

**Town of South Bruce  
Peninsula**

315 George Street, PO Box 310  
Warton ON N0H 2T0  
519-534-1400  
Toll Free 1-877-534-1400  
Fax 519-534-4976

---

# **Emergency Plan**

---

Prepared by the Emergency  
Management Committee  
2010



# Table of Contents

<b>Chapter 1</b>	OVERVIEW	Page 5
	1.1 Executive Summary	Page 5
	1.2 Aim	Page 6
	1.3 Legal Authority and Powers	Page 6
<b>Chapter 2</b>	PLANNING CONCEPTS	Page 8
	2.1 Community Risk Assessment and Critical Infrastructure	Page 8
	2.2 Nuclear Hazards	Page 9
	2.3 Pandemic Hazards	Page 9
	2.4 Participating Organizations	Page 10
	2.5 Volunteers	Page 10
	2.6 Bruce County Social Services	Page 11
	2.7 Animal Care	Page 11
	2.8 Fuel Contingency	Page 12
<b>Chapter 3</b>	EMERGENCY RESPONSE ORGANIZATION	Page 14
	3.1 Organization Definition	Page 14
	3.2 Municipal Emergency Control Group Definition	Page 15
	3.3 Municipal Emergency Control Group Responsibilities	Page 16
	3.4 Role and Responsibilities of the Mayor	Page 17
	3.5 Role and Responsibilities of the CAO	Page 17
	3.6 Role and Responsibilities of the Manager of Emergency Services	Page 18
	3.7 Role and Responsibilities of the Manager of Public Works	Page 18
	3.8 Role and Responsibilities of the OPP Staff Sargeant	Page 19

	3.9	Role and Responsibilities of the Medical Officer of Health	Page 19
	3.10	Role and Responsibilities of the CEMC	Page 20
	3.11	Role and Responsibilities of the Emergency Site Manager	Page 20
	3.12	Role and Responsibilities of the Emergency Information Officer	Page 21
	3.13	Role and Responsibility of the Director of Bruce County Social Services	Page 21
<b>Chapter 4</b>		<b>COMMUNICATIONS</b>	Page 22
	4.1	A Vital Service	Page 22
	4.2	Telephone	Page 22
	4.3	Amateur Radio	Page 22
	4.4	Radio	Page 23
	4.5	Public Alerting	Page 23
<b>Chapter 5</b>		<b>DECLARING AN EMERGENCY</b>	Page 25
	5.1	Declaration	Page 25
	5.2	Role of Council	Page 26
	5.3	Ontario Disaster Relief Assistance Program	Page 26
<b>Chapter 6</b>		<b>RECOVERY PLAN</b>	Page 27
	6.1	Recovery Phase	Page 27
	6.2	Response Structure	Page 27
	6.3	Recovery Responsibilities	Page 28
<b>Chapter 7</b>		<b>PLAN MAINTENANCE, REVISION AND TESTING</b>	Page 29
	7.1	Community Risk Assessment and Critical Infrastructure	Page 29
	7.2	Annual Review and Amendment	Page 29
	7.3	Plan Deviation and Flexibility	Page 29
	7.4	Testing and Training	Page 30
<b>Chapter 8</b>		<b>LANGUAGE</b>	Page 31

	8.1	Glossary of Terms	Page 31
	8.2	Acronyms and Abbreviations	Page 35
<b>Figures</b>	1.1.1	The Town of South Bruce Peninsula	Page 5
	2.1.1	Town of South Bruce Peninsula Community Risk Assessment Grid	Page 8
	3.1.1	Emergency Response Organization	Page 15
	5.1.1	Checklist in Consideration of the Declaration of An Emergency	Page 25
<b>Appendices</b>		Contact Information	Appendix A
		Critical Infrastructure and Community Risk Assessment	Appendix B
		Emergency Notification Procedures	Appendix C
		Facility Functions	Appendix D
		Agreements	Appendix E
		Ontario Disaster Assistance Relief Program	Appendix F
		Forms	Appendix G
		Plan Revisions	Appendix H

## Overview

### 1.1 Executive Summary

The Town of South Bruce Peninsula is a lower tier municipality in the County of Bruce, on the southern portion of the Bruce Peninsula. It was formed in January 1999 with the amalgamation of the former Townships of Albemarle and Amabel, the Village of Hepworth and the Town of Wiarton.

The Town of South Bruce Peninsula is a unique and diverse municipality. With a permanent population of 8050, add to that a seasonal population of 6,900 and a tourist population which can exceed 20,000 in one weekend, the Town faces challenges in its approach to Emergency Management.



Figure 1.1.1 The Town of South Bruce Peninsula (shaded in light green)

The Council of the Town of South Bruce Peninsula is made up of nine Council members. The municipal office is located at the corner of Berford Street and George Street in Wiarton. The street address of the municipal office is 315 George Street.

There are two fire stations that service the Town of South Bruce Peninsula. Station 30 is located at 382 George Street, Wiarton. Station 40 is located at 21 Sauble Falls Parkway, Sauble Beach. The South Bruce Peninsula Fire Department is a volunteer operation managed by a full time Manager of Emergency Services.

The Public Works Department for the Town has three works garage locations. The Albemarle garage is located north of Wiarton at 503 Bruce Road 9. The Amabel garage is located at 413 Municipal Road

in Sauble Beach. The Wiarton garage is located at 441048 Elm Street in Wiarton. The Public Works Department employs a number of full and part time employees and is managed by a full time Manager of Public Works.

The Town of South Bruce Peninsula relies on the Ontario Provincial Police for police services. There are two OPP detachments; one located at 24 Berford Street in Wiarton and the other located in Sauble Beach at 21 Sauble Falls Parkway. The Sauble Beach detachment is open only during the summer months.

Grey Bruce Regional Health Services operates a hospital from 369 Mary Street in Wiarton. The emergency department is staffed 24 hours a day by family physicians. The hospital houses an on site lab and a radiology unit.

The County of Bruce Emergency Medical Services provides emergency medical patient care and transportation services. An ambulance garage is located beside the Grey Bruce Health Services Wiarton location at 369 Mary Street.

## **1.2 Aim**

An emergency is defined in the Emergency Management and Civil Protection Act, R.S.O. 1990 (as amended) 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”.

This Emergency Plan has been prepared to facilitate a controlled and coordinated municipal response to an emergency or perceived emergency occurring within or affecting the Town of South Bruce Peninsula. Our aim is to protect the health, safety and welfare of the inhabitants of the Town of South Bruce Peninsula when faced with an emergency.

While many varying types of emergencies could occur within the Town of South Bruce Peninsula, this Emergency Plan has been prepared to mitigate the effects of a broad variety of emergencies which would be general in nature.

The Emergency Plan outlines the responsibilities of the Town of South Bruce Peninsula and the various organizations which would respond in emergency situations.

This plan is formally entitled the “Town of South Bruce Peninsula Emergency Plan”. In this document it will be referred to as the “Emergency Plan”.

## **1.3 Legal Authority and Powers**

The Emergency Management and Civil Protection Act, RSO 1990, cE9 as amended and O. Reg 380/04 are the enabling legislative documents for the formulation of this Emergency Plan, which will govern the provisions of necessary services during an emergency. These pieces of Ontario legislation coupled with a by-law passed by the Council of the Corporation of the Town of South Bruce Peninsula will provide the legal authority for the Town’s Emergency Plan. Once approved by Council, this Emergency Plan will be filed with the Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

Powers and measures enabled by the above mentioned legislation are as follows:

- The head of Council of a municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.
- The head of a Council or the Council of a municipality may at any time declare that an emergency has terminated.
- Municipal employees may take action under the Emergency Plan where an emergency exists but has not yet been declared.
- An emergency management program coordinator shall be designated and shall co-ordinate the development and implementation of the municipality's emergency management program.
- Municipalities shall have an emergency management program committee composed of professionals who shall provide advisory services to Council.
- Municipalities shall have a municipal emergency control group composed of professionals who shall direct the municipality's response in an emergency.
- No action or other proceedings for damage lies or shall be instituted against a member of Council or an employee of a municipality for any act performed in good faith or for the neglect or default of any act performed in good faith in the implementation or intended implementation of an emergency plan or in connection with an emergency.

## Planning Concepts

### 2.1 Community Risk Assessment and Critical Infrastructure

A hazard is defined by the Federal Emergency Management Agency (FEMA) as an “event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business or other types of harm or loss”.

The Emergency Management and Civil Protection Act, 2002, c.14, s.4 explains that “in developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify facilities and other elements of the infrastructure that are at risk of being affected by emergencies”.

Hazards can be categorized as natural, technological or human events. The identification and assessment of hazards provides a method whereby the Town may assess its vulnerability to the hazard and plan for a coordinated response in the event of an emergency. Hazards for the Town shall be explained in the Community Risk Assessment.

While there are ways to mitigate and prevent some hazardous events, many situations occur that are difficult to avoid. Nevertheless, there are steps that we can take to lessen the impacts (sickness, loss of life and property damage) to our community. The emergency plan is intended to serve as a guide in implementing those steps necessary to lessen the impact of an emergency on the community.

Identified Hazard	Probability and Consequence
1. Blizzard/Ice Storm	Very High
2. Pandemic	
1. Power Outage	High
2. Multiple Dwelling/Large Structure Fire	
3. Tornado	
4. Drinking Water	
5. Fuel Explosion	
6. Terrorism	
1. Hostage Situation/Barricaded Person	Medium
2. Flooding	
3. Forest Fire	
4. Plane Crash	
5. Hazmat Spill	
6. Nuclear Incident	
7. Multiple Victim Collision/Incident	

Figure 2.1.1 Town of South Bruce Peninsula Community Risk Assessment Grid

Critical infrastructure as defined by Wikipedia is a term used by government to describe assets which are essential for the functioning of a society and economy. It is not necessary that the Town own all critical infrastructure in order for it to be considered essential.

The categories for consideration by the Town shall be: Fuel, Utilities, Transportation, Medical Services, Communications, Government Facilities and Food Suppliers. The Critical Infrastructure listing shall be ranked by priority and will be included under Appendix B.

## **2.2 Nuclear Hazards**

The Bruce Nuclear Generating Station is located within the boundaries of the Municipality of Kincardine. The Municipality of Kincardine along with the Province of Ontario and the County of Bruce have taken preventative measures to be prepared in the event of an emergency situation at the Bruce Nuclear Generating Station.

In accordance with the Ontario Provincial Nuclear Emergency Response Plan, 2009, the area around the nuclear installation is divided into three distinct zones: the contiguous, primary and secondary zones. Each zone has a distinct geographical boundary based on the distance to the nuclear installation. A portion of the Town of South Bruce Peninsula falls within the secondary zone. The secondary zone is described as being “a larger zone within which it is necessary to plan and prepare measures to prevent ingestion of radioactive material.” Under Section 2.4.2 of the Ontario Provincial Nuclear Emergency Response Plan, the secondary zone for Bruce Nuclear Generating Station has an approximate radius of 50 km.

The Municipality of Kincardine will coordinate the emergency response concerns of a nuclear emergency situation resulting from an accident at the Bruce Nuclear Generating Station. The Emergency Management and Civil Protection Act R.S.O. 1990 as amended, makes provisions for this type of responsibility assignment under Section 3 (4).

Concerns for the Town of South Bruce Peninsula in the event of a nuclear emergency would include the exposure of crops, farm animals and water sources to nuclear chemicals. In accordance with expert advice from the Province of Ontario, Bruce Nuclear Generating Station and the Municipality of Kincardine, the Town of South Bruce Peninsula will organize an evacuation and/or protection of vital services, animals and where possible, crop lands.

## **2.3 Pandemic Hazards**

It has been determined in the Hazard Identification and Risk Assessment Grid (Figure 2.1.1) that pandemic emergencies are identified as being of very high consequence and probability for the residents of the Town of South Bruce Peninsula.

The Grey Bruce Health Unit, under the direction of the Medical Officer of Health shall be the leading agency during a pandemic emergency. The Grey Bruce Health Unit Pandemic Influenza Contingency Plan shall be activated by the Medical Officer of Health with the Counties of Bruce and Grey and the City of Owen Sound playing secondary and supporting roles.

Under the Grey Bruce Health Unit Pandemic Influenza Contingency Plan, the Medical Officer of Health is responsible for informing all media representatives in the Health Unit service area of pandemic strain, effects and protective measures.

The Municipal Emergency Control Group may be assembled if necessary. In the event of a municipally declared emergency, the Town shall be responsible for communications with emergency personnel and residents.

## **2.4 Participating Organizations**

In order to facilitate a coordinated effort, it may be necessary to recruit agencies and partners who will hold varying responsibilities in emergency or impending emergency situations.

The Emergency Management and Civil Protection Act, RSO 1990 as amended provides that the Council of a municipality may make an agreement with another municipality for the provision of any personnel, service, equipment or material during a declared emergency. In keeping with this legislation, a Mutual Assistance Agreement (Town of South Bruce Peninsula By-Law 88-2007) between the County of Bruce and the eight municipalities in Bruce County was declared to be in effect on November 1, 2007. This agreement makes allowances for assistance in the event of a **declared** emergency. The agreement is included in the Emergency Plan under Appendix E.

Agreement and memoranda of understanding documents shall be negotiated from time to time with varying agencies and private and public entities and shall be included in the Emergency Plan under Appendix E.

Responsibilities assigned to participating organizations or specific individuals shall carry the following implications:

- (a) In the case of those responsibilities and duties assigned to an organization, it shall be the responsibility of the organization to ensure proper implementation.
- (b) In the case of those responsibilities and duties assigned to a specific individual, implementation shall be the responsibility of the individual or where appropriate, any substitute, alternate or the person next in line of authority if the permanent incumbent of that position is absent or otherwise unable to take the necessary action.

Participating organizations shall ensure appropriate plans and implementation procedures are developed for carrying out their roles and tasks. Participating organizations and specific individuals shall ensure that the health, safety and welfare of the residents of the Town of South Bruce Peninsula are considered foremost when developing and implementing plans and procedures.

## **2.5 Volunteers**

The use of volunteers may make the difference between a quick recovery and one which does not proceed fluidly.

The Municipal Emergency Control Group shall decide when the use of volunteer services would be advantageous to the response efforts. The MECG must assign specific duties to the volunteers and clearly brief the volunteers as to their performance expectations.

Volunteers shall be required to submit a written summary of duties performed upon the completion of their services during the emergency.

Volunteers will be required to report to a Volunteer Coordinator who will be assigned by the MECG.

The Volunteer Coordinator shall maintain a record of volunteer names and mailing addresses as well as service dates, times and locations. No volunteer shall proceed to perform in any manner without first being registered by the Volunteer Coordinator. Volunteer registration shall take place at a location deemed appropriate dependant upon the circumstances. Potential locations will be identified in Appendix D. All volunteers shall carry with them such identification as is provided to them by the Volunteer Coordinator. In all instances, volunteers shall identify themselves as registered volunteers and provide identification to the supervisor to whom they are to report.

The Workplace Safety and Insurance Act, SO 1997, c16, Schedule A, s71(3) as may be amended from time to time provides that the Crown shall be deemed to be the employer of a person who assists in connection with an emergency declared by the Lieutenant Governor in Council or the Premier under section 7.0.1 of the Emergency Management and Civil Protection Act 2006, c13, s 4(2).

The Workplace Safety and Insurance Act, SO 1997, c16, Schedule A, s71(4) as may be amended further provides that the municipality shall be deemed to be the employer of a person who assists in connection with an emergency declared by the head of the municipal council to exist.

In keeping with the two subsections mentioned immediately above, volunteers are considered employees of the municipality in the event of a declared emergency. This would provide those volunteers with the eligibility of benefits if they become injured or ill as a result of the assistance they are providing.

Contrarily, if an emergency is not declared but the Town requires the assistance of volunteers, with the maintenance of a volunteer list, the Town volunteer insurance policy would cover those persons providing assistance.

Volunteers who are recruited and initiated by participating organizations would be deemed to be the employees and responsibility of the recruiting organization in question and would not be covered by the Town if they become injured or ill as a result of their service. Participating organizations will provide the Volunteer Coordinator with a complete list of its assisting employees and/or volunteers. Those individuals will be provided with identification by the Volunteer Coordinator.

## **2.6 Bruce County Social Services**

The Bruce County Social Services Department has undertaken to offer management and operation services at Evacuation Centres in the event of a declared emergency. The County of Bruce has partnership arrangements with Red Cross and other service agencies and may be of assistance to the Town in the areas of community reception and the provision of food and personal services at Evacuation Centres. Bruce County Social Services has committed to supporting lower tier municipalities in any emergency situation and will assist with resources as required. Bruce County Social Services will be asked to provide services where deemed appropriate by the Municipal Emergency Control Group and response by the County will be accepted without the expectation that the upper tier government agency will assume responsibility for the emergency response coordination.

## **2.7 Animal Care**

Although disasters endanger the life and safety of both animals and humans, there are important preparedness measures that pertain specifically to animals. Special circumstances for animal care protect animals in the best possible manner and ensure a decreased anxiety for animal owners and the animals themselves.

When the Emergency Plan is activated in whole or in part as a result of an emergency situation, the Municipal Law Enforcement Officer with the support the Ontario Society for the Prevention of Cruelty to Animals, local animal shelters, veterinarians, the Ontario Ministry of Agriculture , Food and Rural Affairs and the municipal Pound Keeper will assist individuals evacuated or displaced by such an emergency with the housing and care of their owned domestic animal companions and any displaced livestock and will provide support to businesses forced to relocate animals because of an emergency.

Coordination of efforts will be the responsibility of the Municipal Law Enforcement Officer and any persons as may be assigned. The Municipal Law Enforcement Officer will be supported by and report to the Municipal Emergency Control Group and more particularly to the Community Emergency Management Coordinator. Contact information is contained in Appendix A.

Owners are responsible for the sheltering and protection of domestic and non-domestic animals (including livestock) and any costs incurred for shelter of their animals. During an emergency, the Town and stakeholders will endeavor to:

- Provide effective, safe handling of displaced animals
- Relieve suffering amongst animals
- Effectively coordinate first aid and veterinary care needed by animals
- Provide assistance to veterinary practices directly affected by the disaster
- Assist and/or arrange for the transport of animals
- Where resources exist and agreements are in place, coordinate support and management of evacuated animals in existing or temporary shelters

Domestic and non-domestic animals that are lost, have strayed, incapable of being cared for by their owners, and/or in danger to themselves or the public will be handled in accordance with established animal control by-laws and policies and where applicable by policies as set forth by the Ontario Society for the Prevention of Cruelty to Animals. These animals will be sheltered, fed, and, when/where possible, returned to their owners. Animals that cannot be returned to their owners will be disposed of in accordance with established animal control procedures. Fees for sheltering, feeding and other care will be the sole responsibility of the owners of the animals.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of the Ministry of Natural Resources or other agencies equipped to effectively handle wild animals. Wild animals will be returned to their natural habitat when practical.

Animals will not be permitted at Evacuation Centres except in circumstances where the animal is appointed as a service animal. The Accessibility for Ontarians with Disabilities Act outlines responsibilities of both public and private entities in the respectful and legal conduct toward individuals with disabilities. This includes the provision which permits service animals in facilities. Service animals may not be registered and the owners may not have any documentation identifying the animal as a service animal. Ontario Human Rights legislation states that it is a violation of human rights to ask for proof of a disability. Keeping this in mind, reception staff must trust the owner of the animal. However, if the animal is out of control or presents a threat to the individual or others, staff may remove the animal from the site.

Where ever possible, owners should bring health and records of immunization/vaccination to any location where animals are to be sheltered.

## **2.8 Fuel Contingency**

The Town of South Bruce Peninsula is in possession of fuel supply tanks at various locations and facilities throughout the Town. Fuel supply and delivery is tendered by the Town from time to time.

Dependant upon the contractual agreements negotiated between the Town and the successful bidder, fuel filling contingencies are in place.

The current supply tanks are equipped with a wireless tank monitoring system which is maintained by the contractor. Fuel is delivered when the tanks are less than 1/3 full.

The current fuel supplier has agreed to be available 24 hours per day, seven days per week for the delivery of fuel as required. In accordance with the current contract, the supplier must deliver fuel within six hours of notification by the Town.

The Town of South Bruce Peninsula shall endeavor to maintain a constant fuel supply in the event of an emergency or impending situation. The Manager of Public Works shall be responsible for the maintenance of the fuel supply and shall immediately contact the fuel supplier in the event of a declared or impending emergency.

The Town acknowledges that the fuel supplier must follow their own company contingency planning and that of the Province of Ontario however, the fuel supplier will provide fuel, tanks, pumps and other supplies as is available and required wherever possible.

---

## **Emergency Response Organization**

### **3.1 Organization Definition**

The emergency response organization which shall be initiated under this plan to deal with an emergency is demonstrated in Figure 3.1.1. The emergency response organization shall be comprised of the Municipal Emergency Control Group (MECG), an Emergency Site Manager (ESM), an Emergency Information Officer (EIO), Evacuation Center Coordinators and any organizations or individuals operating under the direction of the MECG.

The emergency response organization is controlled by the Municipal Emergency Control Group.

Although the structure of the emergency response organization shall remain essentially the same for any emergency, certain incidents may require only parts of the organization to be activated to respond. The extent of the set up and response will be at the discretion of the Municipal Emergency Control Group.

The Municipal Emergency Control Group shall operate and conduct business from an Emergency Operations Centre; the location to be determined dependant upon the emergency site location. Emergency Operations Centre locations and operations are explained in more detail under Appendix D.

The Emergency Information Officer shall operate and conduct business from a location deemed appropriate for the disbursement of relevant information to the media and members of the public. Locations deemed appropriate to serve as an Emergency Information Centre shall be dependant upon the location and magnitude of the emergency and shall be described under Appendix D. Operations of the Emergency Information Centre shall also be discussed under Appendix D.

Evacuation Centres may be operated in the event of a declared or impending emergency. Locations of evacuation centers and details regarding their operations shall be more particularly described in Appendix D.

The Emergency Site Manager shall maintain decorum and order among emergency responders at the emergency site. Open lines of communication must be maintained between the emergency site and the Municipal Emergency Control Group. Emergency Site operations are dependant upon the location, type and size of the emergency situation.

As previously discussed under Section 2.4 of this plan, agencies, partners and individuals may be deployed to participate in the activities surrounding an emergency.

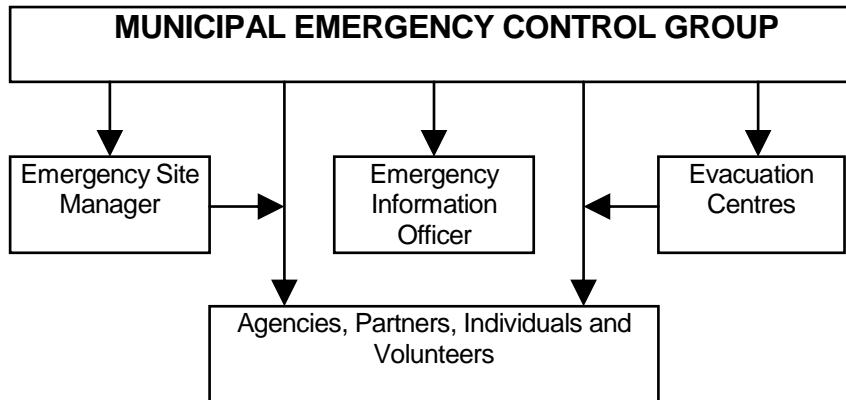


Figure 3.1.1 Emergency Response Organization

## 3.2 Municipal Emergency Control Group Definition

All emergency responses will be directed and controlled by the group of officials who will be responsible for coordinating the provision of essential services needed to minimize the effects of the emergency on the municipality. O.Reg. 380/04, s. 12 (1) states that “every municipality shall have a municipal emergency control group”. The Town of South Bruce Peninsula Municipal Emergency Control Group (MECG) will be comprised of the following members:

- Mayor
- CAO
- Manager of Emergency Services
- Manager of Public Works
- OPP Staff Sargeant
- Medical Officer of Health
- CEMC
- Emergency Site Manager
- Emergency Information Officer
- Director of Bruce County Social Services

The MECG may function with only a limited number of members dependant upon the emergency situation. All members of the MECG shall be notified of the emergency and its consequences regardless of attendance requirements. In order to facilitate a response which would best serve the needs of the residents of the Town, experts may be requested to join the MECG. Direction for the inclusion and/or exclusion of members or experts shall be given by the Head of the MECG.

Initiation of the Emergency Notification Procedures must be documented. The time of any call and time of response must be recorded.

It is understood that each member of the MECG may appoint an alternate representative to act on his/her behalf. The alternate must be named under Appendix C of this plan. The alternate will be contacted in the event that the primary MECG members are not available or do not or cannot respond in an appropriate amount of time. The alternate may function until such time as the primary MECG member is available.

Where any member of the Emergency Response Organization is unable to fulfill their duties, the Municipal Emergency Control Group shall appoint a qualified person to perform the duties of the member in question.

The Emergency Notification Procedures are attached to this plan as Appendix C. In conjunction with the notification procedures, the Community Emergency Management Coordinator must notify the Duty Officer at the Provincial Emergency Operations Centre (PEOC) as outlined in Appendix C. The PEOC will monitor the situation and provide assistance as required.

### **3.3 Municipal Emergency Control Group Responsibilities**

O.Reg 380/04 s. 12 outlines the responsibilities of the MECG. In the event of an emergency or potential emergency, the members of the MECG are likely to be responsible for certain actions and decisions. The MECG shall work together and shall make decisions based on the majority consensus of the group. MECG members should expect to perform actions and make decisions as listed below.

- Acquire and assess information to determine the status of the situation
- Maintain a log outlining decisions made and actions taken during the response
- Mobilize emergency services, agencies and equipment
- Coordinate and direct services and ensure that necessary actions are carried out in accordance with all laws
- Determine the appropriate location and composition of the MECG
- Discuss the emergency area and the declaration thereof
- Ensure that an Emergency Site Manager (ESM) is appointed and provide support
- Oversee the evacuation of residents when required
- Coordinate the opening of Evacuation Centres
- Coordinate the interruption of services (hydro, bell, gas, road closures)
- Arrange for services and equipment to be provided by outside agencies (service clubs, private contractors, etc.)
- Request assistance from other municipalities and government organizations as required
- Determine the need for volunteers and coordinate the appeal for volunteers where required
- Communicate information to the public
- Determine the need to establish advisory groups and/or subcommittees
- Authorize the expenditure of money required to deal with the emergency
- Terminate the emergency
- Participate in an operational debriefing following the termination of the emergency
- Prepare and present a debriefing report to Council
- Coordinate the provision of trauma resolution and critical incident stress management counseling as required

### **3.4 Role and Responsibilities of the Mayor**

In accordance with the Emergency Management and Civil Protection Act, RSO 1990 c.E.9, s.4 (1) the head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan". Contrarily, termination of the emergency rests with the head of Council or Council in that Chapter E.9, s.4 (2) states that "the head of Council or the Council of a municipality may at any time declare that an emergency has terminated". The roles and responsibilities expected of the Mayor in the event of an emergency or potential emergency are listed below.

- Determine if an actual or potential emergency exists
- Initiate emergency notification procedures in conjunction with the CAO and CEMC
- Proceed to Emergency Operations Centre
- Notify the Bruce County Warden of the situation
- Declare an emergency
- Initiate a personal log of events
- Designate the emergency area
- Approve opening of Evacuation Centres as required
- Request municipal, county, provincial or federal assistance as required
- Approve required funding
- Approve news releases and public announcements
- Ensure the members of Council are advised of a declaration and are kept informed of the situation
- Terminate the emergency or facilitate the termination with Council
- Ensure proper notification of termination
- Initiate recovery and damage assessment

### **3.5 Role and Responsibilities of the CAO**

The roles and responsibilities of the CAO in the event of an emergency or potential emergency are listed below.

- Initiate emergency notification procedures in conjunction with the Mayor and CEMC
- Proceed to the Emergency Operations Centre
- Initiate a personal log of events
- Chair the MECG meetings
- Schedule meetings of the MECG
- Initiate a central log of ongoing decisions
- Ensure municipal records are available if required
- Arrange for food and lodgings for MECG

- Advise the Mayor and MECG on administrative policies and procedures
- Coordinate operations within the Emergency Operations Centre including obtaining and displaying up to date information

### **3.6 Role and Responsibilities of the Manager of Emergency Services**

The Manager of Emergency Services shall have the following role and responsibility in the event of an emergency or potential emergency.

- Proceed to the Emergency Operations Centre
- Initiate a personal log of events
- Coordinate fire fighting and emergency response activities
- Assist in evacuation where required
- Obtain special equipment if required (ie. Air bottles, SCBA, protective clothing)
- Request assistance under mutual aid and fire agreements
- Operate as or arrange for the provision of an Emergency Site Manager
- Arrange for relief of emergency personnel as required
- Maintain a line of communication between the emergency site and the MECG
- Coordinate and supervise activities relating to hazardous materials incidents and clean-up operations in conjunction with the Manager of Public Works
- Coordinate interruption, maintenance and restoration of services as required and in conjunction with the Manager of Public Works (ie. Hydro, Bell, Union Gas, water, sewer)
- Obtain expert assistance at the emergency site as required

### **3.7 Role and Responsibilities of the Manager of Public Works**

The Manager of Public Works shall have the following roles and responsibilities in the event of an emergency or potential emergency.

- Proceed to Emergency Operations Centre
- Inform Public Works personnel of emergency
- Initiate a personal log of events
- Provide barricades, signs and flashers as required
- Clear and maintain traveled roadways
- Facilitate tree removal
- Maintain bridge structures
- Coordinate MTO and Bruce County Highways assistance as required
- Arrange for relief of Public Works personnel as required

- Obtain equipment and supplies as required (ie. diesel, backhoe, chippers)
- Coordinate interruption, maintenance and restoration of services as required and in conjunction with the Manager of Emergency Services (ie. Hydro, Bell, Union Gas, water, sewer)
- Coordinate and supervise activities relating to hazardous materials incidents and clean-up operations in conjunction with the Manager of Emergency Services
- Arrange for security, inspection and demolition of damaged buildings as required and in accordance with the Building Department
- Arrange for towing and/or removal of boats and vehicles
- Arrange for sandbagging operations

### **3.8 Role and Responsibilities of the OPP Staff Sargeant**

The OPP Staff Sargeant shall have the following roles and responsibilities in the event of an emergency or potential emergency.

- Proceed to the Emergency Operations Centre
- Initiate a personal event log
- Coordinate security at the EOC, emergency site, evacuation centers, morgue, evacuated areas and Emergency Information Centre
- Provide assistance to emergency services and public works personnel as required
- Coordinate an organized response by police personnel in the areas of criminal investigations and protection of life and property
- Provide assistance for evacuations and notification of residents
- Arrange for relief of OPP personnel as required
- Aid in transportation of members to the EOC
- Provide traffic control where necessary
- Provide advice regarding law enforcement
- Notify the Coroner of fatalities in conjunction with the Medical Officer of Health

### **3.9 Role and Responsibilities of the Medical Officer of Health**

Public Health falls under the jurisdiction of the Ministry of Health. The Medical Officer of Health, as appointed, is the director for the Grey Bruce Health Unit. In an emergency or a potential emergency situation which is not a pandemic, the Medical Officer of Health shall have the following role and responsibilities.

- Proceed to the Emergency Operations Centre
- Initiate a personal event log
- Direct the activities of the Grey Bruce Health Unit so as to preserve public health and safety
- Advise the MECG on public health and medical matters
- Liaise with the Ministry of Health as required

- Arrange for immunization where needed
- Ensure proper disposal of human and pharmaceutical waste
- Notify the Coroner of fatalities in conjunction with the OPP Staff Sergeant

### **3.10 Role and Responsibilities of the CEMC**

In accordance with O.Reg. 380/04 s.10 (1) “every municipality shall designate an employee of the municipality or a member of the Council as its emergency management program coordinator”. Emergency Management Ontario has provided direction that program coordinators shall be called Community Emergency Management Coordinators (CEMC). In addition to coordinating exercises and training, the CEMC will facilitate changes and corrections to the plan and will ensure annual compliance with legislation as monitored by Emergency Management Ontario. In the event of an emergency or potential emergency, the CEMC shall have the following role and responsibilities.

- Initiate emergency notification procedures in conjunction with the Mayor and CAO
- Proceed to the Emergency Operations Centre
- Ensure proper set up and operation of the EOC
- Initiate a personal event log
- Provide clerical maintenance of records, files and logs for the purpose of conducting a debriefing
- Preparation of post emergency reporting and updates to the Emergency Plan
- Register MECG members at the EOC and maintain an attendance log
- Contact the Provincial Emergency Operations Duty Officer and apprise Duty Officer of situation
- Ensure proper communications are in place at the EOC and monitor and log telephone calls
- Ensure that the MECG have supplies as required (ie. emergency plan, resources, pens, maps, log books, paper)
- Provide advice and clarification to the MECG regarding the implementation of the Emergency Plan
- Ensure the Volunteer Coordinator maintains a log of volunteers (when deployed) which includes their names, mailing addresses, location and duration of service
- Ensure the Volunteer Coordinator supplies volunteers with identification

### **3.11 Role and Responsibilities of the Emergency Site Manager**

Coordination of the emergency site is essential to the emergency response. It involves the management and coordination of all responding agencies at the site with an overall command. This on site management and coordination is the responsibility of the Emergency Site Manager; said position shall be held by and/or delegated by the Manager of Emergency Services. The roles and responsibilities of the Emergency Site Manager shall include the following:

- Report to the emergency site
- Maintain a personal log of events
- Establish an emergency command post
- Establish an inner and outer perimeter which protects the emergency area where appropriate
- Establish a chain of command in the emergency area

- Arrange and conduct site meetings
- Consult with experts in order to maintain a coordinated approach to the emergency response
- Maintain a log of resources available in the emergency area
- Provide meals, water, fuel and other supplies for personnel working in the emergency area
- Maintain an open line of communication with the EOC

### **3.12 Role and Responsibilities of the Emergency Information Officer**

The Emergency Information Officer shall work under the direction of the Municipal Emergency Control Group and shall issue press, media and other releases from the Emergency Operations Centre or Emergency Information Centre dependant upon the magnitude of the emergency. Roles and responsibilities of the Emergency Information Officer shall include the following:

- Proceed to the Emergency Operations Centre
- Set up the Emergency Information Centre as required
- Maintain constant communication with the Municipal Emergency Control Group
- Maintain a personal log of events
- Maintain a detailed paper file of all warnings, notices and communications issued
- Issuing of public warnings (e.g. evacuation, boil water)
- Liaise with media
- Receive inquiries from the public

### **3.13 Role and Responsibilities of the Director of Bruce County Social Services**

The Director of Bruce County Social Services shall have the following role and responsibilities in the event of an emergency or potential emergency:

- Proceed to the Emergency Operations Centre
- Initiate a personal event log
- Assist in the coordination of evacuation of residents including coordination of transportation to Evacuation Centres where required
- Assist the MCEG with the activation of Evacuation Centres
- Appoint an Evacuation Centre Manager
- Direct the activities of Bruce County Social Services, Red Cross and any participating organizations in the provision of welfare services including food, lodging, clothing, counseling, special care needs as may be required by residents
- Advise the MCEG on Evacuation Centre operations

## **Communications**

### **4.1 A Vital Service**

A vital and integral part of any emergency management operation is its method of communication. This necessary contact requires a reliable and secure means of relaying information between the various emergency management professionals and locations. In order to ensure timely information for the benefit of the decision-making process, it is essential to maintain reliable systems of communication.

### **4.2 Telephone**

Essential telephone numbers are protected under the Priority Access Dialing (PAD) system instituted by Industry Canada. The PAD database system is used to identify telephone landlines which are considered essential for emergencies. Telephone lines are protected by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic. When applied, PAD permits dialing from a phone that has been identified as essential. Most public pay phones are identified and protected under the PAD system.

The Community Emergency Management Coordinator, by way of a password system, updates the PAD system. Protected telephone numbers includes those at the Town Hall, Evacuation Centres, Emergency Operations Centres as well as the telephone numbers of essential staff, the Municipal Emergency Control Group, physicians and hospitals.

### **4.3 Amateur Radio**

The Amateur Radio Emergency Service (ARES) is a volunteer organization which can provide communication assistance during emergency situations. Their services are supplemental to any communications organized by the Municipal Emergency Control Group. The ARES provides radio equipment which is utilized on their own frequencies.

The ARES do not charge for their services but do not guarantee that their membership will be able to assist as they are a volunteer organization.

The Community Emergency Management Coordinator shall organize and be responsible for the ARES if their services are utilized.

Any ARES operators participating in the emergency or potential emergency situation will be expected to maintain logs of actions taken which in turn will become the property of the Municipal Emergency Control Group.

## 4.4 Radio

Bayshore Broadcasting has been identified as the designated media outlet for radio public broadcasting. Bayshore Broadcasting operates six stations, AM 560, Mix 106.5 FM, 97.7 The Beach, 98 The Beach, 104.9 The Beach and Country 93 FM. The news department can be reached by using the contact information contained in Appendix A.

Radio communications are the least susceptible to damage or interruption in times of emergency. A radio relay dispatch system may be set up between the Emergency Operations Centre and any other location to ensure that the Municipal Emergency Control Group will be well informed of the status of the emergency. Both the Public Works Department and the Fire Department operate on a base to mobile radio system. Each department operates independently from the other, each having their own communication channel.

## 4.5 Public Alerting

The emergency public alerting systems is the system used to warn the public that an emergency or potential emergency exists within the community. Public alerting provides direction that some action is required on the part of residents or visitors.

The primary method for public alerting in the Town of South Bruce Peninsula will be via radio broadcasts and website updates. The website address is [www.southbrucepeninsula.com](http://www.southbrucepeninsula.com). Alerts will be found on the homepage on the website. Town staff will be directed by the Public Information Officer to update information as required.

In circumstances where the radio would not be a suitable medium for public alerting, the Town's message will be publicly addressed by police and fire department vehicles equipped with sirens. The OPP Staff Sargeant and the Manager of Emergency Services shall be responsible for the direction of their respective departments.

The authority to initiate the public alerting system shall rest with the Emergency Information Officer by direct order of the Municipal Emergency Control Group. Other members of the Municipal Emergency Control Group may be authorized to initiate the public alerting system in the absence of the Emergency Information Officer.

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

Residents will be expected to take shelter as directed and remain tuned into Bayshore Broadcasting for information and instructions where possible. When this medium is not available, residents will be expected to follow the instructions of the OPP and fire department.

Public alerting will be issued in escalating order of urgency as follows:

- Advisories (general awareness of situation)
- Warnings (raise concern regarding an escalating situation)
- Bulletins (directive for action)

It is the responsibility of the Municipal Emergency Control Group to preserve, maintain and strive for public safety at all times. Orders which may be issued to residents through the Public Alerting System may include the following:

Stay In Place: It may be in the best interest of residents to remain exactly where they are whether that be at their private residences, in public locations, in their vehicles or in any other location. The expectation would be that the residents would not move from their present locations and would take all reasonable precautions to secure themselves.

Self Directed Evacuation: This would require residents to proceed to pre-established evacuation centers or places of safety. Residents would proceed along prescribed routes but would be responsible for their own arrival.

Organized Evacuation: This would require residents to use transportation methods as provided by and organized by the Municipal Emergency Control Group. This type of evacuation would require extreme and careful organization.

## Declaring an Emergency

### 5.1 Declaration

As previously outlined in this plan and in accordance with the Emergency Management and Civil Protection Act, RSO 1990 c.E.9, s.4 (1) the head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan". A declaration may extend to all or any part of the geographical area of the Town.

It would be expedient and in the best interest of all residents for the Municipal Emergency Control Group to support the Mayor in the declaration of an emergency. Said declaration will require an organized approach including the potential for the formation of sub-committees.

The form to be used in the declaration of an emergency is attached under Appendix G. This form must be signed by the Mayor and must be forwarded to the Solicitor General of Ontario via the Emergency Management Ontario Duty Officer using the contact information contained in Appendix A.

Consideration to the list of factors in Figure 5.1.1 may be of assistance when determining whether or not to declare an emergency. This list is for guidance purposes only and does not constitute legal advice.

CATEGORY	SITUATION
General and Government	Extraordinary event requiring extraordinary measures
	Pose a danger of major proportions of life or property
	Pose a threat to provision of essential services
	Threaten social order and ability to govern
	Event attracting significant media/public attention
	Declaration of emergency by another level of government
Operational	Exceed the capabilities municipal resources
	Considerable duration
	Require Provincial or Federal support
	Structural collapse (HUSAR team required)
	Chemical, biological, nuclear
	Evacuation of people and/or animals
Economic and Financial	Receive evacuees from another municipality
	Large scale disruption to transportation systems
	Long Term negative impact on economic viability
Legal	Caused by a specific person or corporation
	Possibility of legal action against employees or officials

Figure 5.1.1 Checklist in Consideration of the Declaration of an Emergency

## 5.2 Role of Council

It is of utmost importance that all officials, responders and volunteers provide a coordinated effort in order to ensure that public safety is preserved. Although this plan outlines roles and duties in the event on a declared emergency, it is important to remember that in spite of the declared emergency, community business will continue. It is important for Council to understand that they act independently from the Municipal Emergency Control Group. Council as a whole is not responsible for the coordinated effort nor will they be expected to participate in the identification, declaration, management and recovery of the situation. Council will be kept abreast of the situation by way of reports from the Mayor. Council will not have authority over the emergency situation coordination with the exception of the declaration of a disaster area (see 5.3 below). Council must be flexible during an emergency situation and be prepared to be displaced in as much as Council meetings may be held at alternate locations in order to facilitate emergency coordination.

## 5.3 Ontario Disaster Relief Assistance Program

The Ontario Disaster Relief Assistance Program (ODRAP) is intended to alleviate some of the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations whose property has been damaged during a sudden and unexpected natural disaster. ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter and "necessities of life". ODRAP does not provide full cost recovery for all damages resulting from a disaster.

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

If the Municipal Emergency Control Group determines that the emergency event has caused sufficient damage so as to cause financial hardship, they shall advise Council of this determination. Council must within 14 working days of the event, pass a resolution declaring the disaster area. The Town must forward to the Ministry of Municipal Affairs and Housing (MMAH) the following information:

- Council resolution declaring the disaster area
- The number of private properties, farms, small businesses and non-profit organizations that have incurred damages
- The number of residents, small business or farms affected
- The extend and preliminary cost estimate of damages suffered
- Newspapers clippings, photographs and other documentary evidence
- Other information deemed appropriate by Council

The contact information for MMAH is located in Appendix A. The appropriate wording for the resolution is attached under Appendix G.

The Minister of Municipal Affairs and Housing is authorized to declare a disaster area for the purposes of the ODRAP program. Upon receipt of the Council resolution and other supporting documentation, the Minister will determine the eligibility of the Town under ODRAP.

Where a disaster area is declared by the Minister, the Town shall establish a disaster relief committee who will be responsible to raise funds for the benefit of the disaster victims and to settle all eligible claims of the victims in a timely and efficient manner.

The ODRAP guideline as may be amended from time to time shall be included as Appendix F of this plan.

---

## **Recovery Plan**

### **6.1 Recovery Phase**

Once the event has subsided or becomes less urgent, the Town must shift focus to dealing with the longer term effects of the event while at the same time, attempting to restore conditions to a more normal state. This part of the emergency is known as the recovery phase.

The Municipal Emergency Control Group will determine when the emergency has entered the recovery phase.

To facilitate a smooth transition to the recovery phase, the Municipal Emergency Control Group will deal with all matters related to recovery until such time as a change is formally made in the response structure.

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

### **6.2 Response Structure**

Once a full assessment of the situation by the Municipal Emergency Control Group is conducted, the MCEG may choose to change the structure of the emergency response unit.

Following a smooth transition to the recovery phase, the MCEG may pass full or partial responsibility for further operations in connection with the emergency to a Recovery Committee if it is deemed appropriate. The MCEG must set out specific terms of reference for the Recovery Committee. The Recovery Committee must report directly to the MCEG unless the MCEG has decided that it no longer is required to meet. In such case, the Recovery Committee shall report directly to Council.

The Recovery Committee shall be composed of such personnel and experts as may be required dependant upon the situation.

During its initial and subsequent meetings, the Recovery Committee should develop a strategy including goals and a timeline for the recovery process. This strategy, which will be used to guide the work of the recovery response, should incorporate community needs as identified, and any tasks which must occur in order to restore normalcy.

The Recovery Committee should periodically reassess its strategy to reflect the progress made towards full recovery or to reflect changing or evolving concerns.

The Recovery Committee shall not have the authority to bind the Corporation nor are they permitted to authorize spending. Agreements for recovery and any financial outlay must be pre authorized by the MCEG or Council as the case may be.

## 6.3 Recovery Responsibilities

As outlined earlier in this chapter, recovery procedures may be coordinated by the Municipal Emergency Control Group or by a Recovery Committee, dependant upon the magnitude of the situation. The following responsibilities should be expected in order to proceed through the recovery phase.

- Ensure that essential services and utilities (hydro, water, sewer, telephone) are returned to service in a timely manner
- Ensure that transportation corridors are returned to a functioning condition
- Identify building and structure conditions and take remedial action where possible
- Arrange for the removal and disposal of debris
- Provide assistance in the establishment of temporary lodgings
- Conduct a needs assessment to determine the best method of progress
- Oversee the provision of community counseling services
- Coordinate with agencies for the restoration of health including medical care
- Identify areas which may require government funding
- Ensure proper dissemination of ODRAP funds
- Maintain a log of events, activities, directions and decisions
- Ensure the proper communication of information to the public via the Emergency Information Officer

## **Plan Maintenance, Revision and Testing**

### **7.1 Community Risk Assessment and Critical Infrastructure**

The Town of South Bruce Peninsula Community Risk Assessment and Critical Infrastructure documents shall be updated by the Community Emergency Management Coordinator and shall be presented to the Emergency Management Committee on an annual basis.

The Community Risk Assessment and Critical Infrastructure documents shall be attached hereto as Appendix B. The Community Risk Assessment is outlined in Chapter 2, Figure 2.1.1 of this plan. Where changes are required to the Community Risk Assessment, these changes shall be reflected in Figure 2.1.1 and shall require the approval of Council.

### **7.2 Annual Review and Amendment**

O.Reg 380/04, s. 11 (6) states that “the Committee shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the Council for its revision if necessary”.

As part of the annual program review, this plan will be reviewed and where necessary, revised by consensus of the Emergency Management Committee. Each time this municipal plan is revised, it must be forwarded to Council for approval except where the revisions are to the appendices of the plan or when the changes are minor in nature.

Revisions to the plan will be processed by the Community Emergency Management Coordinator and shall be noted in the chart in Appendix H.

The annual program review shall also include the review of the public education planned for the calendar year. Review of public education shall be conducted by the Community Emergency Management Coordinator and shall be presented to the Emergency Management Committee on an annual basis. Public education shall be coordinated by the CEMC and shall be conducted so as to reach all demographic audiences where possible.

### **7.3 Plan Deviation and Flexibility**

Emergencies are not predictable and as such, no plan can anticipate all of the varied situations that may arise in a changing community.

During the course of the implementation of this plan in an emergency situation, members of the Municipal Emergency Control Group when conducting their assigned roles and responsibilities must be prepared to exercise flexibility.

Deviations from the plan may be required in order to ensure that public health, safety and the welfare of the community is restored and maintained. The Municipal Emergency Control Group shall document any deviations from the plan. Flexibility is encouraged and deviations shall be tolerated if they are not contrary to law.

The Municipal Emergency Control Group shall be held accountable for any plan deviations and as such, shall be given the broad authority by Council to approve said deviations in emergency situations.

## **7.4 Testing and Training**

Testing and training of key staff and officials is legislated in the Emergency Management and Civil Protection Act, 1990, cE9, s3(5) which states that every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan.

Training of the Municipal Emergency Control Group and other officers as identified in this plan as well as the training of municipal staff and/or volunteers shall be carried out on an annual basis. Training topics shall be relevant to the plan and in keeping with areas of need. Training shall be arranged by the Community Emergency Management Coordinator.

Testing of the plan shall also be known as exercising the plan. An annual exercise shall be conducted in order to test the preparedness of the Emergency Response Organization. The exercise may include all or any part of the Emergency Response Organization and shall be followed by a debriefing session.

Exercises shall be facilitated by the Community Emergency Management Coordinator.

## Language

### 8.1 Glossary of Terms

There is a need for common terminology that would be jointly understood by the public and private sectors. The terms as defined in this chapter may be used during any emergency or potential emergency situation. These definitions have been compiled from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, the National Fire Protection Association and Emergency Management Ontario.

These terms may not necessarily be contained as text within this plan. These definitions are meant to be used as clarification for terms which may be used interchangeably by varying organizations and emergency response personnel.

**Acceptable Down Time** - The period of time a function or activity can be disrupted without significant impact to essential services, production, customer service, revenue, or public confidence

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

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

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

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

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

**Community** - A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provides services and leadership to its residents

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

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

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

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

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

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

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

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

**Evacuation Centre** - A facility to provide shelter, food and other services to a group of people who have been evacuated from an area

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

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

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

**Exercises – Static** - Static exercises are almost always held in a single facility using a seminar-type setting

**(A) Case Studies:** Case studies involve the examination of a particular case study – either real or fictional. The assembled exercise players study the case and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes

**(B) Paper:** Paper exercises, like case studies, begin by presenting a problem or emergency. The key difference with a paper exercise is that information is provided to exercise players, through paper inputs in “real time” to simulate actual emergency events and messages

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

**(D) Synthetic:** Synthetic exercises use computers to generate incident events and evaluate player actions

**Exercises – Telecommunications** - Telecommunications exercises, through the use of radios, fax machines, telephones, and/or computers, test the function and suitability of a community’s emergency telecommunications systems

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

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

**Hazardous Material** - A substance (gas, liquid or solid) capable of creating harm to people, property and the environment, e.g. materials which are flammable, toxic, etc.

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

**Inner Perimeter** - 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

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

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

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

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

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

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

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

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

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

**Probability** - The likelihood of something happening

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

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

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

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

**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

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

## 8.2 Acronyms and Abbreviations

Acronyms are the intentional use of the initials associated with a name or function so as to shorten the name without losing the intent. Acronyms and abbreviations are used extensively within the emergency management function. Below is a listing of common acronyms.

ARES	Amateur Radio Emergency Service
CACC	Central Ambulance Communications Centre
CAO	Chief Administrative Officer
CBO	Chief Building Official
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
EMCPA	Emergency Management and Civil Protection Act
ESM	Emergency Site Manager
EIC	Emergency Information Centre
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
IT	Information Technology
MECG	Municipal Emergency Control Group
MLEO	Municipal Law Enforcement Officer
MMAH	Ministry of Municipal Affairs and Housing
MNR	Ministry of Natural Resources
MOEE	Ministry of Environment and Energy
MOH	Medical Officer of Health
MOHLTC	Ministry of Health and Long Term Care
MTO	Ministry of Transportation
OCWA	Ontario Clean Water Agency
ODRAP	Ontario Disaster Relief Assistance Program
OPP	Ontario Provincial Police
OSPCA	Ontario Society for Protection of Cruelty to Animals
PAD	Priority Access Dialing
PEOC	Provincial Emergency Operations Centre
Pub Ed	Public Education
SAC	Spills Action Centre
SBCC	Sauble Beach Community Centre
TSBP	Town of South Bruce Peninsula