**The Corporation of the Municipality of Brockton**

**By-Law 2017-099**

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**Being A By-Law To Amend Schedule A To By-Law 2005-81 Being A By-Law To Provide For The Establishment Of An Emergency Management Program And An Emergency Response Plan In The Municipality Of Brockton.**

**Whereas**, the Province of Ontario has passed the Emergency Management Act, R.S.O., 1990, as amended;

**And Whereas**, this Act requires that the emergency management program of a municipality conform to the emergency management standards promulgated by Emergency Management Ontario (EMO);

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

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

**And Whereas** the Community Emergency Management Program Committee for the Municipality of Brockton will cause the emergency management program to be reviewed annually and to make recommended changes to the program as considered appropriate and to refer recommended changes to Council for review and approval;

**Now Therefore** the Council of the Corporation of the Municipality of Brockton **Enacts as Follows:**

1. That Schedule A to By-Law 2005-81 be replaced by the Emergency Response Plan attached hereto as Schedule "A" to this by-law and forming an integral part thereof.

2. That the Emergency Response Plan for the Municipality of Brockton attached hereto as Schedule A is hereby adopted.

3. That By-Law 2016-083 is hereby rescinded.

**Read, Enacted, Signed, and Sealed this 27th Day of November, 2017.**

Mayor – David Inglis

CAO/Clerk – Debra Roth

# Municipality of Brockton
# Emergency Response Plan

Prepared by the Municipality of Brockton
Emergency Management Program Committee
Adopted by Brockton Council
[1]2006

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Revision Date 2017-10-30
Schedule A to By-Law 2017-099

**The Corporation of the Municipality of Brockton**
**By-Law No 2005-81**

Being a By-Law to Provide for the Establishment of an Emergency Management Program and an Emergency Response Plan

**Whereas**, the Province of Ontario has passed the Emergency Management Act, R.S.O., 1990, as amended;

**And Whereas,** this Act requires that the emergency management program of a municipality conform to the emergency management standards promulgated by Emergency Management Ontario (EMO);

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

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

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

**Now Therefore**, the Council of the Corporation of the Municipality of Brockton enacts as follows:

**That** the Community Emergency Management Program Committee for the Municipality of Brockton be empowered to develop and implement an Emergency Management Program for the Municipality in accordance with the EMO standards “Framework for Community Emergency Management Programs”

**That** the Community Emergency Management Program Committee for the Municipality of Brockton will cause the emergency management program to be reviewed annually and to make recommended changes to the program as considered appropriate and to refer recommended changes to Council for review and approval;

**That** the Emergency Response Plan provides that the Head of Council or designated Alternate be empowered to declare an emergency;

**That** the Emergency Response Plan provide for proper notification procedures for members of the Community Control Group in the event of an emergency situation and that the members of the Community Control Group be empowered to respond to an

emergency in accordance with the municipality's Emergency[2] Response Plan whether or not an emergency has been officially declared to exist; and

**That** the Emergency Response Plan for the Municipality of Brockton attached hereto as Schedule "A" is hereby adopted.

**Read a First and Second Time This 14th Day of November 2005.**

**Read a Third Time and Finally Passed This 10th Day of April 2006.**

**Original Signed By**

Mayor – David Inglis Clerk – Debra Roth

2

**Amendments**

| By-Law No. | Date Approved | Description | Consolidated |
|---|---|---|---|
| | | Adoption of Emergency Response Plan | |

**Foreword**

This Emergency Plan has been prepared for the Municipality to prescribe the municipal response to a large-scale emergency requiring a controlled and coordinated approach.

Legal authority for the preparation of this municipal plan is found in Section 2 (1) of the *Emergency Management and Civil Protection Act*, 2002, "Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program". In accordance with that section, the Municipality has prepared the following plan, which conforms to generally accepted emergency planning practices and has been adopted by the Council of the Municipality under By-Law No. 2005-81.

In token thereof, the plan is signed by the Head of Council and the Chief Administrative Officer of the municipality, and is hereby approved for use.

Head of Council — Date: Nov 27. 2017

CAO — Date: Nov 27.2017

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# Chapter 1 - General

## 1.1 Introduction

In April of 2003, the Emergency Management Act, as amended, was proclaimed. This Act, which replaces the former Emergency Plans Act, sets out new legislation to provide for new emergency management standards in the Province of Ontario. The Emergency Management Act is the legislative authority for the preparation of this Plan.

The Emergency Management Act, R.S.O. 1990 as amended, defines an **emergency** as “a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property”. The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private. This coordinated response will be guided by a select group of individuals known as a Community Control Group. This plan, which has been prepared by the Municipal Community Emergency Management Program Committee, identifies the members of the Community Control Group and their individual roles and responsibilities during an emergency situation.

### 1.1.1 Hazards

A hazard can be defined as an “event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss”. This definition is taken from FEMA (the United States of America’s Federal Emergency Management Agency). Hazards can be categorized as natural such as an ice storm, technological such as a fire or explosion, or human such as acts of terrorism. The Municipalities Emergency Management Program Committee has identified a set of community hazards that are most likely to result in an emergency situation for the municipality.

(i) Floods
(ii) Human Health Emergencies and epidemics
(iii) Snowstorms/Blizzards/Ice/Sleet/Hail
(iv) Hazardous Materials Fixed Site
(v) Hazardous Materials/Transportation Incident
(vi) Water
(vi) Nuclear emergencies
(vii) Foreign Animal Disease
(viii) Terrorism and acts of sabotage
(ix) Windstorms/Tornadoes

While there are ways to mitigate and prevent some hazardous events, many situations occur that are difficult to avoid. Nevertheless, there are

steps that we can take to lessen the impacts to our communities including loss of life and property damage. This plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency on the community.

## 1.2 Aim of the Plan

1.2.1 The aim of this Plan is to make provisions for the **extraordinary arrangements and measures** that may have to be taken to protect the health, safety and welfare of the inhabitants of the Municipality of Brockton when faced with an emergency.

1.2.2 This Plan is intended to support the Municipality of Brockton's emergency response efforts. It should be understood that the Municipality of Brockton may assume the responsibility for control of an emergency situation as required by the magnitude of the event and the number of municipalities affected. By way of examples, emergency situations might arise which affect or threaten two or more Municipalities or involve the deployment of County Resources (similar to a regional response for a potential pandemic).

1.2.3 The Municipality of Kincardine will coordinate the emergency response concerns of a nuclear emergency situation resulting from an accident at the Bruce Power Site in the Municipality of Kincardine. During a nuclear accident event, the County would be responsible for those issues outlined in Appendix 2 of the nuclear plan.

## 1.3 Scope of the Plan

1.3.1 This Municipal plan covers the responsibilities of the Municipality and the various municipalities and organizations, which would respond to such an emergency (Refer to Section 1.6).

1.3.2 This plan is formally entitled the "Municipality of Brockton Emergency Response Plan". In this document it will be referred to as "the municipal plan".

1.3.3 In the event of a **nuclear emergency**, refer to Appendix B, County of Bruce Responsibilities during a nuclear emergency.

## 1.4 Legal Authority

1.4.1 The Emergency Management Act, R.S.O., 1990, Chapter E9 is the primary enabling legislation for the formulation of this Emergency Response Plan, which will govern the provisions of necessary services during an emergency. The Emergency Management Act and a by-law passed by the Council of the Corporation of the Municipality of Brockton will provide the legal authority for the Municipalities Emergency Response

Plan. Once approved by Council, this Emergency Response Plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

1.4.2 In accordance with Section 3 of the Act, “every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”.

## 1.5 Legal Powers

1.5.1 The head of council of a municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area (Section 4 (1) of the *Emergency Management Act,* 2002).

1.5.2 The head of a council or the council of a municipality may at any time declare that an emergency has terminated (Section 4 (2) of the *Emergency Management Act,* 2002).

1.5.3 In accordance with Section 9 (a) of the *Emergency Management Act*, 2002, the Head of Council, the CAO of the Municipality, the Fire Chiefs, the Community Emergency Management Coordinator, the Chief of Paramedic Services or the designated Police Commander are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made.

1.5.4 The Head of the Community Control Group shall be the Head of Council of the Municipality.

1.5.5 Inability to act, the Deputy Head of Council shall be the Head of the Community Control Group in the absence of the Head of Council (Section 9 (c) of the *Emergency Management Act*, 2002).

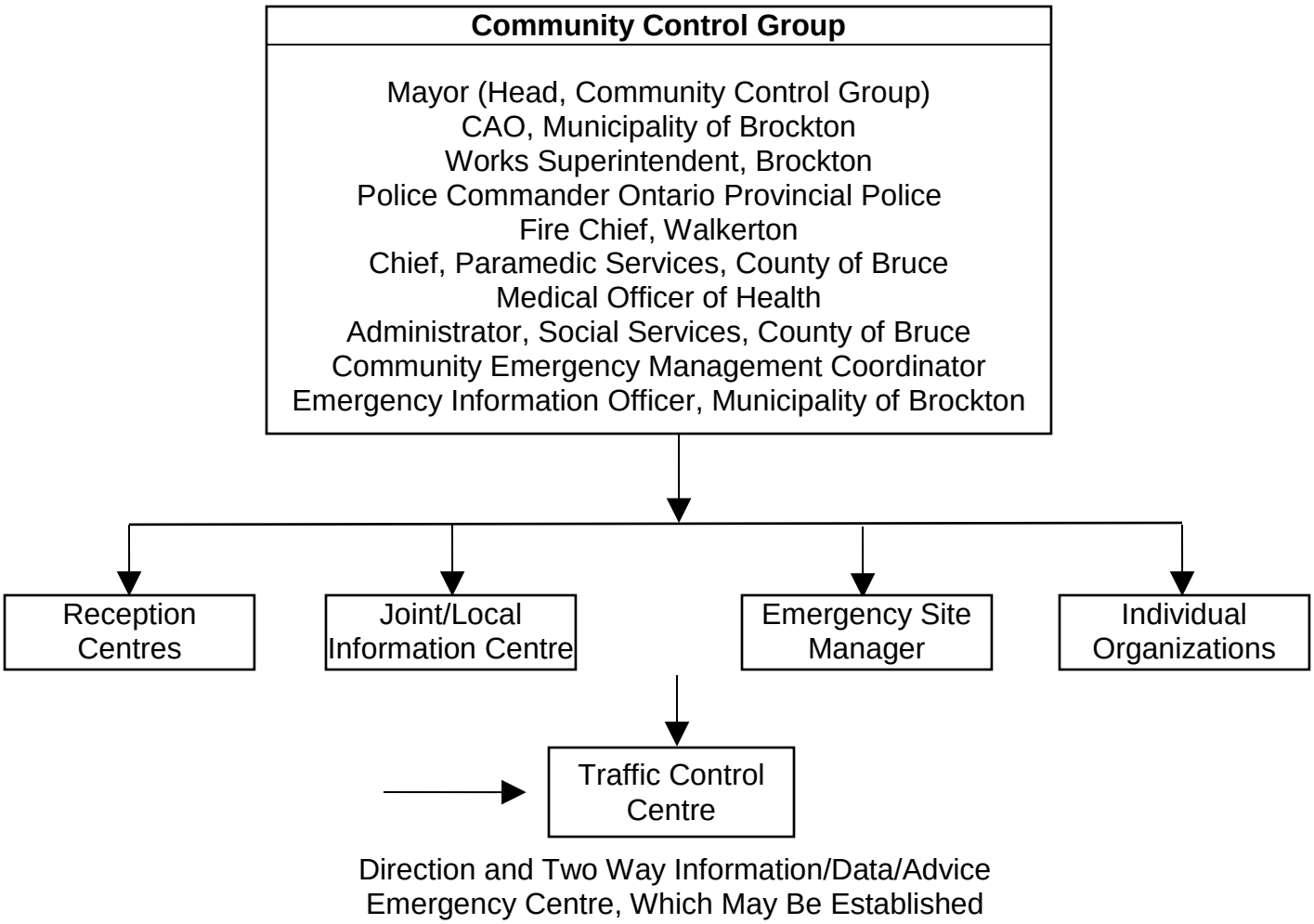
1.5.6 No action or other proceeding for damage lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency (Section 11 (1).)

## 1.6 Participating Municipalities and Organizations

1.6.1 The following municipalities, agencies, departments, and boards have been assigned some responsibility for responding to an emergency.

(i) Municipality of Arran-Elderslie
(ii) Municipality of Brockton
(iii) Township of Huron-Kinloss
(iv) Municipality of Kincardine
(v) Municipality of Northern Bruce Peninsula
(vi) Town of Saugeen Shores
(vii) Municipality of South Bruce
(viii) Town of South Bruce Peninsula
(ix) Grey-Bruce Catholic District School Board
(x) Bluewater District School Board
(xi) Ontario Provincial Police
(xii) Amateur Radio Emergency Service
(xiii) Grey Sauble Conservation Authority
(xiv) Maitland Valley Conservation Authority
(xv) Saugeen Valley Conservation Authority
(xvi) South Bruce Grey Health Centre

**Figure 1.1: Emergency Response Organization**



1.6.2 Responsibilities assigned to organizations listed in 1.6.1 shall carry the following implications:

(a) In the case of those assigned to an organization, it shall be the responsibility of the operational/administrative head of the organization to ensure their implementation.

(b) In the case of those assigned to a position, implementation shall also be the responsibility of any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.

1.6.3 Those organizations listed in 1.6.1 shall ensure appropriate plans and implementing procedures are developed for carrying out their roles and tasks.

# Chapter 2 - Emergency Response Organization

## 2.1 General

2.1.1 The municipal emergency response organization which shall be set up under this plan to deal with an emergency is shown in outline in Figure 1.1 (page 10). This organization is comprised of the Community Control Group (CCG), the Emergency Site Manager (ESM), individual organizations operating under the CCG, and the various emergency centres. The municipal emergency response organization (including the emergency centres) is controlled by the Community Control Group (CCG).

2.1.2 The structure of this organization shall remain essentially the same for any emergency; however, certain incidents may require only parts of the organization to respond and only certain emergency centres to be set up.

## 2.2 Community Control Group (CCG)

All emergency response will be directed and controlled by a group of officials who will be responsible for coordinating the provision of essential services needed to minimize the effects of the emergency on the municipality. This group of officials will be known as the Community Control Group and will be made up of the following

2.2.1 Community Control Group Composition:

(i) Mayor or alternate
(ii) CAO or alternate
(iii) Works Superintendent or alternate
(iv) Utilities Manager or alternate
(v) Social Services Administrator or alternate
(vi) Police Commander or alternate
(vii) Brockton Fire Chief or alternate
(viii) Chief of Paramedic Services or alternate
(ix) Medical Officer of Health or alternate
(x) Community Emergency Management Coordinator and/or alternate
(xi) Emergency Information Officer or alternate
(xii) Chief Building Official or alternate
(xiii) Director of Parks and Recreation or alternate

The CCG may function with only a limited number of members depending upon the emergency situation. However, all members of the CCG shall be notified of the emergency and its consequences.

## 2.3 Responsibilities

### 2.3.1 Group Responsibilities

The members of the CCG are likely to be responsible for the following actions or decisions:

(i) Acquiring and assessing of information to determine the status of the emergency situation
(ii) Maintaining a log outlining decisions made and actions taken during the emergency response
(iii) Calling out and mobilizing their emergency services, agencies and equipment
(iv) Coordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
(v) Determining if the location and composition of the CCG are appropriate
(vi) Advising the Head CCG as to whether the declaration of an emergency is recommended
(vii) Advising the Head CCG on the need to designate all or part of the Municipality as an emergency area
(viii) Ensuring that an Emergency Site Manager (ESM) is appointed and offering equipment, staff and resources as required
(ix) Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
(x) Discontinuing utilities or services provided by public or private concerns i.e. hydro/power, water, gas, closing public areas, etc.
(xi) Arranging for services and equipment from local agencies not under county control i.e. private contractors, volunteer agencies, services clubs, etc.
(xii) Notifying, requesting assistance from and/or liaison with various control, as considered necessary
(xiii) Determining if volunteers are required and if appeals for volunteers is warranted
(xiv) Determining if additional transport is required for evacuation or transport of persons and/or supplies
(xv) Ensuring that pertinent information regarding the emergency is disseminated to the media and public
(xvi) Determining the need to establish advisory group(s) and/or subcommittees
(xvii) Authorizing expenditure of money required to deal with the emergency
(xviii) Notifying the service, agency or group under their direction, of the termination of the emergency
(xix) Participating in an operational debriefing following the emergency and preparation of a report to Municipal Council

(xx) Coordinate the provision of Critical Incident Stress Management to assist Public Safety Personnel and members of the public affected by emergency incident

## 2.4 Roles and Responsibility of Individual CCG Members

### 2.4.1 Mayor or Alternate

(i) To provide Leadership in the EOC operations.
(ii) Maintain log of actions taken and decisions made.
(iii) Declares an emergency after consulting with CCG.
(iv) May terminate an emergency after consulting with CCG and Council
(v) Notify proper individuals and agencies of the declaration and termination of an emergency.
(vi) Meet with Council (Executive Committee) and keep them informed of the emergency situation.
(vii) Liaise with local municipal Heads of Council that may also have declared an emergency.
(viii) Request assistance from neighbouring municipalities or senior levels of government.
(ix) Establish a communication link with Emergency Information Officer.
(x) Act as the Community Spokesperson.
(xi) Partake in interviews and media photograph sessions as directed and in consultation with the Emergency Information Officer.
(xii) Ensure that all inquiries regarding the CCG and the emergency operation are directed to the Emergency Information Officer.
(xiii) Approve news releases and public announcements.
(xiv) Take part in post-emergency debriefing.

### 2.4.2 Chief Administrative Officer (C.A.O.) or Alternate

(i) Upon being notified that an emergency has occurred or a warning of a potential emergency by a member of the Municipalities Community Control Group shall ensure that the Municipality of Brockton's Emergency Notification Procedures is activated.
(ii) Maintain log of actions taken and decisions made.
(iii) Activate EOC
(iv) Chair CCG meetings
(v) Coordinates all Emergency Operation Centre functions, such as ensuring operating cycle is scheduled and maintained, arranging for the preparation of agendas, ensuring proper support staff is in place to effectively operate the EOC.
(vi) Ensure ongoing essential administrative functions of the municipality are maintained and if these are affected by the emergency situation, determine those efforts needed to restore services.
(vii) Arrange for additional EOC support staff as required.

(viii) Advise Mayor on administrative matters, proper policies and procedures of the municipal government and laws.
(ix) Assist Mayor in authorizing the dissemination of information through the Emergency Information Officer to the media and the general public.
(x) Authorize implementation of Mutual Assistance Agreements in consultation with CCG.
(xi) Take part in post-emergency debriefing

2.4.3 Works Superintendent or Alternate

(i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decision made.
(iii) If necessary, establish a site command post with communication link to EOC.
(iv) If directed by the CCG, choose a site manager**.**
(v) Advise CCG on information pertaining to engineering, road design, resources, etc.
(vi) Liaise with senior public works officials from local municipalities.
(vii) Liaise with Conservation Authorities on matters related to flooding.
(viii) Establish communication link with senior road officials at the site.
(ix) Maintain municipal services (i.e. accessible Municipal Roads) provided such services could be safely maintained.
(x) Liaise with Provincial Road Authorities were these transportation corridors are affected.
(xi) Contact proper agencies to have public or private utilities disconnected if public safety is affected or when directed by CCG.
(xii) Liaise with utility representatives to provide alternative means of providing hydro, gas etc. if utilities are affected.
(xiii) Assist police services with obtaining and providing manpower to establish barricades and flasher equipment at proper perimeters.
(xiv) Ensure municipal road equipment and/or personnel are made available to the emergency site as needed and approved by the CCG.
(xv) Take part in post-emergency debriefing

2.4.4 Utilities Manager or Alternate

(i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain a log of actions taken and decisions made.
(iii) If necessary, establish a site command post with communication link to the EOC.
(iv) If directed by the CCG, choose a site manager.

(v) Advise the CCG on information pertaining to water/sewer resources etc.
(vi) Liaise with Veolia Water Canada.
(vii) Liaise with Grey Bruce Health Unit on related matters.
(viii) Establish a communication link with Veolia Water Canada and Grey Bruce Health Unit.
(ix) Maintain municipal water/sewer services provided such services could be safely maintained.
(x) Contact proper agencies to have public or private utilities disconnected if public safety is affected or when directed by the CCG.
(xi) Take part in post-emergency debriefing.

2.4.5 Police Commander or Alternate

(i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Set up an on-site command post at the scene of the emergency with a communication link to the emergency operation centre.
(iv) Establish and maintain a radio communication link with senior police officials at the site.
(v) If matter is police related, appoint a “Site Manager” in consultation with CCG.
(vi) Provide CCG with information and advice on law enforcement matters.
(vii) Seal off the area of concern.
(viii) Control and, if necessary, disperse crowds within the emergency area, alerting those endangered by the emergency and if necessary assist with evacuating areas designated by CCG.
(ix) Ensure proper inner perimeter is established for emergency area.
(x) Ensure proper outer perimeter is established to facilitate the movement of emergency vehicles both in and out of the emergency area.
(xi) Provide traffic control to ensure efficient movement of emergency vehicle and personnel in and out of the emergency area.
(xii) Provide security to Emergency Site, Emergency Operation Centre and any other areas deemed appropriate in consultation with CCG.
(xiii) Co-ordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed - e.g. barriers and flashers, etc.
(xiv) Coordinate with other police agencies, if necessary.
(xv) Arrange for additional “police assistance”, if required.
(xvi) Ensure law and order is maintained at the site, at temporary facilities such as evacuation centres and throughout the municipality.

(xvii) Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.
(xviii) Investigation and co-ordination of assisting services as to the origin and circumstances relating to the disaster.
(xix) Participation in debriefing and assisting the CEMC in the preparation of Incident.

2.4.6 Fire Chief or Alternate

(i) Upon becoming aware of that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Establish an on-site command post with communication link to EOC
(iv) If emergency is fire related, choose site manager and seek endorsement of CCG.
(v) Establish and maintain radio communication link with senior fire officials at the emergency site.
(vi) Advise CCG on matters relating to fire resources.
(vii) Determine if additional fire resources are required to aid emergency site effort.
(viii) Ensure equipment and manpower needs are adequate.
(ix) Ensure Mutual Aid Fire Assistance is activated as requested by CCG.
(x) Assist EMS with casualties as necessary.
(xi) Liaise with Ministry of the Environment, Fire Marshall's Office, etc.
(xii) Take part in post-emergency debriefing.

2.4.7 Chief of Paramedic Services or Alternate

(i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Establish and maintain a radio communication link with senior ambulance officials at the emergency site.
(iv) Provide for overall coordination of "Emergency Medical Response" to an emergency. The appendix will include a list of facilities, which may be used as receiving and treatment centres for casualties.
(v) Provide for and maintain Emergency Medical Services at emergency site.
(vi) Direct liaise with E.M.S. Site Coordinator.
(vii) Assess and determine need, request and coordinate deployment of "on-site Medical Teams:"
(viii) Establish and maintain open link communications with Central Ambulance and Communications Centre (CACC).

(ix) Liaise with Public Health “Incident Manager”.
(x) Update reporting to Medical Officer of Health and Ministry of Health and Long Term Care designate.
(xi) Provide technical assistance to Medical Officer of Health with assessment of resource needs.
(xii) Procure and approve supply purchases.
(xiii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
(xiv) If required, appoint an E.M.S. Emergency Site Coordinator.
(xv) Liaise with Community Care Access Centre (CCAC) for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
(xvi) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
(xvii) Activate Critical Incident Stress Management Team.
(xviii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.
(xix) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
(xx) Take part in post-emergency debriefing.

### 2.4.8 Medical Officer of Health or Alternate

(i) Upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Coordinate response to human health and epidemic related emergencies according to Ministry policies.
(i) If emergency is health related, assign site manager and seek endorsement of CCG.
(ii) Coordinate emergency response among all Health Services including hospitals and the CCG.
(iii) Liaise with Ontario Ministry of Health and local Public Health Offices.
(iv) Liaise with Community Care Access Centre and coordinate appropriate response with Social Services Administrator to ensure coordination for the care of bed-ridden, invalid, infirm and special medical needs of citizens at home and in evacuation centres during an emergency.
(v) Liaise with volunteer and private health agencies for augmenting and co-ordinating public health issues.
(vi) Coordinate efforts to prevent and control spread of disease during an emergency.

(vii) Arrange for, in consultation with Community Information Officer, dissemination of special instructions to the public with respect to health and safety.
(viii) Arrange for mass immunization where required and vaccine storage.
(ix) Arrange for temporary morgue facilities at the emergency site, if necessary.
(x) Provide for potable emergency water supplies to the emergency site, evacuation centres, water reception areas, etc.
(xi) Arrange for portable sanitation facilities at the emergency site.
(xii) Coordinate with Social Services Director to ensure availability of quality food and water supplies at emergency shelters.
(xiii) Take part in post-emergency debriefing.

2.4.9 Social Services Administrator of Alternate

(i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Responsible for arranging and coordinating emergency shelters, evacuation centres, emergency clothing, emergency feeding, registration and inquiry services.
(iv) Provide and arrange for supervision of emergency shelters.
(v) Consult with School Boards on emergency shelter requirements.
(vi) Coordinate with social services agencies such as Red Cross, St. John's Ambulance, Salvation Army, and Victim Services.
(vii) Take part in post-emergency debriefing.

2.4.10 Community Emergency Management Coordinator or Alternate

(i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain records and files of decisions made and logs taken for the purpose of conducting a debriefing, post emergency reporting and updating community's emergency plan and program.
(iii) Contact Provincial Operations Centre Duty Officer upon being notified of an emergency situation and apprise the Duty Officer of the situation.
(iv) Ensure proper communications in place at EOC and at Emergency Site and that a proper link is established between the two locations.
(v) Ensure proper set-up and function of the EOC.
(vi) Register CCG members at the EOC site.

(vii) Ensure that proper security is in place for both the emergency site and the EOC.
(viii) Provide up-to-date information on the developing emergency situation to CCG and EMO.
(ix) Ensure that CCG have supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations in the EOC.
(x) Provide advice and clarification to the CCG about the implementation of the Emergency Response Plan.
(xi) Liaise with County Social Services and community support agencies.
(xii) Address any action items resulting from the activation of the Emergency Response Plan.
(xiii) Ensure CCG is informed of implementation needs of the Response Plan.
(xiv) Take part in post-emergency debriefing.

2.4.11 Emergency Information Officer or Alternate (Clerk)

The Emergency Information Officer (EIO) reports to the C.A.O. during an emergency and will be responsible for the following:
(i) Ensuring the dissemination all emergency information to the media and public.
(ii) Maintain personal log of all decisions made and actions taken.
(iii) Establish a communication link with any other media coordinators such as provincial, federal, private industry, public and private agencies.
(iv) Ensure proper groups are advised of the Emergency Information Centre telephone numbers such as the media, CCG, Municipal staff.
(v) Coordinates all emergency information including media photograph sessions and interviews at the EOC and emergency site.
(vi) Responsible for setting up and staffing the Emergency Information Centre, if required.
(vii) Liaise with CCG to obtain up-to-date information for media in order to prepare and issue press releases, arrange media briefings and may be required to post emergency information on the internet.
(viii) Responsible for setting up a Citizen Inquiry Service, if required, to respond to inquiries from the public.
(ix) Provide the Citizen Inquiry Service with the regular updates to ensure the most accurate and up-to-date information is disseminated to the public.
(x) Provide emergency services, CCG and Municipal staff with designated telephone number(s) of Citizen Inquiry Service.
(xi) Ensure that the C.A.O. and Mayor approve all media releases prior to dissemination.

(xii) Ensure copies of all media releases are provided to Emergency Information Centre staff, citizen inquiry service, and CCG and key media officers from other agencies.
(xiii) Monitor news coverage and ensure erroneous information is corrected.
(xiv) Maintain copies of all media information pertaining to the emergency such as media releases, newspaper articles, etc.
(xv) Coordinate the municipality's social media presence on Face book, Twitter etc.
(xvi) Monitoring, tracking and reporting discussions to the Community Emergency Control Group (CCG).
(xvii) Take part in post-emergency debriefing

2.4.12 Duty Officer or Alternate (executive assistant)

(i) Provide assistance to C.A.O. with any of the responsibilities outlined in 2.4.2.
(ii) Maintain log of actions taken.
(iii) Record important decisions and actions taken by the CCG.
(iv) Keep maps and status boards up-to-date.
(v) Notify and debrief support staff required to report to the EOC.
(vi) Initiate opening, staffing and operation of EOC switchboard and as situation dictates ensure operators are informed of CCG member's telephone numbers in the EOC.
(vii) Arrange for printing of material as required
(viii) Arrange for and coordinate clerical staff.
(ix) Arrange for dissemination of information to Council as directed by Mayor and C.A.O.
(x) Arrange for food and lodging for CCG and CCG members, as necessary.

2.4.13 Chief Building Official or Alternate

(i) Upon becoming aware of that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Inspect buildings for visual assessment of damage and advise if any dangerous or unsafe conditions exist; If necessary, retain or request the owner to retain the services of a professionally qualified engineer to determine the structural adequacies of the structure.
(iv) Issue Orders as necessary for remedial actions to be undertaken.
(v) Take part in post-emergency debriefing.

2.4.14 Director of Parks and Recreation or Alternate

(i) Upon becoming aware of that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or alternate to C.A.O. is advised to activate the EOC notification procedures.
(ii) Maintain log of actions taken and decisions made.
(iii) Provide advice and information on matters relating to recreation facilities.
(iv) Liaise with CCG to coordinate the opening and operation of reception and/or evacuation centres to ensure the well-being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry and personal services.
(v) Liaise with the Red Cross and key community groups who may provide necessary resources for the operation of reception and/or evacuation centres.
(vi) Coordinate offers of and requests for volunteer resources and issue identification cards to all approved volunteers as may be required.
(vii) Liaise with the Medical Officer of Health on areas of mutual concern regarding operation of evacuation centre.
(viii) Liaise with the OPP regarding site security and the provision of law and order at facilities as required.
(ix) Coordinate feeding and personal services for Emergency Operation Centre and emergency site staff and volunteers.
(x) Take part in post-emergency debriefing.

## 2.5 Emergency Operations Centre (EOC)

Upon being notified of an emergency situation, the members of the Community Control Group (CCG) will assemble at the Municipalities designated Emergency Operations Centre (EOC). The primary and alternate EOC's are located within the Municipality of Brockton. The appropriate location of the Emergency Operation Centre will be determined by the C.A.O. upon the receipt and consideration of the emergency situation at hand. Members of the Control Group will be advised upon notification where to assemble.

### 2.5.1 Function

The Emergency Operations Centre shall serve as the base of operations for the CCG.

### 2.5.2 Activation

The EOC shall be set up and staffed by members of the CCG for the following levels of emergency response: **Partial Activation** and **Full**

**Activation.** (Refer to Chapter 3 for an explanation of the emergency response levels).

2.5.3 Staffing and Equipment

All equipment required for the proper functioning of the EOC shall be maintained at the centre. The staff required to provide support for the EOC shall be designated in advance, including alternates and relief's, and arrangements shall be made for calling them in when required. The Duty Officer is responsible for ensuring the readiness of equipment, supplies, and support staff for the EOC the Duty Officer shall also ensure that maps, plans, and key pieces of equipment can be quickly transported to the alternate EOC.

2.5.4 Operating Cycle

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

The CCG members will establish an operating cycle consisting of specified meeting times and length of meetings and work schedule. It shall be the responsibility of the C.A.O. to ensure adherence to the operating cycle and to convene CCG meetings and to arrange for agendas for the meetings.

The Duty Officer (administrative assistant) so designated by the C.A.O. will be responsible for maintaining status boards, maps and information in the EOC to aid the CCG in their meetings. This information will be prominently displayed and will be kept up to date by the Duty Officer (administrative assistant).

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

## 2.6 Emergency Operations Centre (EOC) Support Staff:

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

2.6.1 Chief Financial Officer or Alternate

(i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, ensure that the C.A.O. or

alternate to C.A.O. is advised to activate the EOC notification procedures.

(ii) Maintain a personal log of all actions taken.

(iii) Provide information and advice on financial matters and information systems as they relate to the emergency.

(iv) Liaise, if necessary, with treasurers from neighbouring municipalities.

(v) Maintain record of all expenses.

(vi) Ensure payment and settlement of all legitimate invoices and claims incurred during the emergency in a timely manner.

(vii) Procure appropriate sources of funding for emergency such as the Ontario Disaster Relief Assistance Program.

2.6.2 Assistant to the Chief Financial Officer or Alternate:

(i) Assist Chief Financial Officer with any of the duties outlined in 2.6.1

(ii) Maintain a log of actions taken

2.6.3 Human Resources Director or Alternate:

(i) Consult with Public Health, Social Services to coordinate outreach and counselling services to those affected by the emergency

(ii) Maintain a log of actions taken.

(iii) Arrange for appropriate counselling services at evacuation centres

(iv) Arrange for equipment, personnel and materials as directed by the CCG.

2.6.4 Technology Services:

(i) Ensure that the EOC's have connectivity to the Municipality of Brockton's central network, including internet for additional communication support.

(ii) Maintain a log of actions taken.

(iii) Provide equipment and staff resources as necessary to support computer including email and internet requirements of CCG members.

(iv) Assist the CCG with information technology needs.

2.6.5 Home for the Aged Administrator or Alternate

(i) If necessary, upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the C.A.O. or

(ii) Alternate to C.A.O. is advised to activate the EOC notification procedures.

(iii) Maintain a log of actions taken.

(iv) Liaise with public and private nursing/care facilities in the County of Bruce with respect to appropriate levels of care during emergency.

(v) Coordinate with Community Care Access, Health Unit and Bruce County EMS on all matters relating to Long Term Care Facilities.

2.6.6 Solicitor or Alternate:

(i) Provide legal advice, as requested, to the CCG or any member of the CCG as they apply to the actions of the Municipality and their response to an emergency.
(ii) Maintain a log of actions taken.

2.6.7 Emergency Coordinator Amateur Radio Emergency Services (ARES) or Alternate

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

(i) Activate emergency notification procedures of the Bruce County Amateur Radio Emergency Service operators.
(ii) Maintain a log of actions taken.
(iii) Ensure that the emergency telecommunications centre is properly equipped and staffed and work to correct any problems that may arise.
(iv) Maintain an inventory of community and private sector communications equipment and facilities that could, in an emergency, be used to augment existing communications equipment.
(v) Make arrangements for acquiring additional communication resources during an emergency.

2.6.8 Outside Agencies:

During an emergency many agencies may be required to work with the Community Control Group. Some of these agencies include the Emergency Management Ontario, Hospitals, Conservation Authorities, School Boards, Industries, Volunteer Groups, and Social Service organizations such as the Red Cross, St. John’s Ambulance, Salvation Army, and Victim Services.

The following services or agencies may be required to attend at the EOC or to provide support to the Community Control Group, and when required they will be responsible for their respective areas of expertise. Notification of their attendance will be through one of the members of the Community Control Group upon consultation with the Community Control Group.

2.6.9 Support Services

(i) Emergency Management Ontario
(ii) Bruce Power

(iii) Ontario Power Generation
(iv) Hydro One
(v) Westario Power
(vi) Union Gas
(vii) Telephone and Wireless Companies
(viii) Coordinator for Amateur Radio Emergency Service
(ix) Conservation Authorities
(x) Service Clubs
(xi) School Boards (Public) and Private Schools
(xii) Local Church Groups
(xiii) Industry
(xiv) South Bruce Grey Health Centre
(xv) Campers/Seasonal Residential Areas
(xvi) Ministry of Transportation and Communications
(xvii) Hospitals
(xviii) Nursing Homes/Retirement Homes
(xix) Red Cross
(xx) St. John's Ambulance
(xxi) Salvation Army
(xxii) Victim Services
(xxiii) Any other officials or expertise from the public or private sector that may assist in the particular emergency situation.

## 2.7 The Site Manager Roles and Responsibilities

### 2.7.1 Emergency Site Management:

Coordination of the emergency site is essential to the emergency response. It involves the management and coordination of all responding agencies at the site with an overall command. This on site management and coordination is the responsibility of an "Emergency Site Manager" who is appointed at the onset of the emergency usually by the Community Control Group.

### 2.7.2 Appointment

The Emergency Control Group from the lead agency involved will appoint the Emergency Site Manager in the specific type of emergency. Once appointed, this individual will no longer be responsible for the operations or command of their agency, but rather will be responsible for managing and co-ordinating the emergency situation at the site. The appointment of the Site Manager can change throughout the course of the emergency management response depending upon the circumstances of the response. The change of the site manager is usually made by the CCG.

### 2.7.3 Relationship with EOC

Once appointed, the Site Manager shall report directly to the CCG. The Site Manager will be the point of communication for the Community Control Group with the emergency site; their eyes and ears. The site manager will be connected to the EOC through the most reliable form of communication available.

The Site Manager is responsible for keeping the CCG advised and updated about the emergency situation, for maintaining the site response to the emergency at hand, and for coordinating the emergency response at the site. Once assigned, the Site Manager will convey emergency management needs such as staffing, equipment, communication and other resources to the CCG who will respond by procuring these and providing them to the site.

The CCG will be responsible for providing the site manager with the aids required and requested to the emergency site and to maintain public safety and order to the rest of the community.

### 2.7.4 Site Manager Responsibilities

(i) The Emergency Site Manager will be responsible for many of the following duties:
(ii) Maintain a log of actions taken.
(iii) Establish an Emergency Command Post.
(iv) Establish an appropriate chain of command.
(v) Determine the senior representatives of emergency services attending at the emergency site.
(vi) Arrange and conduct site meetings with other senior emergency representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response.
(vii) Maintain knowledge of resources (human and equipment) available at the emergency site.
(viii) Manage the personnel at the site
(ix) Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.
(x) Obtain ongoing vital information about the emergency situation
(xi) Establish and maintain a good communication system with the EOC and those at the site.

## 2.8 Joint Community Control Group

In some emergency situations, and where considered feasible, the County and local municipal Community Control Group(s) may consult and decide to request that two or more Community Control Groups be formed into one joint Community Control Group. The establishment of a combined group will be known as a Joint Community Control Group. Given the degree and severity at which emergencies can strike, the decision to establish a Joint Community Control Group may be made after consideration of the items listed in Section 2.4. The decision to form a Joint Community Control Group shall be vested with the Head of Council of each Community Control Group involved, the C.A.O.'s of each Community Control Group and Community Emergency Management Coordinator based upon the advice and recommendation of each individual Community Control Group involved in the Emergency. Once a decision has been made to establish a joint Community Control Group, the Heads of Council, C.A.O.s and CEMC shall be responsible for meeting to determine the appropriate composition of the Joint Community Control Group taking into account the emergency situation at hand and the composition of each of the individual Community Control Groups.

## 2.9 Joint/Local Information Centre (JIC)

### 2.9.1 Function

The Joint/Local Information Centre is a municipal facility that **may** be set up to provide:

(i) Directions to the public on measures that should be taken to ensure their health and safety and
(ii) A central outlet for the timely dissemination of emergency information to the media and the public in a direct and forthright manner.

### 2.9.2 Activation

The Joint/Local Information Centre **may** be set up and staffed during **Partial Activation** or **Full Activation**.

### 2.9.3 Staffing and Equipment

If established at the primary location, the Joint/Local Information Centre will utilize the equipment assembled and stored for the Joint Information Centre.

## 2.10 Traffic Control Centre (TCC)

### 2.10.1 Function

A Traffic Control Centre **may** be established to direct and coordinate an evacuation or other emergency operation.

### 2.10.2 Activation

The Traffic Control Centre **may** be set up and staffed during **Partial Activation** or **Full Activation**.

### 2.10.3 Staffing and Equipment

If established at the primary location, the Traffic Control Centre will utilize the existing equipment and staffing arrangements.

## 2.11 Reception Centre(s)

### 2.11.1 Function

Reception Centres **may** be set up to receive and provide emergency social services to evacuees from the emergency area if evacuations are ordered. The number and location of the required Reception Centres will be established at the time of the emergency by considering all of the relevant factors.

### 2.11.2 Activation

Reception Centres **may** be set up and staffed during **Partial Activation** or **Full Activation**.

### 2.11.3 Staffing and Equipment

The County of Bruce Social Services Department is responsible for the operation of all Reception Centres set up in the County.

## 2.12 Telecommunications

### 2.12.1 Telephone

All of the emergency centres are currently linked through the telephone system which permits voice and fax communications between the centres. In the case of the primary EOC, LIC, and TCC, special telephone lines have been installed and a small number of these are maintained as ‘live’ lines.

### 2.12.2 Amateur Radio

All emergency centres in this municipal plan shall have available back up radio communications. The centres in this radio ‘net’ shall include the EOC, and if established: the LIC, Reception/Evacuee Centres, the County EOC, and the Red Cross Central Registry & Inquiry Bureau. The Amateur Emergency Radio Service (A.R.E.S.) has assumed responsibility for providing this service.

# Chapter 3 - Notification and Response

## 3.1 Notification

Normally, police, fire, ambulance or the roads department will discover emergencies during their course of day-to-day operations. However, any member of the Municipality of Brockton Community Control Group (CCG), upon receipt of a warning either real or potential, has the responsibility to ensure that the Municipalities Emergency Notification System is activated by contacting the Municipality of Brockton Chief Administrative Officer (C.A.O.) or in the C.A.O.'s absence, the alternate(s). It will be the responsibility of the C.A.O. or alternate to ensure that the emergency notification procedures for the Municipality of Brockton are properly activated and that all members (primary or their alternate) are contacted and advised to attend at the designated Emergency Operation Centre.

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

As part of the notification procedures, Emergency Management Ontario's Provincial Operation Centre (POC) will be contacted and a Duty Officer at the Provincial Operation Centre will be apprised of the emergency situation. Notifying the POC will be the responsibility of the Community Emergency Management Coordinator or alternate upon being notified of the emergency situation.

## 3.2 Response Levels and Initial Actions

When it appears that an emergency situation is imminent or has occurred but an emergency has not yet been declared, Municipal employees may take such action as is necessary and as provided for under this emergency plan in order to protect the health, safety and welfare of the residents of the Municipality of Brockton and to protect property.

**Table 3.1: Emergency Response Levels and Initial Actions**

| Response Level | Initial Actions (By Municipality) |
|---|---|
| **1. Routine Monitoring (Category 1)** | The Municipal Emergency Management Coordinator, the Fire Chief, and the Head - CCG will monitor the situation from their normal workplaces or homes. |
| **2. Partial Activation (Category 2)** | Organizations contacted by the Municipalities Emergency Notification System shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.) |
| | Organizations contacted by the Municipalities' Emergency Notification System shall undertake further internal and external notifications placing their contacts on standby. |
| | The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation. |
| | The Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate. |
| | The organizations responsible for the other emergency centres (LIC, TCC, and Reception/Evacuee Centres) shall ensure that these centres can become fully operational without undue delay. |
| | The Fire Chief, Police Commander or the Chief of Paramedic Services are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - CCG having yet declared a state of emergency. |
| **3. Full Activation (Category 3)** | Organizations contacted by the Municipalities Emergency Notification System shall report to their places of duty as appropriate and fully activate their own emergency plans and procedures. |
| | Organizations contacted by the Municipalities Emergency Notification System shall undertake further internal and external notifications informing their contacts of the level of response. |
| | The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation or to coordinate the emergency response. |

| Response Level | Initial Actions (By Municipality) |
|---|---|
| | The Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate. |
| | Actions ordered by Community Control Group including **Public Alerting** shall be implemented. |

### 3.2.1 Routine Monitoring (Category 1)

**Routine Monitoring** should be implemented when a situation requires monitoring by the municipality. Generally, this response level would be adopted in reaction to a small chemical release, which is quickly controlled and contained. The chemical release will probably produce no environmental effects, although it is an event which municipal officials should be notified of.

If the response level to be adopted is **Routine Monitoring,** either the Police Commander, Fire Chief or the Chief of Paramedic Services shall notify the Municipal Emergency Management Coordinator and the Head - CCG who will monitor the situation from their normal workplaces or homes.

### 3.2.2 Partial Activation (Category 2)

**Partial Activation** should be implemented when a situation requires the municipal emergency response organization to be placed on standby. A community emergency is not imminent but the situation has the potential to deteriorate, thus becoming a serious threat to the community.

Generally, this response level would be adopted in reaction to a chemical spill under control at a plant site, which has the potential to get worse. It may also refer to a spill from road or rail transport equipment. It is not an “immediate” concern to downwind residents, even though some of the spill plume may travel off-site.

If the response level to be adopted is **Partial Activation***,* either the Police Commander or Fire Chief shall notify the Municipal CAO. The CAO, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

**The Municipal Response shall consist of:**

(i) Organizations contacted by the Municipalities Emergency Notification System shall be placed on standby (All individuals should remain available at their offices or homes, as appropriate.)

(ii) Organizations contacted by the Municipality's Emergency Notification System shall undertake further internal and external notifications placing their contacts on standby.
(iii) The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
(iv) The Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.
(v) The organization responsible for the other emergency operations centres (JIC, TCC, and Reception Centres) shall ensure that these centres can become fully operational without undue delay.
(vi) The Fire Chief, the Police Commander or the Chief of Paramedic Services are authorized to take such actions as are deemed appropriate and necessary to mitigate the effects of an emergency without the Head - CCG having yet declared a state of emergency.

### 3.2.3 Full Activation (Category 3)

**Full Activation** should be implemented when a situation requires the municipal emergency response organization to be fully activated. A community emergency requiring a controlled and coordinated response has occurred or is imminent.

Generally, this response level would be adopted in reaction to a large or uncontrolled spill of a toxic chemical that has left the plant boundaries or the site of a transportation accident and has the potential to affect downwind residents. There may be a need for downwind residents to take shelter or to be evacuated.

If the response level to be adopted is **Full Activation**, the Police Commander, Fire Chief or the Chief of Paramedic Services shall notify the Municipal CAO. The CAO, in turn, shall notify the full emergency response organization as set out in the Notification Procedure (Appendix 1).

**The Municipal Response shall consist of:**

(i) Organizations contacted by Municipalities Emergency Notification System shall report to their places of duty and fully activate their own emergency plans and procedures.
(ii) Organizations contacted by Municipalities Emergency Notification System shall undertake further internal and external notifications informing their contacts of the level of response.
(iii) The Community Control Group shall assemble at the Emergency Operations Centre to monitor the situation.
(iv) The Emergency Operations Centre shall consider the advisability of fully activating the Traffic Control Plan, and shall so order, if appropriate.

(v) Actions ordered by the Emergency Operations Centre shall be implemented including the set up and staffing of other emergency centres and **Public Alerting (see below)**.

## 3.3 Public Alerting

3.2.1 The emergency public alerting system is the system used to warn the public that an emergency exists within the community or that some action is required on their part. Police and fire vehicles equipped with sirens and public address systems.

3.2.2 Authority to initiate the emergency public alerting system shall come from either the:

Mayor of Municipality; or
CAO of Municipality; or
Fire Chief; or
O.P.P. Police Commander

3.2.3 Either the Police Commander or the Fire Chief shall direct or arrange for public alerting using police vehicles.

3.2.4 Generally, the public alerting system will only be used **when there is an urgent need to shelter people, warn the residents of a specific area, or to order a protective action.** Public alerting may be ordered for the whole Municipality or any part thereof.

3.2.5 The Municipal Police Service shall be responsible for carrying out public alerting in their respective jurisdictions when this action has been ordered.

3.2.6 Whenever the public alerting system is initiated, the Community Control Group shall request through the EIO that the Designated Media broadcast an appropriate notification message immediately afterwards.

3.2.7 Residents will be expected when alerted to go inside and tune in to a Radio/TV Station appointed as Designated Media to listen for information and instructions. Residents should also follow the guidelines outlined in the Municipal Emergency Response pamphlet:

Residents must find shelter since shelter is the best response to a chemical spill emergency. Even a poorly sealed building or vehicle provides some protection against a release;

Residents, if caught in a chemical spill emission and they cannot find shelter, must move so the wind is blowing from your left to your right, or, right to left, but **not directly into your face or from behind.**

# Chapter 4 - Emergency Operations

## 4.1 General

Whenever an emergency occurs or threatens to occur within the borders of the Municipality of Brockton, the initial and primary responsibility for managing the response shall be vested with the municipality.

## 4.2 Declaration of a Municipal Emergency

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

(i) Municipal: The Mayor or his/her designate, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

(ii) County/Regional Emergency: The Mayor or his/her designate may request, in consultation with the local CCG that the County to take over management of the emergency situation, when the emergency spreads beyond the borders of the Municipality. Members of the local CCG will remain at the local emergency operations center to provide support and assistance.

- The County will first consult the local municipalities affected to determine if resources at hand (personnel and material) are capable of responding to the emergency situation.
- Alternatively, the County may recommend the establishment of a Joint Community Control Group comprised of members of the affected municipalities and the County to manage the situation.

Upon declaring an emergency, the Mayor will ensure that the following individuals/agencies are notified and a copy of the declaration shall be sent by fax to them

(i) Solicitor General by contacting Emergency Management Ontario,
(ii) Ministry of Community Safety and Correctional Services
(iii) County Council
(iv) Mayors of the Local Municipal Council’s in Bruce
(v) Neighbouring Upper Tier Municipal Councils
(vi) Local Member of Parliament
(vii) Local Member of Provincial Parliament
(viii) Public with assistance of the Emergency Information Officer

## 4.3 Requests for Assistance

Once an emergency has been declared, request for assistance can be made to the following at any time without the Municipality loosing authority or control over the emergency operations.

(i) A neighbouring municipality with whom the municipality has established Mutual Aid or Emergency Assistance Agreements.
(ii) The Province of Ontario by contacting Emergency Management Ontario.

4.3.1 Mutual Assistance Agreements:

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

4.3.2 Request for Provincial Assistance

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

## 4.4 Terminating an Emergency

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

(i) Solicitor General by contacting Emergency Management Ontario, Ministry of Community Safety and Correctional Services.
(ii) Municipal Council
(iii) Mayors of the Local Municipal Councils
(iv) Neighbouring Upper Tier Municipal Councils
(v) Local Member of Parliament
(vi) Local Member of Provincial Parliament
(vii) Public with assistance of the Emergency Information Officer

## 4.5 Ontario Disaster Relief Assistance Program

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

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

In the event of a natural disaster, individuals are expected to bear the initial responsibility for their losses. If the losses are so extensive that individuals cannot cope financially, the next level of support should come from the municipality and community at large.

However, if the disaster were of such a size and extent that damages are widespread, the Province of Ontario, in conjunction with the federal government, would initiate the Disaster Financial Assistance Arrangements.

The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” and the Council for the County of Bruce, when asking for assistance under the ODRAP program must adopt a resolution outlining the municipality’s request for a disaster area declaration and whether all or a specified portion of the municipality is to be declared a disaster area.

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

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

# Chapter 5 - Recovery Plan

## 5.1 General

Once the urgent part of the emergency event is over, community officials must shift the focus to dealing with the long term effects of the accident/event while at the same time attempting to restore conditions to normal. This part of the emergency plan is known as the “recovery phase”.

The CCG will determine when the emergency has entered the recovery phase. Normally, the emergency at that point would **not** constitute an actual or imminent threat to people and property requiring an immediate response.

To facilitate a smooth transition to the execution of the recovery phase, the CCG will continue to address all matters related to recovery until such time as a hand-over is formally made to the Recovery Committee (see Section 5.2 below).

Operations and the sequence of their implementation during the recovery phase will depend greatly on the nature of the event that caused the emergency and its progression. An emergency declaration may or may not still be in place when recovery operations begin.

## 5.2 Organization

Following a smooth transition to the recovery phase, the CCG should pass the responsibility for further operations in connection with the emergency to a Recovery Committee.

The Recovery Committee may consist of:

(i) Mayor, Municipality of Brockton
(ii) Chief Administrative Officer, Municipality of Brockton
(iii) Fire Chief
(iv) Ontario Provincial Police Coordinator
(v) Works Superintendent Municipality of Brockton
(vi) Utilities Manager
(vii) Municipal Chief Financial Officer
(viii) Municipal Human Resources Manager
(ix) Municipality Emergency Management Coordinator

Additional positions may be added to the Recovery Committee to provide expert advice and/or assistance as required.

Sub-committees may be struck to deal with specific areas of concern or issues, i.e. Human Needs, Infrastructures, Finance, Health and Social Services.

## 5.3 Recovery Strategy

During its initial and subsequent meetings, the Recovery Committee should develop a strategy, which includes goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the Recovery Committee, should incorporate any specific community needs which have been identified and any tasks identified through a review of the Committee's responsibilities (Section 5.4 below). This strategy will also have to be periodically adjusted to reflect the progress made towards full recovery or to reflect changing/evolving concerns and issues.

The Recovery Committee will report to Municipal Council on a regular basis to keep them informed on the status of the recovery process and any recommended expenditures.

## 5.4 Recovery Committee Responsibilities

The following major responsibilities should be undertaken by the Recovery Committee:

(i) Assist the municipality in ensuring that the essential services and utilities (hydro, water, gas, telephone, mail delivery, sewers and waste disposal) are returned to service as soon as possible;
(ii) Ensure that public infrastructures, including roads, bridges, traffic lights and signs, etc. are repaired or replaced;
(iii) Assist the municipality in ensuring that structures and buildings within the community are in a safe condition and any remedial action that is required is taken to rectify any unsafe conditions;
(iv) Ensure that health standards are met throughout the Municipality;
(v) Provide assistance to municipalities in the relocation and establishment of temporary housing for affected persons;
(vi) Assist the municipality in the provision of counselling sessions (victims' counselling services, critical incident stress debriefing for emergency workers and volunteers, as well as the general population);
(vii) Coordinate requests for funding support from other levels of government;
(viii) Ensure that information on the recovery process and activities are disseminated in a clear and timely manner to the public through regular bulletins and updates; and
(ix) Consolidate, with the municipality, the damage assessment (approximate emergency event costs) reports.

## 5.5 Disaster Declarations and Disaster Relief Assistance

A declaration of a disaster is usually made by the Municipality in order to possibly receive disaster relief assistance from the Provincial or Federal Government with regards to the amount of damage inflicted upon the communities.

Once a Disaster Declaration has been made by the County, the request is sent to the Province to determine if assistance can be provided, from what source and in what proportion.

The Municipality can declare a disaster and request that the Province also declare the community a disaster area in order to receive.

(i) Provincial funding assistance towards damaged public infrastructure;
(ii) The Municipality can also declare a disaster and request that the Province also declare the community a disaster area for the purposes of relief assistance from the Ontario Disaster Relief Assistance Program (ODRAP). ODRAP is intended to alleviate the hardship suffered by private homeowners, farming and small business enterprises whose essential property has been damaged in a natural calamity, such as a severe windstorm or flood. No assistance is available under this program to cover damages to public property or to privately owned non-essential property; and
(iii) The Municipality can also request, through local Members of Parliament, for Federal financial support. In the past, the Federal Government has provided financial assistance in the event of a large-scale disaster affecting the majority of a community. This financial assistance has normally been acquired through the Province.

# Chapter 6 - Telecommunications

## 6.1 Telecommunications:

A vital and integral part of any emergency management operation is communication, particularly, between the Emergency Operation Centre and the Emergency Site Manager. This necessary communication requires a reliable and secure means of relaying information between the two emergency management locations. In order to ensure timely information for the benefit of the decision-making process, it is essential to maintain reliable systems of communication between the emergency site and the emergency operations centre.

### 6.1.1 Telephone

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

### 6.1.2 Radio

Radio Communications are least susceptible to damage or interruption in times of emergency. A radio relay dispatch system set up between the emergency site and the operations centre as well as radio communication with other communities will ensure that outside agencies will be well informed of the status of the emergency. Telephones (land line) may be used as means of communication.

### 6.1.3 Other

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

### 6.1.4 Cell Phones

Cell phones are not recommended as a form of emergency communication. However, if cell sites are operating and functional this form of telecommunications may be used to enhance emergency operations. It should be noted that this form of communication is not very secure.

# Chapter 7 - Plan Maintenance, Revision and Testing

## 7.1 Internal Procedures

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

## 7.2 Annual Review

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

## 7.3 Amendments

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

## 7.4 Flexibility

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

## 7.5 Local Plans

All local municipalities are required to have their own emergency response plans. Local emergency response plans are encouraged to conform to the County of Bruce Emergency Response Plans. To ensure an overall coordinated effort, copies of the County of Bruce Emergency Response Plan and Emergency Resource Handbook will be distributed to local communities. Local communities are encouraged to provide copies of the same to the County of Bruce.

## Glossary of Terms

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

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

**Administrator of Bruce County Ontario Works -** The Administrator of Bruce County Ontario Works

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

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

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

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

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

**Business Resumption** - See Recovery

**Chief Administrative Officer -** The Chief Administrative Officer or alternate for the Municipality.

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

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

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

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

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

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

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

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

**Critical Incident Stress Team -** The Grey Bruce Critical Incident Stress Team is available for stress debriefing during and succeeding emergencies and major incidents by contacting one of the emergency service agencies.

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

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

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

**Director of Community Services -** The Head of Community Services (Recreation and Facilities Services) or alternate for the Municipality.

**Chief of Paramedic Services** – The Head of Emergency Medical Services (Land Ambulance) or alternate for the County of Bruce.

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

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

**Duty Officer** - Executive assistant or alternate

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

**Emergency Information Officer** – The Emergency Information Officer or alternate for the County of Bruce.

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

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

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

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

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

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

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

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

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

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

**EMO -** Emergency Management Ontario

**EOC -** Emergency Operations Centre

**Evacuee Centre** – Is a facility providing shelter, food and other services, to a group evacuees from an area.

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

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

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

   **(i)** **Case Studies**: Case Studies involve the examination of a particular case study - solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes.

   **(ii)** **Paper Exercises**: Paper Exercises, like case studies, begin by presenting a problem or emergency. The key difference with a paper exercise is that

   **(iii)** Information is provided to exercise players, through paper inputs in "real time" to simulate actual emergency events and messages.

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

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

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

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

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

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

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

**Fire Chief -** The Chief of the Municipal Fire Department or Alternate

**Fire Coordinator** - the person appointed by the Fire Marshall, under the authority of the Fire Protection and Prevention Act, to co-ordinate the Mutual Aid Plan, or appointed by the Fire Marshal to act in the absence of the fire co-ordinator.

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

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

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

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

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

**Hazardous Material** – Is a substance (gas, liquid or solid) capable of harming people, property, and the environment, e.g. materials which are flammable, toxic, etc.

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

**Inner Perimeter –** Is a restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

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

**Head of Council -** The Head of Council or alternate (Acting Head of Council) for the Municipality.

**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 Emergency Information Officer.

**Medical Officer of Health -** Medical Officer of Health or alternate for the County of Bruce

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

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

**Municipality** - Municipality means a city, Municipality, village and Township and includes a county, district and regional municipality and the County of Bruce.

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

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

**On-Scene Media Information Centre -** The location at or near the scene from which the media may gather for updated media releases and press conferences. This location

will be determined by the designated On-Scene media spokesperson, with the approval of the Emergency Site Manager.

**On-Scene Media Spokesperson -** The On-Scene media spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for coordinating the fast, accurate dissemination of information to the media from the On-Scene media information centre. The spokesperson will also work closely with the media coordinator to ensure that information released to the media from the scene is consistent with information being released from the EOC media information centre.

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

**Outer Perimeter –** Is the geographic area surrounding the inner perimeter. This area will serve as a coordination 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.

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

**Police Chief -** The Chief of Police of the Municipal Police Service or alternate.

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

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

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

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

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

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

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

**Public Education Program -** Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the

event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

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

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

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

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

**Representative Ambulance Service -** A designated representative of the Bruce County Ambulance Service.

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

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

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

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

**Shall -** Indicates a mandatory requirement

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

**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).

**Solicitor -** The Solicitor as contracted by the Municipality.

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

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

**Transportation Coordinator -** During an emergency, the Transportation Coordinator will be appointed by the CCG.

**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.

**Victim Services -** The group of volunteers available as needed to assist victims of unusual circumstances of trauma.

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

**Acronyms and Abbreviations**

| | |
|---|---|
| ARES | Amateur Radio Emergency Service |
| CACC | Central Ambulance Communications Centre |
| CCAC | Community Care Access Centre |
| CCG | Community Control Group |
| CEMC | Community Emergency Management Coordinator |
| EOC | Emergency Operations Centre |
| EIO | Emergency Information Officer |
| ESM | Emergency Site Manager |
| EMS | Emergency Medical Services |
| JCCG | Joint Community Control Group |
| JIC | Joint Information Centre |
| LIC | Local Information Centre |
| MOEE | Ministry of the Environment and Energy |
| MOH | Medical Officer of Health |
| MOH and LTC | Ministry of Health and Long Term Care |
| MTO | Ministry of Transportation |
| OPP | Ontario Provincial Police |
| PAD’s | Public Action Directives |
| TCC | Traffic Control Centre |