



THE COUNTY OF HALIBURTON

EMERGENCY RESPONSE PLAN

This Emergency Response Plan is issued under the Authority of:
The Council of the County of Haliburton.

By-law Number 3591
Passed November 27, 2013

HALIBURTON COUNTY EMERGENCY PLAN

FOREWORD

Emergencies could be defined as situations caused by the forces of nature, an accident and an intentional act or otherwise that constitute a danger of major proportions to life or property. The situations or the threat of impending situations that abnormally affect the lives and property of our society require, by their nature and magnitude, a controlled and coordinated response by a number of agencies, both governmental and private under the direction of the appropriate elected officials. This response is distinct from routine operations carried out by an agency or agencies such as POLICE, FIRE, EMS and Hospitals.

Whenever an emergency occurs that affects the lives and property of citizens the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency response plan is designed to ensure the coordination of the county, private and volunteer services, in an emergency to bring the situation under control as quickly as possible.

The County of Haliburton Emergency Response Plan is intended to provide for effective coordination of human and material resources to assist our municipalities, communities and our County as a whole in mitigating the effects of emergencies.

It is the primary responsibility of individual municipalities to declare and respond to an emergency. The scale or magnitude of an emergency situation may require the County to coordinate a response in conjunction with local municipalities. The County will respond during an emergency in accordance with the provisions of this plan.

In addition, it is important that residents, businesses and interested visitors be aware of the County of Haliburton Emergency Response Plan provisions. A copy of this Plan may be viewed at the County of Haliburton Administration Offices or on the County of Haliburton website at www.haliburtoncounty.ca.

For more information, please contact:

Community Emergency Management Coordinator
County of Haliburton
P.O. Box 399, 11 Newcastle Street,
Minden, Ontario K0M 2K0
Phone: (705) 286-1333 Ext. 229

BACKGROUND OF THE COUNTY OF HALIBURTON

The County of Haliburton has a permanent population of 17,200 with a seasonal population increasing to over 50,000 during the peak seasons. The County is 4740 square km in area dotted with over 500 clean fresh water lakes of varying depths and sizes. The County is bordered by the County of Hastings to the east, City of Kawartha Lakes and the County of Peterborough to the south, the District of Muskoka to the west and the District of Nipissing to the north and is situated approximately 190 km northeast of the City of Toronto.

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SECTION 1 GLOSSARY OF TERMS

County Emergency Control Group (CECG)

The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the County and ensures co-ordination between all agencies involved.

Emergency Operations Centre

The location where the County Emergency Control Group assembles to manage an emergency.

Emergency Site Manager

The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager reports to the Operations Manager (as per this plan, i.e. the County CAO) and provides the County Emergency Control Group with necessary information on the site operation.

Inner Perimeter

The area designated to enclose the actual emergency site as initially determined by Police.

Outer Perimeter

The area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave ample area for setting up emergency centers and rescue operations as initially determined by Police. (Will include first-aid station and casualty clearing station).

Head of Council of Affected Municipality

The Reeve or designated alternate of the township which is affected by a local emergency and has requested assistance from the County of Haliburton.

Local Municipal Control Group

The officials who provide direction to the emergency management operations within the municipal area and ensures co-ordination between all agencies involved.

Operations Manager

During an emergency the Chief Administrative Officer (CAO) or designated alternate will act as the Operations Manager of the Emergency.

Agency Coordinator

The person who ensures that the emergency site is well organized for a specific department (i.e. police, ambulance and fire). The Agency Coordinator reports to the Emergency Site Manager.

Emergency Information Centre (EIC)

The Emergency Information Centre is the main communications room where emergency information is received by the agencies involved in managing the emergency.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for coordinating the flow of information coming from the Emergency Information Centre (EIC) within the Emergency Operations Centre (EOC). The EIO is responsible for ensuring the release of information to the public in a timely and accurate fashion. All media releases will be produced by this individual for final approval by only the Warden and the CAO.

Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as coordinating emergency exercises and meetings of the Emergency Control Group.

Reception Centre

A reception centre is a facility that is used as a short-term redistribution point that receives and registers persons displaced by the emergency, reuniting them with families or dispatching them to evacuation centres or other accommodations.

Evacuation Centre

An evacuation centre is a facility designated by the Director of Social Services as a facility which will provide temporary care and shelter to persons displaced by an emergency. Persons may be sent to an evacuation centre after registering with Registration and Inquiry Services or at the evacuation centre directly.

Triage

The sorting and allocation of treatment to patients or victims according to a system of priorities designed to maximize the number of survivors.

SECTION 2 INTRODUCTION

Statement of Purpose

Municipalities are responsible for the management of emergencies within their own boundaries. The County of Haliburton's role is to assist local municipalities by providing resources and to act in a coordinating function during emergencies.

The County shall establish a plan of action for the earliest possible response to an emergency, making its resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.

The County shall prepare for and establish a procedure for the declaration of an emergency.

Objectives

- To coordinate the County of Haliburton's resource allocation during emergencies.
- As requested by the municipalities, to identify resource requirements and to coordinate the acquisition of these resources from adjacent municipalities and senior levels of government.
- To prepare and maintain an emergency plan for the efficient training and deployment of all personnel and services required in an emergency situation in the County of Haliburton.
- To authorize employees of the County to take action as prescribed in the emergency plan during and prior to formal declaration of the emergency.
- As per the Emergency Management Act, the County may assume control and responsibilities.

SECTION 3 AIM

The aim of this plan are:

- To make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the County of Haliburton when faced with an emergency.
- To enable a centralized controlled and coordinated response to emergencies in the County of Haliburton.
- To meet the legislated requirements of the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 as amended.

SECTION 4 AUTHORITY

Municipal Act, 2001 S.O. 2001, CHAPTER 25

Interpretation – “municipality” means a geographic area whose inhabitants are incorporated.

The Emergency Management and Civil Protection Act, is the legal authority for this emergency response plan in Ontario.

Section 3.1 of the Act states:

“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 by-law adopt the emergency plan.”

Section 4.1 of the Act states:

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

As enabled by the Emergency Management and Civil Protection Act, this Emergency Response Plan and its elements have been:

- Issued under the authority of the County of Haliburton By-law Number - 3591; and
- Filed with Emergency Management Ontario.

Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency to mean “a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, County employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the County of Haliburton.

SECTION 5 PROTECTION FROM PERSONAL LIABILITY

Protection from Personal Liability & Compensation

With respect to personal liability and compensation, the Emergency Management and Civil Protection Act, Section 11 states that:

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.”

SECTION 6 BY-LAW

THE CORPORATION OF THE COUNTY OF HALIBURTON

BY-LAW NO. 3591

BEING A BY-LAW TO ESTABLISH AN EMERGENCY MANAGEMENT PROGRAMME FOR THE PROTECTION OF PUBLIC HEALTH, SAFETY, ENVIRONMENT, CRITICAL INFRASTRUCTURE AND PROPERTY, AND TO PROMOTE ECONOMIC STABILITY AND A DISASTER RESILIENT COMMUNITY.

WHEREAS The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 as amended requires the development and implementation of an emergency management programme by the Council of a municipality, and;

WHEREAS this Act requires the emergency management programme to conform to standards established by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster resilient community, and;

WHEREAS this *Act* makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency, and;

WHEREAS the *Act* provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act, and;

WHEREAS, the *Act* authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist; and

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF HALIBURTON ENACTS AS FOLLOWS:

1. That an Emergency Management Programme be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan;
3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

4. That, the Emergency Management Programme Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendation to Council for further review and approval, and;
5. That the Emergency Response Plan attached hereto as Schedule "A" of this By-law is hereby adopted with the acknowledgement that the Schedules to the Emergency Response Plan will be amended as required.
6. That County of Haliburton Bylaw No. 3371 is rescinded with the passage of this bylaw.
7. This By-Law shall come into force and effect upon receiving three readings and the seal being affixed.

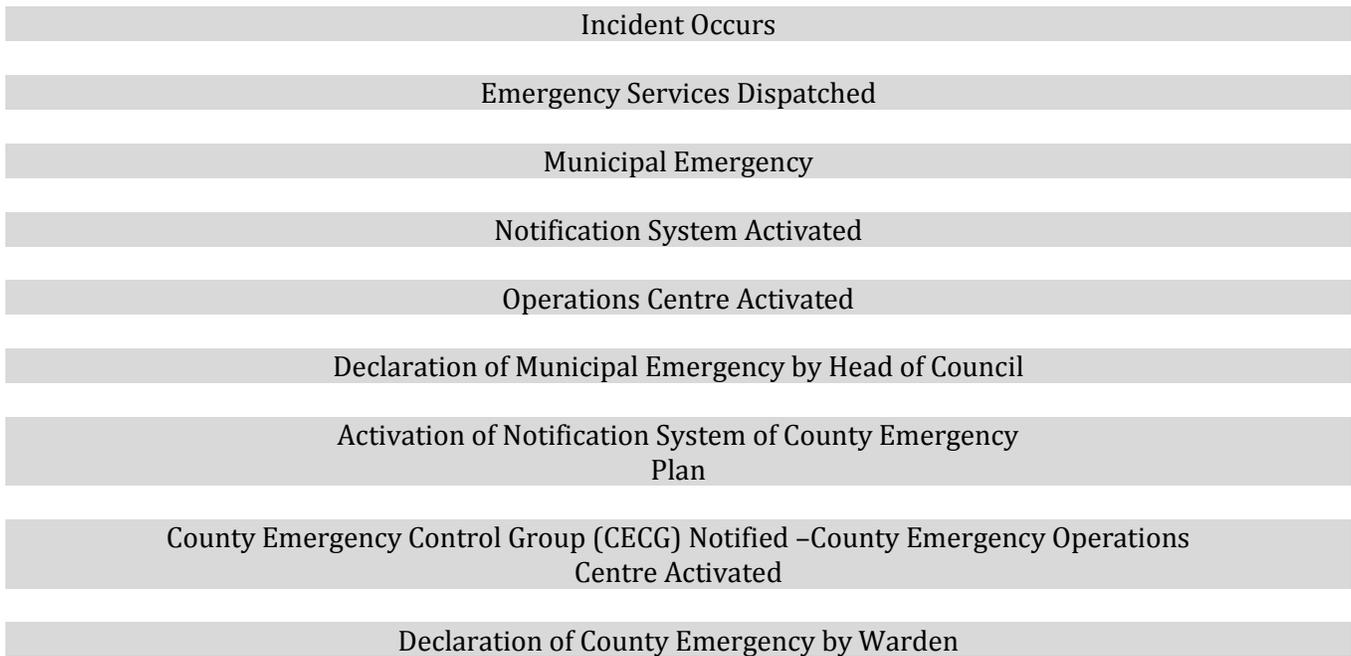
READ a first and second and third time this 27th day of November 2013.

READ a third time and finally passed this 27th day of November 2013.

Carol Moffatt Warden

Jim Wilson, C.A.O./County Clerk

SECTION 7 TYPICAL STEPS LEADING TO THE DECLARATION OF A COUNTY EMERGENCY



Not all emergencies will start out as a local municipal emergency.

SECTION 8 CONTROL GROUP STRUCTURE

Warden
or Alternate

Chief Administrative Officer (CAO)
or Alternate

Community Emergency Management Coordinator (CEMC)
or Alternate

Human
Resources

Treasurer

Public
Works

Fire

Social
Services

Emergency
Information
Officer

Medical Officer
of Health

Police

EMS

SECTION 9 DECLARATION OF A COUNTY EMERGENCY

Declaration of a County Emergency

The County of Haliburton is neither empowered to order an emergency declaration in one of its local municipalities or to direct the activities of local municipalities in responding to an emergency situation. The decision to declare a County Emergency in all or part of the County may be made by the CECG upon consideration of the following:

- When resources of the affected local municipality become extended such that the municipality's Community Control Group (CCG) can no longer effectively control or support the emergency, the Reeve or designate of the local municipality may request, in consultation with the local CCG, the Warden and the CAO for the County of Haliburton, that the County to take over management of the emergency situation. Members of the local CCG will remain at their own local emergency operations centre (EOC) to provide support and assistance. Alternatively, the local CCG may request the formation of a joint emergency control group to manage the local emergency situation;
- The County Emergency Control Group has determined that the emergency situation, such as a tornado, affects a large portion of the population within two or more municipalities. The County will first consult with the local municipalities affected to determine if resources at hand (personnel and material) are capable of responding to the emergency situation. Alternatively, the County may recommend the establishment of a joint emergency control group comprised of members of the affected municipalities and the County to manage the situation; or
- The County Emergency Control Group has determined that the emergency includes a hazard such as a blizzard, ice storm, health epidemic or act of terrorism that affects most of the population of the County and neither the provincial nor the federal governments have already declared the situation to be an emergency; or
- The Warden, in consultation with the CECG, determines that the emergency is placing an extraordinary demand (personnel, materials and/or financial) on the resources of the County.

If the Provincial or Federal governments have declared a situation to be an emergency, it is not necessary for the County or local Municipalities involved to declare an emergency, as the Provincial or Federal declaration gives all Heads of Council in the affected areas the powers that are available through an emergency declaration. However, there is also nothing precluding a County or local Municipality from also declaring an emergency if they deem fit. In situations where an emergency exists, but has not yet been declared to exist, employees of a Municipality, County or the Crown are authorized to take action under this emergency plan in accordance with the Emergency Management and Civil Protection Act.

Section 4 (1) of the Emergency Management and Civil Protection Act, states that:

"The Head of Council of a municipality (includes a County) may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of that municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

In accordance with Section 9 (a) of the Emergency Management and Civil Protection Act, the Head of Council, the CAO of the municipality, the Fire Coordinator, the Community Emergency Management Coordinator, the Emergency Medical Services Manager are hereby authorized to take action to implement the plan where such action is considered necessary, even though the declaration of the existence of an emergency has not yet been made. The head of the Community Control Group shall be the Head of Council of the Municipality. During the absence of the Head of Council or his/her inability to act, the Deputy Head of Council shall be the head of the Community Control Group (Section 9 (c) of the Emergency Management and Civil Protection Act

Notification of Declaration

Upon such declaration, the Warden of the County will notify:

- the Solicitor General of Ontario via Emergency Management Ontario, Ministry of Community Safety and Correctional Services, with assistance from the CEMC;
- the County Council;
- the heads of Councils of local municipalities within the County;
- neighbouring upper and lower tier municipal councils;
- local Member of Parliament;
- local member of provincial parliament;
- the public, through the media, with assistance of the Emergency Information Officer.

Requests for Assistance

Local Requests of the County of Haliburton

- Assistance from the County may be requested by a local municipality at any time by contacting the County Warden or the County CAO. The request shall not be deemed to be a request that the County assume authority and control of the emergency.
- The CECG may represent an emergency management function for as many as 4 municipalities in the County.

Termination of Declaration

A county emergency may be terminated at any time by any of the following:

- Warden
- County Council
- Premier of Ontario

SECTION 10 ACTIVATION PROCEDURE

Activation Method

Any member of the County of Haliburton Emergency Control Group (CECG), upon receipt of a warning either real or potential, has the responsibility to ensure that the County's emergency notification system is activated by contacting the County CAO or in the County CAO's absence, the alternate(s).

It will be the responsibility of the CAO or alternate to ensure that the emergency notification procedures for the County of Haliburton are properly activated and that all members (primary or alternate) are contacted and advised to attend at the designated EOC. There may also be situations where the emergency notification procedures will be used to place control group members on standby to simply make them aware of a potential emergency or as part of a training exercise. As part of the notification procedures the Provincial Operation Centre (POC) of EMO will be contacted and a Provincial Duty Officer at the POC will be apprised of the emergency situation. Notifying the POC will be the responsibility of the CEMC or alternate upon being notified of the emergency situation.

Message

The content of messages transferred during Emergency Notification procedures will be standardized and as brief as possible and include the following:

- reason for call: describe (pending) emergency situation;
- status of notification: "Stand-By" or "Call to Assemble";
- location of Emergency Operations Centre;
- special precautions to take (routes to Emergency Operations Centre, hazards etc.);
- reminder and instructions concerning notification fan-out;
- request to repeat message to ensure information is understood.

SECTION 11 NOTIFICATION PROCEDURE

Notification of the County Control Group

Purpose:

The emergency notification system is intended to provide an alerting mechanism, which will notify control group members of an impending, potential or existing emergency situation.

Each member of the County Control Group has the authority to activate the emergency notification system. If possible, contact in the following order, the County CAO, alternate CAO or the County CEMC.

- Refer to Annex A (Emergency Notification Procedure).

Requests for Assistance

Municipalities may request assistance from the County of Haliburton at any time by contacting in the following order, the Haliburton County Warden, the County CAO, alternate CAO, the County CEMC or any other member of the County Control Group. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

Notification

The CECG may be alerted to an emergency situation by the Head of Council for the affected Municipality, member of the CECG, or emergency response agency. The following notification system will be used to alert members and activate the Emergency Measures Plan:

- A request for assistance shall be made to the Warden, the County CAO or the County CEMC;
- When notified, the Warden, the CAO or the CEMC who is contacted shall notify the other two;
- The Warden, the CAO and the CEMC shall monitor the situation;
- After assessing the situation, if it is deemed necessary that the CECG be alerted and placed on stand-by, or that the County of Haliburton Emergency Response Plan be activated, the members of the CECG shall be notified as follows:

One of the Warden, the CAO or the CEMC will request that TLL Communications call all members of the CECG at the request of a member of the Group. If for some reason TLL Communications is disabled, notification shall be as per the most current fan-out list.

SECTION 12 COUNTY CONTROL GROUP

County Operations Centre

Upon notification, the County Control Group (CCG) shall report to the primary County Operations Center (COC); in the event this operations center cannot be used, the alternate COC shall be activated. The primary and secondary COC locations are identified in the Annex.

County Control Group

The County emergency response will be directed and controlled by the County Control Group, the 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 CCG consists of the following officials:

- Warden
- Chief Administrative Officer
- Emergency Information Officer
- Emergency Medical Services – CEMC
- Administrative Resource Officer
- County Fire Coordinator
- Police Services
- Public Works Representative
- County Social Services (provided by the City of Kawartha Lakes)
- Medical Officer of Health
- Treasurer
- Human Resources

The County Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

Additional expert advisors may function as support for the County Control Group during an emergency on an ad hoc basis, as the situation dictates.

Operations Cycle

Members of the County Control Group will gather at regular intervals (scrum) to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of scrums and agenda items. Scrums will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. The Administrative Resource Officer will maintain a status board and maps which will be prominently displayed and kept up to date.

County Control Group Responsibilities

The members of the County Control Group (CCG) are responsible for the following actions or decisions:

- Maintaining the operational readiness of the plan as well as the resources that are required to support the plan.
- Implementing the County Emergency Response Plan, in whole or in part, following the request of a municipality to respond to an impending, potential or existing emergency.
- Coordinating and directing County resources used to mitigate the effects of a given emergency situation.
- Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad hoc members are required.
- Advising the Warden regarding requests for assistance from Emergency Management Ontario, the Federal Government, other counties or other outside agencies.
- Coordinating services provided by outside agencies that are not provided by the County, as requested by the municipalities.
- Ensuring that the Emergency Information Officer is kept informed and provided with pertinent facts so that the media and citizens can be kept informed.
- Establishing advisory committees or subcommittees to work on specific problem areas related to the emergency, as required.
- Authorizing of expenditures during the emergency provision for cost accounting and facilitation of cost recovery and maintaining an operational log detailing the group's decisions and activities.
- Terminating the County Emergency Response Plan and notifying all those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvements to the emergency response plan.
- Ensuring that an Emergency Site Manager be appointed.
- Annual review of the Emergency Management Program.

SECTION 13 INDIVIDUAL RESPONSIBILITIES OF THE COUNTY CONTROL GROUP

WARDEN

The Warden shall provide information to Council and the public with regard to impacts of an emergency on the County. During the emergency the Warden will provide information necessary to keep the media and public informed.

Duties of the Warden

Head of Council or alternate will perform the following responsibilities:

- activate the emergency notification system when appropriate;
- provide leadership to the EOC operations;
- maintain personal log of actions taken and decisions made;
- implementation of this plan;
- declare an emergency to exist within the designated area when appropriate after consultation with the CECG;
- ensure the Solicitor General of Ontario has been notified via EMO of the declaration of an emergency;
- ensure that members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation;
- maintain communication with the local municipalities that may declare an emergency to exist;
- make decisions, determine priorities and issue operational direction through the operations officer and the heads of municipal departments;
- request assistance from neighbouring municipalities and/or from senior levels of government, when required;
- establish a communication link with the Emergency Information Officer;
- in conjunction with the CAO, approve news releases and public announcements and act as the Community Spokesperson, taking part in interviews and media photograph sessions as directed and in consultation with the Emergency Information Officer;
- ensure that all inquiries regarding the CECG and the emergency operation are directed to the Emergency Information Officer;
- terminate the emergency at the appropriate time after consulting with the CECG and County Council and ensure all concerned have been notified.

SECTION 13 Individual Responsibilities Cont'd

REEVES

The Reeves shall ensure that their own municipal plan is activated to mitigate impacts of an emergency within their municipality and to declare a state of local emergency when required. During the emergency, the Reeves will provide necessary information with regard to their municipality to keep the media and public informed.

Duties of the Reeves

In an emergency, the Reeves shall:

- Prior to requesting that the County Emergency Plan be implemented, ensure that their Emergency Response Plan is activated.
- Maintain direct liaison with the County Control Group (CCG) to ensure that a timely, accurate flow of information and requests is sustained.
- Initiate requests for additional resources to the CCG as soon as the need is identified.
- Document all actions and decisions.

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer (CAO) shall provide and direct, as required, all emergency response or support activities within the County Operations Center (COC). The CAO shall be the chairperson, shall convene all meetings (scrums) of the County Control Group (CCG) and shall be the Chief Administrative Officer for the CCG when an emergency is declared.

Duties of the Chief Administrative Officer

In an emergency, the Chief Administrative Officer or alternate shall perform the duties and responsibilities of the "Operations Manager" of the emergency; as such he or she will;

- activate the emergency notification system when appropriate;
- supervise the EOC, with assistance from the CEMC/alternate;
- chair the CECG meetings;
- maintain personal log of actions taken and decisions made;
- call out additional County staff to provide assistance, as required;
- advise the Warden on administrative matters;
- maintain a record of all expenditures for later cost recovery if warranted;
- supervise media accommodation and releases to media, in conjunction with the Warden approve all media releases prior to dissemination;
- liaise with Local Municipal Control Group;
- initiate and co-ordinate recovery plan;
- organize and conduct initial debriefing of CECG;
- prepare a formal debriefing including report to Council for the individuals, initiate and follow through with emergency recovery and victim assistance agencies and organizations involved;
- recommend alternative courses of action/changes to plan.

SECTION 13 Individual Responsibilities Cont'd

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

Duties of the Community Emergency Management Coordinator (CEMC):

The CEMC/alternate will perform the duties and responsibilities of an "Operations Officer" of the EOC, and as such will:

- if necessary, upon becoming aware that an emergency has occurred or is threatening to occur, shall ensure that the CAO/alternate is advised to activate the EOC notification procedures;
- contact the Provincial Operations Centre Duty Officer upon being notified of an emergency situation and apprise the Duty Officer of the situation;
- organize the EOC and supervise in conjunction with the CAO and, in particular, make arrangements for obtaining and displaying up-to-date information at all times;
- arrange and co-ordinate communications in conjunction with the Emergency Information Officer;
- ensure that a communications link is established between the CECG and the Emergency Site Manager;
- maintain a record of all major decisions, actions and instructions issued, and maintain a file of all logs taken for the purposes of conducting a debriefing, post-emergency reporting and updating the County's Emergency Plan and program;
- register CECG members at the EOC site;
- ensure that proper security is in place for the EOC;
- ensure that the CECG have supplies necessary to conduct emergency;
- operations in the EOC (such as copies of the emergency response plan, office supplies, maps and appropriate office and communications equipment);
- co-ordinate the business cycle/meetings and updates in the EOC;
- provide advice and clarification to the CECG about the implementation of the emergency response plan;
- ensure proper set-up and provide support to ensure smooth functioning of the EOC;
- liaise with County Social Services and community support agencies.

EMERGENCY INFORMATION OFFICER

The Emergency Information Officer shall provide and direct, as required, all emergency information matters, addressing the media and public inquiry functions by means of activation of the Public Information Plan. The Emergency Information Officer shall be responsible for the accurate, prompt flow of information to the media during an emergency situation. The public inquiry function will also be addressed through the Public Information Center.

Duties of the Emergency Information Officer (E.I.O.)

Reporting to the Emergency Operations Centre (EOC) Director or designate (CEMC), the Emergency Information Officer directly manages all public information activities during the emergency:

- Upon notification, activate the Emergency Information Team
- Direct the activation of the Emergency Communications Plan
- Consult with and obtain concurrence from the EOC Director on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public

SECTION 13 Individual Responsibilities Cont'd

- Consult with other members of the CCG on status of emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means
- Apprise the EOC of any significant information received by the EIT from members of the public, the media, CEMC's, and other Municipal Emergency Information Officers
- Delegate responsibilities and provide direction to the EIT with respect to production and distribution of informational material, media monitoring, media liaison, and other essential information functions
- Ensure that the required material and logistical support is available at all times, through on-going liaison with the CEMC and other members of the CCG
- Supervise wind-down of emergency information operations
- Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommending necessary adjustments to the plan
- Maintain Emergency Information Officer EOC log

EMERGENCY MEDICAL SERVICES

Duties of the Emergency Medical Services

Upon learning of a potential emergency, the Director of EMS or alternate should consider the need for activation of the emergency plan. The Director should report to the EOC to sit as a member of the CECG and perform the following functions:

- activate departmental notification and the County's emergency notification system when appropriate;
- ensure emergency medical services at the emergency site;
- establish an ongoing communications link with the senior Emergency Medical Services (EMS) official at the scene of the emergency;
- obtain EMS support from other areas, as required;
- ensure triage at the site;
- participate in briefing sessions and inform CECG members on the progress of the agency;
- advise the County Control Group if other means of transportation are required for large-scale response;
- advise CECG on numbers of injured, deceased, etc.;
- provide assistance to other agencies, if necessary;
- liaise with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced coverage is available at all times throughout the community;
- ensure liaison with the receiving hospitals;
- ensure liaison with the Medical Officer of Health, as required;
- ensure distribution of casualties in an appropriate and effective way;
- initiate and follow through with emergency recovery and victim assistance;
- maintain personal log of actions taken and decisions made.

SECTION 13 Individual Responsibilities Cont'd

COUNTY FIRE COORDINATOR

Duties of the County Fire Coordinator

Upon learning of a potential emergency, the Coordinator or alternate should consider the need for possibly activating the emergency plan and if warranted, should trigger the emergency alert system. Thereupon he/she should report to the Emergency Operations Centre to sit as a member of the County Control Group and perform the following additional functions and responsibilities:

- provide Head of Council with information and advice on firefighting and rescue matters;
- establish an ongoing communications link with the senior fire official at the scene of the emergency;
- if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency;
- trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- upon receiving notification, place on standby or activate the fire mutual aid system in accordance with existing mutual aid protocols;
- advise the Warden and the CCG on all fires, chemical releases or spills and rescue-related activities in accordance with a request or requests from the Fire Chief or Fire Chiefs having jurisdiction;
- provide liaison with the Ontario Fire Marshall, as required;
- access external fire assistance resources which are in excess of those resources available within the County, as required;
- establish and maintain communications with the Fire Chief or Fire Chiefs of the affected communities;
- provide advice to other county and municipal departments or agencies that bring in other resources and skills to assist in the response.

In the event of multi-municipal emergencies:

- provide liaison with the Ministry of Environment;
- access specialized equipment/resources from external sources;
- provide liaison with Ministry of Natural Resources;
- coordinate access to fire assistance resources in non-fire emergencies;
- maintain a log of all actions taken.

SECTION 13 Individual Responsibilities Cont'd

POLICE SERVICES

Police Services are to ensure sufficient police resources are available to protect life, property and the provision of law and order.

Duties of the Police

Police Services will implement its procedure for Major Incident Plan, including the following:

- upon notification, ensure that policing resources are notified and placed on standby or activated;
- provide liaison with all police agencies involved during the emergency;
- establish and maintain communications with the police directly involved in the emergency areas;
- advise the County Control Group regarding all police-related emergency incidents, and inform the CCG of any remedial or planned police activities;
- ensure traffic control is initiated and maintained throughout the County, as required, to ensure routes for emergency response and evacuation purposes;
- coordinate evacuation and response routes with affected communities;
- liaise with Social Services regarding the location of reception and evacuation centres;
- ensure sufficient police resources are available to protect life, property and the provision of law and order;
- provide assistance to the District Coroner, as required;
- coordinate the provision of policing services at the evacuation centres, morgues and other facilities, as required;
- maintain a log of all actions taken;
- conduct investigations as required.

PUBLIC WORKS REPRESENTATIVE

The duties of the Public Works Representative are to provide advice to the County Control Group (CCG) regarding all engineering/technical matters.

Duties of the Public Works Representative

The Public Works Representative shall:

- liaison with Public Works officials from affected communities;
- provide engineering/technical assistance to affected communities, as required;
- ensure that County engineering/technical resources are notified of the emergency situation;
- coordinate the provision of potable drinking water;
- advise the CCG regarding the discontinuation of public utilities and the provision of alternative services or functions;
- provide liaison with public utilities;
- establish and maintain communications with flood control and environmental agencies, as required;
- access engineering resources to support the emergency response from internal and external sources;
- monitor County roads/bridges and equipment requirements;
- maintain a log of all actions taken.

SECTION 13 Individual Responsibilities Cont'd

COUNTY SOCIAL SERVICES

Duties of the City of Kawartha Lakes Social Services

Upon receiving notification, contact and place on standby or activate the County Social Services staff and voluntary support agencies, including Red Cross, Salvation Army, St. John Ambulance, Clergy and Boards of Education.

- may receive requests from local municipalities for assistance within their Emergency Plans; upon receiving such request shall notify the County CAO, the alternate CAO or the CEMC;
- advise the County Control Group on all social services-related functions;
- ensure the well being of residents who have been evacuated from their homes by arranging emergency shelter in evacuation centres;
- coordinate the selection, location and operation of reception and evacuation centres;
- liaise with police regarding the location of reception and evacuation centers for traffic-route selection;
- Registration and Inquiry Services to re-unite families and to collect information and answer queries concerning the safety and whereabouts of missing persons;
- liaison with the police chiefs with respect to the pre-designation of evacuee centres which can be opened on short notice;
- liaise with the Medical Officer of Health regarding the provision of health services in the reception and evacuation centers and the suitability of facilities from a public health perspective;
- personal services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults;
- liaise with the Boards of Education regarding the use of school property for reception and evacuation facilities;
- ensure that evacuees are provided with emergency food, shelter, clothing and recreation on a humanitarian basis;
- maintain a log of all actions taken.

MEDICAL OFFICER OF HEALTH

Duties of the Medical Officer of Health (or Designate)

The Medical Officer of Health shall:

- act as coordinating link for all emergency health services for the County Control Group;
- activate the Health Unit's emergency fan out list;
- activate the Health Units Continuity Plan to ensure the delivery of mandated essential programs and services;
- ensure that the hospital and access center are appropriately informed in order for these organizations to implement their emergency plans as necessary;
- liaise with the Ministry of Health, Public Health Division;
- provide advice on any matters that may adversely affect public health;
- provide authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics, according to Ministry of Health policies;
- authorize the evacuation of premises where there are reasonable and probable ground to believe that a health hazard exists;

SECTION 13 Individual Responsibilities Cont'd

- liaise with other agencies for the coordination of care of bedridden citizens and invalids at home and in evacuee centers during an emergency;
- ensure liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- ensure coordination of all efforts to prevent and control the spread of disease during an emergency;
- liaise with Public Works officials regarding the need for potable water supplies;
- coordinate with the Access Centre for the care of non-ambulatory people and invalids living at home within the emergency area and in reception areas;
- liaise with senior Social Services (Ontario Works) officers on areas of mutual concern regarding health services in evacuee centers;
- ensure public health inspection of emergency sites, where necessary, and evacuee centers to ensure safe water, safe food and the control and prevention of health hazards;
- liaise with the District Coroner and coordinate resource support, as needed;
- continue delivery of mandated public health programs and services to ensure continuity of care and general public health protection as resources permit;
- liaison with the ambulance service representatives regarding public health matters as well as arrangement for dealing with mass casualties in collaboration with hospital services.

The above duties and tasks may be expanded or modified to meet the needs of the emergency at hand. In the event of a local emergency, or upon direction from the Premier of the Province of Ontario, the appropriate actions identified above will be taken under the direction of the lead agency.

ADMINISTRATIVE RESOURCE OFFICER

The Administrative Resource Officer supports the efficient functioning of the County Operations Center (COC).

Duties of the Administrative Resource Officer

The Administrative Resource Officer shall:

- open the Log Sheet;
- log County Control Group (CCG) members' arrival and record attendance;
- record information on the main events board;
- ensure that log supplies, forms and office supplies are adequate;
- coordinate provision of clerical staff, as necessary;
- ensure that logs are being completed and collect them from the CCG at the end of shift;
- notify alternate CCG representative, provide a situation briefing and arrange for shift change;
- establish shift change schedule for the CCG;
- maintain a log of actions taken;
- assist the CEMC in activation and setup of the COC.

SECTION 13 Individual Responsibilities Cont'd

COUNTY TREASURER

The County Treasurer will provide advice and information on financial matters as they relate to the emergency.

Duties of County Treasurer

- Upon reporting to the EOC, open Log Sheet
- if required, arrange to advance funds to those in need and arrange for recovery of these funds;
- ensuring liaison, if necessary, with the Treasurers of neighbouring municipalities;
- ensuring that records of expenses are maintained for future claim purposes;
- ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- analyze the impact of the emergency on the County budget;
- report to the COC on budget status, as required;
- in the event of human caused emergency, prepare and submit a claim against the person responsible for the situation;
- prepare insurance claims on behalf of the County of Haliburton;
- prepare claims for provincial and/or federal funding, as applicable;
- provide assistance to other departments, as required.
- providing and securing of equipment and supplies not owned by The County of Haliburton;
- ensuring liaison with purchasing agents of neighbouring municipalities, if necessary;
- maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

Human Resources

The Director of Human Resource Services is responsible for providing advice on significant human resources related matters, including, but not limited to, recruitment, labour relations, and health and safety, to the County CAO and affected departments

Duties of the Human Resources Director

- Activating and terminating the Human Resource Services Plan, as required.
- Coordinating and processing requests for Volunteers and Re- deployed County staff, under the direction of the CAO.
- Directing appeals and offers for Volunteers, in conjunction with the Emergency Information Officer and under the direction of the County Emergency Control Group.
- Identifying the location of the volunteer registration centre, in conjunction with County Emergency Control Group
- Ensuring the appointment of a Volunteer Supervisor, in conjunction with the County Emergency Control Group
- Ensuring records of human resources that may involve financial liability and workplace safety and insurance information are completed.
- Ensuring identification cards are issued to Volunteers and County employees, where practical and necessary.
- Arranging for the transportation of re-deployed County staff and Volunteers.
- Obtaining assistance, if necessary, from other government departments, agencies, public and private organizations, and volunteer groups as may be required.
- Arranging for critical incident stress counselling for staff and Volunteers, as required.

SECTION 13 Individual Responsibilities Cont'd

EMERGENCY SITE MANAGER

The Emergency Site Manager's role is to provide the necessary on-site direction, control and coordination of the emergency response. This position would only be the responsibility of the County when it was a County jurisdiction within a municipality.

Duties of the Emergency Site Manager

The Emergency Site Manager shall:

- direct, control and coordinate the on-site emergency response effort of the Emergency response Teams in accordance with direction from the CAO;
- establish a command post for the control and coordination of emergency on-site operations;
- establish the Emergency Response Teams communications;
- maintain contact with all County Control Group members and all response elements;
- advise the County Control Group of the requirements at the site;
- assess the situation, establish an aim and determine the site operational plan;
- continuously update the County Control Group of site operations;
- take such action as necessary to minimize the effects of the emergency or disaster;
- maintain a log of all actions taken.

Relationship between CCG and Emergency Site Manager (ESM)

Depending on the nature of the emergency and if a site Manager is appointed, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

Relationship between ESM and Command and Control Structure of Emergency Responders

The senior representative for each emergency responder (Police, Fire, EMS, and Public Works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager so as to establish the manner and process to the emergency.

SECTION 14 COUNTY SUPPORT STAFF AND OTHER AGENCIES

CAO Support Staff

- assisting the Chief Administrative Officer, as required;
- ensuring all important decisions made and actions taken by the COC are recorded;
- ensuring that maps and status boards are kept up to date;
- provide a process for registering COC members and maintaining a COC member list;
- arranging for printing of material, as required;
- coordinating the provision of clerical staff to assist in the COC as required;
- upon direction by the Warden, ensure that all council are advised of the declaration and termination of declaration of the emergency;
- upon direction by the Warden, arranging special meetings of council as required, and advising members of council of the time, date and location of the meetings;
- procuring staff to assist, as required.

Legal Services Representative

- providing advice to any member of the COC on matters of a legal nature as they may apply to the actions of the Corporation of The County of Haliburton in its response to the emergency, as required.

Haliburton Highlands Health Services CAO

- implementing the hospital emergency plan if deemed necessary;
- ensuring liaison with the Medical Officer of Health and The County of Haliburton EMS representatives with respect to hospital and medical matters, as required;
- evaluating requests for the provision of medical site teams/medical triage teams;
- ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- ensuring liaison with other Health organizations in and outside of the County to facilitate the response to the emergency if required.

Ministry of Natural Resources (MNR)

- activate the emergency notification system in accordance with the notification procedures;
- monitor a personal log of events;
- provide the County Operations Centre (COC) with information and advice on firefighting, rescue and emergency support equipment and personnel;
- assign an MNR Site Coordinator and establish an ongoing communications link with that senior MNR official at the scene of the emergency;
- determine if additional or special equipment is needed and recommending possible sources of supply;
- providing assistance to other community departments and agencies and being prepared to contribute to non-firefighting operations if necessary;
- access external resources which go beyond those available within MNR's County of Haliburton operation if required;
- establish and maintain communication with the County Fire Coordinator, Fire Chief or Chiefs of the affected Municipalities;
- provide flood forecasting and warning.

SECTION 15 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The responsibilities of the Community Emergency Management Coordinator (CEMC) shall include: Successfully completing all training as required by Emergency Management Ontario (EMO) and maintaining familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.

Identify the emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.

Form a Community Emergency Management Program Committee to address the following:

- conduct the community's Hazard Identification and Risk Assessment process;
- prepare and obtain EMO approval of a community emergency response plan;
- ensure the designation and development of an appropriate community Municipal Operations Centre;
- conduct the critical infrastructure identification process;
- document the existing community emergency response capability, identify and attempt to address additional needs;
- conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff;
- conduct an annual exercise to evaluate the community emergency response plan;
- identify individuals to act as community emergency information staff;
- develop and implement a community emergency management public awareness program;
- conduct an annual review of the community emergency management program;
- provide emergency management expertise and administrative support to the Municipal Control Group during an emergency;
- maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities;
- liaise with the sector EMO Community Officer at all times to ensure that the community emergency management program maintains the legislated standards;
- maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others to in the preparation of funding requests to be submitted on the community's behalf;
- monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario;
- ensure that equipment and supplies are available in the designated County of Haliburton Primary and Alternate Municipal Operations Centres;
- compile a final report on the emergency.

SECTION 16 TERMINATION OF A COUNTY EMERGENCY

Termination Declared

A County emergency may be declared terminated at any time by:

- the Warden or designated alternate;
- the County Council; or
- the Premier of Ontario.

Notification of Termination

Upon termination of a County emergency, the Warden will notify:

- the Solicitor General of Ontario via EMO, Ministry of Community Safety and Correctional Services;
- the County Council;
- the Heads of Councils of local municipalities within the County;
- neighbouring upper and lower tier municipal councils;
- local member of parliament;
- local member of provincial parliament;
- the public through the media, with assistance of the Emergency Information Officer.

SECTION 17 RECOVERY PLAN

Implementation

Upon the completion of the notification of termination of a County Emergency, the County shall implement and coordinate a comprehensive recovery plan. This plan entails all members of the CECG and any involved agencies/individuals to continue emergency response in their respective capacities to facilitate the re-establishment of normal living conditions in the area.

These living conditions will include:

- the orderly disestablishment of emergency shelters;
- re-establishing public utilities, services and passage, ways;
- victim assistance.

SECTION 18 PLAN MAINTENANCE AND REVISION

Annual Review

This plan will be reviewed annually and where necessary revised by the CEMC and the CECG. Each time the plan is revised it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time. It is the responsibility of each person, department, agency or service named within this emergency plan to notify the CAO and CEMC forthwith of any administrative changes or of any revisions to the appendices.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how each will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Flexibility

No emergency response plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the CECG in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety and welfare of the community are paramount in the emergency response, minor deviations from the emergency response plan may be permitted.

Local Plans

To ensure proper and adequate communication and conformity to this plan, each municipality within the County of Haliburton must have their own local plan in place and provide a copy of same to the County of Haliburton.

SECTION 20 UPDATES AND AMENDMENTS

UPDATED DD/MM/YY	COMMENTS	UPDATED BY:
27 October 2004	Emergency Response Plan Approved by County Council – By-Law No. 3000.	
01 December 2005	Annual Update	R.S. English, CEMC
31 October 2006	Annual Update	P. Kennedy CEMC
28 November 2007	Revised Emergency Response Plan Approved by County Council By-Law No. 3179	P. Kennedy CEMC
27 October 2010	Revised Emergency Response Plan and Annexes Approved by County Council By-Law No. 3371	P. Kennedy CEMC
27 November 2013	Revised Emergency Response Plan Approved by County Council By-Law No. 3591	P. Kennedy CEMC