



The Corporation of the Town of Goderich

Schedule "A"

Emergency Plan

April 2010

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EXECUTIVE SUMMARY

Introduction

Aim. The Emergency Plan offers a standardized municipal response to a crisis situation, rather than identifying countermeasures to all conceivable emergencies. The plan therefore outlines a process for municipal authorities to (1) assess the severity of an incident and (2) determine an appropriate response strategy.

Scope

In order to establish an effective municipal response to an emergency, the Plan includes mechanisms to:

- (a) Coordinate a prompt and organized response by emergency services;
- (b) Ensure the unimpeded access of emergency vehicles;
- (c) Establish methods to organize the evacuation of endangered residents;
- (d) Ensure that proper medical treatment is available for casualties;
- (e) Eliminate all sources of danger to residents and property;
- (f) Coordinate suitable accommodation for evacuees, casualties and emergency response personnel

Background

Provincial legislation entitled "Emergency Management and Civil Protection Act RSO 1990 Chapter E9 Regulation 380/04" as amended 2006 is the primary authority enabling municipalities to develop their own Emergency Plan. The Corporation of the Town of Goderich passed the Town of **Goderich Emergency Bylaw 115 of 2007 on Monday December 3, 2007.**

Amendments to the Plan require formal Council approval. Formal Council approval is not required for the following: 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.

An emergency is defined as, **a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence")**

In order to protect residents, visitors, and businesses, the Town of Goderich requires the capability to conduct a coordinated and integrated emergency response should it be necessary. This capability is over and above the normal procedures used by emergency services during day-to-day operations.

The Town of Goderich Emergency Operations Control Group has developed this emergency response plan in accordance with current Emergency Management doctrine, guidelines, and procedures. Every official, municipal department and agency must be prepared to carry out assigned responsibility in an emergency. All departments and agencies shall prepare plans and procedures, and conduct training that enables them to undertake their assigned roles and responsibilities under this plan.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Goderich Emergency Response Plan may be viewed at the Town Hall 57 West St. For more information, please contact the COMMUNITY EMERGENCY MANAGEMENT COORDINATOR.

Authority

The Legislation which is short titled “The **Emergency Management and Civil Protection Act RSO 1990 Chapter E9 Regulation 380/04**” states: the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

Short Title

This emergency plan may be cited as the Town of Goderich **Emergency Plan**.

DEFINITIONS AND RELEVANT TERMS

TOWN STAFF

It is recognized that each position has an alternate should the person designated not be available.

1. **Mayor**
The Mayor or alternate for the Town of Goderich
2. **Chief Administrative Officer**
The Chief Administrative Officer or alternate for the Town of Goderich
3. **Public Works Manager**
The Public Works Manager or alternate for the Town of Goderich.
4. **Administrative Assistant to the Chief Administrative Officer**
The Administrative Assistant to the Chief Administrative Officer for the Town of Goderich is responsible for assisting the Chief Administrative Officer, as required, including, the activation of the Internal Alerting System
5. **Solicitor**
The Solicitor as contracted by the Town of Goderich.

6. **Treasurer**
The Treasurer or alternate for the Town of Goderich.
7. **Social Services Liaison**
The Social Community Liaison is responsible for working with the Critical Incident Stress Management Team and Social Services as required

EMERGENCY STAFF

1. **Fire Chief**
The Chief or alternate having authority in Goderich.
2. **OPP Detachment Communicator**
Huron OPP Detachment Communicator or alternate(s) having authority in the affected area.
3. **Emergency Operations Control Group**
That group of individuals directing those services necessary for mitigating the effects of the emergency. The names and contact numbers for the Emergency Operations Control Group are listed in Appendix A. The Chief Administrative Officer is responsible for co-ordinating the operations within the Emergency Operations Centre.
4. **Community Emergency Management Coordinator**
The Community Emergency Management Coordinator is designated by Town Council By-Law No. 115 of 2007. The Community Emergency Management Coordinator acts as a resource to the Emergency Operations Control Group and updates the Emergency Plan on an annual basis.
5. **Emergency Site Manager**
Appointed by the Emergency Operations Control Group to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the Mayor at the Emergency Operations Control Group.
6. **Media Coordinator**
During an emergency, the Emergency Operations Control Group will assign a Media Coordinator. The Media Coordinator acts as the spokesperson through which all information is released and all interviews are organized. To ensure information is accurate, news releases will be reviewed by the Emergency Operations Control Group and authorized by the Mayor.
7. **On-Site Media Spokesperson**
The On-Site Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Site Media Information Centre. The Spokesperson will also work closely with the Media Co-ordinator to ensure that information released to the media from the Site is consistent with information being released from the E.O.C. Media Information Centre.

8. **The Citizen Inquiry Supervisor**
During an emergency, the Emergency Operations Control Group will assign the duty of the Citizen Inquiry Supervisor. The Citizen Inquiry Supervisor is responsible for the establishment of a Citizen Inquiry Service and liaises frequently with the Media Coordinator.
9. **Transportation Co-ordinator**
During an emergency, the Transportation Co-ordinator will be appointed by the Emergency Operations Control Group.
10. **Mutual (Fire) Aid Coordinator**
The Mutual Aid Coordinator or alternate for the County of Huron.

OTHER TERMS

1. **Emergency Area**
The area in which the emergency exists
2. **Inner Perimeter**
A restricted area in the immediate vicinity of the emergency site as established by the On-Site Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.
3. **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. The location is the Goderich Council Chambers, Town Hall 57 West St. or an alternative location determined by the Media Coordinator.
4. **On-Site Media Information Centre**
The location at or near the site from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Site Media Spokesperson, with the approval of the Emergency Site Manager.
5. **Outer Perimeter**
The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.
6. **Reception/Evacuation Centre**
A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. The primary Evacuation Centre is the Knights of Columbus Hall on Parsons Court.

7. Recovery

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

8. 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.

9. Citizen Inquiry Service

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

10. Emergency Operations Centre

The location from which the Emergency Operations Control Group operates. For brevity, the Emergency Operations Centre is referred to as the E.O.C.

PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE**1. Introduction**

- a) Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, ambulance routines.
- b) While most peacetime emergencies could occur within the geographical area of responsibility of the Town of Goderich, those most likely to occur are tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.
- c) County of Huron Assistance:
If a local municipality declares an emergency and determines that they require further assistance from the County of Huron, the local Head of Council can request County support by notifying the Warden. The Warden will in turn contact the County Chief Administrative Officer who will notify the appropriate department head(s). If the situation requires a significant amount of County resources or the Warden decides, in consultation with the local Head(s) of Council, that the emergency response activities could be better directed by the County, the Warden will notify the appropriate person to activate the County Alerting System.

- d) When more than one municipality requests County assistance, the Warden will consult with the Head(s) of Council of the affected municipalities and notify the appropriate person to assemble the County Control Group. If the Warden, in consultation with the County Control Group, declares an emergency, all local municipality Control Groups liase with the County Control Group and may continue to meet to coordinate a response with the County.

2. Aim

- a) The aim of this Emergency Plan is to outline how the Town of Goderich will coordinate and organize its resources in an effort to mitigate a large-scale emergency to provide the earliest possible response to:
 - (i) protect and preserve life and property;
 - (ii) minimize the effects of the emergency on the Town of Godeirch; and
 - (iii) Restore essential services
 - (iv) assist local municipalities as requested;.

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

3. Alerting System

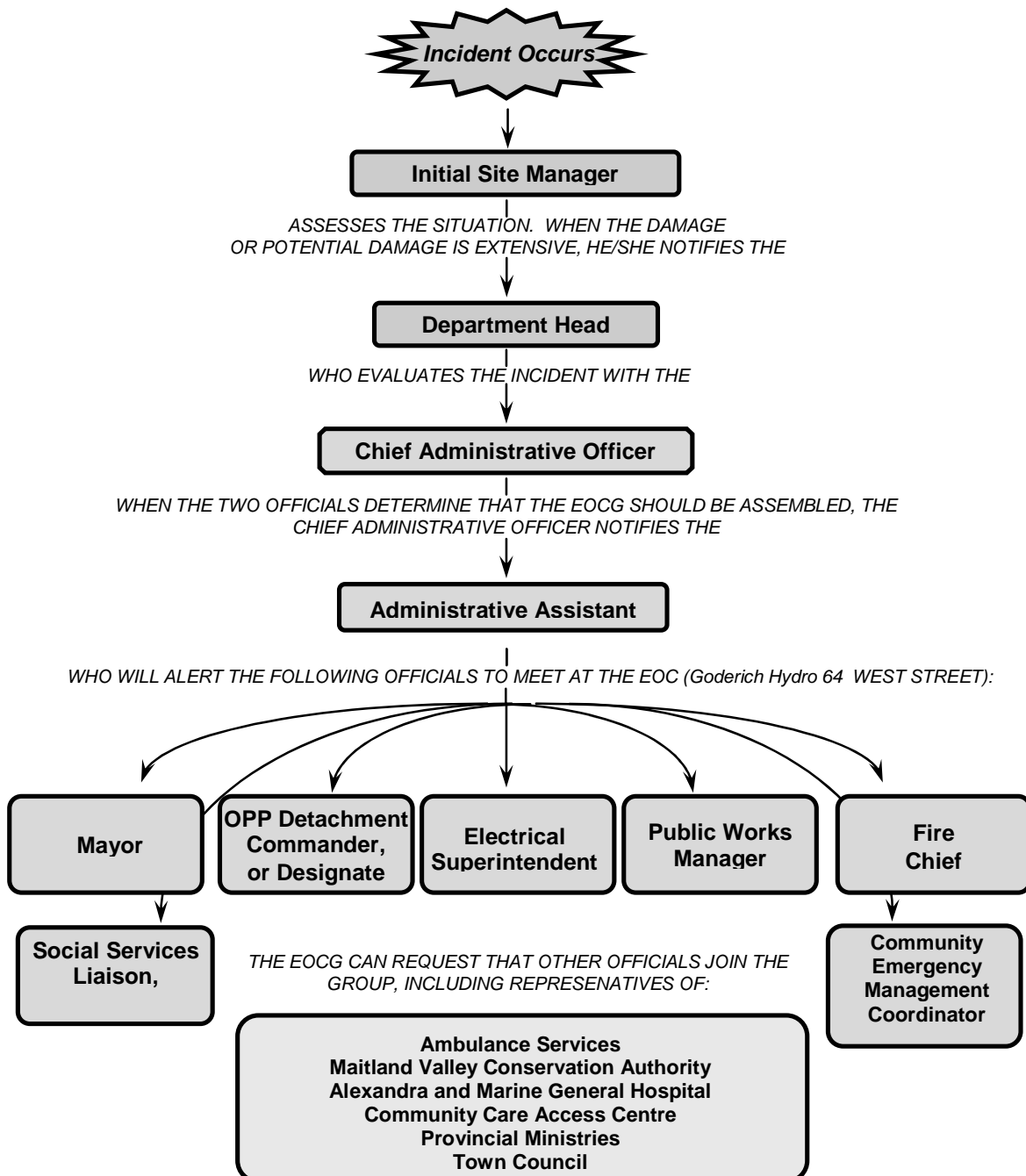
- a) The Department Head will confer with the Chief Administrative Officer (CAO), or alternate, on the event. If the two officials determine that a municipal emergency has occurred, or is imminent, the Chief Administrative Officer will notify the CAO Administrative Assistant or alternate who will direct members of the Town of Goderich *Emergency Operations Control Group (EOCG)* to assemble at the *Emergency Operations Centre (EOC)*.
- b) The Community Emergency Management Coordinator is responsible for notifying the Provincial Ministries, as required. The emergency alert will (1) apprise group members of the situation and (2) notify them to congregate at the designated Emergency Operations Centre (EOC). If a group member is unavailable or unable to fulfill his/her duties, a designated alternate will be notified. If this individual is also unavailable, the remaining members of the Town Control group will designate a suitable alternate.
- c) The Town Alerting System is illustrated in Diagram 1 of this Plan.

4. **EMERGENCY OPERATIONS CONTROL GROUP**

- a) The Emergency Operation Control Group is comprised of persons holding the following positions, or their appropriate alternates:
- (i) Mayor (Chair);
 - (ii) Chief Administrative Officer (CAO);
 - (iii) Community Emergency Management Coordinator (CEMC)
 - (iv) OPP Detachment Commander, or Designate;
 - (v) Public Works Manager;
 - (vi) Fire Chief
 - (vii) Goderich Hydro – Electrical Superintendent, or Designate;
 - (viii) Social Services Liaison
 - (viii) Medical Officer of Health, as required;
 - (ix) Social Services Administrator, as required.
- a) Additional personnel called or added to the Emergency Operation Control Group may include:
- (i) Alexandra and Marine General Hospital;
 - (ii) Ambulance Services;
 - (iii) Community Care Access Centre for Huron;
 - (iv) Maitland Valley Conservation Authority;
 - (v) Provincial Ministries;
 - (vi) Town Council;
 - (vii) Any other agency possessing expert knowledge on the emergency situation.
- b) The Emergency Operation Control Group may function with only a limited number of persons depending upon the emergency. They may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of **all** members of the Emergency Operation Control Group.

Diagram #1

Alerting System



5. Emergency Operations Centre

- a) Introduction and usage of the Operations Centre:
- (i) In the event of an emergency, an Emergency Operations Centre (E.O.C.) will be established at Goderich Town Hall 57 West St. or alternate site. The Emergency Operation Control Group, the Support and Advisory Staff and any other groups required will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Chief Administrative Officer is responsible for the co-ordination of all operations within the Emergency Operations Centre.
 - (ii) The Emergency Operations Centre will consist of:
 - a meeting room for the Emergency Operation Control Group which is on the second floor of the Town Hall addition;
 - a Communications Room (Front Office);
 - rooms for Emergency Support and Advisory Staff and other groups as required (Mennesetung Room); and
 - A Media Information Centre and Press Conference Area (Goderich Hydro Board Room)
- b) Location
- (i) The primary location of the Emergency Operations Centre is the Goderich Town Hall 57 West St. If a situation arises where this site is inappropriate, the Emergency Site Manager or the Mayor will determine a suitable location for the EOC.
- c) Features of the Goderich Town Hall
- (i) The Building has a permanent natural gas generator that will operate the new addition to the building.
 - (ii) The building is primarily heated with a ground water system supported by natural gas, with some electric baseboard heating. If the heat source failed from lack of natural gas supply heating we have three 4 KW generators, which could supply some portable electric heat.
 - (iv) The Building is supplied with water & sewage from the Town of Goderich. In the event of a power outage, the Municipality has backup generators able to supply water and sewage to the whole community.
- d) Emergency Operations Control Group Meeting Room
- (i) The Emergency Operations Centre is in a secure and quiet meeting room.

- (ii) To promote an effective emergency meeting, this room will be equipped with:
 - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
 - a Smart Board depicting up-to-date status information on the emergency;
 - a recording device and tapes suitable for recording Emergency Operations Control Group meetings;
 - telephone(s) protected by Priority Access Dialling.
 - (i) While the Emergency Operations Control Group is engaged in meetings, assistants will be available to take messages and convey their decisions. Therefore, the Communication Room will be a separate room but in close proximity to the Emergency Operations Control Group Room.
 - (ii) To be effective, the Communication Room will be the Town Hall Front office area
 - a map(s) of suitable scale depicting up-to-date information related to the emergency;
 - a visual board depicting up-to-date status information on the emergency;
 - a chronological log of all significant communications and events related to the emergency;
 - Sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of Blackberries with batteries and/or back-up generators will be considered; and
 - (iii) Each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room. Each member of the Emergency Operations Control Group will designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assistance as otherwise required.
 - The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Emergency Operations Control Group and other key locations.
- f) Communications Manager – E.O.C. Communications Room
- (i) A Communications Manager will be designated by the Chief Administrative Officer to co-ordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.

- (ii) The Communications Manager is responsible for:
 - (a) Providing the Chief Administrative Officer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
 - (b) Providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
 - (c) co-ordinating and prioritizing the flow of messages between the Communication Room and the Emergency Operations Control Group, and other desired groups or locations;
 - (d) Maintenance of a chronological log of significant communications and events;
 - (e) Maintenance of a situation or status board;
 - (f) Maintenance of a map(s) containing vital information relative to the emergency;
 - (g) Making arrangements to obtain private sector communications equipment and facilities, if traditional systems are inoperative;
 - (h) Activating the emergency notification system of the local amateur radio operators group, if appropriate.

Emergency Re-Fuelling Centre

In certain situations, fuel may not be available at the normal re-fuelling centres i.e. service stations. The Town has designated an emergency re-fuelling centre where an extra supply of regular gasoline, clear diesel, and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply if necessary. Appendix P identifies the location of the Emergency Re-Fuelling Centre, the fuel supply available, and a list of those organizations which have requested permission to access this supply if no other sources are available.

Priority Access for Dialling

Priority Access for Dialling is a means of ensuring that essential telephone users will still have access to systems under conditions where switches and circuits are otherwise overloaded by reason of exceptional demand during an emergency. Telephone numbers protected under Priority Access for Dialling will maintain the ability to make outgoing calls.

Resident Evacuation

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

Evacuation Order

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

Notification

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

- (i) **Inspection and Demolition.** Municipal Building Officials are responsible for the inspection of buildings damaged by the disaster prior to their re-occupation. Any decision to demolish unsafe structures should be made in consultation with qualified authorities, including the municipal engineering service.
- (ii) **Financial Compensation.** All individuals and agencies assisting in disaster relief operations may be compensated by the affected municipality. Invoices related to emergency response operations should be forwarded to the Town Treasurer, who will prepare a damage report for Town Council. In these situations, the Town of Goderich will work in conjunction with these municipalities to determine an appropriate cost sharing arrangement as outlined in the Mutual Assistance Agreement.

The Province of Ontario offers the Ontario Disaster Relief Assistance Program (ODRAP) which is intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and the “necessities of life.” ODRAP does not provide full cost recovery for all damages resulting from a disaster, but it does help eligible recipients restore essential furnishing and property to pre-disaster condition. Further information on the process for applying for ODRAP funding is provided in the Emergency Planning File.

- (iii) **Employee Remuneration.** As indicated in Section 1(2)(c) of the Worker's Compensation Act, all employees of the Town of Goderich involved in emergency Activities will receive earnings equivalent to their regular employment.
- (iv) **Damage Claims.** Residents affected by the disaster can petition their municipalities to submit a damage claim to the Ontario Disaster Relief Assistance Plan (*ODRAP*). As public property is not recoverable under the ODRAP, the Town will rely primarily on donations to subsidize the cost of repairing uninsured property. In addition, the Mayor can petition the Premier for additional financial support. The Emergency Planning File provides further information on the ODRAP.
- (v) **Liability for Actions.** Under the EMERGENCY MANAGEMENT ACT, no employee or registered volunteer of the Town will be held responsible for actions taken or omitted during an emergency, granted these individuals were acting in good faith. In contrast, the Corporation of the Town of Goderich can be held liable for any actions taken or omitted during an emergency.
- (vi) **Right of Action.** The EMERGENCY MANAGEMENT ACT states that where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, "municipality" includes a local board of a municipality and a local services board.

PART II - DECLARATION OF AN EMERGENCY**6. Action Prior to Declaration**

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

7. Municipal Emergency

- a) The Mayor is responsible for declaring that an emergency exists within the boundaries of the municipality. This decision is made in consultation with other members of the Emergency Operations Control Group.
- b) Upon such declaration, the Mayor or designate notifies:
 - (i) Ministry of Community Safety & Correctional Services through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
 - (ii) The County Chief Administrative Officer;
 - (iii) The Town Council;
 - (iv) Informs the public, the media and neighbouring communities of the declaration and of an emergency.
 - (v) Notifies the M.P. and the M.P.P.

County-Wide Declaration. In situations where a number of local municipalities have been affected, or could be affected by a large-scale crisis, the County of Huron may serve as an effective authority to coordinate and centralize emergency response activities. In order to utilize the capabilities of the County, a county-wide emergency must be declared. As counties currently cannot declare an emergency, this procedure must be followed to declare a county-wide emergency:

- (i) The Head(s) of Council of the affected municipalities will notify the Warden and apprise him/her of the situation;
- (ii) The Warden will consult with these Head(s) of Council to (1) assess the situation and (2) determine if there exists a need for the County to coordinate crisis relief activities;
- (iii) If these officials agree that a county-wide emergency may exist, the “County Control Group (CCG)” will be formed to evaluate the situation. This group consists primarily of senior officials of the County of Huron and the affected municipalities;
- (iv) Upon assessment of the situation, it may be determined that a county-wide emergency should be declared. As the County cannot declare an emergency, the Mayor and other local Heads of Council will delegate the authority for emergency operations to the Warden under section 13(3) of the Act;
- (v) This delegation of responsibility provides the County with those powers granted municipalities under the Act. For this reason, the CCG will serve as the primary decision-making authority and the Warden will undertake the responsibilities of the Head of Council. This declaration also allows the Warden to implement response measures prescribed in the *County of Huron Emergency Plan*.

PART III - TERMINATION OF EMERGENCY

8. Municipal Emergency

- a) A municipal emergency may be declared terminated by:
 - (i) The Mayor; or
 - (ii) The Premier of Ontario.
- b) Upon termination of a Municipal Emergency, the Mayor or designate notifies:
 - (i) Ministry of Community Safety & Correctional Services through Emergency Management Ontario Duty Officer available 24/7 at **(416) 314-0472 or (416) 314-0473**. Available toll free at **(866) 314-0472**.
 - (ii) the Mayor ensures notification of termination to public, media, and local municipal officials is completed;
 - (iii) The Mayor ensures notification of the M.P. and the M.P.P.

PART IV - REQUEST FOR PROVINCIAL ASSISTANCE**9. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the Town of Goderich Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the Town of Goderich and local municipalities are deemed insufficient, **then** the Mayor or alternate may request assistance from the Province of Ontario.
- c) Such a request shall be made to the Ministry of Community Safety & Correctional Services, **Emergency Management Ontario (416) 314-0472 or (416) 314-0473 or toll free at (866) 314-0472.**

During an emergency, assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario can be contacted 24/7 through their Duty Officer at **(416) 314-0472** or **(416) 314-0473**. Call toll free at **(866) 314-0472**. Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario will send a staff member(s) to the Town of Goderich to provide provincial liaison.

- d) Under the “**Emergency Management and Civil Protection Act RSO 1990 Chapter E9 Regulation 380/04**”, the Premier of Ontario **may**:
 - (i) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
 - (ii) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
 - (iii) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
 - (iv) Require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is **not** within the

jurisdiction of the municipality, and may direct and control the provision of such assistance.

Part V-Responsibilities

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

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

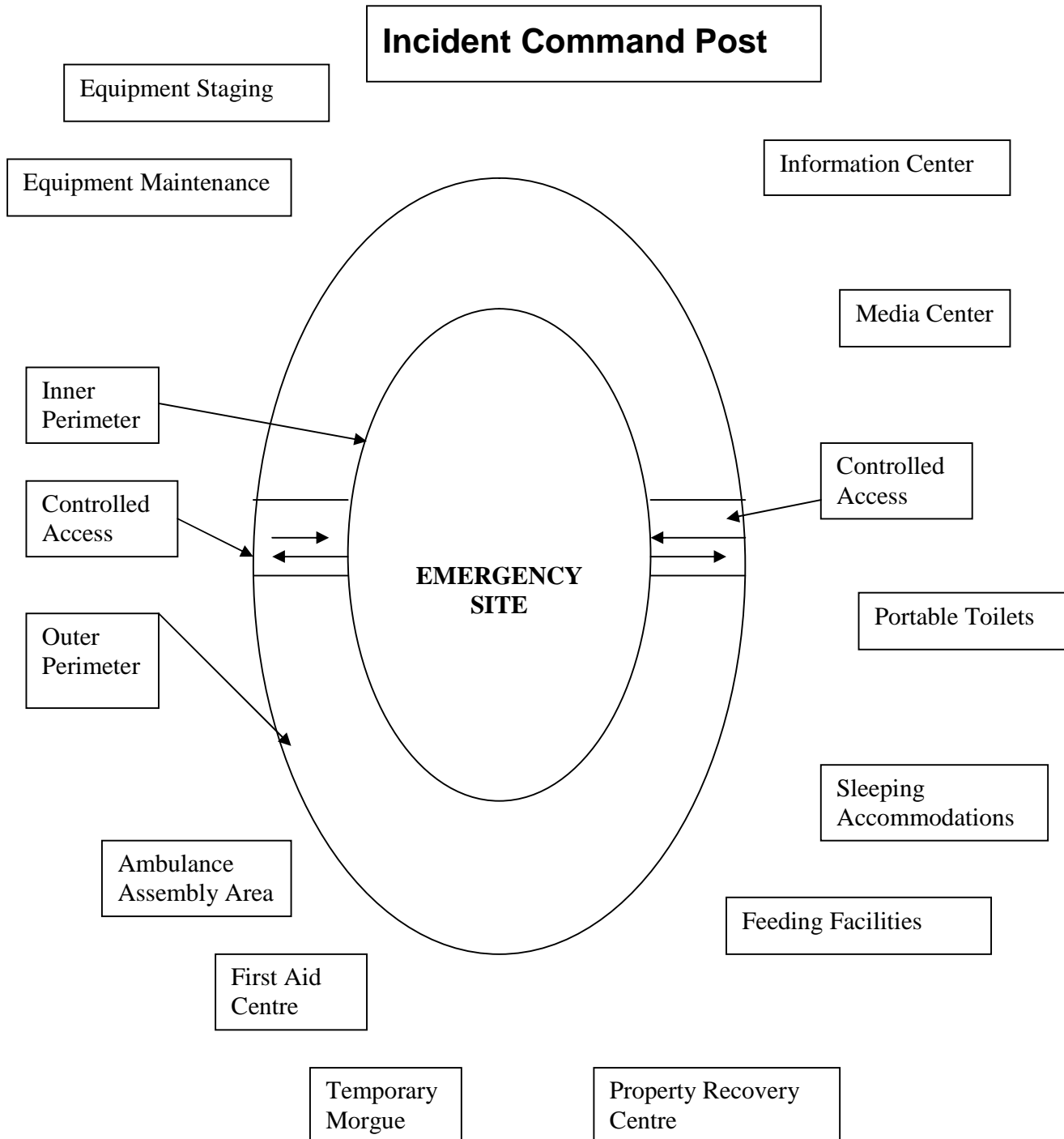
10. Emergency Operations Control Group

In an emergency situation, the Emergency Operations Control Group acts as the coordinating body for all Town emergency services and are responsible for the following:

- (a) Assembling at the Emergency Operation Centre (*EOC*) at the request of the Emergency Alert;
- (b) Delegating a suitable alternate for any Emergency Operations Control Group member and their alternate who is absent or unable to act;
- (c) Meeting as a group to exchange information, assess the situation and determine the appropriate response procedure;
- (d) Requesting resources from any agency or service prior to the declaration of an emergency, as required;
- (e) Advising the Mayor on the need to declare a town-wide emergency in all, or part, of the town;
- (f) Appointing an Emergency Site Manager from the criteria outlined in this plan;
- (g) Appointing an individual possessing experience with the emergency communications network to act as the Communication Manager;
- (h) advising the Mayor on the need to discontinue any utility or service provided by public or private organizations that directly threatens the welfare of residents or "emergency workers" (
- (i) Identifying areas where Town personnel and equipment will be assembled, as required;
- (j) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Town control as considered necessary

Diagram #3 – The Emergency Area

Emergency Site Design



- (k) Appointing an individual possessing experience in media relations to act as a Media Coordinator, in order to release accurate and relevant information on emergency operations to the public;
- (l) Determining the need to establish a Media Information Centre and requesting the Media Coordinator, or alternate, to manage the facility.
- (m) Identifying locations where “Emergency Centres” can be established to register volunteers, shelter evacuees and provide medical assistance, as necessary;
- (n) Determining if additional volunteers are required and if appeals for volunteers are warranted;
- (o) Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- (p) Determining the need to replace the lead agency responsible for on-Site operations with a department more suitable for emergency recovery activities;
- (q) Appointing a lead agency for emergency recovery operations, if the situation has changed and another agency would be more appropriate;
- (r) Determining the need to establish advisory group(s) and/or sub-committees;
- (s) Appointing an Emergency Site Manager for emergency recovery operations in accordance with this emergency plan;
- (t) Ensuring that all organizations under its direction are notified when the emergency is terminated;
- (u) Coordinating a debriefing session for all emergency workers after the emergency has been terminated.
- (v) Designating any area of the Town as an “emergency area”
(See Diagram 3);
- (w) Authorizing expenditure of monies required to deal with the emergency;
- (x) Prior to the termination of an emergency, the Emergency Operations Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan, Refer to Appendix S.
- (y) Participating in the debriefing following the emergency;
- (z) Providing required support for on-site emergency workers during and post incident;

- (aa) providing critical incident stress management for members of the Emergency Operations Centre.
- (bb) recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management.

11. Mayor or Deputy Mayor.

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

- (a) Chairing and scheduling all meetings of the EOCG;
- (b) Ensuring Town Council is kept informed on the operations and decisions of the EOCG;
- (c) Approving, in consultation with the EOCG, major announcements and media releases;
- (d) Declaring and terminating an emergency, in accordance with section 2.7 of this plan;
- (e) Authorizing all EOCG decisions, including the;
 - (i) Evacuation of persons within the "Emergency Area" who are judged to be in danger, or whose presence hinders emergency operations;
 - (ii) Discontinuation of any service which constitutes a hazard to residents or emergency workers;
 - (iii) Appeal for assistance from senior levels of government and any public or private agencies not under municipal control;
 - (iv) Provision of municipal funds for emergency operations.

12. Chief Administrative Officer (CAO).

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

- (a) Consulting with the Department Head, or delegate, of the first agency responding to the incident, in order to determine the need to initiate the Town of Goderich Emergency Alert;
- (b) Instructing the Administrative Assistant to initiate the Town of Goderich Emergency Alert, when necessary;
- (c) Acting as the chief advisor to the Mayor and EOCG on municipal procedures and policies;
- (d) Coordinating all activities of the EOC, including the provision of support staff and the establishment of a communication link with the Initial Site Manager;
- (e) Preparing an agenda and providing a secretary for all meetings of the EOCG;
- (f) Ensuring all EOCG decisions are recorded;
- (g) Ensuring that all EOCG members have briefed their staff on the situation and, if necessary, have requested staff to assist with operations;
- (h) Maintaining the usual responsibilities of the Town Hall;
- (i) Maintaining a log of all EOCG activities during the emergency and submitting a summary of the log to Town Council within a month of the emergency termination.

13. Community Emergency Management Coordinator.

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

- (a)** Act as a resource and advisor to the Mayor, CAO and EOCG especially as regards emergency procedures;
- (b)** Ensure that the primary or secondary EOC sites are stocked and prepared for use;
- (c)** Determining an alternate Emergency Operations Centre (EOC), if the Goderich Hydro Building is not suitable;
- (d)** Liase with EMO representatives either at the local or provincial level
- (e)** Notifying support and advisory staff of the emergency situation and the location of the EOC, as necessary;
- (f)** Requesting, in consultation with the EOCG, the assistance of any individual or agency capable of supporting emergency operations;
- (g)** Assuming the role of the Purchasing and Volunteer Coordinator, or appointing an individual knowledgeable in the acquisition of materials and human resources to fulfill this responsibility (see section 3.5.6 of this plan);
- (h)** Ensuring that all members of the EOCG are supplied with the necessary materials and communication devices to fulfill their emergency response duties;
- (i)** Supplying individuals and agencies with any information in the Emergency Resources File or the Town Directory that may be of assistance;
- (j)** Maintaining a log of all EOCG activities during the emergency and submitting a summary of the log to Town Council within a month of the emergency termination.

14 Fire Chief.

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

- (a) Consulting with the Chief Administrative Officer on the need to assemble the EOCG, if the Fire Department is the first agency responding to the incident;
- (b) Appointing an Emergency Site Manager, if the EOCG designates the Fire Department as the lead agency for emergency operations (see section 2.5.3 (ii) of this plan);
- (c) Coordinating all activities connected with fire suppression, rescue and extraction operations;
- (d) Advising the EOCG on matters concerning fire suppression and/or prevention in the emergency area;
- (e) Coordinating evacuation procedures, if residents are threatened by fire or chemical contamination;
- (f) Arranging for additional fire support by notifying the Huron County Fire Coordinator or by requesting assistance from the Fire Marshal of Ontario, when necessary;
- (g) Determining if special equipment is required for emergency workers, including breathing apparatus and protective clothing;
- (h) Providing assistance and equipment to other municipal departments engaged in large scale, non-fire fighting operations (including search and rescue, first aid and pumping operations), as appropriate;
- (i) Advising the EOCG on the availability of volunteer Fire Department staff, if a prolonged emergency situation is expected;
- (j) Maintaining the usual responsibilities of the Fire Department.

15. Treasurer.

In an emergency, the Treasurer of the Town of Goderich, or alternate, is responsible for:

- (a) Providing the Emergency Operations Control Group with information and advice on financial matters, as they relate to the emergency;
- (b) Assuming the role of the Purchasing Coordinator or appointing an individual knowledgeable in the acquisition of materials to fulfill this responsibility;
- (c) Maintaining a record of all expenditures incurred during crisis relief activities;
- (d) Acting as a liaison with Clerk-Treasurers of local municipalities;
- (e) Ensuring that all emergency response organizations maintain records of expenses incurred in relief operations;
- (f) Preparing a claim of the costs attributed to emergency operations and submitting this document to Town Council;
- (g) Maintaining the usual responsibilities of the Treasurer;
- (h) Preparing a report outlining the Treasurer's emergency response activities and submitting a copy of the document to the Chief Administrative Officer within two weeks following an emergency termination.
- (i) the provision and securing of equipment and supplies not owned by the Town of Goderich, as required by members of the Emergency Operations Control Group and the Emergency Support and Advisory Staff, to mitigate the effects of the emergency;
- (j) Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Mayor and Chief Administrative Officer or alternate(s) to resolve the matter;
- (k) Liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (l) Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (m) Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (n) Procuring staff to assist, as required.

16. OPP Detachment Commander, or Designate.

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

- (a) Consulting with the Chief Administrative Officer on the need to assemble the EOCG, if the OPP is the first agency responding to the incident;
- (b) Appointing an Emergency Site Manager, if the EOC designates the OPP as the lead agency for emergency operations (see section 2.5.3 (ii) of this plan);
- (c) Establishing a command post facility at the emergency site to restrict access and organize response operations, if appropriate;
- (d) Ordering the immediate evacuation of buildings, if residents are threatened by the emergency;
- (e) Coordinating evacuation procedures in less life-threatening situations, when requested by the EOCG;
- (f) Maintaining order in the emergency area and safeguarding against the looting of property from casualties, emergency response staff and evacuated buildings;
- (g) Notifying the coroner of fatalities and establishing temporary morgues, when required. The location of all bodies will be marked, the fatalities will be tagged and removed to the morgue and the deceased's next of kin will be notified;
- (h) Maintaining order within all Emergency Centres, as required;
- (i) Arranging for additional OPP support, if necessary;
- (j) Maintaining the usual responsibilities and procedures of the OPP.

17. Public Works Manager.

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

- (a) Consulting with the Chief Administrative Officer on the need to assemble the EOCG, if the Works Department is the first agency responding to the incident;
- (b) Appointing an Emergency Site Manager, if the EOCG designates the Public Works Department as the lead agency for emergency operations
- (c) Ensuring unimpeded road access to the emergency by;
 - Clearing any debris that inhibits vehicle movement;
 - Maintaining roads and bridges in usable condition;
 - Establishing barricades and flashers to better direct traffic;
 - Maintaining snow removal and sanding operations;
 - Undertaking tree removal operations, in cooperation with Goderich Hydro;
- (d) Supplying municipal equipment and vehicles with operators, as requested and available;
- (e) Procuring and organizing any resources that might assist emergency operations, such as pumping equipment or sandbags;
- (f) Acting as a liaison with senior Public Works officials of neighbouring municipalities, if necessary;
- (g) Requesting support from any industrial, engineering or construction company that can assist emergency operations;
- (h) Acting as the Municipal Flood Coordinator in a flood-related emergency;
- (i) Consulting with the Maitland Valley Conservation Authority on flood management matters;
- (j) Arranging for, or conducting, such tests as are necessary to determine the degree of hazard existing in buildings from explosive, flammable or toxic agents;
- (k) Advising the EOCG on the structural safety of all buildings affected by the incident and notifying the group on the need to evacuate residents from any building;
- (l) Arranging for the demolition of unsafe structures;
- (m) Maintaining the usual activities of the Public Works Department.

18. Goderich Hydro Line Forman or Designate, as Required.

In an emergency, the Electrical Line Foreman and his/her staff will be responsible for;

- (a)** Consulting with the Chief Administrative Officer on the need to assemble the EOCG, if Goderich Hydro is the first agency responding to the incident;
- (b)** Appointing an Emergency Site Manager, if the EOCG designates Goderich Hydro as the lead agency for emergency operations;
- (c)** Arranging for public or private utility suppliers to discontinue any service that endangers residents or emergency operations;
- (d)** Activating alternate sources of utilities, where necessary and practical;
- (e)** Prioritizing the restoration of affected services, as dictated by the needs of essential users (such as homes for the aged);
- (f)** Providing vehicles and personnel to assist in emergency operations, when necessary and available;
- (g)** Maintaining the usual responsibilities of Goderich Hydro.

19. Social Services Liaison

In an emergency, the Social Services Liaison will have the following responsibilities;

- (a) Assessing the emergency situation and determining its potential impact on public or staff mental health;
- (b) Activate Critical Incident Stress Management Team as required.
- (c) Ensuring the well-being of residents displaced from their homes by supervising the opening and staffing of temporary Evacuee and Victim Assistance Centres, in coordination with the County Social Services Director as required;
- (d) Requesting the support of voluntary agencies capable of providing emergency lodging, feeding, counselling, clothing, and registration services, as required;
- (e) Arranging for the purchase of food and supplies for “emergency workers”, as required;
- (f) Discussing with the EOCG on the need to establish emergency shelters;
- (g) Assuming responsibility for any emergency shelter facility established by the Town, the OPP or the Fire Department, when appropriate;
- (h) Notifying the EOCG on any supplies necessary at the emergency shelters.

20. Director/Medical Officer of Health, Huron County Health Unit

In a municipal emergency, the Huron County Health Unit will:

- a) Provide advice to the Emergency Control Group on any matters which may adversely affect public health;
- b) Provide representation on the Emergency Control Group appropriate to the emergency situation *(note to us -- this could include no representation)*
- c) Assess the emergency situation and determine its potential impact on public health;
- d) Maintain the essential services of the Health Unit;
- e) Co-ordinate the response to public health related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- f) Liaise with the Provincial Ministry of Health, Public Health Branch;
- g) Coordinate all efforts to prevent and control the spread of disease during an emergency;
- h) Coordinate the emergency response activities of the Health Unit's Staff.
- i) Provide authoritative instructions on public health matters to the public through the Control Group's designated Media Co-ordinator;
- j) Ensure liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources;
- k) Liaise with other County Departments providing assistance / resources to the Control Group; and
- l) Participating in a debriefing of the emergency response.

21. Social Services Administrator, as Required.

In an emergency, the Social Services Administrator and his/her staff are responsible for working with the Town of Goderich Social Services Liaison:

- (a)** Coordinating the emergency response activities of the County of Huron Social Services Department;
- (b)** Ensuring the well-being of residents displaced from their homes by supervising the opening and staffing of temporary Evacuee and Victim Assistance Centres, as required;
- (c)** Requesting the support of voluntary agencies capable of providing emergency lodging, feeding, counselling, clothing, and registration services, as required;
- (d)** Entering into operating agreements with those voluntary agencies that typically support emergency operations (e.g. Canadian Red Cross Society, St. John Ambulance, Salvation Army);
- (e)** Arranging for the purchase of food and supplies for “emergency workers”, as required;
- (f)** acting as a liaison with the Medical Officer of Health and volunteer agencies on matters relating to the operation of Emergency Centres;
- (g)** Discussing with the EOCG on the need to establish emergency shelters;
- (h)** Assuming responsibility for any emergency shelter facility established by the Town, the OPP or the Fire Department, when appropriate;
- (i)** Notifying the EOCG on any supplies necessary at the emergency shelters.

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

23. Alexandra and Marine General Hospital.

In an emergency, a representative of the Alexandra and Marine General Hospital will have the following responsibilities;

- (a) Initiating and maintaining communication between ambulance services at the incident scene and other hospitals, public health units, the Ministry of Health and other provincial ministries and agencies, as required;
- (b) Disseminating information to the Mayor and the EOCG on hospital operations, when available and appropriate;
- (c) Acting as a liaison with the Medical Officer of Health and the Supervisor of Ambulance Services on issues of casualty transportation and medical support, as necessary.

24. Supervisor of Ambulance Services.

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

- (a) Coordinating the activities of the ambulance services with personnel from Alexandra & Marine General Hospital, the Medical Officer of Health and all other medical and ambulatory services, as necessary;
- (b) Working in conjunction with the Emergency Site Manager to establish an Ambulance Command Site at the emergency scene;
- (c) Assisting with evacuee transportation, as appropriate.

25. Emergency Site Manager

- a) The Emergency Site Manager (ESC) will be **appointed** by the Emergency Operations Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The Emergency Site Manager shall report directly to the Mayor or Emergency Operations Control Group. Selection of the Emergency Site Manager will take into consideration the following:
- availability and approval of their agency;
 - training and field experience; and
 - Knowledge of responding agencies, responsibilities and resources.
- b) the Emergency Site Manager, upon appointment by the Emergency Operations Control Group, has the authority to:
- call meetings of the responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to the responding groups and determining any extenuating factors which will affect emergency response operations;
 - mediate conflicts between agencies and to contact the Mayor or the Emergency Operations Control Group should he/she be unable to resolve the matter;
 - request assistance from responding agencies for communications and other emergency site management tools;
 - Appoint an on-site Media Spokesperson, i.e. police officer with media training background.
- c) the Emergency Site Manager is responsible for:
- ensuring that priorities, tasks and tactics have been established to contain the problem;
 - in consultation with the responding emergency service agencies, define the inner and outer perimeters;
 - ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
 - ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief;

- maintaining a communication link with the Mayor or the Emergency Operations Control Group for the flow of accurate information and assistance in management of the emergency;
- ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
- monitoring the operation of the site management and make suggestions where appropriate;
- exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
- understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
- where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Emergency Operations Control Group is managing the day-to-day operations in our community;
- Participating in a debriefing and assisting the Emergency Management Coordinator in the preparation of a report on the emergency.
- assessing the existing resources at the site and notifying the Emergency Operations Control Group when additional materials, administrative staff and medical services are required;
- maintaining a communication link with the Communications Manager;
- establishing a command post at the emergency site, if appropriate;
- Assuming the role of On-Site Media Coordinator, or delegating an official trained in media relations to fulfill this responsibility.

PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF**26. Emergency Support and Advisory Staff**

- a) The following Staff may be required to provide support, logistics and advice to the Emergency Operations Control Group:
- Solicitor
 - Administrative Assistant to the Chief Administrative Officer
 - Transportation Co-ordinator

- b) Upon direction from the Mayor, the Chief Administrative Officer notifies the required Emergency Support and Advisory Staff (and any other required Staff) to report to the Emergency Operations Centre.

c) **Solicitor**

The Solicitor for the Town of Goderich is responsible for:

- (i) The provision of advice to any member of the Emergency Operations Control Group and the Emergency Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Town of Goderich in its response to the emergency, as requested.

d) **Administrative Assistant to the Chief Administrative Officer**

The Administrative Assistant to the Chief Administrative Officer is responsible for:

- (i) Assisting the Chief Administrative Officer, as required, including the activation of the Internal Alerting System;
- (ii) Maintaining a log outlining decisions made and actions taken by the Emergency Operations Control Group, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency as required;
- (iii) Providing identification cards to Emergency Operations Control Group members and support Staff.

e) **Transportation Co-ordinator**

In the event of an emergency, the Transportation Co-ordinator will be appointed by the Emergency Operations Control Group and is responsible for:

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

- (ii) Liaising with other Municipal Transportation Co-ordinators, if necessary;
- (iii) Procuring staff to assist, as required;
- (iv) Ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form (Appendix R) should be completed and forwarded to the Town of Goderich Treasurer.

f) **Amateur Radio Emergency Service (ARES)**

When traditional methods of communication are not functioning effectively, the Chief Administrative Officer, or delegate, will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

g) **Bell Canada/Independent Telephone Companies**

In emergencies or periods of exceptional demand, Bell Canada and the local independent telephone companies may initiate "Priority Access for Dialling" to prioritize telephone service. Outward calls will be restricted to essential users, including CCG officials. In contrast, all incoming calls to the emergency area can be received by local residents. Municipal officials who have Priority Access for Dialling should provide this information to the Communications Coordinator, when appropriate.

h) **Canadian Transport Emergency Centre (CANUTEC)**

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

i) **Coroner**

When an incident has caused death, the Regional Coroner must be immediately notified by the senior official at the emergency site, or delegate. The coroner has the authority to take possession of the body or authorize a qualified official to secure the body. When necessary, the Coroner will also advise the Emergency Operations Control Group on the establishment of a temporary morgue.

j) **Critical Incident Stress (CIS) Support**

Individuals trained in Critical Incident Stress may be requested by the Social Community Liaison Officer to support residents and emergency workers recovering from traumatic experiences.

k) **Spills Action Centre**

When a dangerous spill of pollutants has occurred, the Ministry of Environment and Energy's Spills Action Centre must be contacted. Emergency Management of Ontario Office should be notified. The Spills Action Centre will provide advice and investigate the incident.

l) **Victim Services of Huron County**

Victim Services provide short term emotional support, practical assistance and community referral to victims of crime, trauma and tragic circumstances in partnership with community and emergency services.

PART VII - MEDIA AND PUBLIC RELATIONS

27. Introduction

- a) Upon implementation of this Emergency Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
- b) in order to fulfill these functions during an emergency, the following positions will be established:
 - (i) an On-Site Media Spokesperson will be appointed by the Emergency Site Manager;
 - (ii) the Media Co-ordinator will report directly to the Chief Administrative Officer;
 - (iii) Citizen Inquiry Supervisor.
- c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the site (the On-Site Media Information Centre) and the other near the Emergency Operations Centre (E.O.C. Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the E.O.C. Media Information Centre.

28. On-Site Media Spokesperson

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

- a) establishing and co-ordinating an On-Site Media Information Centre in a safe, appropriate location, at or near the site, for the media to assemble;
- b) Establishing a communication link and liaising regularly with the Media Co-ordinator at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Site Media Information Centre is consistent with that released by the Media Co-ordinator at the E.O.C. Media Information Centre;
- c) redirecting all inquiries regarding decisions made by the County Control Group and the emergency as a whole, to the Media Co-ordinator at the Emergency Operations Centre;
- d) responding to inquiries from the media **pertaining to the site only**;

- e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Site Media Information Centre:
 - (i) Media Co-ordinator
 - (ii) Emergency Site Manager
 - (iii) Police Media Relations Officer
 - (iv) emergency services personnel at site (where possible)
 - (v) Any other appropriate personnel or agencies.
- f) controlling and redirecting media to the On-Site Media Information Centre;
- g) where necessary and appropriate, co-ordinating media photograph sessions at the site;
- h) Co-ordinating on-site interviews between the emergency services personnel and the media.

29. **Media Co-ordinator**

The Media Co-ordinator for the Town of Goderich will be appointed by the Emergency Operations Control Group and is responsible for:

- a) upon arrival to the Emergency Operations Centre, reporting to the Mayor to be briefed on the emergency situation;
- b) As the **primary** Media Co-ordinator, the Media Co-ordinator will establish a communication link with the On-Site Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Media Co-ordinator(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- c) designating and co-ordinating an E.O.C. Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- d) briefing the Emergency Operations Control Group on how the E.O.C. Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- e) liaising regularly with the Emergency Operations Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- f) establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
 - (i) Media
 - (ii) Emergency Operations Control Group
 - (iii) On-Site Media Spokesperson
 - (iv) Police Media Relations Officer

- (v) Citizen Inquiry Supervisor(s)
 - (vi) Any other appropriate persons, agencies or businesses
- g) providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
 - h) ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the E.O.C. Media Information Centre, the Emergency Operations Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
 - i) monitoring news coverage, and correcting any erroneous information;
 - j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

30. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is responsible for:

- a) Automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Health and Library Complex or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the E.O.C. Media Information Centre;
- b) apprising the Media Co-ordinator at the E.O.C. Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) apprising the affected emergency services and the Emergency Operations Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) continually liaising with the Media Co-ordinator to obtain current information on the emergency;
- e) Responding to and re-directing inquiries and reports from the public based on information from the Media Co-ordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) responding to and re-directing inquiries **pertaining to the investigation of the emergency**, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) Responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s)

at the Huron Perth branch of the Red Cross. This information should be obtained through Huron County Social Services Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.

- h) Procuring staff to assist, as required.

PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS**31. Maitland Valley Conservation Authority**

Should a flood emergency situation develop in the Town of Goderich, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the local Conservation Authorities and through the Mayor, the Ministry of Natural Resources must also be notified.

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

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

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

- a) The Mayor contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) If the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557. Refer to Maitland Valley Conservation Authority's Conservation Authority's Contingency Plans on file at the Goderich Hydro Building and Goderich Town Hall.
- c) Should you be unable to contact someone in either authorities, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. Emergency Management Ontario may also be contacted.

32. Ontario Provincial Police

In the event of an emergency occurring on a Provincial Highway, within the Town of Goderich, the Ontario Provincial Police will be responsible for:

- a) implementing the **Ontario Provincial Police Emergency Response Services Manual**;
- b) securing the site of the incident;
- c) controlling the movement of emergency vehicles to and from the site of the incident;
- d) preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) maintaining law and order;

- g) Providing an Ontario Provincial Police representative to participate on the Emergency Operations Control Group, as required.

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

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

- a) the provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Social Services Administrator;
- b) upon being contacted by the Administrator of Huron County Social Services or alternate, providing a Avon Maitland District School Board/Huron-Perth Catholic District School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres.
- c) in the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
 - (i) implementing the school “Stay-Put” Emergency Plan; or
 - (ii) Implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

34. Hospital Administrator

- a) Within the Town of Goderich, there is one hospital:
 - (i) Goderich Alexandra Marine and General Hospital 524-8323
- b) In a **town-wide** emergency, the Chief Administrative Officer of the local hospital is responsible for:
 - (i) Coordinating and liaising with their response
 - (ii) Liaising with the Social Services Administrator of Huron County, Health Unit and the Manager of Ambulance Operations with respect to hospital and medical matters, as required;
 - (iii) Evaluating requests for the provision of medical site teams;
 - (iv) Liaising with the Ministry of Health, as appropriate.
- c) The Chief Administrative Officer of the hospital is responsible for:
 - (i) Implementing their Hospital Emergency Plan.

PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES**35. Plan Maintenance and Revision**

The Town of Goderich Emergency Plan will be maintained and distributed by the Community Emergency Management Coordinator (CEMC)

- a) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Operations Control Group. This will be co-ordinated by the CEMC.
- b) The Emergency Plan shall be only revised by By-law or by resolution of Town Council; however, minor administrative changes may be made by the CEMC and the Emergency Operations Control Group
- c) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the CEMC and Emergency Operations Control Group forthwith of any revisions to the Appendices or administrative changes.

36. Testing of Plan

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

37. Internal Procedures

- a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.
- b) Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.