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EXECUTIVE SUMMARY
Introduction

The Council of the Municipality of Morris-Turnberry passed By-Law No. 53-2004, on the 20th day of September, 2004, being a by-law to formulate an emergency management program for the Municipality of Morris-Turnberry. By-law No. 53-2004 is entitled” Emergency Program and Plan”.

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. **Chief Building Official**
The Chief Building Official or alternate for the Municipality of Morris-Turnberry.

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

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

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

8. **Community Control Group** – revised August, 2016
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. Appendix 4 – CEMPC Contact List.

9. **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.

10. **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.

11. **Fire Chief** – revised August, 2016
The Chief of the North Huron Fire Department detachment or alternate and Chief of Huron East - (Brussels Station)Fire Department detachment or alternate
12. **Human Resources** - added August, 2016
   The Human Resources Committee or alternate.

13. **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.

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

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

16. **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.

17. **Medical Officer of Health, Huron County Health Unit** – revised August, 2016
   The Medical Officer of Health of the Huron County Health Unit or alternate for the County of Huron.

18. **Mutual (Fire) Aid Coordinator** - added August, 2016
   The Mutual Aid Coordinator or alternate.

19. **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.

20. **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.

21. **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.

22. **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.

23. **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.

24. **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.

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

26. **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.

27. **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).

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

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

30. **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.

c) County of Huron Assistance: - added August, 2016

If a local municipality declares an emergency and determines that they require further assistance from the County of Huron, the local Head of Council can request Council support by notifying the Warden. The Warden will in turn contact the Council Chief Administrative Officer who will notify the appropriate department head(s). If the situation requires a significant amount of County resources or the Warden decides, in consultation with the local Head(s) of Council, that the emergency response activities could be better directed by the Council, the Warden will contact the County Alerting System to activate.

When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and contact the County Alerting System to activate. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipal Community Control Groups cease. Selected members of the local municipal Community Control Groups may become part of the County’s Control Group.

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.
This plan does not intend to identify counter measures for all conceivable crisis situations, but rather develop a standard procedure from which the Municipality authorities can monitor the incident, obtain additional support, and direct a controlled response.

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

Fire Chiefs

Ontario Provincial Police

Chief Building Official

Public Works Coordinator

Supervisor, Huron County Ontario Works,
Health Unit (revised August, 2007)
1.4 **Emergency Operations Centre** — revised August, 2016

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 coordination 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;
- 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
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.

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.

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.

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

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

The Communications Manager 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.
- making arrangements to obtain private sector communications equipment and facilities, if traditional systems are inoperative; and
• activating the emergency notification system of the local amateur radio operators group if appropriate.

Emergency Re-Fuelling Centre – Added August, 2016

In certain situations, fuel may not be available at the normal re-fuelling centres i.e. service stations. The Municipality has designated an emergency re-fuelling centre where an extra supply of regular gasoline, clear diesel, and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary.

Resident Evacuation – Added August, 2016

In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, in an effort to ensure residents are not directly threatened by a crisis.

Evacuation Order – added August, 2016

The Mayor, in consultation with the Control Group, will order the Police to evacuate residents from any area endangered by a crisis. A copy of an Evacuation Order form is provided in Appendix 11.3. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the Control Group to direct the Fire Department to undertake the evacuation. If citizens are immediately threatened, the senior Police or Fire Department official at the Site will issue an evacuation order.

Notification – added August, 2016

The Police or Fire Departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to (1) leave the area or (2) assemble at an Emergency Centre for registration and shelter provision. The chief official at the emergency site will update the Control Group on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

Inspection and Demolition – added August, 2016

Municipal Building Officials are responsible for the inspection of buildings damaged by the disaster prior to their re-occupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.

Financial Compensation – added August, 2016

All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipalities. Invoices related to emergency response operations should be forwarded to the Municipal Treasurer, who will prepare a damage report for Council.
The Province of Ontario offers the Ontario Disaster Relief Assistance Program (ODRAP) which is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the “necessities of life.” ODRAP does not provide full cost recovery for all damages resulting from a disaster, but it does help eligible recipients restore essential furnishing and property to pre-disaster condition. Further information on the process for applying for ODRAP funding is provided by the local Municipal Services Office of the Ministry of Municipal Affairs and Housing and in the ODRAP Program Guidelines.

**Employee Remuneration** – added August, 2016

As indicated in the Worker’s Safety and Insurance Act, all employees of the Municipality of Morris-Turnberry involved in emergency activities will receive earnings equivalent to their regular employment.

**Damage Claims** – added August, 2016

Residents affected by the disaster can petition their municipalities to submit a damage claim to the Ontario Disaster Relief Assistance Plan *(ODRAP)*. As public property is not recoverable under the ODRAP, the Municipality will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support.

**Liability for Actions** – added August, 2016

Under Section 11 of the Emergency Management and Civil Protection Act (EMCPA June 2006), no employee or registered volunteer of the Municipality will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the Municipality of Morris-Turnberry can be held liable for any actions taken or omitted during an emergency.

**Right of Action** – added August, 2016

Section 12 of the Emergency Management and Civil Protection Act (EMCPA June 2006) states that where money is expended or cost is incurred by a municipality or the Crown in the
implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board.
2.1 Action Prior to Declaration
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

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:


II. The Council of the Municipality of Morris-Turnberry;

III. 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.

IV. 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  
II. the Ministry of Community Safety & Correctional Services through the Office of the Fire Marshall and Emergency Management (updated August, 2015) at (416) 314-0472/ (416) 314-0473 or 1-866-314-0472 Fax: (416) 314-0474,  
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 coordinate 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 (EMCPA June 2006), Chapter E.9, the Premier of Ontario may:

(i) Upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and

(ii) Exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and

(iii) Where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and

(iv) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.
PART V – 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

Equipment Staging

Equipment Maintenance

Information Center

Media Center

Inner Incident Command Post

Information Center

Media Center
5.2 Responsibilities

The following section outlines responsibilities that will be carried out at the discretion of each individual or agency, or at the request of the County Control Group. For all officials responding to emergencies, it is essential that:

(a) All actions are made in good faith and are not contrary to law; and
(b) Precautions are taken to ensure the safety and welfare of any employee or volunteer under their control.

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, 2016

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) Consulting with officials from the affected emergency area and depending on the extent of the damage attributed to the situation, activate the Municipal Alerting System through the established Municipal Alerting System, Diagram #1

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

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

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

(f) 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.

(g) Notifying, via EMO, the Minister of Community Safety and Correctional Services of the declaration and termination of declaration of an emergency

(h) Advising the CEMC to notify the Emergency Support and Advisory Staff and any other Municipal Staff that are required.
5.3.2 Community Emergency Management Coordinator (Administrator Clerk – Treasurer) revised August, 2016

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.

(k) Maintain Emergency Operations Centre equipment and material;

(l) Schedule training of staff annually;

(m) Review plan annually;

(n) Receive updates to Plan and update Plan;

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

(p) arranging for the opening and maintenance of any facility or facilities, as required;
q) providing security for the Emergency Operations Centre or arranging for security at any facility or facilities, as required;

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

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

t) coordinating and processing requests for human resources;

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

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

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

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

y) 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;

z) ensuring identification cards are issued to volunteers and temporary employees, where practical;
5.3.3 **Administrator Clerk-Treasurer** - updated August, 2016

**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 co-ordination, 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

(v) Ensuring that a Communications Manager and an Assistant have been assigned to coordinate all communication operations within the Emergency Operations Centre Communications room;

(w) Ensuring the Control Group adheres to a reporting or business cycle, whereby the Community Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the EOC and ensures all decisions made and actions taken by the Community Control Group are recorded;

(x) Approving major announcements and media releases prepared by the Communications Coordinator, in consultation with the Community Control Group;

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

(z) Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency;

(aa) Ensuring that all key officials are notified to assemble at the Community Control Group

(bb) Coordinating all activities of the EOC, including the provision of clerical staff and scheduling of meeting rooms;

(cc) Ensuring that all members of the Community Control Group are supplied with the necessary materials and communication devices to fulfill their emergency response duties;

(dd) Coordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;

(ee) Upon direction from the Mayor, arranging a special meeting (s) of Council as required; and advising member of Council of the time, date, and location of the meeting;

(ff) Procuring staff to assist, as required;
(gg) Providing the Community Control Group with information and advice on financial matters, as they relate to the emergency;

(hh) Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility;

(ii) Maintaining a record of all expenditures incurred during crisis relief activities;

(jj) Ensuring that all emergency response organizations maintain record of expenses incurred in relief operations;

(kk) Preparing a claim of the costs attributed to emergency operations and submitting this document to Council;

(ll) Should the Treasurer or alternate have concerns with authorization of expenditures that may contravene purchasing bylaws, than contact will be established with the Mayor or alternate (s) to resolve the matter;

(mm) 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 Emergency Support and Advisory Staff, to mitigate the effects of the emergency;

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

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

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

(qq) Procuring staff to assist, as required

(rr) Working in conjunction with the Community Control Group to determine what human resources are required to support relief activities;

(ss) Arranging for temporary assistance from any government department, private agency or volunteer group capable of supporting emergency operations; and

(tt) Coordinating the distribution of materials and human resources to emergency response agencies.
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, 2016

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;

(k) Notification of necessary emergency services as required;

(l) Ensuring that a communication link is established between the Community Control Group and the On-Site Command Post;

(m) The establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;

(n) the establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;

(o) The provision of traffic control to facilitate the movement of emergency vehicles;

(p) Alerting persons in danger by the emergency and the coordination of evacuees to Evacuation Centres;
The designation and initial opening of appropriate Evacuation Centres, as required;

Immediate alerting of the Administrator of Social Services regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;

Where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Social Services in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of evacuees;

The protection of life and property and the provision of law and order;

The provision of police service at Evacuation Centres, morgues and other facilities as required;

When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling the responsibilities;

Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of report on the emergency

Preparing a report outlining the Police Service(s) emergency response activities and submitting a copy of the document to the Administrator Clerk-Treasurer within two weeks following an emergency termination.
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 - added August, 2016

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.

(o) Coordinating the emergency responses activates of the Roads Department;

(p) The maintenance, construction and repair of Municipal roads.

(q) Procuring staff to assist as required;
(r) When required, assisting the Emergency Site manager as appointed by the Community Control Group in fulfilling their responsibilities;

(s) Preparing a report outlining the Department’s emergency response activities and submitting a copy of the document to the Administrator Clerk-Treasurer within two weeks following an emergency termination; and

(t) Maintaining an up-to-date inventory of supplies and equipment available within the Road Department that might be required by the Community Control Group in an emergency.
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.

5.3.9.1  **Medical Officer of Health, Huron County Health Unit** – Added August, 2016

The Huron County Health Unit is responsible for:

   a) Providing advice to the Warden on any matters which may adversely affect public health. This will include, but is not limited to, providing advice on the health and safety aspects of the emergency water supplies, sanitation, shelters, food supplies, mass feeding, garbage and sewage disposal;
b) Provide representation on the Community Control Group appropriate to the emergency situation;

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

d) Maintaining the essential services of the Health Unit;

e) Coordinating the response to public health related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;

f) Liaising with the Provincial Ministry of Health and Long-Term Care, Public Health Branch;

g) Liaising with other agencies and senior levels of government regarding public health matters related to the emergency situation;

h) Coordinating all efforts to prevent and control the spread of disease during an emergency. This may include providing leadership and coordinating the response to disease related emergencies or anticipated emergencies such as an influenza pandemic (i.e. act as the lead agency);

i) Providing authoritative instructions on public health matters to the public through the Communications Coordinator;

j) Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;

k) Coordinating the emergency response activities of the Health Unit’s staff;

l) Notifying the Director of Public Works regarding the need for potable water supplies and sanitation facilities;

m) Liaising with the Administrator of Social Services on areas of mutual concern regarding operations in Evacuation and Reception Centres;

n) When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling their responsibilities;

o) Designating an Emergency Site Manager from Health Unit personnel, if requested;

p) Participating in a debriefing of the emergency response;

q) Preparing a report outlining the Health Unit’s emergency response activities and submitting a copy of the document to the Administrator Clerk-Treasurer and the Board of Health within two weeks following an emergency termination.
r) The Health Unit does not have the authority to direct any local health care providers or services. The Health Unit / Medical Officer of Health will not be operationally involved in:

- the provision of emergency medical services, staff or supplies;
- the transportation of individuals for medical or other reasons;
- the establishment or operation of evacuation centres;
- providing or ensuring the provision of potable water, food supplies, etc. for the general public;
  and/or
- providing psychosocial support to members of the public or emergency responders.
5.3.10 **Social Services Administrator, as Required** - updated August, 2016

**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.

(j) Liaising with the OPP Sergeant with respect to the establishment of the Reception/Evacuation Centres and other areas of mutual concern;

(k) Designation and arranging for opening Reception/Evacuation Centre(s), as required; immediate notification to the OPP Sergeant regarding the locations of additional/secondary Reception/Evacuation Centres; liaising with the Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;

(l) Ensuring that a property representative is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s) and that staff and volunteers utilizing the facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;

(m) Ensuring Volunteer Registration forms (Appendix 13) are completed and a copy of each form is retained for Municipal use. Where practical, providing each volunteers with a copy of completed form. Where the registration form is not available, instruct staff to record specifically required details. After the termination of the emergency, the Volunteer Registration Forms must be delivered within 24 hours to the Administrator Clerk-Treasurer;

(n) Maintaining the usual responsibilities of the Social Services Department;
(o) Preparing a report outlining the Department’s emergency response activities and submitting a copy of the document to the Administrator Clerk-Treasurer within two weeks following an emergency termination;

(p) Ensure emergency workers complete the necessary registration forms, and a copy of each agreement is retained for County records;

(q) Ensure identification cards are issued to emergency workers, where practical;

(r) Coordinating offers of and appeals for volunteers and/or human resources in conjunction with the Communications Coordinator and under the direction of the County Control Group;

(s) Ensuring records of human resources and administrative details that may involve financial liability, are completed;

(t) Ensure food and supplies for “emergency workers”, Emergency Operations Centre Staff and the Reception/Evacuation Centres are properly secured; and

(u) Procuring staff to assist, as required.
5.3.11 Secretary to the Administrator Clerk-Treasurer - revised August, 2016

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) Maintaining a log outlining decisions made and actions taken by the Community Control Group; and submitting a summary of the log to the Administrator Clerk-Treasurer within one week of the termination of the emergency as required; and

c) providing identification cards to Community Control Group members and support staff
5.3.12 **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.
5.3.13 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.
5.3.14 **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)
5.3.15 **Chief, Emergency Services** – added August, 2016

The Chief of Emergency Services or designate is responsible for:

a) Liaising with Police, Fire and other agencies active at the site of the emergency;

b) Liaising with the Health Unit and the Central Ambulance Communications Centre (CACC);

c) Ensuring triage and treatment at the site of the emergency;

d) Liaising with hospitals and the Central Ambulance Communications Centre (CACC) for the efficient distribution of casualties;

e) Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the site for these medical teams;

f) Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. The representative of EMS is then responsible for forwarding all requests to the CACC;

g) In conjunction with the CACC, providing the main radio and telephone communication link through dispatch among health services, and notifying the Senior Field Manager, Emergency Health Services Branch (EHSB) for assistance of the Ontario Ministry of Health;

h) Liaising through the Administrator of Huron County Social Services/Huron County Health Unit/Community Care Access, for information regarding individuals with disabilities that may reside in an area to be evacuated and may require ambulance transportation;

i) Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required and ensuring appropriate transport is coordinated;

j) Ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s); and

k) When required, assisting the Emergency Site Manager as appointed by the County Control Group in fulfilling their responsibilities.
5.3.16 **Emergency Site Manager**

a) The Emergency Site Manager (ESC) will be appointed by the Community Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The Emergency Site Manager shall report directly to the Mayor. Selection of the Emergency Site Manager will take into consideration the following:

(i) availability and approval of their agency;
(ii) training and field experience; and
(iii) knowledge of responding agencies, responsibilities and resources.

b) The Emergency Site Manager, upon appointment by the County Control Group, has the authority to:

(i) Call meetings of the responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to the responding groups and determining any extenuating factors which will affect emergency response operations;
(ii) Mediate conflicts between agencies and to contact the Warden at the County Control Group should he/she be unable to resolve the matter;
(iii) Request assistance from responding agencies for communications and other emergency site management tools; and
(iv) Appoint an on-site Media Spokesperson, i.e. police officer with media training background.

c) The Emergency Site Manager is responsible for:

(i) Ensuring that priorities, tasks and tactics have been established to contain the problem;
(ii) In consultation with the responding emergency service agencies, define the inner and outer perimeters;
(iii) Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
(iv) Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;
(v) Maintaining a communication link with the Mayor at the Community Control Group for the flow of accurate information and assistance in management of the emergency;
(vi) Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
(vii) Monitoring the operation of the site management and make suggestions where appropriate;
(viii) Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc.;
(ix) Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
(x) Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Community Control Group is managing the day-to-day Municipal operations in our community;

(xi) Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency;

(xii) Assessing the existing resources at the site and notifying the Community Control Group when additional materials, administrative staff and medical services are required;

(xiii) Maintaining a communication link with the Communications Manager;

(xiv) Establishing a command post at the emergency site, if appropriate; and

(xv) Assuming the role of On-Site Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.
PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF

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.

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

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:
Municipality of Morris-Turnberry Emergency Plan

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

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;

Inform the Media Coordinator and the EOCG on the establishment of the Volunteer Registration Centre and identify any designated telephone number(s);

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

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);

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:

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

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;

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

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;

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

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.

6.1.12.12 Bell Canada/Independent Telephone Companies
Bell recognizes the criticality of its infrastructure for the health, safety, security and economic well-being of its customers and that the delivery of its services is vital for its customers. Our Emergency Management Program includes procedures to ensure the safety of our employees, customer’s partners and suppliers who work in our buildings. Plans are in place to ensure the resumption of activities following any type of incident including: evacuations, infectious disease outbreaks, labour disruptions, loss of systems and loss of network and facilities.

6.1.12.13 Canadian Transport Emergency Centre (CANUTEC)
In a transport-related accident involving dangerous goods, Transport Canada’s CANUTEC can provide information on handling these materials. The CCG can directly notify CANUTEC, or the Spills Action Centre may request its assistance.

6.1.12.14 Critical Incident Stress (CIS) Support
Individuals trained in Critical Incident Stress may be requested by the Human Resources Officer to support residents and emergency workers recovering from traumatic experiences.

6.1.12.15 9-1-1
9-1-1 provides the primary means to notify emergency crews during the early stages of a crisis.
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)
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 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.

7.5 Communications Coordinator

The Communications Coordinator for the County of Huron is the Director of Planning and Development Department and is responsible for:

a) Upon arrival to the Emergency Operations Centre (EOC), reporting to the Warden to be briefed on the emergency situation;

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

c) Designating and coordinating an EOC Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
d) Briefing the County Control Group on how the EOC Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;

e) Liaising regularly with the County Control Group to obtain the appropriate information for media releases, coordinate individual interviews and organize press conferences;

f) Establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:

(i) Media;
(ii) County Control Group;
(iii) On-Site Media Spokesperson; (iv) Police Media Relations Officer;
(v) Citizen Inquiry Supervisor(s); and
(vi) Any other appropriate persons, agencies or businesses.
g) Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;

h) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the E.O.C. Media Information Centre, the County Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

i) Monitoring news coverage, and correcting any erroneous information; and

j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

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 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 Saugeen Valley Conservation Authority (519) 364-1255. Refer to Saugeen 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.

8.3. **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.

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**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.