- Media Center
- Controlled Access
- Portable Toilets
- Sleeping Accommodations
- Feeding Facilities
5.2 Responsibilities.

5.2.1 General. In an emergency situation, members of the EOCG and other senior officials have a number of general duties to perform.

5.2.2 Responsibility. Emergency responsibilities will be carried out at the discretion of each individual or agency, or at the request of the EOCG. For all officials responding to emergencies, it is essential that:

(a) All actions are made in good faith and are not contrary to law;

(b) Precautions are taken to protect the welfare of any emergency worker under his/her authority. Specific attention should be taken to identify those individuals experiencing high stress levels, fatigue and hunger.

5.2.3 Emergency Operations Control Group (EOCG). Revised August, 2007

In an emergency, the Municipality of Morris-Turnberry Emergency Operations Control Group (EOCG), as an organization, will be responsible for the following:

(a) Assembling at the Emergency Operation Centre (EOC) in response to the Emergency Alert, in order to exchange information, assess the situation and determine an appropriate response procedure;

(b) Establishing a communication link with the Initial Site Manager, as a way to assess the severity of the incident and ensure all necessary support agencies have been dispatched to the scene;

(c) Determining if representatives of other public or private organizations should be requested to join the EOCG and assist with the coordination of emergency operations;

(d) Delegating a suitable alternate for any EOCG member who is unavailable

(e) Ensuring that a Council member assumes the role of Acting Mayor, if the Mayor, subject to by-law and/or provincial legislation, is unavailable (see section 5.3.1 of this plan);

(f) Advising the Mayor or Acting Mayor on the need to declare an emergency in all, or part, of the Municipality of Morris-Turnberry;

(g) Requesting assistance from any agency or service prior to the declaration of an emergency, as required;
(h) Ensuring that all municipal staff are notified of the emergency and instructed on where to meet;

(i) Appointing a Lead Agency for emergency operations, in accordance with the criteria outlined in section 6.1.7 (i) of this plan;

(j) Ensuring the Lead Agency appoints an Emergency Site Manager in accordance with the criteria outlined in section 6.1.7 (ii) of this plan;

(k) Advising the Mayor on the need to discontinue any utility or service provided by public or private organizations that threatens the welfare of citizens or “emergency workers”;

(l) Advising the Mayor on the need to order an evacuation of residents threatened by the emergency;

(m) Determining an effective evacuation route for residents threatened by an incident, in consultation with the Emergency Site Manager;

(n) Arranging assistance from senior levels of government, as well as individuals or agencies capable of supplying personnel and equipment;

(o) Appointing an individual possessing experience in media relations to act as a Media Coordinator, in order to release accurate and relevant information to the public;

(p) Advising the Mayor on the need to contribute additional municipal funds for emergency response and recovery operations;

(q) Determining if additional volunteers are required and if an appeal for volunteers is warranted;

(r) Providing staff and material to any voluntary agency supporting emergency operations, as available;

(s) Identifying locations where “Emergency Centres” can be established to coordinate media information, register volunteers, shelter evacuees and provide medical assistance, as necessary;

(t) Notifying all services and organizations under its direction when the emergency is terminated;

(u) Initiating and coordinating emergency recovery operations, to ensure the safe re-occupation of homes and businesses, as well as the expedient restoration of municipal services;
(v) Appointing a lead agency for emergency recovery operations, if the emergency circumstances have changed and another department or organization would be more appropriate;

(w) Ensuring the lead agency for recovery operations appoints an Emergency Site Manager;

(x) Overseeing the recovery operation and providing the lead agency with any assistance necessary to complete the activity;

(y) Organizing a Recovery Plan Committee

(z) Delegating Municipal officials to prepare a damage report for uninsured municipal property, as necessary;

(a1) Coordinating a debriefing session for all emergency workers after the emergency has been terminated;

(a2) Undertaking a thorough review of the Municipality’s response operations, in order to prepare for future emergencies.

(a3) All responding agencies submit a report and the Administrator Clerk Treasurer will prepare a report and submit to the Council of the Municipality of Morris-Turnberry within two weeks after the event. – Added August, 2007
5.3.1 Mayor – revised August, 2007

In an emergency, the Mayor, subject to by-law and/or provincial legislation, is the Municipality’s primary decision-making authority and will have the following responsibilities:

(a) Chairing and scheduling all meetings of the EOCG;

(b) Ensuring Municipal Council is kept informed on the operations and decisions of the EOCG;

(c) Approving, in consultation with the EOCG, major announcements and media releases;

(d) Declaring and terminating an emergency, in accordance with section 2.1 and 3.1 of this plan;

(e) Authorizing all EOCG decisions, including the;

(i) Evacuation of persons within the "Emergency Area" who are judged to be in danger, or whose presence hinders emergency operations;

(ii) Discontinuation of any service which constitutes a hazard to residents or emergency workers;

(iii) Appeal for assistance from senior levels of government and any public or private agencies not under municipal control;

(iv) Provision of municipal funds for emergency operations.
5.3.2 **Community Emergency Management Coordinator (Administrator Clerk – Treasurer)** revised August, 2007

*In an emergency, the Community Emergency Management Coordinator (CEMC) will be responsible for the following:*

(a) Act as a resource and advisor to the Mayor, Administrator and EOCG especially as regards emergency procedures;

(b) Ensure that the primary or secondary EOC sites are stocked and prepared for use;

(c) Determining an alternate Emergency Operations Centre (EOC).

(d) Liase with EMO representatives either at the local or provincial level

(e) Notifying support and advisory staff of the emergency situation and the location of the EOC, as necessary;

(f) Requesting, in consultation with the EOCG, the assistance of any individual or agency capable of supporting emergency operations;

(g) Assuming the role of the Purchasing and Volunteer Coordinator, or appointing an individual knowledgeable in the acquisition of materials and human resources to fulfill this responsibility (see section 6.1.10 of this plan);

(h) Ensuring that all members of the EOCG are supplied with the necessary materials and communication devices to fulfill their emergency response duties;

(i) Supplying individuals and agencies with any information in the Emergency Resources File or the Municipal Directory that may be of assistance;

(j) Maintaining a log of all EOCG activities during the emergency and submitting a summary of the log to Municipal Council within a month of the emergency termination.
5.3.3 Administrator Clerk-Treasurer.

In an emergency, the Administrator Clerk-Treasurer and his/her staff will be responsible for the following:

(a) Consulting with the Department Head, or delegate, of the first agency responding to the incident, in order to determine the need to initiate the Municipality of Morris-Turnberry Emergency Alert;

(b) Instructing the OPP Communicator to initiate the Municipality of Morris-Turnberry Emergency Alert, when necessary;

(c) Acting as the chief advisor to the Mayor and EOCG on municipal procedures and policies;

(d) Coordinating all activities of the EOC, including the provision of support staff and the establishment of a communication link with the Initial Site Manager;

(e) Preparing an agenda and providing a secretary for all meetings of the EOCG;

(f) Ensuring all EOCG decisions are recorded;

(g) Ensuring that all EOCG members have briefed their staff on the situation and, if necessary, have requested staff to assist with operations;

(h) Maintaining the usual responsibilities of the Municipal Office;

(i) Maintaining a log of all EOCG activities during the emergency and submitting a summary of the log to Municipal Council within a month of the emergency termination.

(j) The provision of support staff to assist the Community Control Group in the coordination, collection and dissemination of information relative to the emergency;

(k) Ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;

(l) Participating in a debriefing and assisting the Emergency Planning Manager in the preparation of a report on the emergency.

(m) The provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Municipality of Morris-Turnberry;
(n) The provision and securing of equipment and supplies not owned by the Municipality of Morris-Turnberry, as required by members of the Community Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency;

(o) Maintaining and updating a list of all vendors who may be required to provide supplies and equipment;

(p) Ensuring that records of expenses are maintained for future claim purposes;

(q) Liaising with purchasing agents of other municipalities and cities, if necessary;

(r) Liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;

(s) Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;

(t) Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding.

(u) Preparing report to Council within two weeks after event. — added August, 2007
5.3.4 Council Designates

The Council Designates are responsible for:

(i) assisting in all decisions of the EOC
(ii) assisting in any way necessary, as designated by the Head of Council.
5.3.5. OPP Detachment Commander, or Designate revised August, 2007

In an emergency, the OPP Detachment Commander, or Designate and his/her staff will have the following responsibilities:

(a) Consulting with the Administrator Clerk-Treasurer on the need to assemble the EOCG, if the OPP is the first agency responding to the incident;

(b) Appointing an Emergency Site Manager, if the EOC designates the OPP as the lead agency for emergency operations (see section 6.1.7) of this plan;

(c) Establishing a command post facility at the emergency site to restrict access and organize response operations, if appropriate;

(d) Ordering the immediate evacuation of buildings, if residents are threatened by the emergency;

(e) Coordinating evacuation procedures in less life-threatening situations, when requested by the EOCG;

(f) Maintaining order in the emergency area and safeguarding against the looting of property from casualties, emergency response staff and evacuated buildings;

(g) Notifying the coroner of fatalities and establishing temporary morgues, when required. The location of all bodies will be marked, the fatalities will be tagged and removed to the morgue and the deceased’s next of kin will be notified;

(h) Maintaining order within all Emergency Centres, as required;

(i) Arranging for additional OPP support, if necessary;

(j) Maintaining the usual responsibilities and procedures of the OPP.
5.3.6 Hydro Superintendent or Designate, as Required.

In an emergency, the Hydro Superintendent and his/her staff will be responsible for:

(a) Consulting with the Administrator Clerk-Treasurer on the need to assemble the EOCG, if Hydro is the first agency responding to the incident;

(b) Appointing an Emergency Site Manager, if the EOCG designates Hydro as the lead agency for emergency operations (see section 10.5.3) of this plan;

(c) Arranging for public or private utility suppliers to discontinue any service that endangers residents or emergency operations;

(d) Activating alternate sources of utilities, where necessary and practical;

(e) Prioritizing the restoration of affected services, as dictated by the needs of essential users (such as homes for the aged);

(f) Providing vehicles and personnel to assist in emergency operations, when necessary and available;

(g) Maintaining the usual responsibilities of Hydro.

(h) This person may be contacted by telephone.
5.3.7 Public Works Coordinator

In an emergency, the Public Works Coordinator and his/her staff will be responsible for the following:

(a) Consulting with the Administrator Clerk-Treasurer on the need to assemble the EOCG, if the Works Department is the first agency responding to the incident;

(b) Appointing an Emergency Site Manager, if the EOCG designates the Works Department as the lead agency for emergency operations (see 10.5.3) of this plan;

(c) Ensuring unimpeded road access to the emergency by;

- Clearing any debris that inhibits vehicle movement;
- Maintaining roads and bridges in usable condition;
- Establishing barricades and flashers to better direct traffic;
- Maintaining snow removal and sanding operations;
- Undertaking tree removal operations, in cooperation with Hydro;

(d) Supplying municipal equipment and vehicles with operators, as requested and available;

(e) Procuring and organizing any resources that might assist emergency operations, such as pumping equipment or sandbags;

(f) Acting as a liaison with senior Public Works officials of neighbouring municipalities, if necessary;

(g) Requesting support from any industrial, engineering or construction company that can assist emergency operations;

Acting as the Municipal Flood Coordinator in a flood-related emergency;

(i) Consulting with the Maitland Valley Conservation Authority on flood management matters;

(j) Arranging for, or conducting, such tests as are necessary to determine the degree of hazard existing in buildings from explosive, flammable or toxic agents;

(k) Advising the EOCG on the structural safety of all buildings affected by the incident and notifying the group on the need to evacuate residents from any building;

(l) Arranging for the demolition of unsafe structures;

(m) Maintaining the usual activities of the Public Works Department.
5.3.8 Fire Chief.

In an emergency, the Fire Chief and his/her staff will be responsible for the following:

(a) Consulting with the Administrator Clerk-Treasurer on the need to assemble the EOCG, if the Fire Department is the first agency responding to the incident;

(b) Appointing an Emergency Site Manager, if the EOCG designates the Fire Department as the lead agency for emergency operations (see section 6.1.7 of this plan);

(c) Coordinating all activities connected with fire suppression, rescue and extraction operations;

(d) Advising the EOCG on matters concerning fire suppression and/or prevention in the emergency area;

(e) Coordinating evacuation procedures, if residents are threatened by fire or chemical contamination;

(f) Arranging for additional fire support by notifying the Huron County Fire Coordinator or by requesting assistance from the Fire Marshall of Ontario, when necessary;

(g) Determining if special equipment is required for emergency workers, including breathing apparatus and protective clothing;

(h) Providing assistance and equipment to other municipal departments engaged in large scale, non-fire fighting operations (including search and rescue, first aid and pumping operations), as appropriate;

(i) Advising the EOCG on the availability of volunteer Fire Department staff, if a prolonged emergency situation is expected;

(j) Maintaining the usual responsibilities of the Fire Department.
5.3.9 **Health Unit, as Required.** *(revised August, 2007)*

*In an emergency, the Health Unit and his/her staff will have the following responsibilities:*

(a) Assessing the emergency situation and determining its potential impact on public health;

(b) Activating the *Huron-Perth Health Unit Emergency Plan* and ensuring that all Health Unit Department Heads and the Ontario Ministry of Health are advised of the emergency;

(c) Coordinating the emergency response activities of each Health Unit Department in consultation with the appropriate Department Head;

(d) Providing advice and expertise to the EOCG on all matters relating to the public health;

(e) Coordinating the Municipality’s crisis relief operations in disease-related emergencies (such as epidemics), according to Ministry of Health policies;

(f) Providing for the inspection of all facilities with existing or potential health hazards;

(g) Acting as a liaison with local nursing care homes to ensure the well-being of residents, as required;

(h) Coordinating all efforts to prevent and control the spread of disease during an emergency, such as authorizing mass immunizations;

(i) Authorizing the purchase/prescription of any necessary medical supplies;

(j) Requesting assistance from neighbouring health units and Provincial Ministries, as necessary;

(k) Advising the EOCG with respect to issues of water and food quality;

(l) Acting as a liaison with hospital authorities, ambulance services, the Social Services Administrator and Provincial Ministries on areas of mutual concern;

(m) Working in conjunction with the Media Coordinator to provide the community with regular briefings on health and safety matters.
5.3.10 Social Services Administrator, as Required.

In an emergency, the Social Services Administrator and his/her staff are responsible for:

(a) Coordinating the emergency response activities of the County of Huron Social Services Department;

(b) Ensuring the well-being of residents displaced from their homes by supervising the opening and staffing of temporary Evacuee and Victim Assistance Centres, as required;

(c) Requesting the support of voluntary agencies capable of providing emergency lodging, feeding, counselling, clothing, and registration services, as required;

(d) Entering into operating agreements with those voluntary agencies that typically support emergency operations (e.g. Canadian Red Cross Society, St. John Ambulance, Salvation Army);

(e) Arranging for the purchase of food and supplies for “emergency workers”, as required;

(f) Acting as a liaison with the Health Unit and volunteer agencies on matters relating to the operation of Emergency Centres;

(g) Discussing with the EOGC on the need to establish emergency shelters;

(h) Assuming responsibility for any emergency shelter facility established by the Town, the OPP or the Fire Department, when appropriate;

(i) Notifying the EOGC on any supplies necessary at the emergency shelters.
5.4.11 Community Services Coordinator

The Community Services Coordinator for the Municipality of Morris-Turnberry is responsible for:

a) arranging for the opening and maintenance of any facility or facilities, as required;

b) providing security for the Emergency Operations Centre or arranging for security at any facility or facilities, as required;

c) coordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;

d) liaising with the Administrator Clerk-Treasurer for food and supplies, as required;

e) coordinating and processing requests for human resources;

f) coordinating offers of and appeals for volunteers in conjunction with the Media Coordinator and under the direction of the Community Control Group;

g) selecting the most appropriate site(s) for the registration of human resources

h) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;

i) liaising with Huron County Ontario Works regarding the completion/distribution of Volunteer Registration Forms

j) receiving and maintaining all completed volunteer registration forms. After the termination of an emergency, this information must be delivered within 24 hours to the Administrator Clerk-Treasurer;

k) ensuring identification cards are issued to volunteers and temporary employees, where practical;
5.3.12 Secretary to the Administrator Clerk-Treasurer

The Secretary to the Administrator Clerk-Treasurer for the Municipality of Morris-Turnberry is responsible for:

a) assisting the Administrator Clerk-Treasurer, as required, including the activation of the Municipal Internal Alerting System;

b) ensuring decisions made and actions taken by the Community Control Group are recorded appropriately;

c) providing identification cards to Community Control Group members and support staff
5.3.13 **Transportation Coordinator**

In the event of an emergency, the Transportation Coordinator will be appointed by the ECG and is responsible for:

a) Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the Support and Advisory Staff;

b) liaising with Municipal Transportation Coordinators, if necessary;

c) procuring Staff to assist, as required;

d) ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form should be completed and forwarded to the Director of Community Services.
5.3.14 **Chief Building Official**

The Chief Building Official is responsible for:

a) the provisions of information and advice to the Emergency Control Group on matters pertaining to building conditions and safety.

b) assisting as needed in the operations of the Emergency Operations Centre.
5.3.15 **Emergency Information Officer** - updated August, 2015

The Emergency Information officer shall be the Municipality’s contact with the Office of the Fire Marshall and Emergency Management *(updated August, 2015)*
PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF

6.1 **Additional Representation.** The EOCG can request the assistance of any other official or agency capable of supporting emergency operations. *This section identifies a number of these organizations and outlines what their responsibilities may entail in an emergency.*

6.1.1 **Wingham and District Hospital; Seaforth Hospital or other designated Hospital**

*In an emergency, a representative of the Wingham and District Hospital; Seaforth Hospital or other designated Hospital will have the following responsibilities;*

(a) Initiating and maintaining communication between ambulance services at the incident scene and other hospitals, public health units, the Ministry of Health and other provincial ministries and agencies, as required;

(b) Disseminating information to the Mayor and the EOCG on hospital operations, when available and appropriate;

(c) Acting as a liaison with the Health Unit and the Supervisor of Ambulance Services on issues of casualty transportation and medical support, as necessary.

6.1.2 **Supervisor of Ambulance Services.**

*In an emergency, the Supervisor of Ambulance Services, or designate, will have the following responsibilities:*

(a) Coordinating the activities of the ambulance services with personnel from Wingham and District Hospital, the Health Unit and all other medical and ambulatory services, as necessary;

(b) Working in conjunction with the Emergency Site Manager to establish an Ambulance Command Site at the emergency scene;

(c) Assisting with evacuee transportation, as appropriate.

6.1.3 **Maitland Valley Conservation Authority;**

*In a flood-related emergency, the Maitland Valley Conservation Authority will be responsible for:*

(a) Issuing Emergency Flood Warning Messages, in accordance with the *Flood Emergency Plan* (located in the Emergency Resources File);
(b) Providing the Municipal Flood Coordinator (Public Works Coordinator) with advice on flood prevention and reduction measures.

6.1.4 Representatives of Provincial Ministries.

In an emergency, Provincial Ministries assisting the Municipality’s response activities will be responsible for:

(a) Working in conjunction with the EOCG to assess the situation and determine the appropriate course of action;

(b) Notifying Ministry headquarters on the emergency situation and arranging for any additional support, including federal government aid.

6.1.5 Municipal Council Members.

In an emergency, members of Municipal Council may be asked by the EOCG to support a variety of emergency operations.

6.1.6 Emergency Placements.

6.1.6.1 General. In an emergency, the EOCG may determine the need to appoint municipal employees or registered volunteers to temporary positions. This section outlines the responsibilities of each “Emergency Placement”.

6.1.6.2 Initial Site Manager.

The Initial Site Manager will be the senior official of the first agency responding to an emergency incident. This individual will be responsible for:

(a) Undertaking any measure necessary to minimize the threat to life at the accident site;

(b) Notifying the Department Head if a municipal emergency appears imminent;

(c) Instructing the OPP Communicator to disseminate any information to the media that may be immediately required to protect the health and welfare of the community;

(d) Establishing and maintaining a communication link with the Administrator Clerk-Treasurer at the EOC;

(e) Briefing the Emergency Site Manager on emergency relief operations, as necessary.
6.1.7 Emergency Site Manager.

An Emergency Site Manager will be appointed by the Lead Agency of emergency operations.

On-Site Command – The EOCG will ensure that the emergency response operations at the scene and (1) coordinated by the appropriate agency and (2) provided all necessary materials and support staff.

(1) Lead Agency – The EOCG will appoint the organization that is traditionally responsible for managing that type of incident as the “lead agency” of on-scene operations. In situations where the lead agency is not represented on the EOCG, the agency will appoint an individual to the group.

(2) Emergency Site Manager – The Lead Agency will appoint an Emergency Site Manager to coordinate all on-scene emergency response activities. The Emergency Site Manager should be an individual who:
(a) Has undertaken specific training in emergency site management and may have field experience in crisis-related activities.
(b) Possesses a familiarity with the roles and response capabilities of those agencies involved in emergency operations;
(c) is aware of the various laws and policies that may influence that management of the emergency.

(3) Command Post – The EOCG, in consultation with the Emergency Site Manager, may determine that the disaster area requires a Command Post Facility. By establishing a command post, on-site emergency staff can be effectively briefed and organized into response terms. In addition, emergency site management can restrict access to the scene.

The Emergency Site Manager will be responsible for:

(a) Organizing meetings with emergency response agencies at the scene, in order to;

   (i) Exchange information;
   (ii) Evaluate the situation;
   (iii) Prioritize emergency response;
   (iv) Delegate tasks and tactics to the responding groups;
   (v) Determine any extenuating factors that could affect emergency operations;

(b) Assessing the existing resources at the scene and notifying the EOCG when additional materials, administrative staff and medical services are required;
(c) Maintaining a communication link with the appropriate representative on the EOCG.

(d) Establishing a command post at the emergency scene, if appropriate;

(e) Monitoring site management activities and redirecting emergency response as circumstances change;

(f) Assuming the role of On-Scene Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.

6.1.8 Media and Public Relations

Media and Public Relations is responsible for:

(a) upon implementation of this Emergency plan, it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

(b) in order to fulfill these functions during an emergency, the following positions will be established:

(i) an On-Site Media Spokesperson will be appointed by the Emergency Site Manager;

(ii) the Media Coordinator at the Emergency Operations Centre will be the Administrator Clerk-Treasurer or designate;

(iii) the Secretary to the Administrator Clerk-Treasurer will assume the role of Citizen Inquiry Supervisor.

(c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres – one near the scene (the On-Site Media Information Centre) and the other near the Emergency Operations Centre (E.O.C. Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the E.O.C. Media Information Centre.
6.1.9 Citizen Inquiry Supervisor.

A Citizen Inquiry Supervisor may be appointed Media and Public Relations to:

(a) Establish and staff a citizen inquiry service at the Media Information Centre, in order to respond to questions from the public. All information released will be reviewed by the Media Coordinator and approved by the EOCG;

(b) Notify the Media Coordinator on the designated telephone number(s) of the Citizen Inquiry service;

(c) Notify the Administrator Clerk-Treasurer if any resources are necessary to operate the service;

(d) Redirect inquiries not pertaining to emergency operations to the appropriate individual or organization.

6.1.10 Purchasing and Volunteer Coordinator.

A Purchasing and Volunteer Coordinator may be appointed by the Administrator Clerk-Treasurer to:

(a) Work in conjunction with the EOCG to determine what resources are required to support relief activities;

(b) Arrange for temporary assistance from any government department, private agency or volunteer group, as appropriate;

(c) Notify the Media Coordinator on the need to request volunteer support from the public;

(d) Appoint individuals to register volunteers as “emergency workers” and organize any materials donated to the Municipality;

(e) Ensure emergency workers complete the necessary registration forms and that a copy of each agreement is retained for Municipal records. Where practical, emergency workers should also be issued identification cards;

(f) Work in conjunction with the EOCG and municipal staff to determine where emergency workers should be assigned;

(g) Supervise the opening and operation of a Volunteer Registration Centre, when appropriate, and advising the EOCG on any staffing requirements. The Centre will serve as a centralized location to dispatch equipment, assign billets and arrange feeding for emergency workers;
(h) Inform the Media Coordinator and the EOCG on the establishment of the Volunteer Registration Centre and identify any designated telephone number(s);

(i) Maintain a record of all purchases and claims incurred by the Municipality during the emergency;

(j) Arrange for volunteers to canvass the community, in order to monitor the health and welfare residents. This will only occur when officials at the Community Care Access Centre (CCAC) for Huron request assistance or cannot be contacted (Note: The Administrator Clerk-Treasurer will maintain an updated copy of all local CCAC clients);

(k) Ensure that volunteers have the necessary materials to canvass local residents in a safe and effective manner (e.g. nametags, flashlights, reflective vests and, if possible, communication devices).

6.1.11 On-Site Media Spokesperson. – revised June 2008

An On-Site Media Coordinator may be designated by the Emergency Site Manager to:

(a) Establish and coordinate an On-Site Media Centre where the media can assemble in a safe, appropriate location near the emergency scene;

(b) Ensure that the Media Coordinator and the EOCG are advised on (1) the location of the On-Site Media Centre and (2) the telephone number(s) of the facility;

(c) Establish a communication link with the Media Coordinator, to ensure that any information provided to media representatives is accurate and consistent;

(d) Respond to any media inquiries pertaining explicitly to the emergency scene, while redirecting all other inquiries to the Media Coordinator or the citizen inquiry service;

(e) Coordinate media photograph sessions and on-site interviews at the emergency site, where necessary and appropriate;

(f) Organize media representatives into pools, as a means to control the number of individuals visiting the site.
6.1.12 **Additional Support Agencies.** – revised August, 2007
revised June, 2008

6.1.12.1 **General.** As indicated in section 5.2.3 of this plan, the EOCG has the authority to request the assistance of any individuals or organizations capable of supporting emergency operations. The following section identifies a number of these authorities.

6.1.12.2 **Canadian Red Cross Society.** The Canadian Red Cross Society can be requested by the Social Services Administrator, or delegate, to undertake registration and inquiry duties at the Evacuee Centre. In addition, the Red Cross can mobilize its Regional Emergency Response Teams to assist with mass feeding, shelter and personal services.

6.1.12.3 **Coroner.** If a death occurs, a coroner must be immediately notified by the senior OPP official at the emergency scene. The coroner has the authority to take possession of the body or authorize a qualified official to secure the body. When necessary, the coroner will also advise the EOCG to establish a temporary morgue.

6.1.12.4 **County of Huron.** The Mayor, or delegate, can notify the County Clerk-Administrator and request support from the County of Huron.

6.1.12.5 **Amateur Radio Emergency Services (ARES).** When traditional methods of communication are not functioning effectively, the Administrator Clerk-Treasurer, or delegate, will request the assistance of a local ARES representative. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

6.1.12.6 **Salvation Army.** The Salvation Army can be requested by the Social Services Administrator, or delegate, to support emergency shelter, feeding, clothing and clergy services at Emergency Centres.

6.1.12.7 **School Boards.** In the event of an emergency during normal school hours, the principal(s) of any affected school(s) will determine the need to evacuate students. An evacuation decision should be made in consultation with the EOCG, in order to ensure the safety of the student body outside of school grounds. The Social Services Administrator, or delegate, may also request the use of any school facility as an Emergency Centre. This request should be made to the principal of any selected school and the affiliated Board of Education should be notified of the request.

6.1.12.8 **Spills Action Centre.** When a dangerous spill of pollutants has occurred, the Ministry of Environment and Energy’s Spills Action Centre must be
contacted by the discharger or the responding agency. The Spills Action Centre will provide advice and investigate the incident.

6.1.12.9 **St. John Ambulance.** The St. John Ambulance can be requested by the Social Services Administrator, or delegate, to establish First Aid posts or undertake any activity within its capacity.

6.1.12.10 **Solicitor.** The Solicitor of the Municipality of Morris-Turnberry is responsible for the provision of advice to any member of the Community Control Group and the Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Municipality of Morris-Turnberry in its response to the emergency, as requested.

6.1.12.11 **Engineer.** The Engineer may be requested to advise the EOCG on various engineering issues, as well as acting as a liaison with engineering firms.
PART VII - MEDIA AND PUBLIC RELATIONS

7.1 Introduction
- revised June, 2008

a) upon implementation of this Emergency Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

b) in order to fulfill these functions during an emergency, the following positions will be established:

(i) an On-Site Media Spokesperson will be appointed by the Emergency Site Manager;

(ii) a Media Co-ordinator or Administrator Clerk-Treasurer at the Emergency Operations Centre may appoint an alternate who will report directly to the Administrator Clerk-Treasurer;

(iii) the Administrator Clerk-Treasurer will assume the role of Citizen Inquiry Supervisor.

c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the site (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (E.O.C. Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the E.O.C. Media Information Centre.

7.2 On-Site Media Spokesperson
- revised June, 2008

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

a) establishing and co-ordinating an On-Site Media Information Centre in a safe, appropriate location, at or near the scene, for the media to assemble;

b) establishing a communication link and liaising regularly with the Media Co-ordinator at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the Media Co-ordinator at the E.O.C. Media Information Centre;
c) redirecting all inquiries regarding decisions made by the Community Control Group and the emergency as a whole, to the Media Co-ordinator at the Emergency Operations Centre;

d) responding to inquiries from the media **pertaining to the site only**;

e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
   (i) Media Co-ordinator
   (ii) Emergency Site Manager
   (iii) Police Media Relations Officer
   (iv) emergency services personnel at site (where possible)
   (v) any other appropriate personnel or agencies.

f) controlling and redirecting media to the On-Site Media Information Centre;

g) where necessary and appropriate, co-ordinating media photograph sessions at the site;

h) co-ordinating on-site interviews between the emergency service's personnel and the media.

7.3. **Media Co-ordinator**  
- revised June, 2008

The Media Co-ordinator for the Municipality of Morris-Turnberry is the Administrator Clerk-Treasurer, who is responsible for:

a) As the **primary** Media Co-ordinator, the Media Co-ordinator will establish a communication link with the On-Scene Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Media Co-ordinator(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;

b) designating and co-ordinating an E.O.C. Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;

c) briefing the Community Control Group on how the E.O.C. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;

d) liaising regularly with the Community Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
e) establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:

(i) Media
(ii) Community Control Group
(iii) On-Site Media Spokesperson
(iv) Police Media Relations Officer
(v) Citizen Inquiry Supervisor(s)
(vi) Any other appropriate persons, agencies or businesses

f) providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;

g) ensuring that the media releases are approved by the Administrator Clerk-Treasurer prior to dissemination, and distributing hard copies of the media release to the E.O.C. Media Information Centre, the Community Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

h) monitoring news coverage, and correcting any erroneous information;

i) maintaining copies of media releases and newspaper articles pertaining to the emergency.

7.4. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor will be appointed by the ECG and is responsible for:

a) automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal office or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the E.O.C. Media Information Centre;

b) apprising the Media Co-ordinator at the E.O.C. Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);

c) apprising the affected emergency services and the Community Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;

d) continually liaising with the Media Co-ordinator to obtain current information on the emergency;
e) responding to and re-directing inquiries and reports from the public based on information from the Media Co-ordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);

f) responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;

g) responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through Huron County Ontario Works Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.

h) procuring Staff to assist, as required.
PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS


Should a flood emergency situation develop in the Municipality of Morris-Turnberry, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning “Declaration of Flood Emergencies and Flood Response Plans” from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

“Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation.”

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

a) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;

b) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority - (519) 335-3557. Refer to Maitland Valley Conservation Authority Contingency Plan on file at the Municipal Office.

c) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. The Office of the Fire Marshall and Emergency Management (updated August, 2015) may also be contacted.

8.2. Saugeen Valley Conservation Authority- updated August, 2015

Should a flood emergency situation develop in the Municipality of Morris-Turnberry, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning “Declaration of Flood Emergencies and Flood Response
“Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation.”

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

d) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;

e) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Saugeen Valley Conservation Authority (519) 364-1255. Refer to Saugeen Valley Conservation Authority Contingency Plan on file at the Municipal Office.

f) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. The Office of the Fire Marshall and Emergency Management may also be contacted.

8.3. **Avon Maitland District Board of Education and Huron-Perth Catholic District School Board**

The Avon Maitland District Board of Education and the Huron-Perth Catholic District School Board are responsible for:

a) the provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Police Service;

b) upon being contacted by the Administrator of Huron County Ontario Works or designate, providing a Avon Maitland District Board of Education/Huron-Perth Catholic District School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives.

c) in the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
(i) implementing the school “Stay-Put” Emergency Plan; or

(ii) implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

8.4. **Hospital Administrator**

a) Within the Municipality of Morris-Turnberry, there are four hospitals:

(i) Wingham & District Hospital
(ii) Seaforth Hospital
(iii) Clinton Hospital
(iv) Goderich Alexandra Marine

b) During an emergency, the Hospital Administrator is responsible for:

(i) implementing their Hospital Emergency Plan;

(ii) liaising with the Administrator of Huron County Ontario Works/ Health Unit and local ambulance representatives with respect to hospital and medical matters, as required;

(iii) evaluating requests for the provision of medical site teams;

(iv) liaising with the Ministry of Health, as appropriate.
PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES

9.1. Plan Maintenance and Revision

   a) Municipality of Morris-Turnberry Emergency Plan will be maintained and distributed by mail.

   b) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Community Control Group. This will be co-ordinated by the CEMC.

   c) The Emergency Plan shall be only revised by By-law or by resolution of Municipal Council; however, minor administrative changes may be made by the CEMC.

   d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the CEMC forthwith of any revisions or administrative changes.

9.2. Testing of Plan

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

9.3. Internal Procedures

   a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.

   b) Each department/service shall designate a member of its Staff to maintain and revise its own emergency procedures or guidelines.