



Staff Report

Administration – Fire Department

Report To: Council Meeting
Meeting Date: October 21, 2024
Report Number: FAF.24.103
Title: Emergency Management Program Bylaw Revision
Prepared by: Fire Administrative Assistant and CEMC

A. Recommendations

THAT Council receive Staff Report FAF.24.103, entitled “Emergency Management Program Bylaw Revision”;

AND THAT Council approve the by-law attached to Staff Report FAF.24.103, Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act.

B. Overview

This report is being brought directly to Council and provides the details of minor housekeeping revisions to the Emergency Management Program bylaw to ensure compliance with the Emergency Management Act and Ontario Regulation 380/04.

C. Background

In May 2020, The Town of the Blue Mountains enacted bylaw 2020-32 to comply with legislation requirements that all municipalities and provincial ministries to develop and maintain an Emergency Management Program.

D. Analysis

The Town is responsible to meet compliance with the Emergency Management and Civil Protection Act (“EMPCA”) and Ontario Regulation 380/04. Staff recommends that Council repeal By-law 2020-32 Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act and enact the by-law as attached to Staff Report FAF.24.103.

The current Bylaw 2020-32 requires revision to:

That the positions of the Emergency Management Program Committee (EMPC) be included as Schedule “B” as attached.

That the following positions of the Municipal Emergency Control Group (MECG) be included as Schedule "C" as attached.

This bylaw amendment introduces provisions that allow for adjustments to schedules "B" and "C" annually without the need to reopen the bylaw.

E. Strategic Priorities

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

F. Environmental Impacts

None

G. Financial Impacts

None

H. In Consultation With

Emergency Program Committee

Shawn Everitt, CAO

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Stephen Conn, Fire Chief firechief@thebluemountains.ca.

J. Attached

1. By-law 2020-32 Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act.

2. By-law to Adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act, and to repeal By-law 2020-32.

Respectfully submitted,

Stephen Conn
Fire Chief

For more information, please contact:
Stephen Conn, Fire Chief
firechief@thebluemountains.ca
519-599-3131 extension 103

Report Approval Details

Document Title:	FAF.24.103 Emergency Management Program Bylaw Revision.docx
Attachments:	<ul style="list-style-type: none">- FAF.24.103 Attachment 1 Emergency Management Program Bylaw Revision.pdf- FAF.24.103 Attachment 2 Emergency Management Program Bylaw Revision.pdf
Final Approval Date:	Oct 1, 2024

This report and all of its attachments were approved and signed as outlined below:

Steve Conn - Sep 30, 2024 - 4:10 PM

Shawn Everitt - Oct 1, 2024 - 1:19 PM

The Corporation of the Town of The Blue Mountains

By-Law Number 2020 – 32

Being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

Whereas under the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - An Emergency Plan;
 - Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - Public education on risks to public safety and on public preparedness for emergencies;
 - and any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

And Whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

And Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That an Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with, and in accordance with the Act and Reg. and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. Training program and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. Public education on risks to public safety and on public preparedness for emergencies; and
 - c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

The Emergency Management Program shall be consistent with the objections of protecting public safety, public health, the environment, critical infrastructure and property and promote economic stability and a disaster-resilient community.

2. That the Emergency Response Plan, which has been developed in accordance

with the requirements of the Act and Reg. and international best practices, and which is attached hereto as Schedule “A” is hereby adopted (the “Plan”).

The Plan shall be reviewed annually by the Community Emergency Management Coordinator (“CEMC”) and the Town’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organization and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.

When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and health, safety and welfare of the inhabitants of the Town.

3. That the CEMC and Fire Administrative Assistant is hereby appointed as the primary CEMC responsible for the Emergency Management Program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the act and Reg.

The Fire Chief and Deputy Fire Chief are hereby appointed as alternate CEMC’s to act in place of the primary CEMC in his/her absence.

4. That the persons from time to time holding the following positions in the municipality or designates, shall be appointed members of the Emergency Management Program Committee:

- a. Chief Administrative Officer (CAO), Chair
- b. CEMC and Alternate
- c. Director of Operations
- d. Manager of Information Technology
- e. Manager of Roads & Drainage
- f. Manager of Water & Wastewater
- g. Deputy Clerk
- h. Community Control Group Secretary/Scribe
- i. Head of Council (Mayor)
- j. Director of Finance
- k. Director of Planning & Development Services
- l. Fire Chief
- m. Director of Legal Services
- n. Manager Communications & Economic Development

The CAO is hereby appointed as chair of the Emergency Management Program Committee.

The Emergency Management Program Committee shall meet a minimum of twice annually and shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

5. That the persons from time to time holding the following positions in the municipality or designates, shall be appointed members of the Municipal Emergency Control Group (“MECG”):

- a. Head of Council (Mayor)
- b. Chief Administrative Officer (CAO), Chair
- c. Fire Chief
- d. Community Emergency Management Coordinator
- e. Community Control Group Secretary/Scribe
- f. Manager Communications & Economic Development
- g. Director of Operations
- h. Director of Finance

- i. Director of Planning & Development
 - j. Director of Human Resources
 - k. Director of Community Services
 - l. Director of Legal Services
6. That a primary and an alternate Emergency Operations Centre have been established for use by the MCEG in an emergency with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centre are identified in the Plan.
7. That the Manager Communication & Economic Development is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. A sworn member of the Town of The Blue Mountains O.P.P. will be appointed by the Police Chief to act as the alternate Emergency Information Officer.
8. That the Plan shall be made available to the public for inspection and copying at the Town of The Blue Mountains Municipal Office, 32 Mill St, Thornbury, ON during regular business hours.
9. The Plan or any amendments to the Plan shall be submitted to the Chief, Emergency Management Ontario, as identified in the Act.
10. That Bylaw 2018-55 is hereby repealed.

And Further that this By-law shall come into force and take effect upon the enactment thereof. Enacted and passed this 4th day of May 2020

Alar Soever, Mayor

Corrina Giles, Town Clerk

The Corporation of the Town of The Blue Mountains

By-Law Number 2024 –

Being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act

Whereas under the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - An Emergency Plan;
 - Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - Public education on risks to public safety and on public preparedness for emergencies;
 - and any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

And Whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

And Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

Now Therefore Council of The Corporation of the Town of The Blue Mountains hereby enacts as follows:

1. That an Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with, and in accordance with the Act and Reg. and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. Training program and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. Public education on risks to public safety and on public preparedness for emergencies; and
 - c. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

The Emergency Management Program shall be consistent with the objections of protecting public safety, public health, the environment, critical infrastructure and property and promote economic stability and a disaster-resilient community.

2. That the Emergency Response Plan, which has been developed in accordance

with the requirements of the Act and Reg. and international best practices, and which is attached hereto as Schedule “A” is hereby adopted (the “Plan”).

The Plan shall be reviewed annually by the Community Emergency Management Coordinator (“CEMC”) and the Town’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organization and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.

When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and health, safety and welfare of the inhabitants of the Town.

3. That the CEMC and Fire Administrative Assistant is hereby appointed as the primary CEMC responsible for the Emergency Management Program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the act and Reg.

The Fire Chief and Deputy Fire Chief are hereby appointed as alternate CEMC’s to act in place of the primary CEMC in his/her absence.

4. That the persons from time to time holding the following positions in the municipality or designates, shall be appointed members of the Emergency Management Program Committee which is attached hereto as Schedule “B” and is hereby adopted (the “EMPC”)

The CAO is hereby appointed as chair of the Emergency Management Program Committee.

The Emergency Management Program Committee shall meet a minimum of twice annually and shall advise Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

5. That the persons from time to time holding the following positions in the municipality or designates, shall be appointed members of the Municipal Emergency Control Group which is attached as Schedule “C” and is hereby adopted (the “MECG”).
6. That a primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centre are identified in the Plan.
7. That the Manager Communication & Economic Development is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. A sworn member of the Town of The Blue Mountains O.P.P. will be appointed by the Police Chief to act as the alternate Emergency Information Officer.
8. That the Plan shall be made available to the public for inspection and copying at the Town of The Blue Mountains Municipal Office, 32 Mill St, Thornbury, ON during regular business hours.
9. The Plan or any amendments to the Plan shall be submitted to the Chief, Emergency Management Ontario, as identified in the Act.
10. That Bylaw 2020-32 is hereby repealed.

And Further that this By-law shall come into force and take effect upon the enactment thereof. Enacted and passed this __ day of October 2024

Andrea Matrosovs, Mayor

Corrina Giles, Town Clerk



Emergency Response Plan for Town of The Blue Mountains

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Section 1.0

Town of The Blue Mountains Emergency Response Plan

The goal of the Blue Mountains Emergency Management Program is to create, maintain, and coordinate an effective community structure that provides for the safety and well-being of the residents of The Blue Mountains. With guidance from The Town's Emergency Management Program Committee that support the five components of a comprehensive Emergency Management Program:

1. Prevention – Taking action to prevent emergencies from happening
2. Mitigation – Initiating education and awareness activities or implementing measures to reduce or prevent the impact of emergencies
3. Preparedness – Developing emergency response plans, conducting training and exercises, educating the public
4. Response – Managing emergency situations and providing timely, relevant, and accurate emergency response to the public
5. Recovery – Developing and implementing measures that expedite a return to normal activities and the recovery of losses

The ability to coordinate resources is a significant predictor of The Town's capacity to adapt to unforeseen circumstances. The program, therefore, develops strategies to promote the adoption and maintenance of hazard preparedness measures and activities.

Section 1.1

Introduction

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an international act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare, and property, as well as the environment and economic health of the Town of The Blue Mountains.

The amalgamation of Thornbury and Collingwood Township has created a new town, which takes its name from the most prominent section of the Niagara Escarpment known as The Blue Mountains.

The population of the Town of The Blue Mountains is 9,390 full time residents. The current peak day/visitor population is estimated to be 30,000 people per day. This large increase is still growing as the town is becoming Ontario's largest resort destination.

The Grey County Directory shows permanent population of 9,390. The MPAC data shows number of properties at 7,277.

In order to protect residents, businesses and visitors, The Town of The Blue Mountains requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal day to day operations carried out by Emergency Services. The Town of The Blue Mountains Emergency Management Program Committee developed this Emergency Response Plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The Response Plan has been prepared to provide key officials, agencies, and departments of The Town of The Blue Mountains important emergency response information related to:

- Arrangements, services, and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of The Town of The Blue Mountains Emergency Response Plan may be viewed at Town Hall and the LE Shore Library. For more information, please contact:

Diana Livingston, Community Emergency Management Coordinator
Fire Station #1, 496916 Grey Road 2, PO Box 548
Thornbury, ON N0H 2P0
Telephone: 519-599-3131 ext 101
Cell: 705-441-0183 Email: dlivingston@thebluemountains.ca

Section 1.2

Legislative Authority and Council Mandate

The Emergency Management and Civil Protection Act (EMCPA) defines an emergency 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. EMCPA, R.S.O. 2002.

These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

The EMCPA and Ontario Regulation 380/04 of the EMCPA require each municipality in Ontario to develop, implement, and its Council to adopt, by By-law, an emergency management program that consists of:

1. An Emergency Management Program Committee and Control Group. O. Reg 380/04, S.11(1), O. Reg 380/04, S.12(1)
2. An Emergency Operations Centre to be used by the Municipal Emergency Control Group in an emergency, O. Reg 380/04, S.13(1)
3. A hazard and risk assessment and infrastructure identification process which identifies the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected, O. Reg 380/04, S.14(4)
4. An Emergency Response Plan, O. Reg 380/04, S.15(1)
5. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities, O. Reg 380/04, S.12(3)
6. Public education on risks to public safety and on public emergency preparedness, EMCPA R.S.O. 2002.
7. A Community Emergency Management Coordinator, O. Reg 380/04, S.10(1)
8. An Emergency Information Officer, O. Reg 380/04, S.14(1)

The Plan has been developed and maintained by the Emergency Management Program Committee. Each time major revisions are made to the plan it must be approved by Town Council. Revisions to the Annexes and minor administrative changes to the plan, will be reviewed by the Program Committee.

Training and exercises are run annually for the Municipal Emergency Control Group and Program Committee members.

Testing the plan, an annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to emergency response and recovery personnel. Revisions to this plan should incorporate recommendations stemming from such exercises.

This plan has been filed with the Office of the Fire Marshall and Emergency Management (OFMEM), Ministry of the Agriculture, Food and Rural Affairs, as required by the EMCPA.

Section 1.3

Hazard Identification and Risk Assessment

A hazard is an event or physical condition that has the potential to cause fatalities, injuries, damage to critical infrastructure, property, or the environment, agricultural loss, interruption of business, or other types of harm or loss. natural hazards are events related to naturally occurring elements and conditions including, but not limited to, floods, tornadoes, and ice and snowstorms that pose a threat to lives, property, and other assets. Human-caused hazards are either technological or intentional.

Technological hazards are caused by the tools, machines, and equipment that are commonly utilized to support the personal, financial, and economic well-being of a community. Intentional hazards are deliberately caused by people attacking or damaging what a community finds valuable.

The Town of The Blue Mountains covers a land area of approximately 287 square kilometres with a population of 7,180 residents with 7,277 properties. The majority of the residents are located in the northern portion along the shore of Georgian Bay below the escarpment.

The Town is vulnerable to a variety of natural and human-caused hazards. The following hazards have been identified as being the most likely to occur and having the greatest impact:

- Oil or Natural Gas shortage
- Infectious Disease
- Tornado
- Flood
- Winter Weather
- Road and Highway
- CBRNE
- Water or Wastewater Disruption
- Erosion
- Civil Disorder
- Chemical
- High Wind
- Active Threat
- Petroleum Product Shortage
- Dam Failure

These emergencies may vary in size and severity and may affect localized businesses, residential areas, and the general welfare of residents and visitors to the Town of The Blue Mountains. The frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely.

Regardless, the potential impact of these emergencies requires the development of comprehensive risk-based response plans to address their specific response and recovery implications.

Section 2.0

Aim

The aim of The Town of The Blue Mountains Emergency Response Plan is to provide the framework through which a timely and effective mobilization of the Community Resources can be achieved in order to protect the health, safety, welfare and property of the people of The Town of The Blue Mountains. It is a plan for the coordination of services required in the event of a real or anticipated emergency that will ensure:

- Prompt response by all required services and the establishment of overall control of an emergency situation
- Elimination of all sources of potential danger in the area of the incident
- Evacuation of any building considered to be in a hazardous situation
- Prompt rescue of all persons and provision of first aid at the site
- Controlled evacuation and balanced distribution of casualties to hospitals
- Traffic control to minimize ground convergence at the site so that emergency operations are not impeded, and to prevent additional casualties
- Provision, where necessary of such essential social services as may be required for persons affected by the incident and the emergency services personnel involved
- Prompt factual official information to
 - All officials involved in emergency operations
 - News media to allay public anxiety and to reduce the number of onlookers at the scene
 - Concerned individuals seeking personal information
- Restoration of normal services

Section 3.0

Authority

The *Emergency Management and Civil Protection Act* (the Act) is the legal authority for this Emergency Response Plan in Ontario.

The Act states that:

“Every municipality shall formulate 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 and the Council of the municipality shall by Bylaw adopt the Emergency Plan.” [Section 3 (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 of the municipality and to protect property and the health, safety and welfare of the inhabitants of the Emergency Area” [Section 4 (1)]

The Town of The Blue Mountains Emergency Response Plan is authorized by Bylaw # 2024- which provides that the Plan shall come into effect in the event of the occurrence, or threat of the occurrence, of an emergency situation which requires coordinated responses of agencies under the direction of the appropriate officials.

Issued under the authority of Town of The Blue Mountains Bylaw # 2024- and filed with Emergency Management Ontario, Ministry of Agriculture, Food and Rural Affairs.

Action Prior To Declaration

When an emergency exists but has not yet been declared to exist, Town employees may take such action(s) under this Emergency Plan as may be required to protect property and the health, safety, and welfare of the Town of The Blue Mountains.

Section 4.0

Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, specific members of The Municipal Emergency Control Group or the responding department will immediately contact Huronia Alarms to request that the notification system be activated.

See Annex “A” for details.

Upon receipt of the warning Huronia Alarms will notify all members of the Municipal Emergency Control Group. Upon being notified, it is the responsibility of all MCEG Officials to notify their Staff and Volunteer Organizations.

Where the threat of an impending emergency has been reported, Huronia Alarms will notify and place members of the MCEG on standby.

The Emergency Notification List is attached as Annex “A”. The Community Emergency Management Coordinator shall revise Annex “A” periodically and distribute such revisions to those listed in the Plan Distribution List Annex “G”.

Requests for Assistance

The Town of The Blue Mountains may request assistance at any time from:

- Neighbouring Agencies (via Mutual Aid Agreements)
 - The Blue Mountains Fire Department can request assistance via the Grey County Mutual Aid Plan which designates the line of command. The County Fire Coordinator will dispatch assistance and arrange for back-up. All assistance will operate under the control of the Fire Chief of the requesting department.
- The Blue Mountains Fire Department can also request assistance through the Simcoe County Mutual Aid Plan.
- Grey County Warden (via County Emergency Management Coordinator)
 - Assistance may be requested from the County at any time by contacting the County Emergency Management Coordinator. The request shall not be deemed to be a request that the County assume authority and control of the emergency.
- Provincial Ministries (The Mayor may contact the local office of the appropriate provincial ministries, after hours, and especially in the case of severe widespread emergencies).
 - The Mayor may contact Emergency Management Ontario (EMO) at 416-314-0472, this number is 24/7 with emergency backup. EMO can also be contacted through the O.P.P. General Headquarters at 705-329-6940.

- Assistance may also be requested from the province at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario, through the Provincial Emergency Operations Centre (PEOC).
- Requests may also include volunteer organizations and private companies.

In emergency situations where the impact of the emergency extends across the boundaries of two or more municipalities, the impacted municipalities **may** join in together and establish a Joint Community Control Group with no lead municipality.

When an emergency declaration is activated by 2 or more municipalities, the Grey County EOC **may** be activated to support the municipalities that have declared an emergency. Each Mayor or designate from the affected municipality will attend the County EOC acting as representatives of their area.

Joint County Emergency Control Group

If the Town declares an emergency, and if Grey County becomes involved – such as e.g. for the coordination of resources where multiple municipalities have declared emergencies - the Head of Council or his/her designate of each of the municipalities having declared emergencies may be required to participate as a member in a Joint County Emergency Control Group (Joint CECG). The main reason for this is to ensure good communications between all participating agencies and levels of government and thereby support appropriate decision-making. The formation of a Joint CECG does not eliminate the need for the Town's MECG to continue managing its local emergency.

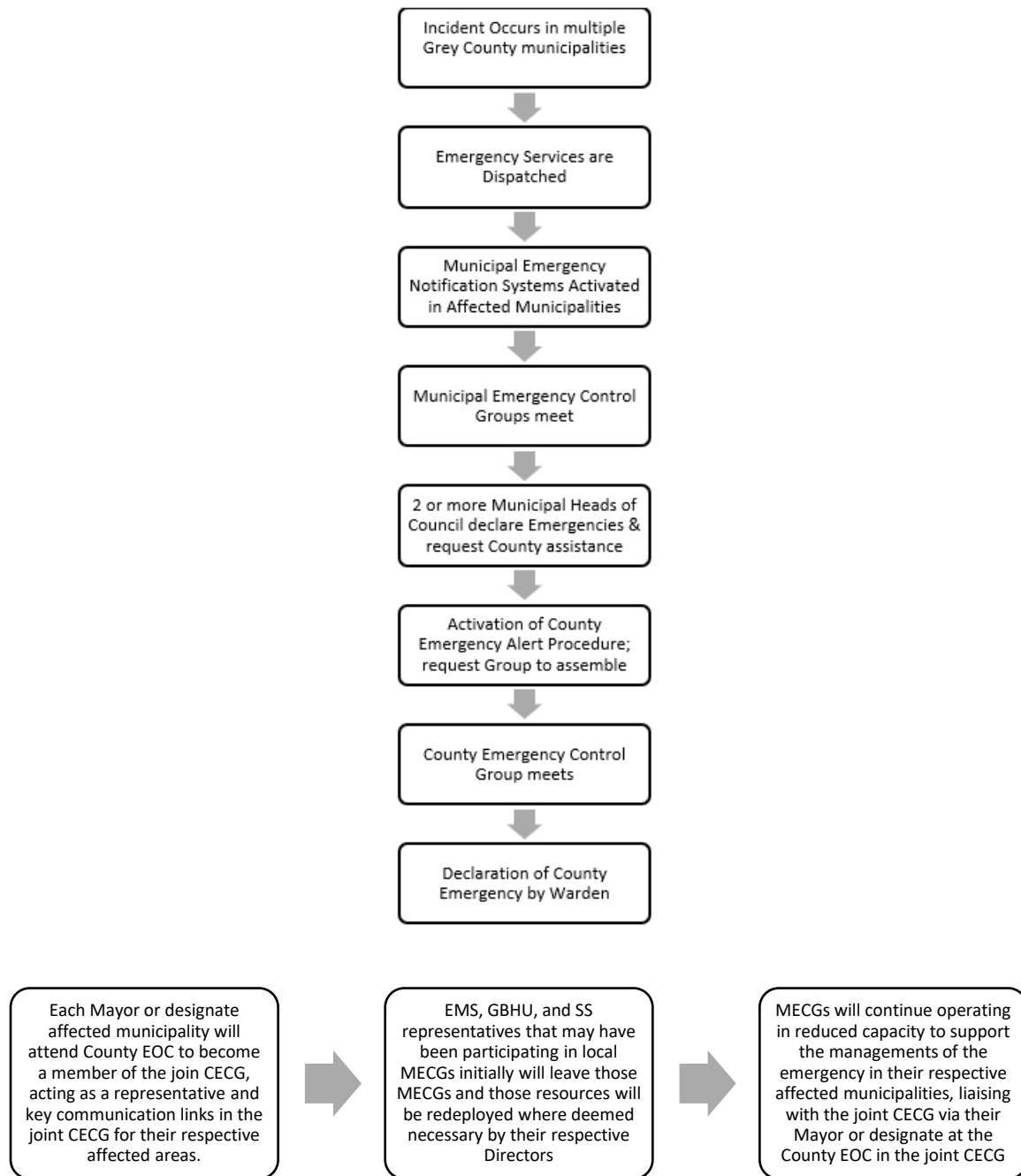
If required to become a member of a Joint CECG, representing the Town, his/her duties will include:

- Giving advice to the CECG with respect to the Town and its needs
- Liaising between the Joint CECG and the Town's MECG
- Appointing a designate to attend the Joint CECG meetings in his/her place as he/she so deems
- Maintaining a personal log of actions taken and decisions made and ensure all necessary documentation is completed
- Arranging and supplying his/her own scribe, if he/she deems necessary, throughout the emergency
- Initiating and following through with emergency recovery and victim assistance within the Town as required

The Emergency Notification Contact List, including contact numbers for requesting assistance is attached as Annex "A".

Grey County Notification Sequence

One Possible Scenario of Steps that May Lead to the Declaration of a County Emergency:



Provincial “Lead Ministry” Assistance

The Following Ministers will be assigned responsibility in the areas specified below for formulation of emergency plans which will govern the provision of necessary services during an emergency and the procedures under which and the manner in which Crown employees and other persons will respond to the emergency

Minister	Special Responsibility Area
Agriculture, Food and Rural Affairs	Agricultural related emergencies Coordination of provincial emergency management All other peacetime emergencies not listed herein War emergencies
Community and Social Services	Emergency shelter, clothing and food, victim registration and inquiry services and personal services required in support of all emergencies
Energy	Energy supply matters
Environment	Spills of pollutants to the natural environment
Health and Long-Term Care	Epidemics Emergency Health Services
Labour	Emergency worker health and safety
Municipal Affairs and Housing	Coordination of extraordinary provincial expenditures for emergencies
Natural Resources	Forest Fires Floods
Northern Development and Mines	Abandoned mines hazard
Transportation	Highway and other transportation services

For Contacts see Annex “C”

A Declared Community Emergency

The Mayor or Acting Mayor of the Town of The Blue Mountains, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Emergency Control Group.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Agriculture, Food and Rural Affairs at 416-314-0472, this phone number for EMO is 24/7 and has emergency backup
- Town Council
- County Warden and County CEMC
- Neighbouring community officials and CEMC
- Public
- Local member of the Provincial Parliament

A community Emergency may be terminated at any time by:

- Mayor or Acting Mayor or
- The Town Council or
- Premier of Ontario

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Agriculture, Food and Rural Affairs
- Town Council
- County Warden and County CEMC
- Neighbouring Community Officials and CEMC
- Public
- Local Member of Provincial Parliament

Section 5

Municipal Emergency Control Group

A. Emergency Operations Centre

The Municipal Emergency Control Group will report to the Emergency Operations Centre located at Town Hall 32 Mill Street, Thornbury 519-599-3131. In the event this Operations Centre cannot be used, then the alternate location will be The Town of The Blue Mountains Wastewater Treatment Plant, 146 Longpoint Road, 705-444-1164.

*In the event the secondary location cannot be used the Community Control Group shall designate an appropriate location as the Emergency Operations Centre.

B. Municipal Emergency Control Group

The Emergency Response will be directed and controlled by the Community Emergency Control Group (MECG) which consists of a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

As per schedule “C” the MECG consists of the following officials:

- Head of Council - Mayor
- Town Chief Administrative Officer (CAO), Chair
- Fire Chief
- Community Emergency Management Coordinator (CEMC)
- Community Control Group Secretary/Scribe (Executive Assistant)
- Manager Communications & Economic Development
- Director of Operations
- Director of Corporate and Financial Services
- Director of Community Services
- Director of Strategic Initiatives
- Manager of IT

The Municipal Emergency Control Group may have its membership expanded to include support by Town staff, OPP, EMS, or other provincial representatives or others dependent upon the emergency.

C. Operating Cycle

Members of the Municipal Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CAO. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CEMC.

D. Municipal Emergency Control Group Responsibilities

The members of the MCECG will be responsible for the following actions or decisions:

- Activate the Emergency Response Plan.
- Report to the Emergency Operations Centre or alternate designated location, report to the Mayor, establish communication, contacts etc.
- Determine if the composition of the Control Group is appropriate.
- Advising the Mayor as to whether the declaration of an emergency is recommended.
- Advising the Mayor on the need to designate all or part of the town as an emergency area.
- Ensuring that an Emergency Site Manager (ESM) is appointed for each emergency site if required.
- Ensuring support to the ESM by offering equipment, staff and resources as required.
- Establish operating cycle for the MCECG.
- Discontinue utilities or services provided by public concerns.
- Coordinate with neighbouring jurisdictions for protective actions in the event that the impact of the emergency cross or may cross town boundaries.
- Notify, requesting, assistance from or liaison within various levels of government and any public or private agencies not under municipal or town control as required.
- Authorize expenditure of money required dealing with the emergency.
- Notifying the group, service, agency under their direction of the termination of the emergency.
- Maintaining an individual log outlining decisions made, and actions taken, a summary of the log will be provided to the Town CAO within one month of the termination of the emergency.
- Participate in the debriefing following the emergency.
- Ensure a recovery phase is conducted.
- Arrange accommodation and welfare for evacuees.
- Designate the lead agency where there is some question as to who that agency should be (ex. Where two or more agencies are working together).
- Prepare, in cooperation with the community information staff, approve, and authorize information releases and formal statements to the media and public.
- Request representatives of other agencies, official or organizations as required to join or assist the Municipal Emergency Control Group.
- Determine the need to establish advisory group(s) and/or sub-committees.

Section 6

Mayor Or Acting Mayor Responsibilities

Mayor or acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency.
- Officially declare an emergency to exist within a designated area, declare all or a part of the Town as an emergency area, declare an “evacuation area” as required.
- Notifying Emergency Management Ontario, Ministry of Agriculture, Food and Rural Affairs of the declaration of the emergency and termination of the emergency.
- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- Authorize town expenditures until such time that Council can meet.
- Make a formal request to neighbouring municipalities for assistance as required.
- Authorize an appeal for public volunteers if needed.
- Officially declare that the emergency has terminated.
- Notify Emergency Management Ontario, neighbouring municipal officials, Town Council, and the Public of the termination of the emergency.
- In coordination with the Manager Communications & Economic Development, and following consultation with the Municipal Emergency Control Group, make public statements on behalf of the Town.
- Maintain log and ensure that all decisions are recorded.

Section 7

Town C.A.O. Responsibilities

The Town C.A.O. or Designate will:

- Act as Chief Advisor to the Mayor and Town Council regarding policies and procedures.
- Chair all meetings of the Municipal Emergency Control Group.
- Notify town services which are not notified via the Emergency Notification System (email or text).
- In the absence of the Mayor or Designate, authorize town expenditures until Town Council can meet. Department Heads can authorize department expenditures that fall within the realm of their appointed emergency duties.
- Calling out additional town staff to provide assistance as required.
- Approving in conjunction with the Mayor, major announcements and media releases prepared by the Manager of Communications & Economic Development, in consultation with the MCEG.
- Ensure security of the Emergency Operations Centre, restricting admission to Municipal Emergency/Community Control Group Members only.
- Coordinate the preparation of the Post-emergency Report.
- Maintaining logs of actions taken.
- In the absence of the C.A.O; the Director of Operations or any other director as appointed as acting C.A.O.

Section 8

Director of Corporate and Financial Services Responsibilities

The Director of Corporate and Financial Services will be responsible for:

- Providing information and advice on financial matters as they relate to the emergency.
- Ensuring availability of funds to facilitate emergency responses.
- Ensuring liaison, if necessary, with the treasurers of neighbouring communities.
- Advising the Town's insurer of the incident and potential claims.
- Ensuring that records of expenses are maintained for future claim purposes.
- Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency.
- Providing and securing of equipment and supplies not owned by the Town of The Blue Mountains.
- Providing an up-to-date list of property owners to other agencies as needed to assist evacuation and registration at Evacuation Centres.
- Maintaining logs of actions taken.

Section 9

Director of Operations Responsibilities

The Director of Operations is responsible for:

- Activating the emergency notification system.
- Providing the MCEG with information, advice, and assistance on engineering matters.
- Discontinuing any works service or utility to any consumer, as required, and restoring these services when appropriate.
- Providing an Emergency Site Manager if required.
- Providing barricades and flashers at the site of an incident on receipt of the “Emergency Alert”.
- Construction maintenance and repair of Town roads.
- Maintenance of sanitary sewage and water systems.
- Carry out all snow clearing/removal operations.
- Advising on alternate traffic routes and establishing detours during the emergency.
- Obtaining information on rising flood waters as required.
- Liaison with Ministry of Environment, Conservation and Parks.
- Organizing and procuring equipment for pumping operations.
- Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Working in conjunction with the Fire Chief in the event of a chemical spill to ensure that appropriate operations are applied to clean up and disposal of hazardous materials preventing further damage to or contamination of the Town infrastructure and the environment.
- Providing Works Department vehicles and equipment.

Section 10

Director of Community Services Responsibilities

The Director of Community Services will be responsible for:

- Provide access to Municipally owned public facilities (temporary shelter, etc.)
- Provide access to municipally owned properties (for storage of materials or temporary housing, etc.)
- Coordinate Community Services equipment, operators and staff (backhoe, trucks, tractors, chainsaws, etc.)
- Maintain logs of actions taken.

Section 11

Director of Strategic Initiatives

The Director of Strategic Initiatives will be responsible for:

- Report to the Emergency Operations Centre.
- As directed by Mayor and/or C.A.O work with Manager of Communications to implement the Emergency Information Plan as required.
- Maintain logs of actions taken.

Section 12

Fire Chief Responsibilities

The Fire Chief is responsible for:

- Activating the Emergency Notification System.
- Providing the MCEG with information and advice on firefighting and rescue matters.
- Depending on the nature of the emergency, assigning the Site Manager and informing the MCEG.
- Establish an ongoing communications link with Senior Fire Officials at the scene of the emergency.
- Informing the Mutual Aid Fire Coordinators (Grey County, Simcoe County) for the provision of additional firefighters and equipment if needed.
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations, if necessary, (Ex. Rescue, first aid, casualty collection, evacuation).
- Liaise with the Ministry of the Environment on fires, leaks, spills involving potentially dangerous materials.
- Coordinate with O.P.P. to establish a common On-scene Command Post and a coordinated communication system.
- Determine if additional special equipment or supplies are required and advise the MCEG.
- Provide Basic Life Support and stabilize injured or sick until ambulance services can take over.
- Provide equipment and manpower to assist in pumping operations.
- The Fire Chief or designate will coordinate assistance from the Office of the Fire Marshal.
- Maintain logs of actions taken.

Section 13

Manager of Human Resources Responsibilities

Manager of Human Resources will be responsible for:

- Provide information and advice to staff on matters relating to recruitment of volunteers, relating to the emergency and take appropriate actions as directed by the MEGC.
- Provide advice and resources relating to health and safety.
- Arrange for critical incident stress counselling for Town staff and community volunteers, as required.
- In conjunction with the MEGC identify the location of the volunteer registration centre.
- Ensure the appointment of a volunteer supervisor.
- Ensuring records of human resources that may involve financial liability and workplace safety and insurance information are completed.
- Maintain a log of actions taken.
- Provide Identification cards for Security of the EOC and evacuation centres

Figure 2 – Volunteer Registration Form

Town of The Blue Mountains Emergency Response Plan

In accordance with the Worker's Compensation Act, a volunteer worker may be covered in respect to injury or death while employed in operations arising out of an emergency, whether or not an emergency has been declared under the following two conditions:

1. If the volunteer worker is employed by a person in authority within the Town of The Blue Mountains **And**
2. If duly enrolled by completing the following registration form.

Surname:		Given Names:	
Address:			
Telephone #: (H)		(W):	
Employer:			
Next of Kin:		Relationship:	
Address:		Telephone #:	
Medical Restrictions:			
Nature of Work:			
Person in Authority:			
Date Enrolled:		Time:	
Place Enrolled:			
Signature of Volunteer:			
Enrolling Officer:			
Date Finished:		Time:	

Note: Where the Registration Form is not available, the Person in Authority or Designate must maintain a record of as many of the details required in this form as possible.

NOTE: 3 Copies Necessary:

1 to Originator (Enrolling Officer)

1 to Place of Assignment (to be taken by volunteer)

1 to Volunteer (to be used for reassignment)

***Forms are available in EOC Grey Cabinet ***

Section 14

Community Emergency Management Coordinator (CEMC) Responsibilities

The CEMC is responsible for:

- Activating the Emergency Notification system and arranging the Emergency Operations Centre (EOC).
- Ensuring that security is in place for the EOC.
- Ensuring that members of the MECG have necessary resources, supplies, maps, and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring that the Operating Cycle is met by the MECG and related documentation is maintained and kept for future reference.
- Maintain the records and logs for the purpose of debriefing and post-emergency report that will be prepared.
- Ensuring neighbouring community's CEMC are advised of emergency.

Section 15

Manager Communications & Economic Development Responsibilities

The Manager Communications & Economic Development will assume the position of Emergency Information Coordinator (EIC) and will be responsible for:

- Report to the Emergency Operations Centre.
- As directed by Mayor and/or C.A.O implement Emergency Information Plan as required.
- (See following pages Section #15.1, 15.2, 15.3, 15.4)

Section 15.1

Emergency Information Plan

Upon implementation of the Town of The Blue Mountains Emergency Plan, it will be very important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency. In order to fulfil these functions during an emergency, the following positions will be established:

- **Emergency Information Officer (Official Media Spokesperson)**
- **Site Media Spokesperson (usually Police Official)**
- **Citizen Inquiry Supervisor (C.E.O Library)**
- **Emergency Information Coordinator (Manager Communications & Economic Development)**

To minimize the chance of releasing conflicting or damaging information, a minimum number of people should be authorized to release information. In addition to the above-mentioned media coordinators, certain situations will warrant a public address by the Mayor. However, he/she would be unavailable, on a regular basis to meet with the media, due to responsibilities with the Municipal Emergency Control Group. The roles and responsibilities of the above media coordinators are identified below.

Emergency Information Officer (Official Media Spokesperson)

The **Mayor** or designated alternate will act as the Official Media Spokesperson in the event of an emergency and will be responsible for the following:

- a. Providing vital information to the media, general public and other concerned audiences in a timely, complete and accurate manner (unless restricted legally).
- b. Providing assurances to the media, general public and other concerned audiences that the emergency is being managed effectively.
- c. Building public confidence with the community's emergency response plan, maintaining credibility, and never speculating. As a result, the public will be more willing to follow instructions issued by the MCEG.
- d. Interacting with the media in a positive, cooperative, and respectful manner, even when dealing with "bad news" issues.
- e. Having knowledge of the Emergency Public Information Plan.
- f. Liaison with the **Emergency Information Officer** to keep informed and up to date on the status of the emergency and its effect on the community.

- g. Maintaining a personal log of all actions taken.

Section 15.2

Site Media Spokesperson

The **Site Media Spokesperson** will usually be a Police Official as decided upon by the MEGC and is responsible for:

- a. Establishing a direct communication link with the **Emergency Information Officer and the EIC**.
- b. Encouraging the media not to congregate at the emergency site but to attend the Media Centre for news updates.
- c. Advising the media that site visits are being coordinated with the **Emergency Information Officer** and to refer the **EIC** or Media Centre for times.
- d. Redirecting all inquiries regarding decisions made by the MEGC and the emergency as a whole to the **Emergency Information Officer and EIC**.
- e. Ensuring the media are not roaming the site unattended.
- f. Where necessary and appropriate coordinating media photograph sessions at the scene.
- g. Coordinating on-scene interviews between the emergency personnel and the media; the media are not to interview emergency personnel without receiving clearance and go ahead from the **Site Media Spokesperson**.
- h. Maintaining a personal log of all actions taken.

Section 15.3

Emergency Information Coordinator (EIC)

- The Manager Communications & Economic Development will assume the position of **Emergency Information Coordinator (EIC)** and will be responsible for:
 - a. Establishing and coordinating a Media Centre in a safe, appropriate location, at or near the emergency site, for the media to assemble.
 - b. Liaising with the Municipal Emergency Control Group to obtain up-to-date information for media releases, drafting media releases for approval, coordinating interviews, and organizing press conferences.
 - c. Ensuring that the media releases are approved by the C.A.O in consultation with the Mayor before dissemination and distributing the releases electronically, and in hard copy as necessary to media and media coordinators.
 - d. Establishing a regular communication link with the MCEG and any other media coordinators, i.e., provincial, federal, public, or private industry, involved in the emergency and ensuring that all information released to the media and public is consistent and accurate.
 - e. Scheduling Mayor and / or official visits (MPP / MP / PM), to the emergency site, evacuation centers, etc.
 - f. Coordinating with the **Site Media Spokesperson** for visits by the media and arranging for transportation of media to site.
 - g. Ensuring that the following are advised of the telephone numbers of the **EIC**:
 - Media
 - Municipal Emergency Control Group
 - Town Hall Staff
 - Municipal Elected Officials
 - Citizen Inquiry Supervisor
 - Site Media Spokesperson
 - Neighbouring Municipalities
 - Any other appropriate persons, agencies, or businesses
 - h. Coordinating with the MCEG in providing self-help information to the public.
 - i. Monitoring news coverage and correcting any erroneous information.
 - j. Maintaining copies of all media releases and newspaper articles pertaining to the emergency.
 - k. Maintaining a personal log of all actions taken.

Section 15.4

Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor (**Library CEO**) will:

- a. Establish a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines.
- b. Establish communication links and regular liaison with the Emergency Information Officer to obtain current information on the emergency.
- c. Redirect all inquiries regarding decisions made by the Municipal Emergency Control Group and the Emergency as a whole, to the Emergency Information Officer.
- d. Release only information approved by the Emergency Information Officer.
- e. Inform the following of the establishment of the Citizen Inquiry Service and the designated telephone numbers:
 - Media
 - Municipal Emergency Control Group
 - Emergency Site Manager
 - Emergency Information Officer
 - Site Media Spokesperson
 - Any other appropriate emergency services, person, agencies, or businesses.
- f. Respond to and redirect inquiries and reports from the public based upon information from the Emergency Information Officer (such information may be related to school closings, access routes, the location of evacuee centres, or public instructions).
- g. Respond to and redirect inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
- h. Respond to and redirect inquiries pertaining to persons who may be located in evacuation shelters, and reception centres to the Registration and Inquiry telephone numbers.
- i. Procure staff to assist, as required.
- j. Maintain log of all public calls.

Section 16

Municipal Emergency Control Group Scribe Responsibilities

The MECG Recording Scribe is the executive assistant or other available administrative assistant and is responsible for:

- The timely and accurate flow of communications in and out of the EOC.
- Recording of all decisions and actions taken.
- Transcribing of all data at the completion of the emergency.
- Maintain logs of actions taken.

Section 17

Manager of Information Technology Responsibilities

The Manager of Information Technology will be responsible for:

- Provide information and advice on IT matters as they relate to the emergency.
- Provide IT services and equipment in the Emergency Operation Centre, evacuation centre(s), Town Hall or any other remote site as requested.
- Provide the following services as requested:
 - Geographic Information Systems (GIS) mapping, both electronic and paper
 - Property and Financial databases
 - Email services
 - Internet services
 - Land line and mobile phone services
 - Audio/Visual services
 - Telephone service through YoVu
- Provide IT services and equipment to all support personnel, including government agencies and non-Town staff as required.
- Maintain log of all actions and log of all equipment usage and locations.
- Liaise with Director of Finance and IT Services regarding purchases of equipment and software.
- Liaise with Grey County IT and GIS staff as necessary.

Section 18

Director of Planning & Building

The Director of Planning & Building with the approval of the Community Control Group will:

- Arrange for demolition of unsafe buildings through the Chief Building Official and excavation operations were required.
- Act as the Transportation Coordinator for the emergency. Liaise and coordinate with public and private sector transportation entities to acquire, distribute, and schedule transportation (i.e., public transit, school buses, boats and trucks) for the purpose of transporting persons and/or supplies as required by the Community Control Group and the Support Staff.

Transportation will be provided to:

- Assist with transporting people to and from evacuation centres
 - Designate pick-up and drop-off locations.
 - Assist with transporting evacuees from facilities where large groups of people congregate where evacuation may be difficult or where population density may be high (i.e., schools, nursing homes, apartments, condos etc.)
 - Transport emergency personnel, temporary workers, volunteers to/from the site.
 - Transport and assist ambulance and non-ambulatory injured.
 - Coordinate with Ambulance to transport Homecare clients to medical facilities.
- Maintain a record of drivers and operators involved in transportation.
 - Maintaining logs of actions taken.

Section 19

Town Clerk Responsibilities

The Town Clerk will respond to the Emergency Operations Centre and is required to support the Municipal Emergency Control Group when assembled. The Town Clerk will be responsible for:

- Acting as an assistant to the Town C.A.O. of the Municipal Emergency Control Group.
- Assuring all support and advisory staff are fully cooperating with the efforts of the Community Control Group by coordinating their efforts:
- Coordinate municipal agencies as per the Emergency Plan (i.e. request Municipal Support Staff to report to the Emergency Operations Centre or Administration Building as appropriate to provide logistical support to the Community Control Group.
- Officially notify The Ministry of the Environment for spills or oil and other hazardous materials; accidents having potential to release dangerous gases; and situations threatening the integrity of water supply or sewage collection and treatment systems.
- Officially notify The Ministry of Natural Resources and Forestry District Response Coordinator on shoreline flood and erosion control.
- Maintain logs of actions taken.

Section 20

Manager of Roads & Drainage Responsibilities

The Manager of Roads & Drainage is responsible for:

- Providing Operations vehicles and equipment as required by any other emergency services.
- Providing the CCG with information and advice on engineering and public works matters.
- Liaison with Senior Public Works Officer from neighbouring municipalities to ensure a coordinated response. Notification to County for roads affected within the Municipality.
- The construction, maintenance, and repair of town roads.
- The provision of barricades and flashers.
- Clear fallen trees from disaster routes.
- Establish an ongoing communication link with senior public works official at the scene of the emergency.
- Maintenance of storm drains and open drains.
- The Manager of Roads & Drainage shall ensure that an inventory of equipment and personnel is available to assist in the response to an emergency.
- Maintaining liaison with flood control, conservation and environmental agencies, Grey Sauble Conservation Authority, and being prepared to take preventative action.
- Maintain an inventory of supplies and equipment and keep records of costs (for manpower, equipment, and supplies) should costs be recovered.
- Maintain logs of actions taken.

Section 21

Manager of Water/Wastewater Responsibilities

Manager of Water/Wastewater is responsible for:

- Providing Community Control Group with information and advice on engineering matters.
- Establish an ongoing communication link with Senior Environmental Services Official at the scene of the Emergency.
- Liaison with the Senior Public Works Officer from neighbouring municipalities to ensure a coordinated response.
- The maintenance of sanitary sewage and water system.
- Discontinuing water/sewer service to any consumer/property, as required, and restoring these services when appropriate.
- Ensuring Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
- Providing equipment for emergency pumping operations.
- Providing department vehicles and equipment as requested by any other emergency services.
- Ensuring liaison with the Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Maintain an inventory of supplies and equipment and keep record of costs (for manpower, equipment, and supplies) should costs be recovered.
- The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- Liaison with OnWarn if mutual aid required to maintain the water and wastewater systems.
- Maintain logs of actions taken.

Section 22

The OPP Detachment Commander Responsibilities

The O.P.P. Detachment Commander or Designate will have overall responsibility for police action and will report to the Emergency Operations Centre if the Emergency Response Plan is activated. An Agency On-Scene Commander will be assigned to implement the agency response at the site. The Agency On-Scene Commander will liaise with and advise the Detachment Commander and the Emergency Site Manager on matters concerning the agency response.

The Detachment Commander will:

- Activate the Emergency Notification System.
- Coordinate telephone and back-up communications between first responders, Command Post, Emergency Operations Centre, and other emergency agencies, media, as required.
- Request the O.P.P. Command Trailer as required; to accommodate Agency Commanders and coordinate communications.
- Establish ongoing communication link with the Officer-in-Charge at the scene.
- Assist the Emergency Site Manager with establishing a scene organization (i.e. inner and outer perimeter zones, staging areas, entry check-in points, staff Police lines around perimeter etc.) to facilitate movement of emergency vehicles and restrict access to all but essential emergency personnel.
- Provide access control (i.e., cordon off and secure) and establish check- in/registration and clearance procedures to prevent entry of unauthorized personnel and vehicles into the inner and outer perimeter zones, or beyond.
- Removal of all unauthorized persons from inner and outer perimeter (Common Law).
- Provide traffic control (i.e., police escorts, traffic signal control, designate one-way streets, block roads) to facilitate movement of emergency vehicles in and out of the area, re-route traffic around the scene and facilitate rapid evacuation.
- Implement crowd control operations.
- Notify front line and stand-by staff, mobilize resources, and request additional equipment, Human Resources and expertise from other agencies as required (i.e., Operations (O.P.P.) Department, Ministry of Transportation for equipment).

- Alert appropriate response agencies and, if required, the media (to inform the public) of severe weather warnings.
- Plan, coordinate and direct the implementation of public evacuation, including:
 - designate and open evacuation centres/shelters as required
 - plan evacuation routes
 - inform evacuees of need to evacuate and how/where to evacuate
 - ensure that all people have evacuated, and all buildings are empty
 - ensure that disabled vehicles are removed along evacuation routes
 - maintain security and law and order in evacuation centres/shelters and in evacuated areas during the emergency and during re-entry of evacuees
 - escort evacuees to/from their home as required during the evacuation
 - notify evacuees that they can return to their homes and permit re-entry only to those with proper identification
- In the event of fatalities:
 - advise the Coroner's Office
 - assist the Coroner's Office as required under the Coroners Act (i.e., establish temporary morgue, investigate deaths, remove bodies, provide equipment)
 - establish Casualty Information Centre (C.I.C.)
 - establish Property Recover Centre adjacent to (temporary) morgue (collect, safeguard, itemize and return to next of kin or dispose of property of deceased).
 - identify fatalities and coordinate with the Coroner to notify next of kin.
- Investigate an incident, collect evidence, detain persons if a crime is suspected.
- Ensure that a Site Media Spokesperson is assigned/appointed if required.
- Providing an emergency site manager if required.
- Activate the response of Victim Assistance Program - Grey/Owen Sound as required.
- Maintain logs of actions taken.

Section 23

Grey County Ambulance Responsibilities

Upon learning of a potential emergency, the Senior Ambulance Official or alternate should consider the need for activation of the emergency plan. He/she should report to the Emergency Operations Centre to sit as a member of the County Emergency Control Group and perform the following functions:

- Activate departmental notification.
- Establish communications link with Ambulance Agency Coordinator.
- Establish communications link with Ambulance Dispatch Centre.
- Provide to Head of County Emergency Control Group, information and advise on emergency supplies.
- Participate in briefing sessions and inform County Emergency Control Group members on the progress of his agency.
- Determine if additional or special equipment is required.
- Advise County Emergency Control Group on numbers of injured, deceased, etc.
- Provide assistance to other agencies, if necessary.
- Provide an Emergency Site Manager, if required.
- Initiate and follow through with emergency recovery and victim assistance.

Section 24

Emergency Site Manager Roles and Responsibilities

Emergency Site Management

Coordination of the Emergency Site is essential to the Emergency Response. It involves the management and coordination of all responding agencies at the site with an overall command. This on-site management and coordination is the responsibility of an “Emergency Site Manager” who is appointed at the onset of the emergency, usually by the Municipal Emergency Control Group.

Appointment

The Control Group will appoint the Emergency Site Manager in the specific type of emergency. Once appointed, this individual will no longer be responsible for the Operations or Command of their agency, but rather will be responsible for managing and coordinating the emergency situation at the site. The appointment of the Site Manager can change throughout the course of the emergency management response depending upon the circumstances of the response. The change of the Site Manager is usually made by the Control Group (MECG).

Relationship With Emergency Operations Centre (EOC)

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

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

The MECG will be responsible for providing the Site Manager with aids required and requested to the Emergency Site to maintain public safety and order to the rest of the community.

Site Manager Responsibilities

The Emergency Site Manager will be responsible for many of the following duties:

- Establish an Emergency Command Post for the control and coordination of emergency on-site operations.

- Establish an appropriate chain of command.
- Decide what the aim of the Emergency Response is and define priorities.
- Determine the senior representatives of emergency services attending at the emergency site.
- Arrange and conduct site meetings with senior emergency representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response.
- Maintain knowledge of resources (human and equipment) available at the emergency site.
- Establish and maintain a good communication system with the EOC and those at the site.
- Obtain ongoing vital information about the emergency situation.
- Develop an emergency site plan; establish inner and outer perimeters with the assistance of other agencies on scene.
- In association with the CCG brief the Emergency Information Officer to determine what information will be distributed to the public and media.
- Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment etc.
- Maintain logs of action taken.
- Participate in the post emergency debriefing and prepare a Post Emergency Incident Report.

Section 25

Agency On-Scene Commander Responsibilities

The On-Scene Commander for each agency at the emergency scene will:

- Notify the agency dispatch to mobilize appropriate resources.
- Implement the agency response as per the Emergency Response Plan and agency standard procedure, in coordination with the Community Control Group and the Emergency Site Manager.
- Coordinate the activities with other agencies in coordination with the Emergency Site Manager.
- Evaluate the situation, plan a strategy, implement the strategy, monitor progress and modify the strategy or reassign assignments as required.
- Coordinate agency manpower and equipment, assigning teams or task forces, as required, to perform specific assignments.
- Arrange shifts and ensure rest schedules are enforced.
- Secure additional resources (manpower, equipment, supplies) as required.
- Maintain an inventory of supplies and equipment and keep records of costs (for manpower, equipment and supplies) should costs be recouped.
- Report to the Emergency Site Manager when the plan is modified, when additional resources are needed, when surplus resource are available, when hazardous situations or significant events occur and continually brief the Emergency Site Manager and Community Control Group of the situation.
- De-mobilize resources at the termination of the emergency, ensuring an orderly, safe and cost-effective movement of personnel and equipment.
- Complete standard agency reports.
- Maintain logs of action taken.

Section 26

Chief Building Official Responsibilities

The Chief Building Official will:

- Provide the Municipal Emergency Control Group (MECG) with information and advice on building related matters.
- Inspect buildings impacted by an emergency to determine if they are structurally safe and re-habitable or provide the need for expert advice on large commercial/industrial institutional and high-rise structures.
- Conduct and/or arrange for such tests as are necessary to determine the degree of hazard existing in buildings or other structures.
- Administer demolition permits on site if required.
- Conduct or arrange and supervise private sector contractors to conduct demolition of unsafe structures.
- Issue orders pursuant to the Building Code Act to take any measures necessary to terminate danger to the Health and Safety of any person.
- Maintain logs of actions taken.

Section 27

Manager of By-Law and Licensing

The Manager of By-Law and Licensing will be responsible for:

- Providing advice to any member of the Municipal Emergency Control Group (MECG) on matters of a legal nature as they may apply to the actions of the Town of The Blue Mountains in its response to the emergency, as requested.
- Maintain logs of actions taken.

Section 28

Emergency Medical Services Responsibilities

Emergency Medical Services are responsible for:

- Ensuring Emergency/Medical Services at the emergency site.
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG.
- Establishing an ongoing communications link with the Senior EMS Official at the scene of the emergency.
- Obtaining EMS from other municipalities for support, if required.
- Ensuring triage at the site.
- Advising the CCG if other means of transportation is required for large scale response.
- Liaising with the Ministry of Health and Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community.
- Ensuring liaison with the receiving hospitals.
- Ensuring liaison with the Medical Officer of Health Representative as required.
- Maintain logs of actions taken.

Section 29

Grey County Community Services Director Responsibilities

Community Services will:

- The Grey County Community Services Director will be the overall Social Services authority on notification of the emergency through the Emergency Notification System.
- The Director will, as deemed necessary, contact the Provincial Community and Social Services Ministry.
- The Director will notify the Ontario Provincial Police of the number of locations of the Emergency Evacuee Centres and Shelters.
- Also, this official will make provisions to:
 - Provide Evacuee assistance to any person in need of food, accommodation, and clothing due to the emergency situation.
 - Arrange for the opening, operation, direction and supervision of sufficient emergency evacuee centres or shelters required to provide immediate evacuee services needed.
 - Arrange for assistance from within the County from other organizations such as: Children's Aid, St. John Ambulance, Red Cross, Victim Assistance Program, Churches, and Salvation Army, etc.
 - Liaise with the Town C.A.O. regarding information input to the registration and inquiry bureau.
 - Ensure that all persons using the emergency evacuee centres are registered
- Ensure that a list of equipment and personnel are available to assist in the response to an emergency.
- Maintain logs of actions taken.

**** Evacuation Centres: (with backup generator)**

1. Beaver Valley Community Centre 519-599-3131 ext.350

*****Evacuation Centres: (with NO backup generator)**

1. Beaver Valley Community School 519-599-5991
2. Blue Mountain Resorts 705-445-0231
3. Osler Bluff Ski Club 705-445-4507
4. Alpine Ski Club 705-445-0339

5. Craigleith Ski Club 705-445-3847
6. Toronto Ski Club 705-445-1890

Section 30

Union Gas Official Responsibilities

The Union Gas Official will:

- Provide advice and expertise to the Municipal Emergency Control Group (MECG) as to the degree and location of a major utility problem and consult the MECG regarding decisions that may affect the provision of the utility service.
- Discontinue gas service to stricken areas if so required.
- In case of flooding to areas shut off or isolate gas valves as required to affected areas.
- Maintain logs of actions taken.

Section 31

EPCOR Hydro Official Responsibilities

The EPCOR Hydro Official will:

- Provide advice and expertise to the Municipal Emergency Control Group (MECG) as to the Degree and location of any utility problems and consult with the MECG regarding decisions that may affect the provision of the utility service.
- Maintain/restore hydro-electric power, if possible to stricken areas. The MECG may request that restoration of service to be established on a priority basis for certain areas in order to assist with emergency response operations.
- Discontinue electrical power services to any area, customer or building where it is considered necessary in the interest of public safety or as requested by the MECG.
- Ensure liaison with Public Works Representatives and Environmental Services Representatives.
- Maintain logs of actions taken.

Section 32

Ontario Hydro One Responsibilities

Hydro One will be responsible for:

- Providing updates on power outages, as required to the Municipal Emergency Control Group (MECG)

Section 33

Public Health Official Responsibilities

The duties of the Medical Officer of Health include those areas of operation associated with:

- Communicable diseases
- Health Inspection Services
- Advise on Medical Services
- Public Health Advisory

The Medical Officer of Health will:

- Act as an advisor to the Chairman. The Grey Bruce Health Unit Medical Officer of Health will be the overall Health Authority on notification of the emergency through the Emergency Notification System.
- Provide authoritative instructions on Health & Safety Matters through the Community Information Officer through the MCEG.
- Ensuring liaison with voluntary and private agencies, as required for augmenting, and coordinating Public Health Resources.
- Communicate and liaise with the Grey Bruce Regional Health Centre and other hospitals as deemed necessary and required Ambulance Service Representatives.
- Will, as deemed necessary, contact the Ministry of Health and Long-Term Care.
- Depending on the Emergency, assigning the Site Manager and Informing the MCEG.
- Arrange for the safety of emergency water supplies.
- Notifying the Environment Services Official regarding the need for potable water supplies and sanitation facilities.
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in Evacuee Centres.
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- Maintain logs of actions taken.

Section 34

Upper Tier Government Assistance Responsibilities

Upper Tier Government assistance will be responsible for:

- Direction and control of Emergency Operations will rest with The Town of The Blue Mountains authorities except where the Provincial or the Federal Government assumes control. For example, when the emergency is of such a magnitude that it is clearly beyond the capability of the Municipal Emergency Control Group (MECG) to control, or where the action required to deal with the emergency rests primarily with the Senior Government as in a major contamination of a waterway.
- When an emergency affects more than two municipalities and both have declared an emergency, and request assistance from the County of Grey. The County of Grey **may** activate their emergency response plan and declare an emergency. When the County activates their EOC the mayor or designate may go to the County EOC acting as a representative and key communication link to the Town of The Blue Mountains MECG.

Section 35

Local Hospitals Assistance Responsibilities

Local hospital(s) are:

- The Meaford General Hospital is the closest to the Town of The Blue Mountains western boundary. Grey Bruce Regional Health Centre in Owen Sound is also located on the western side of Town of The Blue Mountains. The other closest area hospital on the Town's eastern boundary is the Collingwood General and Marine Hospital.
- Each of the above has and is prepared to implement their perspective Hospital Emergency Plan, as required. The plan provides for the on-site collection, triage and evacuation of casualties in an emergency situation. It is activated on the advice of the provincial ambulance service. Further, each hospital has its' own internal Emergency Plan which is implemented when required.

Section 36

Radio and Television Station Responsibilities

Radio and Television station(s) are:

- Local radio and television stations can be the quickest means of providing information and directions to the public in an emergency. In general terms, local stations are prepared to pass on warnings, brief official information releases, requests for public cooperation and requests for specific assistance as deemed by the Community Control Group and the Emergency Information Coordinator.

Section 37

Blank for Future Development

Section 38

Blank for Future Development

Section 39

Blank for Future Development

Section 40

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Section 41

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Section 42

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Section 43

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Section 44

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Section 45

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Schedule "B"

Emergency Management Program Committee

That the persons from time to time holding the following positions in the municipality or designates, shall be appointed members of the Emergency Management Program Committee:

- a. Chief Administrative Officer (CAO), Chair
- b. CEMC and Alternate
- c. IT Infrastructure and Security Supervisor
- d. Manager of Roads & Drainage
- e. Manager of Water & Wastewater
- f. Deputy Clerk
- g. Community Control Group Secretary/Scribe
- h. Fire Chief
- i. Manager of Facilities/BVCC/Golf Course
- j. Manager of Fleet and Facilities
- k. Deputy Treasurer
- l. Manager of Human Resources
- m. Manager Communications & Economic Development

The CAO is hereby appointed as chair of the Emergency Management Program Committee.

The Emergency Management Program Committee shall meet a minimum of twice annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Schedule "C"

Community Emergency Control Group

The Emergency Response will be directed and controlled by the Community Emergency Control Group (MECG) which consists of a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG consists of the following officials or their designate:

- Head of Council - Mayor
- Town Chief Administrative Officer (CAO), Chair
- Fire Chief
- Community Emergency Management Coordinator (CEMC)
- Community Control Group Secretary/Scribe (Executive Assistant)
- Manager Communications & Economic Development
- Director of Operations
- Director of Corporate and Financial Services
- Director of Community Services
- Director of Strategic Initiatives
- Manager of IT