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## **EXECUTIVE SUMMARY**

### **Introduction**

This Plan has been prepared in order to provide key officials, agencies, and departments within the Municipality of Central Huron with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

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

### **Background**

Provincial legislation entitled “The Act to Provide for the Formulation and Implementation of Emergency Plans” is the primary authority enabling municipalities to develop their own Emergency Plan.

An emergency is defined as, “ **a situation caused by forces of nature, an accident, an intentional act or otherwise, that constitutes a danger of major proportions to life or property.**”

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

### **Short Title**

This emergency plan may be cited as the Municipality of Central Huron **Emergency Plan**.

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**DEFINITIONS AND RELEVANT TERMS**

1. **Administrator of Huron County Ontario Works**  
The Administrator of Huron County Ontario Works.
2. **Clerk-Administrator**  
The Clerk-Administrator or alternate for the Municipality of Central Huron
3. **Citizen Inquiry Service**  
A service established by the Citizen Inquiry Supervisor to respond to and redirect inquiries and reports from the public.
4. **Facilities Manager**  
The Facilities Manager or alternate for the Municipality of Central Huron.
5. **Emergency Area**  
The area in which the emergency exists.
6. **Emergency Control Group**  
That group of individuals directing those services necessary for mitigating the effects of the emergency. The Clerk-Administrator is responsible for co-ordinating the operations within the Emergency Operations Centre.
7. **Emergency Operations Centre**  
The location from which the Emergency Control Group operates.  
The addresses for the Emergency Operations Centres are listed in Appendix 2.  
For brevity, the Emergency Operations as the E.O.C.
8. **Emergency Management Co-ordinator**  
The Emergency Management Co-ordinator will be the Fire Chiefs for the Municipality of Central Huron.
9. **Emergency Site Manager**  
Appointed by the Emergency 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 Clerk-Administrator at the Emergency Control Group.
10. **Fire Chiefs**  
The Chief of the Central Huron Area Fire Department catchment area or alternate.

**11. Head of Council**

The Head of Council or alternate for the Municipality of Central Huron.

**12. Inner Perimeter**

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.

**13. Media Co-ordinator**

During an emergency the Clerk-Administrator or alternate for the Municipality of Central Huron will assume the role of Media Co-ordinator.

**14. Media Information Centre**

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

**15. Medical Officer of Health**

Medical Officer of Health or alternate for the County of Huron.

**16. 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.

**17. 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 co-ordinating 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 Co-ordinator to ensure that information released to the media from the scene is consistent with information being released from the E.O.C. Media Information Centre

**18. Outer Perimeter**

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

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19. **O.P.P. Sergeant**  
The Sergeant of the Ontario Provincial Police or alternate.
  20. **Protective Services Officer**  
The Protective Services Officers or alternate for the Municipality of Central Huron.
  21. **Reception/Evacuation Centre**  
A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. When possible, use schools, since in most cases they make ideal Evacuation Centres.
  22. **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.
  23. **Representative Ambulance Service**  
A designated representative of the Huron County Ambulance Service.
  24. **Roads Superintendent**  
The Roads Superintendent or alternate for the Municipality of Central Huron.
  25. **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).
  26. **Solicitor**  
The Solicitor as contracted by the Municipality of Central Huron.
  27. **Transportation Co-ordinator**  
During an emergency, the Transportation Co-ordinator will be appointed by the ECG.
  28. **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.
  28. **Utilities Manager**  
The Utilities Manager or alternate for the Municipality of Central Huron.

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

**2. Aim**

- a) The aim of the Municipality of Central Huron Emergency Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Municipality's services, agencies and personnel to provide the earliest possible response to:
  - (i) protect and preserve life and property;
  - (ii) assist the County of Huron and/or other area municipalities as requested;
  - (iii) minimize the effects of the emergency on the Municipality of Central Huron; and
  - (iv) restore essential services.

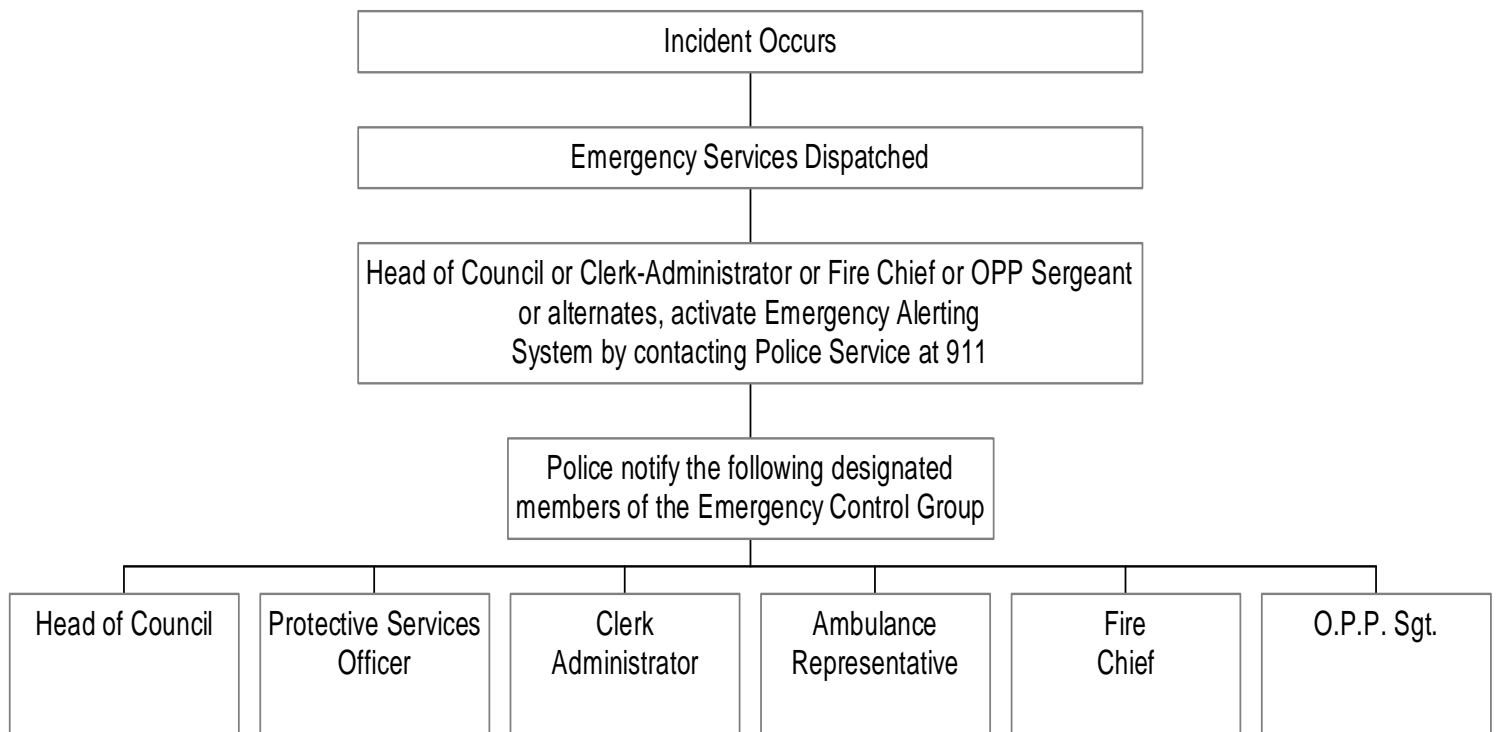
**3. Emergency Alerting System**

- a) The Head of Council or the Clerk-Administrator or the O.P.P. Sergeant or Fire Chief or alternates may request that the Ontario Provincial Police Dispatch Service activate the Emergency Alerting System.
- b) The Supervisor for the Police Dispatch is responsible for alerting designated members of the Emergency Control Group and passing on such information as required (refer to Appendix 1).
- c) The Emergency Alerting System is illustrated in Diagram 1 of this Plan.

- d) Members of the Emergency Control Group who will not be notified by the Police Service, namely the Administrator of Huron County Ontario Works and the Medical Officer of Health, and Deputy Clerk are to refer to Appendix 1-A “Municipality of Central Huron Alerting System” for call-out procedures.

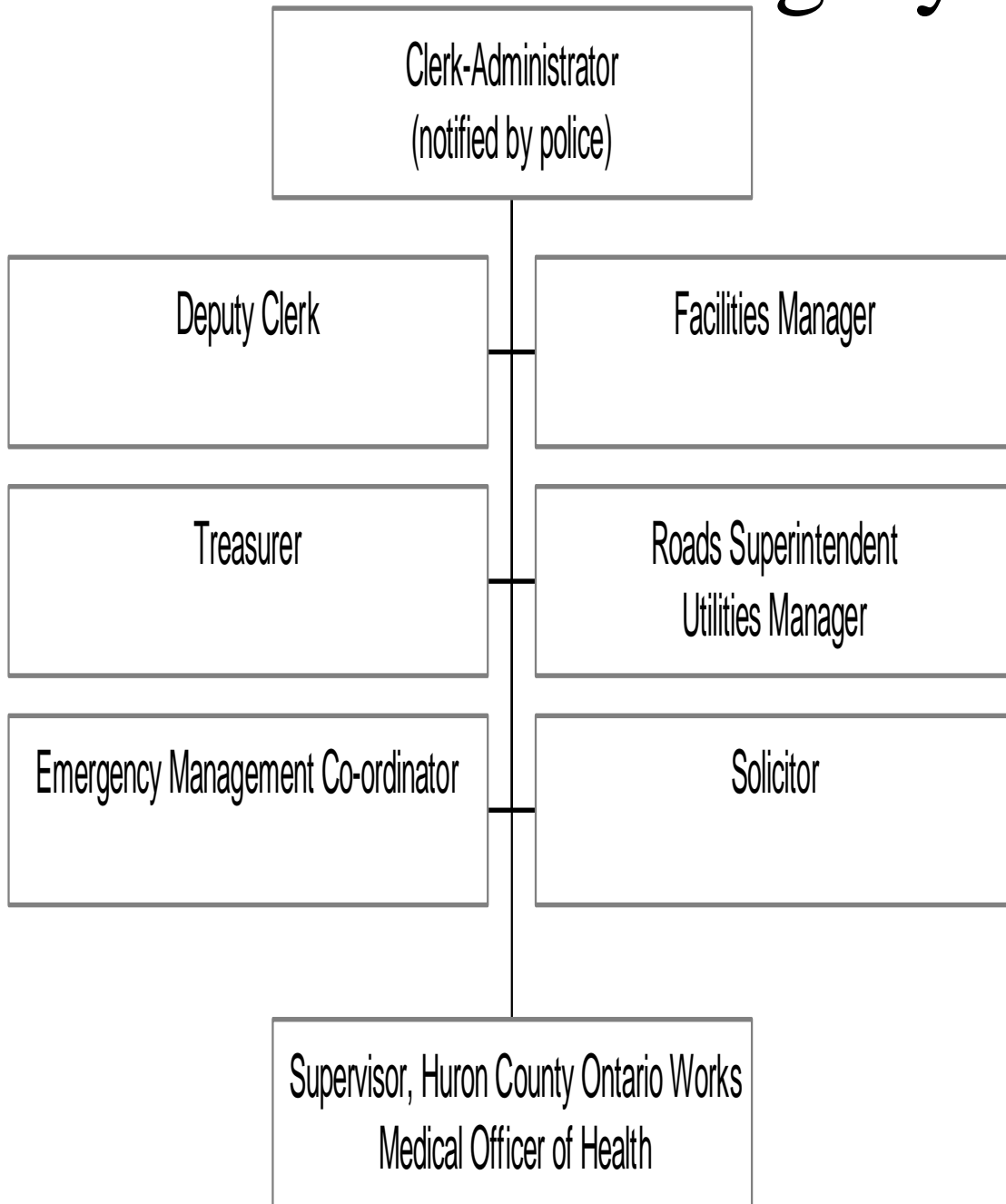
**Diagram #1**

# Emergency Alerting System



**Diagram #2**

# Internal Alerting System



#### 4. 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 in the Utilities Work Center. The Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Clerk-Administrator 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 Control Group;
    - a Communications Room;
    - a room for the Health and Social Services Support Groups;
    - rooms for support and advisory staff and other groups as required; and
    - a Media Information Centre and Press Conference Area (Auditorium).
- b) Location
- (i) The primary location of the Emergency Operations Centre is the Utilities Work Center. **A list of designated secondary Emergency Operations Centres is located in Appendix 2.**
- c) Emergency Control Group Meeting Room
- (i) The Emergency Control Group requires a secure and quiet meeting room adjacent to the Communication Room.
  - (ii) To promote an effective emergency meeting, this room requires:
    - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a recording device and tapes suitable for recording Emergency Control Group meetings (optional);
    - telephone(s) for outgoing calls only.

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- d) Communication Room
- (i) While the Emergency Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate Communication Room must be established in close proximity to the Emergency Control Group Room.
  - (ii) To be effective, the Communication Room requires:
    - a map(s) of suitable scale depicting up-to-date information related to the emergency;
    - a visual board depicting up-to-date status information on the emergency;
    - a chronological log of all significant communications and events related to the emergency;
    - sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered; and
    - each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
  - (iii) Each member of the Emergency Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
  - (iv) The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Emergency Control Group and other key locations.
- e) Communications Manager – E.O.C. Communications Room
- (i) A Communications Manager will be designated by the Clerk-Administrator to co-ordinate activities and communications within the Communication Room. The Communications Manager and an Assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.

- (ii) The Communications Manager will be responsible for:
- providing the Clerk-Administrator with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
  - providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
  - co-ordinating and prioritizing the flow of messages between the Communication Room and the Emergency Control Group, and other desired groups or locations;
  - maintenance of a chronological log of significant communications and events;
  - maintenance of a situation or status board;
  - maintenance of a map(s) containing vital information relative to the emergency.

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**PART II - DECLARATION OF AN EMERGENCY****5. Action Prior to Declaration**

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

**6. Municipal Emergency**

- a) The Reeve or Deputy Reeve of the Municipality of Central Huron, as Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Municipality. This decision is made in consultation with other members of the Emergency Control Group.
- b) Upon such declaration, the Reeve notifies:
  - (i) The Solicitor General of Ontario through Emergency Management Ontario (during regular office hours) at **(416) 314-3723**. Any notification to Emergency Management Ontario after regular office hours should be directed through O.P.P. General Headquarters, Duty Officer **(705) 329-6950**;
  - (ii) The Council of the Municipality of Central Huron;
  - (iii) The Reeve ensures that the public, the media and neighbouring municipality's Officials are also advised of both the declaration and termination of an emergency.
  - (iv) The Reeve ensures the notification of the local M.P. and M.P.P.
- c) All decisions by the Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the Municipality of Central Huron shall be made in consultation with the Reeve or Acting Reeve of the Municipality.

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**PART III - TERMINATION OF EMERGENCY****7. Municipal Emergency**

- a) A municipal emergency may be declared terminated at any time by:
  - (i) The Head of Council or Deputy Reeve; or
  - (ii) The Central Huron Council; or
  - (iii) The Premier of Ontario.
  
- b) Upon termination of a Municipal Emergency, the Head of Council notifies:
  - (i) the Council; and
  - (ii) the Solicitor General of Ontario through Emergency Management Ontario (during regular office hours) at **(416) 314-3723**. Any notification to Emergency Management Ontario after regular office hours should be directed through O.P.P. General Headquarters, Duty Officer **(705) 329-6950**;
  - (iii) the Head of Council ensures notification of termination to public, media and neighboring municipal officials is completed.

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**PART IV - REQUEST FOR PROVINCIAL ASSISTANCE****8. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the Municipality of Central Huron Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the Municipality of Central Huron are deemed insufficient, **then** the Reeve or alternate may request assistance from the Province of Ontario.
- c) Such a request shall be made to the **Ministry of the Solicitor General, Emergency Management Ontario (416) 314-3723.**

During an emergency, assistance may be requested from Emergency Management Ontario at any time. Emergency Management Ontario maintains a 24-hour duty roster and can be reached during business hours at **(416) 314-3723** or after hours through the O.P.P Duty Officer at **(705) 329-6950**. Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario is prepared to send an Area Officer to the Municipality of Central Huron to provide provincial liaison.

- d) Under Section 7 of the **Emergency Plans Act, R.S.O. 1990, Chapter E.9**, the Premier of Ontario **may**:
  - (i) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
  - (ii) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
  - (iii) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in

the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and

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

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**PART V - EMERGENCY CONTROL GROUP****9. Composition**

- a) The Emergency Control Group is comprised of persons holding the following positions, or their appropriate alternates:
- (i) Head of Council
  - (ii) Clerk-Administrator
  - (iii) Fire Chief
  - (iv) Protective Services Officer
  - (v) O.P.P. Sergeant
  - (vi) Medical Officer of Health
- b) Additional personnel called or added to the Emergency Control Group may include:
- (i) Emergency Management Co-ordinator;
  - (ii) Ambulance Service representative;
  - (iii) Administrator of Huron County Ontario Works;
  - (iv) Department Heads;
  - (v) Maitland Valley Conservation Authority representative;
  - (vi) Provincial representative; and
  - (vii) any other officials, experts or representatives deemed necessary by the Emergency Control Group.
- c) The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of **all** members of the Emergency Control Group.

**10. Group Responsibilities**

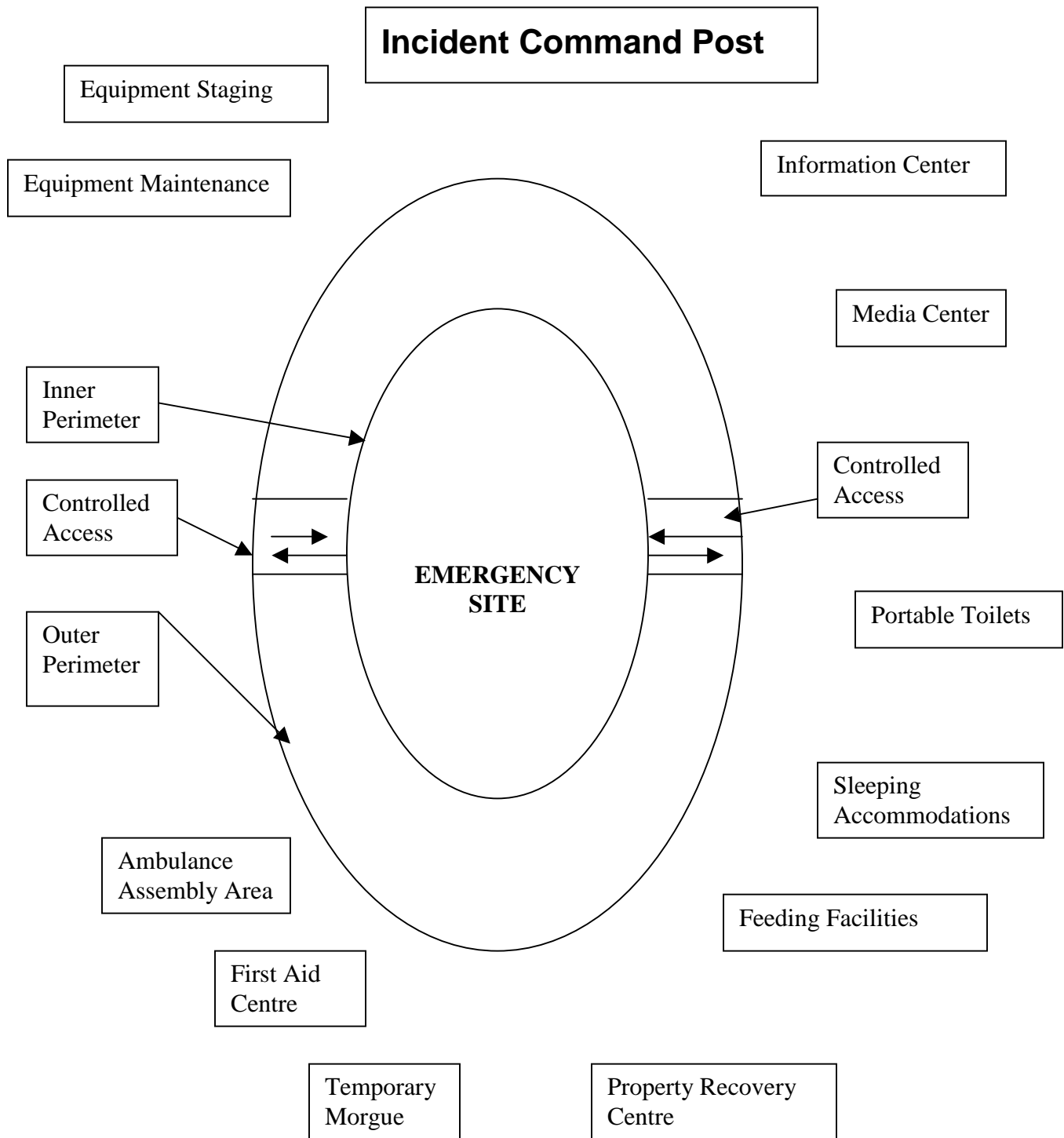
- a) The actions or decisions which the Emergency Control Group are likely to be responsible for are:
- (i) calling out and mobilizing their emergency service, agency and equipment;
  - (ii) co-ordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
  - (iii) determining if the location and composition of the Emergency Control Group are appropriate;

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- (iv) advising the Head of Council as to whether the declaration of an emergency is recommended;
  - (v) designating any area of the Municipality as an “emergency area” (see Diagram 4 on page 19);
  - (vi) ensuring that an Emergency Site Manager has been appointed; (see appendix 3)
  - (vii) co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
  - (viii) discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing down a shopping plaza; (see appendix 4)
  - (ix) arranging for services and equipment from local agencies not under Municipal control, e.g. private contractors, volunteer agencies, service clubs;
  - (x) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary; (see appendix 5)
  - (xi) determining if additional volunteers are required and if appeals for volunteers are warranted;
  - (xii) determining if additional transport is required for evacuation or transport of persons and/or supplies;
  - (xiii) ensuring that pertinent information regarding the emergency is promptly forwarded to the Media Co-ordinator for dissemination to the media and public;
  - (xiv) determining the need to establish advisory group(s) and/or sub-committees;
  - (xv) authorizing expenditure of monies required to deal with the emergency;
  - (xvi) prior to the termination of an emergency, the Emergency 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 11

- (xvii) notifying the service, agency or group under their direction, of a declaration or termination of the emergency;
- (xviii) maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk-Administrator within one week of the termination of the emergency as required;
- (xix) participating in an operational debriefing following the emergency;
- (xx) providing required support for on-site emergency workers during and post incident;
- (xxi) providing administrative and logistical support for any Municipality of Central Huron service, which may become involved.
- (xxii) providing critical incident stress management for members of the E.O.C. as well as all participating agencies;
- (xxiii) recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management

**Diagram #4 – The Emergency Area**

**Emergency Site Design**



## 11. **Individual Responsibilities**

### a) **Head of Council**

The Head of Council is ultimately in charge of the emergency and will be the Chairman of the Emergency Control Group. The Head of Council is also responsible for:

- (i) if required, activating the Emergency Alerting System through the Dispatch Service of the Ontario Provincial Police;
- (ii) declaring an emergency to exist;
- (iii) declaring an emergency to be terminated;
- (iv) notifying, via E.M.O., the Solicitor General of Ontario of the declaration of an emergency and the termination of the declaration of an emergency;
- (v) with the assistance of Municipal Staff, ensuring that the Municipal Councillors are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (vi) ensuring that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

### b) **Clerk-Administrator**

The Clerk-Administrator for the Municipality of Central Huron is responsible for:

- (i) if required, activating the Emergency Alerting System through the Dispatch Service of the Ontario Provincial Police;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre (EOC);
- (iv) advising the Head of Council on Municipal Policies and Procedures, as appropriate;

- 
- (v) ensuring that the Control Group adheres to an operations cycle, whereby the Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the EOC;
  - (vi) maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
  - (vii) approving major announcements and media releases prepared by the Media Co-ordinator, in consultation with the Emergency Control Group;
  - (viii) notifying the Emergency Support and Advisory Staff and any other Municipal Staff that are required;
  - (ix) the provision of support Staff to assist the Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
  - (x) ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
  - (xi) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

**c) Fire Chief**

The Fire Chief is responsible for:

- (i) if required, the Fire Chief may activate the Emergency Alerting System through the Dispatch Service of the Ontario Provincial Police;
- (ii) making arrangements for the required additional fire or emergency team responses with the Huron County Mutual Fire Aid Co-ordinator;
- (iii) advising the Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (iv) the establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;

- (v) the protection of life and property;
- (vi) providing an Emergency Site Manager if required;
- (vii) organizing and co-ordinating their fire fighting and rescue service;
- (viii) exercising control of the Fire Department, and any responding fire fighting apparatus and manpower, in the event of a Mutual Aid activation;
- (ix) liaising with the Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (x) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

**d) Protective Services Officer**

The Protective Services Officer is responsible for:

- (i) the provision of equipment for emergency pumping operations;
- (ii) liaising with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- (iii) the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- (iv) if necessary, arranging for the inspection and demolition of unsafe buildings;
- (v) arranging for the discontinuance any Engineering service or utility to any consumer as required;
- (vi) arranging for the restoration of discontinued Engineering services as determined by the Emergency Control Group;
- (vii) liaising with the Maitland Valley or Ausable Bayfield Conservation Authority with respect to floods and flood-related emergencies;
- (viii) providing Municipal vehicles and equipment as required by any other emergency services and ensuring that all vehicles and equipment are ready for immediate use;

- (ix) if necessary, liaising with Engineering for the County of Huron to ensure a co-ordinated response;
- (x) procuring Staff to assist, as required;
- (xi) providing an Emergency Site Manager if required;
- (xii) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xiii) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

e) **Police Sergeant**

The Police Sergeant is responsible for:

- (i) if required, activating the Emergency Alerting System through the Dispatch Service of the Ontario Provincial Police at 1-888-310-1122;
- (ii) notification of the Emergency Control Group through the Emergency Alerting System (Appendix 1);
- (iii) notification of necessary emergency municipal services as required;
- (iv) the establishment of an on-scene command post;
- (v) ensuring that a communication link is established between the Emergency Control Group and the On-Scene Command Post;
- (vi) the establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (vii) the establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (viii) the provision of traffic control to facilitate the movement of emergency vehicles;
- (ix) alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres; activate evacuation protocol as per Police Orders and Disaster Plan;

- (x) the designation and initial opening of appropriate Evacuation Centres, as required;
- (xi) immediate alerting of the Administrator of Huron County Ontario Works regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (xii) where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Administrator of Huron County Ontario Works in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (xiii) notifying the coroner of fatalities;
- (xiv) providing an Emergency Site Manager if required;
- (xv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling the responsibilities;
- (xvi) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency;

**f) Medical Officer of Health**

The Medical Officer of Health is responsible for:

- (i) acting as a co-ordinating link for all health services at the Emergency Control Group;
- (ii) liaising with the Provincial Ministry of Health, Public Health Branch;
- (iii) liaising with the Ambulance Service representative on the Emergency Control Group;
- (iv) providing advice on any matters, which may adversely affect public health;
- (v) providing authoritative instructions on health and safety matters to the public through the Media Co-ordinator;

- (vi) co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (vii) ensuring co-ordination of care of bed-ridden citizens and invalids at home and in Evacuation Centres during an emergency;
- (viii) ensure liaison through the Administrator of Huron County Ontario Works/Ambulance Service, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation;
- (ix) ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (x) ensuring co-ordination of all efforts to prevent and control disease in the Municipality during an emergency;
- (xi) notifying the Municipality's Utilities Manager regarding the need for potable water supplies and sanitation facilities;
- (xii) assuring the implementation of casualty distribution procedures;
- (xiii) liaising with the Administrator of Huron County Ontario Works on areas of mutual concern regarding operations in Evacuation Centres;
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xv) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

g) **Emergency Management Co-ordinator**

The Emergency Management Co-ordinator is responsible for:

- (i) if required, assist the Clerk-Administrator in activating the Municipality of Central Huron Internal Alerting system;
- (ii) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support Staff on emergency planning matters, as required;

- (iii) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (iv) maintain Emergency Operations Centre equipment and material;
- (v) schedule training of Staff annually;
- (vi) review plan annually and comment;
- (vii) receive updates to Plan and update Plan.

h) **Representative of Ambulance Service**

The Ambulance Service representative is responsible for:

- (i) liaising with Police, Fire and other agencies active at the site of the emergency;
- (ii) liaising with the Medical Officer of Health;
- (iii) ensuring triage and treatment at the site of the emergency;
- (iv) liaising with hospitals for the efficient distribution of casualties;
- (v) assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc;
- (vi) assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. The representative of the Ambulance Service is then responsible for forwarding all requests to the Ambulance Communication Centre;
- (vii) in conjunction with the Ambulance Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;

- (viii) liaising through the Administrator of Huron County Ontario Works/ Medical Officer of Health / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation;
- (ix) assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (x) ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);
- (xi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xii) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

i) **Administrator of Huron County Ontario Works**

The Administrator of Huron County Ontario Works is responsible for:

- (i) the management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Huron County Ontario Works Emergency Response Plan;
- (ii) liaising with the Police Chief or O.P.P. Sergeant with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (iii) designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the O.P.P. Sergeant regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Director of Huron County Ontario Works on areas of mutual concern regarding operations in Evacuation Centres;

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- (iv) ensuring that a property representative of the Board(s) of Education and the Huron County Health Unit is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
  - (v) When volunteers are involved, ensuring that the Volunteer Registration Forms (Appendix 7) are completed and a copy of each form is retained for Municipal use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. All completed forms must be forwarded as soon as possible to the Department Head of Community Services;
  - (vi) participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

j) **Emergency Site Manager**

- (i) the Emergency Site Manager (ESC) will be **appointed** by the Emergency 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 ESC shall report directly to the Clerk-Administrator. 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.
- (ii) the Emergency Site Manager, upon appointment by the Emergency Control Group, has the authority to:
  - call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources where applicable;

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- mediate conflicts between agencies and to contact the Clerk-Administrator at the Emergency 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-scene Media Spokesperson, i.e. police officer with media training background.
- (iii) 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 Clerk-Administrator at the Emergency 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 Control Group is managing the day-to-day Municipal operations in our community;

- participating in a debriefing and assisting the Emergency Management Co-ordinator in the preparation of a report on the emergency.

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**PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF****12. Emergency Support and Advisory Staff**

- a) The following Municipal Staff may be required to provide support, logistics and advice to the Emergency Control Group:
  - (a) Deputy Clerk
  - (b) Facilities Manager
  - (c) Utilities Manager
  - (d) Roads Manager
  - (c) Solicitor
  - (d) Treasurer
  
- b) Upon direction from the Clerk-Administrator, the Clerk-Administrator notifies the required Emergency Support and Advisory Staff (and any other required Municipal Staff) to report to the Emergency Operations Centre.

**13. Individual Responsibilities****a) Deputy Clerk**

The Deputy-Clerk is responsible for:

- (i) if required, assisting the Clerk-Administrator in activating the Municipal Internal Alerting System;
- (ii) initiating the opening, operation and maintenance of the Emergency Operations Centre and staffing of switchboard at the Municipal Office, as the situation dictates;
- (iii) initiating the notification of the after hours answering service, and the management of the switchboard at the Municipal Office;
- (iv) automatically assuming the responsibilities of the Media Co-ordinator;
- (v) initiating the opening and operation of the print shop at the Municipal Office, or making arrangements to find alternate printing facilities as the situation dictates for press releases/information flyers to citizens still located in their residences or at evacuation centres;

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- (vi) co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
  - (vii) upon direction from the Head of Council, ensuring that all members of the Municipal Council are advised of the declaration and termination of declaration of the emergency;
  - (viii) upon direction from the Head of Council, arranging a special meeting(s) of Municipal Council as required, and advising members of Council of the time, date, and location of the meeting;
  - (ix) procuring Staff to assist, as required;
  - (x) ensuring decisions made and actions taken by the Emergency Control Group are recorded appropriately;
  - (xi) providing identification cards to Emergency Control Group members and support Staff.
  - (xii) assuming the responsibilities of the Citizen Inquiry Supervisor.

b) **Facilities Manager**

The Facilities Manager is responsible for:

- (i) arranging for the opening and maintenance of any other Municipal-owned facility or facilities, as required;
- (ii) providing security for the Emergency Operations Centre or arranging for security at any other Municipal-owned facility or facilities, as required;
- (iii) co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;
- (iv) liaising with the Treasurer for food and supplies, as required;
- (v) co-ordinating and processing requests for human resources;
- (vi) co-ordinating offers of and appeals for volunteers in conjunction with the Media Co-ordinator and under the direction of the Emergency Control Group;

- (vii) selecting the most appropriate site(s) for the registration of human resources;
- (viii) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (ix) liaising with Huron County Ontario Works regarding the completion/distribution of Volunteer Registration Forms (Appendix 7);
- (x) receiving and maintaining all completed volunteer registration forms. After the termination of an emergency, this information must be delivered within 24 hours to the Clerk-Administrator.
- (xi) ensuring identification cards are issued to volunteers and temporary employees, where practical;
- (xii) procuring Staff to assist, as required.

c) **Utilities Manager**

The Utilities Manager is responsible for:

- (i) arranging for the discontinuation of any public utility that is considered hazardous to emergency response operations;
- (ii) liaising with Hydro One, Union Gas or any other utility as required;
- (iii) prioritizing the restoration of affected services as dictated by the needs of the essential users;
- (iv) maintaining the usual responsibilities of the Clinton Power Corporation;
- (v) maintaining an up-to-date inventory of supplies and equipment available that might be required in an emergency.

d) **Roads Manager**

The Roads Manager is responsible for:

- (i) arranging for the clearance of any debris that inhibits vehicle movement;

- (ii) closure of roads or streets as required and barricading of same;
- (iii) requesting support from any industrial, engineering or construction company that can assist emergency response activities;
- (iv) arranging for the demolition of unsafe structures;
- (v) maintaining the usual responsibilities of the Roads Department;
- (vi) maintaining an up-to-date inventory of supplies and equipment available that might be required in an emergency.

e) **Solicitor**

The Solicitor for the Municipality of Central Huron is responsible for:

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

f) **Treasurer**

The Treasurer for the Municipality of Central Huron is responsible for:

- (i) the provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Municipality of Central Huron;
- (ii) the provision and securing of equipment and supplies not owned by the Municipality of Central Huron, as required by members of the Emergency Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency;
- (iii) should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Clerk-Administrator or alternate to resolve the matter;
- (iv) maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- (v) ensuring that records of expenses are maintained for future claim purposes;

- (vi) liaising with purchasing agents of other municipalities and cities, if necessary;
- (vii) liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (viii) liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (ix) setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (x) procuring Staff to assist, as required.

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**PART VII - MEDIA AND PUBLIC RELATIONS****14. 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-Scene Media Spokesperson will be appointed by the Emergency Site Manager;
  - (ii) a Media Co-ordinator at the Emergency Operations Centre will be appointed by and report directly to the Clerk-Administrator;
  - (iii) the Deputy Clerk will assume the role of Citizen Inquiry Supervisor.
- c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the scene (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (E.O.C. Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near the E.O.C. Media Information Centre.

**15. On-Scene Media Spokesperson**

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

- a) establishing and co-ordinating an On-Scene Media Information Centre in a safe, appropriate location, at or near the scene, for the media to assemble;
- b) establishing a communication link and liaising regularly with the Media Co-ordinator at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Scene 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 Emergency 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 scene only**;
- e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Scene Media Information Centre:
  - (i) Media Co-ordinator
  - (ii) Emergency Site Manager
  - (iii) Police Media Relations Officer
  - (iv) emergency services personnel at scene (where possible)
  - (v) any other appropriate personnel or agencies.
- f) controlling and redirecting media to the On-Scene Media Information Centre;
- g) where necessary and appropriate, co-ordinating media photograph sessions at the scene;
- h) co-ordinating on-scene interviews between the emergency services personnel and the media.

#### 16. **Media Co-ordinator**

The Media Co-ordinator for the Municipality of Central Huron is the Clerk-Administrator who is responsible for:

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

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

**17. Citizen Inquiry Supervisor**

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

- a) automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal office or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the E.O.C. Media Information Centre;
- b) apprising the Media Co-ordinator at the E.O.C. Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) apprising the affected emergency services and the Emergency 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;

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- e) responding to and re-directing inquiries and reports from the public based on information from the Media Co-ordinator or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
  - f) responding to and re-directing inquiries **pertaining to the investigation of the emergency**, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
  - g) responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through Huron County Ontario Works Group and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
  - h) procuring Staff to assist, as required.

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**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS****18. Maitland Valley Conservation Authority / Ausable Bayfield Conservation Authority**

Should a flood emergency situation develop in the Municipality of Central Huron, not only must the Solicitor General be notified by the Head of Council or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

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

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

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

- a) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557, or the Ausable Bayfield Conservation Authority (519) 235-2610. Refer to Maitland Valley Conservation Authority Contingency Plan on file at the Municipal Office.
- c) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. Emergency Measures Ontario may also be contacted.

**19. Ontario Provincial Police**

In the event of an emergency occurring on the Provincial Highways, or Provincial Parks within the Municipality of Central Huron, the Ontario Provincial Police will be responsible for:

- a) implementing the **Ontario Provincial Police Disaster Procedures 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 Control Group, as required.

**20. 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 Police Service;
- b) upon being contacted by the Administrator of Huron County Ontario Works or designate, 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. For a list of appropriate school representatives, please refer to Appendices 8 and 9.
- 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.

**21. Hospital Administrator**

- a) Within Central Huron, there is one hospital:
  - (i) Clinton Public Hospital
- b) During an emergency, the Hospital Administrator is responsible for:
  - (i) implementing their Hospital Emergency Plan;
  - (ii) liaising with the Administrator of Huron County Ontario Works/Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
  - (iii) evaluating requests for the provision of medical site teams;
  - (iv) liaising with the Ministry of Health, as appropriate.

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**PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES****22. Plan Maintenance and Revision**

- a) The Municipality of Central Huron Emergency Plan will be maintained and distributed by the Emergency Management Coordinator. Refer to Distribution List, Appendix 10
- b) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Control Group. This will be co-ordinated by the Emergency Management Coordinator.
- c) The Emergency Plan shall be only revised by By-law or by resolution of Municipal Council; however, revisions to the Appendices and minor administrative changes may be made by the Emergency Management Coordinator.
- d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Emergency Management Coordinator forthwith of any revisions to the Appendices or administrative changes.

**23. Testing of Plan**

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

**24. 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.

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**PART X - APPENDICES**

APPENDIX 1	MUNICIPALITY OF CENTRAL HURON EMERGENCY ALERTING SYSTEM
APPENDIX 1-A	MUNICIPALITY OF CENTRAL HURON INTERNAL ALERTING SYSTEM
APPENDIX 2	EMERGENCY OPERATIONS CENTRE
APPENDIX 3	EMERGENCY SITE MANAGER
APPENDIX 4	UTILITIES
APPENDIX 5	OTHER OFFICIALS
APPENDIX 6	ST. JOHN AMBULANCE/CANADIAN REDCROSS
APPENDIX 7	VOLUNTEER REGISTRATION FORM
APPENDIX 8	AVON MAITLAND DISTRICT SCHOOL BOARD - CONTACT LIST
APPENDIX 9	HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD - CONTACT LIST
APPENDIX 10	DISTRIBUTION LIST
APPENDIX 11	RECOVERY MANAGEMENT PLAN