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EXECUTIVE SUMMARY

Introduction

An *emergency* is defined as “**a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property, and that is caused by forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.**”

The Howick Township Emergency Management Program Committee was appointed to develop, implement and maintain the community’s emergency management program, designed to mitigate, prepare for, respond to and recover from emergency situations which might occur in the Township.

This plan has been prepared for the purpose of providing key officials, agencies and departments with general guidelines on handling emergency situations where a controlled and co-ordinated response by the Township is warranted, and to provide for them an overview of their respective responsibilities during an emergency.

For the Plan to be effective, it is important that all parties concerned 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.

Background

Provincial legislation entitled the *Emergency Management and Civil Protection Act* requires that each municipality shall develop, implement and maintain an emergency management *program*, which includes the formulation of an emergency plan “governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency”.

The legislation provides that the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/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”.

Scope of Plan

The Township of Howick is a predominately rural municipality, with three villages and two hamlets located within its boundaries. Geographically located in the northeast corner of Huron County, Howick is approximately 65,000 hectares in size, with a population of over 3,890 and 1,320 households.

This Plan makes provision for extraordinary arrangements and measures that may be required to protect the health, safety, welfare, environment, and economic condition of the residents of the Township when faced with an emergency.

Short Title

This document may be cited as the Township of Howick **Emergency Plan**, and is authorized by By-Law No. 25 – 2004 enacted by Council of the Township of Howick on July 20, 2004.

DEFINITIONS AND RELEVANT TERMS**Municipal Personnel**

1. **Head of Council:**
The Reeve or alternate for the Township of Howick.
2. **Treasurer:**
The Treasurer or alternate for the Township of Howick.
3. **Clerk:**
The Clerk for the Township of Howick.
4. **Public Works Co-ordinator:**
The Public Works Co-ordinator or alternate for the Township of Howick.
5. **Deputy Treasurer**
The Deputy Treasurer for the Township of Howick
6. **Administrative Assistant:**
The Administrative Assistant for the Township of Howick.
7. **Community Emergency Management Co-ordinator:**
The Community Emergency Management Co-ordinator (CMEC) for the Township of Howick is the Clerk of the Township.

Emergency Personnel / Agencies

1. **Ambulance Operations Manager:**
The Manager of Ambulance Operations or alternate for the County of Huron.
2. **Citizen Inquiry Supervisor:**
During an emergency, the Media Co-ordinator may assume the role of Citizen Inquiry Supervisor, or appoint an alternate to serve in this capacity.
3. **Director, Huron County Health Unit:**
The Director of the Huron County Health Unit or alternate for the County of Huron.
4. **Emergency Control Group (ECG):**
The group of individuals assembled to determine and direct those services and actions necessary for mitigating the effects of an emergency.
5. **Emergency Site Manager (ESM):**
The Emergency Site Manager will be appointed by the Township's Emergency Control Group from the lead agency responding to the emergency situation.
6. **Fire Chief:**
The Chief of the Wingham Area Fire Department or alternate.
7. **Media Co-ordinator:**
During an emergency, the Treasurer or alternate for the Township of Howick will assume the role of Media Co-ordinator.

8. **Media Spokesperson On-Scene:**
The On-Scene Media Spokesperson will be appointed by the Emergency Site Manager to act during the emergency situation.
9. **Medical Officer of Health:**
The Medical Officer of Health or alternate for the County of Huron.
10. **Police Official:**
The Chief of Police for the Township of Howick is the Sergeant of the Ontario Provincial Police (O.P.P.) detachment having authority in the Howick Township area, or an alternate.
11. **Social Services Support:**
A representative of the Social Services Department of the County of Huron.
12. **Solicitor:**
The Solicitor contracted for and on behalf of the Township of Howick.
13. **Transportation Co-ordinator:**
During an emergency, a Transportation Co-ordinator will be appointed by the Emergency Control Group.

Other Relevant Terms

1. **Citizen Inquiry Service:**
A service established to redirect and respond to inquiries and reports from the public.
2. **Emergency Area or Site:**
The specific location or vicinity where the emergency situation exists.
3. **Emergency Area Inner Perimeter:**
A restricted area at the emergency scene or site as established by the on-site Commanders (Police, Fire, Ambulance), access to which is restricted to those essential emergency personnel actively involved in responding to the occurrence.
4. **Emergency Area Outer Perimeter:**
The geographic area surrounding the inner perimeter of the emergency site, which serves as co-ordination and assembly area for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.
5. **Emergency Operations Centre: (EOC)**
The location from which the Emergency Control Group operates.
6. **Media Information Centre:**
The location at or near the Emergency Operations Centre where media personnel may gather for updated information releases and press conferences. This location will be determined by the Media Co-ordinator.

7. **Media Information Centre On-Scene:**
The location at or near the emergency scene where media personnel may gather for updated information releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with approval of the Emergency Site Manager.
8. **Reception / Evacuation Centre:**
A facility used to register and/or provide care and shelter to persons displaced by the emergency.
9. **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.
10. **Triage:**
The sorting and allocation of treatment and transport to victims/patients according to a system of priorities designed to maximize the number of survivors.

Part I – INTRODUCTION; AIM; ALERTING SYSTEM; OPERATIONS CENTRE**1. Introduction**

- a. *Emergency* is defined as a situation or impending situation abnormally affecting the lives and property of our society, which by its nature or magnitude requires 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, ie. Fire fighting; Policing; Normal Hospital and Ambulance routines*).
- b. While most peacetime emergencies conceivably could occur within the geographical area of the Township of Howick's responsibility, those most likely to occur here are **flood, tornado, hurricane, blizzard/snow/ice storm, epidemic (human / animal), transportation accident involving hazardous material, toxic or flammable-fuel leak, electric power loss, building or structure collapse, uncontrolled fire, explosion, breakdown in flow of essential services/supplies, or any combination thereof.**

2. Aim

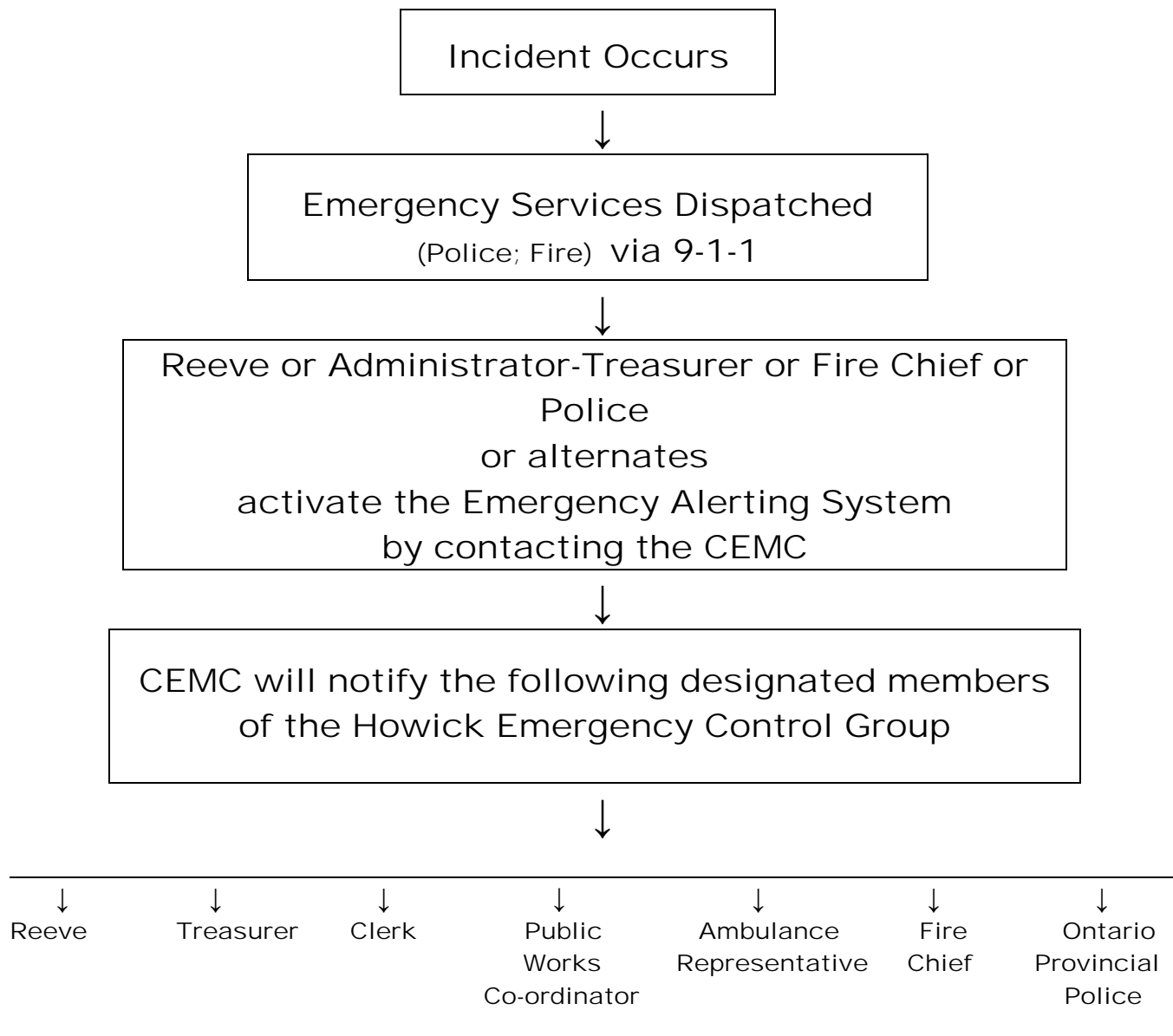
- a. The aim of the Township of Howick Emergency Plan is to provide general guidelines for the co-ordination of services, agencies, personnel and resources necessary to effect the earliest possible response in an emergency situation, in order to:
 - i. protect and preserve life and property
 - ii. assist other area municipalities as requested
 - iii. minimize the effects of the emergency on the Township of Howick
 - iv. restore essential services
- b. The plan is not intended to identify counter-measures for all conceivable crisis situations, but rather to develop a standard procedure by which municipal authorities can monitor an incident, obtain support and assistance, and direct a controlled response.

3. Emergency Alerting System (see Diagram #1, Page 6)

- a. The **Reeve** or the **Treasurer** or the **Police (O.P.P.) Official** or the **Fire Chief** or an alternate, may activate the Emergency Alerting System (*see Appendix A*) by contacting the **CEMC** and requesting that the Emergency Control Group (*Appendix A*) be assembled.
- b. The **CEMC** is responsible for alerting the designated members of the Control Group, apprising each of the situation, and directing them to assemble at the Emergency Operations Centre (*see Appendix C*).
- c. The Emergency Alerting System is illustrated in Diagram #1 on page 6. A list of the names and telephone numbers for emergency contact is found in **Appendix A**.

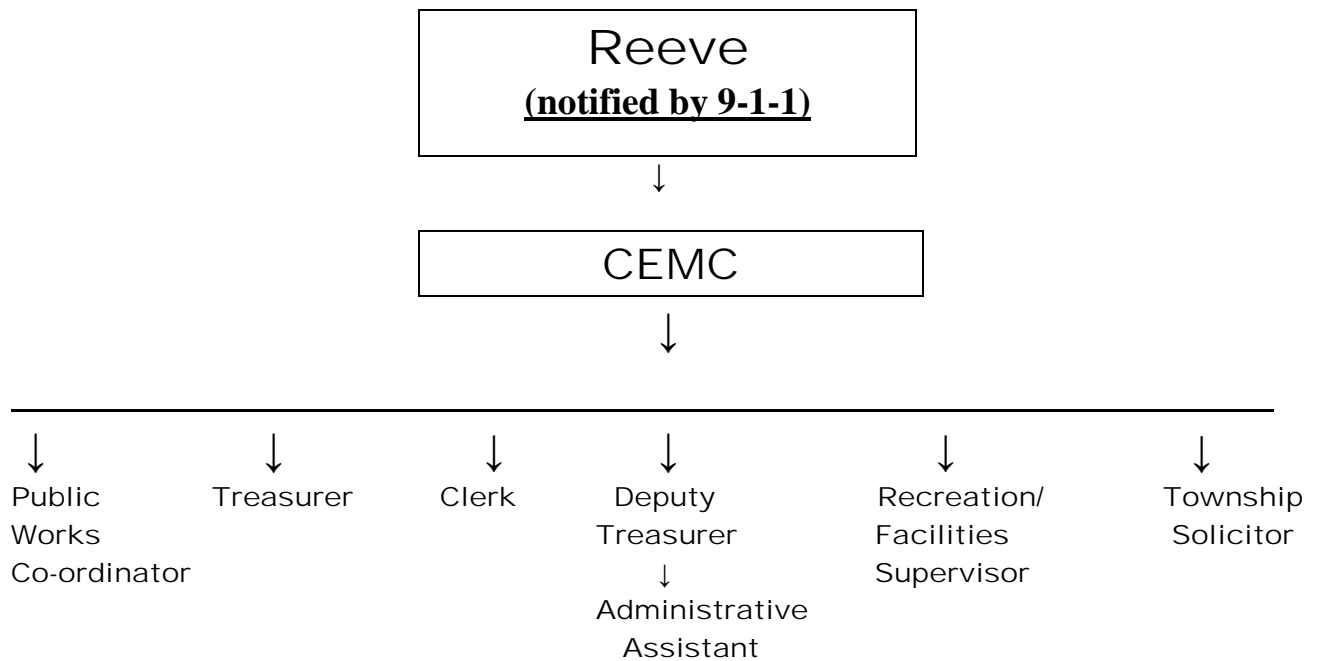
4. **Diagram #1**

EMERGENCY ALERTING SYSTEM



5. **Diagram #2**

INTERNAL ALERTING SYSTEM



6. **Emergency Control Group (ECG)**

a. **Composition**

The Township of Howick Emergency Control Group is comprised of persons holding the following positions, or their appropriate alternates: (*see Appendix A for contact names*)

- Reeve
- Treasurer
- Public Works Co-ordinator
- Fire Chief
- Police Official (O.P.P.)
- Ambulance Service Representative

Supplementary personnel added to the Control Group may include:

- Health Care/Hospital Representative
- Medical Officer of Health
- Director, Huron County Health Unit
- Huron County Social Services Representative
- Warden, County of Huron
- Conservation Authority Representative
- Board of Education Representative
- Provincial Representative

b. **Purpose**

The Emergency Control Group is normally convened under extraordinary emergency circumstances, when a situation exists and measures may be required that could exceed the capabilities of the Township.

When an initial-response agency (ie. Fire, Police) perceives that a situation requires a more-than-routine response, the Emergency Control Group will be notified promptly, placed on stand-by alert, or instructed to convene immediately at the Emergency Operations Centre (EOC) for the purpose of *directing, managing and co-ordinating a response* to the situation, and to *formulate and implement a recovery plan* after termination of the emergency. Specific duties and responsibilities of the Group are outlined in Part V, Section 13 on Page 12.

7. **Emergency Operations Centre (EOC)**

a. **Purpose**

The Emergency Operations Centre is the location from which the Emergency Control Group directs and co-ordinates the emergency response and recovery efforts. Each municipality shall have a primary and an alternate Emergency Operations Centre.

b. **Location**

The primary Emergency Operations Centre for the Township of Howick shall be the **Howick Township Municipal Office** located at 44816 Harriston Road (Highway #87). A list of alternate sites is detailed in Appendix C.

c. **Composition**

The Emergency Operations Centre consists of:

- i. A meeting room for the Emergency Control Group, being the Council Chambers which provides:
 - secure and quiet work environment
 - sufficient work area for each member of the Control group
 - display board for posting up-to-date information on the status of the situation
 - maps of suitable scale for monitoring the emergency site and activities
 - recording equipment and tapes for recording ECG meetings
 - telephone(s) with priority access for dialing out *
- ii. A communications/operations room in proximity to the ECG meeting room, being the business office which is equipped with:
 - computers, photocopier, typewriter
 - telephones with priority access, fax machine
 - radio base station
 - stationery and office supplies
 - a log to record chronologically all significant events and communications related to the situation
- iii. A room and workspace for support and advisory personnel, being the conference room
- iv. A separate media center, being the spare office adjacent to the conference room
- v. A rest area and kitchen facilities, being the lunch room
- vi. Washrooms
- vii. Sufficient parking

d. **Operation/Staffing Plan**

When a situation warrants assembly of the Emergency Control Group, the Community Emergency Management Co-ordinator (CEMC) will assign adequate and appropriate support personnel to assist the Emergency Control Group, and will confirm that every person in the Emergency Operations Centre has a counterpart who may be called upon to serve as an alternate, in order to ensure continued operation if required for an extended period. No person shall perform a shift of duties in the E.O.C. longer than eight (8) consecutive hours.

* **Priority Access for Dialing** is a means of ensuring that essential telephone users will have access to a telephone system under conditions where switches and circuits are otherwise overloaded due to high demand during an emergency. Telephone numbers protected under 'Priority Access for Dialing' will maintain the ability to make outgoing calls.

Part II – DECLARATION OF AN EMERGENCY**8. Action Prior to Declaration**

- a. When a situation exists but has not yet been ‘declared’ an emergency, employees of the Township may take such actions under this Emergency Plan as are considered necessary to protect the property and the health, safety and welfare of the inhabitants of the Township.

9. Municipal Emergency Declaration**a. Decision to Declare**

The Reeve of the Township of Howick, as Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of Howick Township (*see Appendix Q – Declaration Form*). This decision is made in consultation with the members of the Emergency Control Group.

b. Notification

Upon declaring an emergency, the Reeve shall notify the following:

- Minister of Community Safety and Correctional Services,
Emergency Management Ontario via the Duty Officer available 24/7
at **1-416-314-0472** or **1-416-314-0473** or toll free at **1-866-314-0472**
- The Council of the Township of Howick

The Reeve shall also ensure that the Public, the Media, Officials of neighbouring municipalities, and the local M.P. and M.P.P. are also notified.

Part III – TERMINATION OF EMERGENCY**10. Municipal Emergency Termination****a. Decision**

A municipal emergency in the Township of Howick may be declared terminated by:

- The Reeve (*see Appendix R – Declaration Form*)
- The Council of the Township of Howick
- The Premier of Ontario

b. Notification

Upon declaration that the emergency is terminated, the Reeve shall notify:

- Minister of Community Safety and Correctional Services, Emergency Management Ontario
- The Council of the Township of Howick

and also ensure that the Public, the Media, Officials of neighbouring municipalities, and the local M.P. and M.P.P. are also notified.

Part IV – REQUEST FOR ASSISTANCE**11. County / Municipal Mutual Assistance**

- a. The Township of Howick shall enter into a ‘Mutual Assistance Agreement’ with the County of Huron, and with the adjoining municipalities of Morris-Turnberry and Huron East, to provide for mutual assistance to deal with emergencies.
- b. In an emergency, Howick Township, as the Requesting Party may request assistance in the form of personnel, services, equipment or material from the Assisting Municipality.
- c. The request for assistance shall be made by the Treasurer, upon instructions from the Emergency Control Group (ECG), to the Chief Administrative Officer of the Assisting Municipality.
- d. The initial request may be made orally, and shall be confirmed in writing by the Treasurer of Howick Township within three (3) days.
- e. The written confirmation shall set out in detail the specific personnel, services, material, equipment, facilities, etc that have been requested.
- f. The Treasurer shall ensure that the Ministry of the Attorney General, Emergency Management Ontario is notified in writing of any request for such mutual assistance.
- g. The Township of Howick shall be responsible to pay to the Assisting Municipality any and all costs for assistance provided, in accordance with the terms and conditions specified in the Mutual Assistance Agreement.
- h. The Assisting Municipality shall provide to the Treasurer of Howick Township an invoice setting out in detail the costs actually incurred in providing the assistance.
- i. The Emergency Control Group will determine when the requirement for assistance has ceased, and will ensure that the Assisting Municipality is so notified in writing.

12. Request for Provincial Assistance

- a. Under certain circumstances, departments or agencies responding in accordance with the Township of Howick’s Emergency Plan may be required to request the assistance of a Provincial Ministry or agency. Such a request for services is not deemed to be a request that the Provincial Government assume authority and control of the emergency.
- b. When the resources of the Township of Howick are deemed to be insufficient to respond effectively to the emergency, then the Reeve, in consultation with the Emergency Control Group, may request assistance from the Province.
- c. Such requests are made to **Emergency Management Ontario (EMO) at (416) 314-0472, (416) 314-0473 or toll free at (866) 314-0472. EMO** can co-ordinate assistance from a number of Provincial agencies and the Federal Government, and provide a liaison.

Part V – DUTIES AND RESPONSIBILITIES OF EMERGENCY RESPONSE TEAM**13. Emergency Control Group (ECG)**

The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the presence of all persons listed on the Control Group may not be required, this shall not preclude the notification of **all** members that a situation exists.

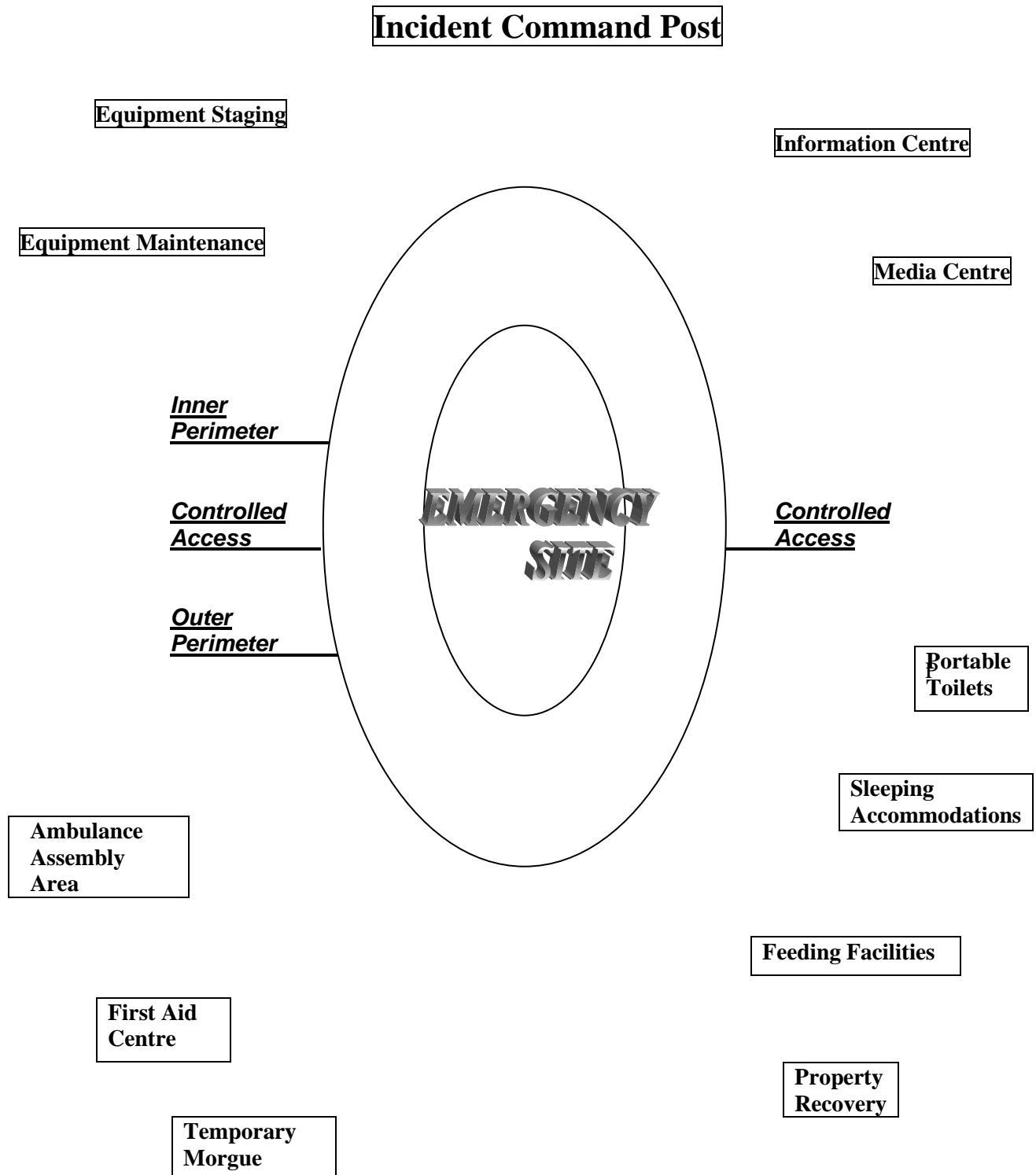
Members of the Emergency Control Group are likely to be responsible for the following:

1. To assemble at the Emergency Operations Centre to exchange information, assess the situation and determine the appropriate response procedure;
2. To assess the composition of the Control Group and location of the Operations Centre;
3. To call out and mobilize emergency services, agencies and equipment as required;
4. To co-ordinate, direct and support the activities of the response operations, ensuring that necessary actions are taken to mitigate the effects of the emergency;
5. To advise the Reeve as to the need to declare an emergency in all or part of the Township;
6. To designate any area of the Township of Howick as an “emergency area” (*see Diagram #3-Page 14*);
7. To ensure the appointment of an Emergency Site Manager (*see Appendix D*);
8. To order and co-ordinate the evacuation of inhabitants considered to be in danger;
9. To order the discontinuation of public or private utilities or services if necessary e.g. electricity, gas (*see Appendix K*);
10. To arrange for services and equipment from local agencies not under municipal control, such as private contractors, volunteer agencies, service clubs (*see Appendix L*);
11. To notify, request assistance from and liaise with various levels of government and other public or private agencies as considered necessary (*see Appendices E through J*);
12. To determine the need for and deployment of additional volunteers.
13. To determine additional transport needs, for evacuation or for moving supplies and/or persons;
14. To provide required support to and ensure the safety of on-site emergency workers.
15. To ensure that pertinent information regarding the emergency is promptly forwarded to the Media Co-ordinator for dissemination to the media and the public;

16. To establish advisory groups or sub-committees as needed;
17. To authorize the expenditure of monies required to deal with the emergency;
18. Prior to the termination of the emergency, the Control Group will decide on how the community will be returned to its pre-emergency state via a ***Recovery Management Plan*** (see Appendix P);
19. To ensure that all relevant services, agencies, and groups are notified of the termination of the emergency;
20. To maintain a log outlining decisions made and actions taken, and submit a summary of the log to the Administrator-Treasurer within one week of the termination of the emergency, as required;
21. To participate in the debriefing following the emergency;
22. To provide critical incident stress management as required e.g. for workers, citizens.

14. Diagram #3

The Emergency Area



15. **Municipal Personnel**

a. **Head of Council**

Upon notification of a potential emergency situation, the Head of Council (Reeve) must, in consultation with officials responding at the affected emergency area, decide if the situation warrants the activation of the Emergency Alerting System. As Head of Council, the Reeve (or an alternate) is responsible for the following:

- If deemed necessary, activate the Emergency Alerting System through 9-1-1;
- Serve as Chair and Head of the Emergency Control Group, providing overall leadership;
- Officially declare an emergency within the designated area;
- Officially declare that the emergency has terminated;
- Notify Emergency Management Ontario (EMO), Ministry of Community Safety and Correctional Services, of the declaration of an emergency, and of the termination;
- Ensure that Howick Councillors are advised and kept informed of the emergency situation;
- Ensure that the media, the public, and neighbouring municipal officials are kept informed;
- Liaise with upper tier governments and agencies as required.

b. **Community Emergency Management Co-ordinator (CEMC)**

The CEMC for the Township of Howick is responsible for the following:

- If required, activate the Emergency Alerting System through 9-1-1;
- Activate the Municipal Internal Alerting System;
- Co-ordinate the physical preparation and operation of the Emergency Operations Centre
- Provide support staff to assist the Control Group at the Emergency Operations Centre;
- Ensure that a Communications Manager (*see Section 16(h) for duties of Communications Manager*) and an assistant have been assigned to co-ordinate all communications to and from the emergency site and within the Operations Centre;
- Advise the Reeve on policies and procedures, as appropriate;
- Ensure that the Control Group adheres to a cycle whereby the Group acts at pre-determined times to share information and identify issues and problems to be resolved;
- Maintain, throughout the emergency, an agenda of issues and problems ready for review of the Control Group;
- Ensure that all decisions made and actions taken by the Control Group are recorded;
- Assume the role of Media Co-ordinator, approving announcements and media releases in consultation with the Control Group; (*see Part VI, Section 18 for Duties of Media Co-ordinator*)
- Ensure the procurement and deployment of resources and personnel as required;
- Liaise with the Recreation/Facilities Supervisor in the event that reception/evacuation facilities are required
- Inform and advise on all financial matters related to the emergency;
- Ensure the appropriate authorization and recording of all related financial transactions;
- Liaise with Provincial Officials regarding emergency relief funding, if applicable;
- Participate in the debriefing and assist the Control Group with the preparation of a report on the emergency.

c. Public Works Co-ordinator / Chief Building Official

In an emergency, the Public Works Co-ordinator for the Township of Howick shall:

- Ensure the maintenance and/or repair of Township roads as needed;
- Maintain an inventory of supplies and equipment within the Works Department which may be required for emergency response;
- Co-ordinate the provision of Works Department equipment, supplies and staff as needed;
- Designate an Emergency Site Manager from the Works Department if required;
- Designate an Emergency Communications Manager (*see Section 16(g) for duties of Communications Manager*);
- Arrange for additional equipment/supplies/personnel from private enterprises, neighbouring municipalities or the County upon instruction from the Control Group;
- Liaise with Fire Chief regarding emergency water supplies for fire fighting;
- Work in conjunction with Conservation Authority personnel regarding flood-related situations;
- Arrange for the provision of potable water, supplies and sanitation facilities as directed by the Medical Officer of Health;
- Liaise with public utilities to arrange disconnection and restoration of services when appropriate;
- Assume the duties of Transportation Co-ordinator (*see Section 16(i) for duties of Transportation Co-ordinator*) if necessary, as determined by the Control Group;
- As Chief Building Official for Howick Township, provide information and advice on matters pertaining to building conditions and safety;
- Provide a report to the CEMC outlining the Works Department's emergency response activities, and participate in a debriefing.

d. Clerk

In an emergency, the Clerk for the Township of Howick shall:

- Assist the CEMC as required in the preparation and operation of the Emergency Operations Centre;
- Notify required support and advisory staff of the emergency, directing them to the Emergency Operations Centre;
- Implement a registration and identification system for all emergency personnel;
- Maintain a log outlining decisions made and actions taken by the Emergency Control Group, and submit a summary of the log to the CEMC within a week after the termination of the emergency;
- Assume the duties of Citizen Inquiry Supervisor (*see Part VI, Section 20 for duties*);
- Relay updated information, as instructed, to Howick Township Council members;

e. Administrative Assistants

In an emergency, administrative staff will provide assistance as assigned:

- Provide communications assistance as required;
- Provide clerical, word processing, printing and copying services as instructed;
- Complete Emergency Personnel registration records and issue proper identification;
- Process payment of related expenses and maintain records for future claim purposes;

16. **Support & Advisory**

a. **Emergency Site Manager (ESM)**

The Emergency Site Manager (ESM) will be appointed by the Emergency Control Group from the lead response agency involved in the specific type of emergency. Upon appointment, the Emergency Site Manager has the authority to:

- Call meetings of responding agency commanders for information sharing, evaluating the situation, prioritizing emergency response, delegating tasks and tactics to responding groups, and determining extenuating factors which will affect response operations;
- Arrive at a consensus on the actions required, mediate conflicts between agencies, or refer same to the Emergency Control Group for resolution;
- Request assistance from responding agencies for communications and other required management tools;
- Appoint an on-scene Media Spokesperson (*see Part VI, Section 19 for duties*);

The Emergency Site Manager is responsible for the following during an emergency:

- Ensure that priorities, tasks and tactics have been established and assigned to contain the problem;
- Define the inner and outer perimeters of the emergency site, in consultation with other responding agencies;
- Determine and advise responding agencies of the human and material resources available to mitigate the situation;
- Maintain communications with the Emergency Control Group for the flow of accurate information and for assistance in managing the emergency;
- Understand the laws and policies at all levels that must be taken into consideration during the management of and recovery from the emergency;
- Meet together with responding agencies on a regular basis to exchange and update information and re-evaluate the status of the situation;
- Ensure that responding agencies address the needs of their staff regarding food, shelter, fatigue, relief and stress;
- Monitor the operation of the emergency site, assessing resources and notifying the Control Group when additional materials or assistance is required;
- Project future site management events, and assess possible resource requirements;
- Where possible, conserve resources in anticipation that the situation may escalate and/or extend in time;
- Participate in a debriefing, and assist the CEMC in the preparation of a report on the emergency.

b. Fire Chief

The Fire Chief is responsible for the following:

- Activate the Township of Howick Emergency Alerting System through **CEMC**;
- Make arrangements for additional fire or emergency team responses with the Huron County Mutual Fire Aid Co-ordinator;
- Protect life and property;
- Advise the Howick Township Emergency Control Group on matters concerning fire suppression, and/or fire prevention in areas where the emergency causes increased fire risks;
- Establish an inner perimeter within the emergency area when Fire Service is the lead agency;
- Provide an Emergency Site Manager, if required;
- Organize, co-ordinate and control fire fighting and rescue services;
- Liaise with Provincial Ministries during a hazardous spill or forest fire situation;
- Assist other agencies with emergency operations such as search and rescue, evacuation, etc.;
- Participate in a debriefing and submit a report of the Fire Department's response activities to the CEMC following termination of the emergency.

c. Police (O.P.P.) Official

The Police Official is responsible for the following:

- Activate the Township of Howick Emergency Alerting System through **CEMC**;
- Ensure that the Howick Township Emergency Control Group is notified;
- Notify necessary emergency services as required;
- Establish an on-site command post with communications to the Emergency Operations Centre;
- Establish an inner perimeter within the emergency area when Police is the lead agency;
- Provide an Emergency Site Manager, if required;
- Provide traffic control to facilitate movement of emergency vehicles;
- Alert persons endangered by the emergency, and co-ordinate evacuation if required;
- Liaise with a Huron County Social Services representative regarding establishment and operation of evacuation and reception centres;
- Protect life and property, and effect law and order during the emergency providing police services at evacuation centres, morgues and other facilities as required;
- Notify the coroner of fatalities and establish temporary morgues when required;
- Assist the Emergency Site Manager in fulfilling required responsibilities;
- Participate in a debriefing and submit a report of the Police Services response activities to the CEMC following termination of the emergency.

d. Director / Medical Officer of Health / Huron County Health Unit

The Director/Medical Officer of Health/Huron County Health Unit is responsible for the following:

- Act as a co-ordinating link for all health-related services at the Emergency Control Group;
- Liaise with the Ministry of Health, Public Health Branch;
- Provide direction and advice on matters which may adversely affect public health;
- Provide authoritative instructions on public health and safety matters to the public through the Media Co-ordinator;

- Co-ordinate the response to disease-related emergencies or anticipated emergency situations such as epidemics, according to Ministry of Health policies;
- Ensure liaison with voluntary and private agencies for augmenting and co-ordinating Public Health resources;
- Ensure implementation of casualty distribution procedures;
- Co-ordinate all efforts to prevent and control disease during the emergency;
- Notify the Township's Public Works Co-ordinator regarding the need for potable water supplies and sanitation facilities;
- Liaise with County Social Services Department on areas of mutual concern regarding operations in evacuation centres;
- Ensure the co-ordination of care for invalids and bed-ridden residents at home and in evacuation centres during the emergency;
- Assist the Emergency Site Manager as required;
- Designate an Emergency Site Manager from the Health Department if requested;
- Participate in a debriefing and submit a report outlining the Health Department's response activities to the CEMC following termination of the emergency.

e. Ambulance Service Representative

The Ambulance Service Representative is responsible for the following:

- Liaise with Police, Fire and other agencies active at the emergency site;
- Liaise with the Medical Officer of Health;
- Ensure triage and treatment of casualties at the emergency site;
- Liaise with hospitals for efficient distribution of casualties;
- Assess the need and initiate requests for on-site medical teams from hospitals, and determine if assistance is required from Police or other emergency services to provide transportation to the site for the medical teams;
- Assess the need for special emergency health service resources, such as ambulance buses, support units, paramedics, ambulance helicopters, etc., and forwarding requests for such needs to the Ambulance Communications Centre;
- In conjunction with the Ambulance Communications Centre, provide a main radio and telephone communication link through dispatch among health services, and notify the Reeve who, in turn, will notify Emergency Management Ontario (EMO) of requests for assistance from Ministry of Health, Emergency Health Services Branch;
- Liaise with Huron County Social Services Department, Health Unit / Community Care Access, etc. for information regarding disabled or invalid persons who may need to be evacuated from the emergency area via ambulance transportation;
- Assist with the organization and transport of residents in health care, retirement, nursing and rest homes who may need evacuation from the site;
- Ensure that required medical supplies are available at the emergency area, and at reception/evacuation centres;
- Assist the Emergency Site Manager as required;
- Participate in a debriefing and submit a report of Ambulance Service response activities to the CEMC following termination of the emergency.

f. County Social Services Representative

The Huron County Social Services Representative is responsible for the following:

- Manage, operate and staff Reception/Evacuation Centres (*see Appendix N for list of Facilities and Contact Information*), with the assistance of the Health Department and designated volunteer agencies, to provide for the registration, feeding, clothing, shelter, care and welfare of persons requiring evacuation, in accordance with the Huron County Social Services Emergency Response Plan;
- Liaise with the Police Official regarding establishment of appropriate Centres, and about other areas of mutual concern in dealing with the emergency;
- Liaise with the Transportation Co-ordinator regarding transportation of persons and supplies;
- Notify Board of Education representatives (*see Appendix I for Contact Information*) when their facilities are required as Reception/Evacuation Centres, and ensure that staff and volunteers utilizing the facilities take direction from the property representatives regarding the use and maintenance of such facilities;
- Co-ordinate appeals for and offers from volunteers and human resources, in conjunction with the Emergency Control Group;
- Ensure that Volunteer Registration Forms (*see Appendix U*) are completed, retaining a copy for Municipal use, and providing a copy to the volunteer. If registration forms are not available, staff must record specifically required details about each volunteer. Completed registration forms must be submitted to the Social Services Department and the municipal Administrator-Treasurer immediately after termination of the emergency;
- Liaise with the CEMC regarding procurement of food and supplies for the Centres, and for staff and emergency workers;
- Ensure proper recording of human resources, administrative and financial details;
- Participate in a debriefing, and submit a report of Social Services emergency response activities to the CEMC following termination of the emergency.

g. Emergency Communications Manager

The Communications Manager is responsible for the following:

- Initiate necessary action to ensure that the telephone system at the Emergency Operations Centre (Howick Township Office) functions effectively to deal with the emergency situation;
- Ensure that the emergency communications system is properly equipped and staffed;
- Maintain an inventory of community and private sector communications equipment and facilities in the area, which could, in an emergency, supplement existing systems;
- Arrange to acquire additional communications resources during an emergency.

h. Emergency Transportation Co-ordinator

The Transportation Co-ordinator is responsible for the following:

- Co-ordinate the acquisition, distribution and scheduling of various modes of transport, such as trucks and buses, for the purpose of transporting persons and/or supplies, as determined necessary by the Emergency Control Group and support and advisory personnel;
- Procure staff to assist, as required;
- Record the details of drivers and operators and related emergency activities.

i. Township Solicitor

The Solicitor for the Township of Howick is responsible for the following:

- Provide advice, as requested, to any member of the Emergency Control Group and Support and Advisory Staff on matters of a legal nature as they may apply to the decisions and actions of the Township of Howick in response to the emergency.

Part VI – MEDIA AND PUBLIC RELATIONS**17. Introduction**

Upon implementation of the Emergency Plan, it becomes very important to:

- ❖ co-ordinate the release of accurate information to the news media
- ❖ issue authoritative instructions to the public
- ❖ respond to or redirect requests for and reports on information concerning any aspect of the emergency.

In order to fulfill these functions, the following positions will be established:

- a) Media Co-ordinator: The Treasurer shall assume the duties of the Media Co-ordinator, or appoint an alternate who will report directly to the Treasurer.
- b) On-Scene Media Spokesperson will be appointed by the Emergency Site Manager.
- c) Citizen Inquiry Supervisor: The Clerk shall assume the duties of the Citizen Inquiry Supervisor.

Depending on the scope of the emergency, it likely will be necessary to establish two Media Information Centres – one near the emergency site (*On-Scene Media Information Centre*) and the other in proximity to the Emergency Operations Centre (*E.O.C. Media Information Centre*). In some cases, a joint Media Information Centre may be desirable. The Citizen Inquiry work area will be located near the E.O.C. Media Information Centre.

18. Media Co-ordinator

The Media Co-ordinator for the Township of Howick is the Treasurer, and is responsible for the following:

- 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 involved in the incident, and endeavour to ensure that all information released to the media and the public is consistent and accurate;
- Designate and co-ordinate the E.O.C. Media Information Centre, where members of the media will assemble for the issuance of accurate media releases and authoritative instructions to the public;

- Brief the Emergency Control Group on the set up of the E.O.C. Media Information Centre, and select a spokesperson from the Group to provide statements to the media;
- Liaise regularly with the Control Group to obtain information for media release, co-ordinate interviews, and organize press conferences;
- Establish a telephone number for media inquiries and advise the following accordingly:
 - Media Contacts
 - Emergency Control Group
 - On-Scene Media Spokesperson
 - Police Public Relations Officer
 - Citizen Inquiry Supervisor
 - Other persons, agencies, businesses, as deemed appropriate
- Provide direction and regular up-dates to the Citizen Inquiry Supervisor to ensure that the most accurate and current information is disseminated to the public;
- Approve media releases prior to dissemination, and distribute hard copies of the information to the Control Group, the Emergency Operations Centre, the Media Information Centre, the Citizen Inquiry Supervisor, and other key persons handling inquiries from the media;
- Monitor news coverage and correct erroneous information;
- Maintain copies of all media releases and newspaper articles pertaining to the emergency.

19. On-Scene Media Spokesperson

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

- Establish an On-Scene Media Information Centre in an appropriate, safe location where media personnel may assemble;
- Establish a communication link and advise the following persons and agencies of the location and telephone number of the On-Scene Media Information Centre:
 - Media Co-ordinator
 - Emergency Site Manager
 - Police Media Relations Officer
 - Emergency Services personnel at the site
 - Other persons, agencies or businesses, as deemed appropriate
- Liaise regularly with the Media Co-ordinator at the Emergency Operations Centre, giving regard to the importance of ensuring 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;
- Redirect inquiries about the emergency, and about the decisions and actions of the Emergency Control Group, to the Media Co-ordinator at the Operations Centre;
- Respond to inquiries from the media pertaining to the emergency site only;
- Control and direct media personnel to the On-Scene Media Information Centre;
- Co-ordinate on-site media photo sessions and interviews between emergency services personnel and the media.

20. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Clerk, and is responsible for the following:

- Establish a Citizen Inquiry Service in proximity to the E.O.C. Media Information Centre, designating a telephone line for citizen inquiries, and appointing personnel necessary for operation of the service;
- Apprise the Media Co-ordinator, the Emergency Control Group, and relevant emergency services of the establishment of the service and the designated telephone number;
- Liaise continually with the Media Co-ordinator to obtain current information about the emergency;
- Respond to and redirect to the appropriate emergency service, inquiries pertaining to the investigation of the emergency, deaths, injuries or matters concerning personnel involved with or affected by the emergency;
- Respond to and redirect inquiries to the registration and inquiry telephone numbers at Huron County Social Services and/or Huron Perth Red Cross, pertaining to persons who may be located in evacuation centres.

Part VII – **OTHER LOCAL AGENCIES, SERVICES, DEPARTMENTS**

21. **Conservation Authorities**

Maitland Valley / Saugeen Valley Conservation Authorities

The Conservation Authorities have general responsibility for and play a lead role in co-ordinating flood control within their respective areas of jurisdiction in terms of physical efforts and the implementation of the Flood Warning and Action Plan.

In a flood emergency situation, the Head of Council may declare that an emergency exists within the Township of Howick and may request Provincial assistance from the Ministry of Natural Resources, in accordance with the Ministry's '*Declaration of Flood Emergencies and Flood Response Plan*' which prescribes that "Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation".

Should a flood emergency situation develop in the Township of Howick, the Ministry of Natural Resources must be notified:

- a. Head of Council will contact the local Flood Response Co-ordinator who is the District Manager of the Ministry of Natural Resources for the area (*see Appendix F for Provincial Contacts*);
- b. If the local Flood Response Co-ordinator cannot be contacted, the request for assistance should be routed through:
 - i. Maitland Valley Conservation Authority at Wroxeter 335-3557
 - ii. Saugeen Valley Conservation Authority at Hanover (519) 364-1255**Refer to the Conservation Authority '*Flood Contingency Plans*' on file at the municipal Office.**

- c. If contact cannot be made via the Conservation Authorities, the request for assistance should be directed to Emergency Management Ontario.

22. Boards of Education**Avon Maitland District / Huron-Perth District Catholic School Boards**

The two Boards of Education having authority in Howick Township are responsible for the following:

- Provide any school(s), as appropriate and available, for use as a Reception/Evacuation Centre, as designated by the Police during an emergency;
- Provide a School Board representative to co-ordinate and provide direction regarding the use, maintenance and operation of the facilities being utilized (*see Appendix I for School Board Contacts*);
- In the event of an emergency during normal school hours, the School Principal of an affected school is responsible for
 - i. implementing the School's "Stay Put" Emergency Plan; or
 - ii. implementing the School's "Evacuation" Plandepending on the nature and scope of the emergency situation.

23. Hospital Administrator

The following hospitals are in proximity to and serve the residents of Howick Township:

- Listowel Memorial Hospital
- Palmerston & District Hospital
- South Bruce Grey Health Centre, Walkerton
- Wingham & District Hospital

Contact information for these hospitals can be found in *Appendix J*.

During an emergency, the Hospital Administrator shall:

- Implement the Hospital Emergency Plan;
- Liaise with the Medical Officer of Health and Ambulance Representatives regarding hospital and medical matters, as required;
- Evaluate requests to provide medical teams;
- Liaise with the Ministry of Health, as appropriate;

Part VIII – EMERGENCY PLAN MAINTENANCE AND TESTING**24. Plan Maintenance and Revision**

The Township of Howick Emergency Plan shall be reviewed annually by the Emergency Management Program Committee in consultation with members of the Emergency Control Group.

Recommendations for revisions and amendments to the provisions of the Operational Plan shall be forwarded to the Council of the Township of Howick for consideration and adoption by resolution of Council.

The Community Emergency Management Co-ordinator (CMEC) may revise and update the information contained in the Appendices of the Plan on a continual basis as changes occur, and shall ensure that this information is reviewed in its entirety and amended as required at least once each year.

It is the responsibility of each person, agency, service or department named herein to advise the Community Emergency Management Co-ordinator forthwith of revisions and changes required.

This Emergency Plan, and subsequent amendments and revisions, shall be distributed to all persons, agencies and departments listed in Appendix O.

25. Testing the Plan

An **annual exercise** shall be conducted in order to test the overall effectiveness of this Emergency Plan, and to provide training to the Emergency Control Group and municipal staff. Recommendations stemming from such exercises shall be incorporated as revisions to the Plan.

26. Internal Emergency Plan Procedures

Each municipal department involved with this Emergency Plan shall prepare functional guidelines and procedures outlining how its relevant responsibilities will be fulfilled during an emergency, and designate a staff member to maintain and revise the information as needed.

Staff in each department shall receive appropriate emergency preparedness training.