

# County of Haliburton Emergency Response Plan



This Emergency Response and Continuity of Operations Plan is issued under the Authority of the Council of the County of Haliburton as per By-law 3862 dated April 25, 2018.

This Emergency Response Plan is a public document with the exception of all Annexes, which are deemed CONFIDENTIAL

**CEMC**  
**County of Haliburton**  
**April 25, 2018**

## INTRODUCTION

Emergencies are defined as situations or impending situations abnormally affecting the lives and property of our society, which by their nature and magnitude, require a controlled and coordinated response by a number of agencies, both government and private, under the routine operations carried out by an agency or agencies e.g.: firefighting, police activities, normal hospital routines, etc. These situations can be caused by, but are not limited to, forces of nature, accidents, or an intentional act which affects public safety, meaning the health, welfare and property, as well as the environment and economic health of the County of Haliburton.

The County of Haliburton is committed to providing leadership and guidance to meet the challenges associated with emergency management. This includes preparation and planning to safeguard the health, safety, and welfare of citizens; the protection of property and the environment; and the provision of effective and timely response and recovery operations as much as reasonably possible.

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 Nippissing to the north and is situated approximately 190 km northeast of the City of Toronto.

The County of Haliburton Emergency Management Program is based on a continuous improvement model.

In order to protect residents, businesses and visitors, the County of Haliburton requires a coordinated emergency response by a number of agencies under the direction of the County Emergency Control Group (CECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The County of Haliburton Emergency Management Program is applied during the following five phases of emergency management:

- I. Prevention
- II. Mitigation
- III. Preparedness
- IV. Emergency Management/Response
- V. Recovery

This Plan is intended to address the last two phases, but has evolved specifically out of work that was conducted during the Preparedness Phase. By addressing those phases, the Plan will have achieved a large number of the components of the County Emergency Management Program **Incident Management System (IMS)** - The Incident Management System (IMS) is a process that governs how all emergencies should be managed to ensure an effective and efficient utilization of emergency resources.

The County of Haliburton Emergency Management Committee developed this Emergency Response Plan. Every official, County 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 County of Haliburton important emergency response information related to:

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

All elected or appointed officials of the County of Haliburton have an obligation to be fully aware of the contents of this Emergency Response Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

The current Warden and Deputy Warden of the County of Haliburton are required to attend training as may be determined by the County CEMC or the County Emergency Management Program Policy Committee.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the County of Haliburton Emergency Response Plan may be viewed at the County Office. For more information, please contact:

Community Emergency Management Coordinator (CEMC)  
Emergency Management Program  
County of Haliburton  
Administration: (705) 457-1616

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# EMERGENCY RESPONSE PLAN

## **FOREWORD:**

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials and staff in the first critical hours after the onset of an emergency affecting the County of Haliburton. It also provides information and guidance on the assistance available in an emergency through County resources.

This plan has been revised and adopted through ByLaw 3862 under the legal authority of the *Emergency Management & Civil Protection Act* R.S.O. 1990 CHAPTER E.9

It is essential that all staff concerned be aware of the plan's provisions, and that County officials and partner agencies be prepared to carry out their assigned functions and responsibilities in an emergency. The Community Emergency Management Coordinator (CEMC), with assistance from the County Emergency Management Program Committee and other County staff, is to review this plan on an annual basis and remain up to date with information and procedures for handling emergencies.

Suzanne Partridge  
Warden 2018

Michael Rutter  
Chief Administrative Officer (CAO)

Signed at Minden: \_\_\_\_\_

Signed at Minden: \_\_\_\_\_

COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

**RECORD OF PLAN UPDATES AND AMENDMENTS**

DATE UPDATED	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
2011	Annual Update	P. Kennedy CEMC
2012	Annual Update	P. Kennedy CEMC
27 November 2013	Revised Emergency Response Plan Approved by County Council By-Law No. 3591	P. Kennedy CEMC
<b>2014</b>	Annual Update	C. Jones CEMC
<b>2015</b>	Annual Update	C. Jones CEMC
<b>2016</b>	Annual Update	C. Jones CEMC
<b>2017</b>	Annual Update	J. Young CEMC
<b>2018</b>	Revised Emergency Response Plan Approved by County Council By-Law No. 3862	T. Waite CEMC
<b>2019</b>	Annual Update	T. Waite CEMC

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

### **Purpose:**

The purpose of this Emergency Plan is to:

- a) comply with the Emergency Management and Civil Protection Act, Section 3 (1) and Ontario Regulation 380/04 that require a municipality to have an Emergency Plan and an Emergency Response Plan in place;
- b) establish, by By-law, a Council-approved policy document titled: "County of Haliburton Emergency Plan". The County Emergency Plan shall be used during an emergency, ("emergency": defined on page 6) and shall include:
- c) the approval of Incident Management System ( IMS ) as the response system/process to be used to provide a co-ordinated, early response to an emergency, using the resources available, in order to protect the health, safety, welfare and property of the inhabitants of the emergency area. IMS can also be used prior to the declaration of an emergency and through the recovery stage of an emergency;
- d) the establishment of a procedure for the formal declaration and termination of an emergency within the County of Haliburton;
- e) the establishment of a County Emergency Control Group (CECG) and an Emergency Operations Centre ( EOC ) with a mandate to:
  - a. provide support to the emergency incident site(s),
  - b. provide for the requirements of the broader affected area, and,
  - c. provide for business continuity for the County of Haliburton and the community;
  - d. the provision of both an effective training program and the deployment of all resources required in an emergency situation in the County of Haliburton.

### **Authority:**

(Compliance with Legislation / Regulation / Policy Statements / Standards / By-law )  
Authority for the development, content, and implementation of the County of Haliburton Emergency Response Plan is provided or referenced in the following:

a) **Emergency Management and Civil Protection, Act;**

Section 3 (1) 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".  
2002, c. 14, s.5 (2)

**Declaration of emergency**

Section 4. (1) 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."

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

### **Declaration as to termination of emergency**

Section 4. (2) states: "The head of council or the council of a municipality may at any time declare that an emergency has terminated."

#### **b) Ontario Regulation 380 /04;**

Regulation 380 /04 Part II: Municipal Standards: Sections 10 through 15 provides direction on:

Section 10: Emergency Management Program Co-ordinator

Section 11 Emergency Management Program Committee

Section 12 Municipal Emergency Control Group

Section 13 Emergency Operations Centre

Section 14 Emergency Information Officer

Section 15 Emergency Response Plan (detail provided below)

Sections 15 (1) and 15 (2) state:

15 (1): The emergency plan that a municipality is required to formulate under subsection 3 (1) of the Act shall consist of an emergency response plan.

15 (2): An emergency response plan shall,

(a) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and

(b) Set out the procedures for notifying the members of the municipal emergency control group of the emergency

#### **c) Incident Management System (IMS) for Ontario ( Doctrine ) December, 2008**

(Established under the authority of the Office of the Deputy Minister of Community Safety and the Office of the Chief, Emergency Management Ontario, Ministry of Community Safety and Correctional Services and approved January 30, 2009). (Effective 2013, Office of the Fire Marshall and Emergency Management, MCSCS)

The Doctrine is a comprehensive document providing the following content:

- General
- The Introductory Module
- The Response Module
- The Enabling Module
- The Supporting Module

For assistance in the use of this Emergency Plan, we provide three definitions:

#### *Definition of Emergency (Also defined in the EMCP Act):*

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.



## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

### *Definition of Incident:*

An occurrence or event, natural or human-caused that requires an emergency response to protect life, property, or the environment.

An incident may be geographically confined (e.g. within a clearly delineated site or sites) or dispersed (e.g. a widespread power outage or an epidemic). Incidents may start suddenly (e.g. a chemical plant explosion) or gradually (a drought). They may be of a very short duration (a call for emergency medical assistance), or continue for months or even years. Incidents can, for example, include major disasters, terrorist attacks or threats, emergencies related to fires, floods, hazardous materials spills, nuclear events, aircraft emergencies, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other emergencies.

### *Definition of Incident Management System (IMS):*

A standardized approach to emergency management encompassing personnel, facilities, equipment, procedures, and communications operating within a common organization structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out regardless of the number of persons who are available or involved in the emergency response.

### **d) Accessibility for Ontarians with Disabilities Act / Ontario Regulation 429/11 and 191/11;**

The Act specifically identifies Standards to be set by Regulation.

#### **Ontario Regulation 429/07**

Sets out requirements for Accessible Standards for Customer Service and Providing Documents in an Accessible Format

The County of Haliburton shall provide Emergency Plan information in an accessible format upon request in accordance with the Accessible Customer Service Standards Policy # Ca-1740- Notice and Provision of Documents in Accessible Formats Procedure.

#### **Ontario Regulation 191/11**

Clarifies information requirements related to emergencies and to emergency plans.

Key references are provided as follows:

Emergency procedure, plans or public safety information

13. (1) In addition to its obligations under section 12, if an obligated organization prepares emergency procedures, plans or public safety information and makes the information available to the public, the obligated organization shall provide the information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

13. (2) Obligated organizations that prepare emergency procedures, plans or public safety information and make the information available to the public shall meet the requirements of this section by January 1, 2012.

### **e) Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56**

The Municipal Emergency Plan is a public document excluding the appendices which are deemed confidential.

As stated in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

1990:

Section 8. (1) A Head of an institution may refuse to disclose a record if the disclosure could reasonably be expected to,

- (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;
- a) Section 9 (1) A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,
  - (a) the Government of Canada;
  - (b) the Government of Ontario or the government of a province or territory in Canada;
  - (c) the government of a foreign country or state
  - (d) an agency of a government referred to in clause (a), (b) or (c) or
  - (e) an international organization of states or a body of such an organization.

Section 10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

(b) Result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;

Section 13: A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual.

- f) **Canadian Standards Association ( CSA ) Canadian Emergency Management and Business Continuity Program Standard ( CSA Z1600 );**  
Business Continuity Program Standard (CSA Z1600) establishes a common set of criteria for disaster management, emergency management, and business continuity programs. This Standard was published in 2008.

While CSA Z1600 is non-binding, the IMS doctrine is designed to be consistent with it.

Below is an extract from the CSA Z1600 Standard:

### **6.5 Incident management**

#### **6.5.1\***

The entity shall establish an incident management system to direct, control, and coordinate operations during and after an emergency.

#### **6.5.2\***

The incident management system shall assign specific organizational roles, titles, and responsibilities for each incident management function

The entity shall establish procedures for coordinating response, continuity, and recovery activities

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

By-law No 3862 of the County of Haliburton as certified by the Clerk of the County of Haliburton documents Council's official approval of this County of Haliburton Emergency Plan.

This Plan and By-law have been filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services

# The Corporation of the County of Haliburton

## By-law # 3862

### **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***

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**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province 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 the Council of the Corporation of the County of Haliburton hereby enacts as follows:**

#### **Emergency Management Program**

1. An Emergency Management Program for the County of Haliburton will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - a. 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;
  - 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.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

#### **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the County 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, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, County employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the County.

#### **Emergency Management Program Committee**

6. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternate CEMC
  - c. Director of Finance/Treasurer
  - d. Manager of Human Resources;
  - e. Warden
7. The CAO is hereby appointed as chair of the Emergency Management Program Committee.
8. The Emergency Management Program Committee shall advise Council on the development and implementation of the County Emergency Management Program and shall review the program annually.

#### **Emergency Control Group**

9. The persons from time to time holding the following positions in the County, or their designates, shall be members of the Emergency Control Group (ECG):
  - a. Head of Council – Warden
  - b. Emergency Operations Centre Command Officer – Chief Administrative Officer
  - c. Emergency Information Officer – Director Tourism
  - d. Operations and Liaison Officer – CEMC (Operations Officer duties may be delegated to County Fire Coordinator depending on emergency and resources needed)
  - e. Documentation and Registration Officer – Executive Assistant, Department of Emergency Services
  - f. Planning Section Chief – Director Planning Department
  - g. Logistics Section Chief – Director Public Works
  - h. Finance and Administration Section Chief – Director of Finance/Treasurer
  - i. Human Resources: Manager Human Resources
  - j. Safety Officer: Deputy Clerk
  - k. Community Spokesperson: Warden

#### **Emergency Operations Centre**

10. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

#### **Emergency Information Officer**

11. The Director of Tourism is hereby appointed as the Emergency Information Officer for the County to act as the primary media and public contact for the municipality in an emergency.

#### **Administration**

12. The Plan shall be made available to the public for inspection and copying at the Administration Office, 11 Newcastle St, Minden Ont. during regular business hours.
13. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.

#### **Effective Date**

14. That this Bylaw shall come into force and effect on the date of final passage and the seal being affixed.
15. That the County of Haliburton Emergency Response Plan attached hereto as Schedule "A" to this By-law is hereby adopted.
16. That the County of Haliburton By-law No. 3591 and any and all other County of Haliburton Bylaws contrary to this Bylaw are hereby repealed with the passage of this Bylaw.

**READ** a first and second this 25<sup>th</sup> day of April, 2018.

**READ** a third time and finally passed this 25<sup>th</sup> day of April, 2018.

  
\_\_\_\_\_  
Suzanne Partridge, Warden

  
\_\_\_\_\_  
Michael Rutter, CAO/County Clerk

## PLAN DEVELOPMENT AND ADMINISTRATION

### Planning & Emergency Management Assumptions

This Plan is only intended to coordinate events that have been classified as community emergencies or major crises. Therefore, routine emergencies are managed by response agencies using their normal operating procedures.

With the exception of nuclear emergencies, health emergencies, and other provincially declared emergencies, the County shall retain overall control of an emergency event that occurs within its jurisdiction or at the request of two or more Municipalities/Townships within the County.

### Hazard Identification and Risk Analysis

As required by the Emergency Management and Civil Protection Act, the County annually conducts a process of Hazard Identification and Risk Analysis (HIRA) as a basis to develop its County Emergency Management Program.

Hazards most likely to impact the County of Haliburton include:

- Severe Weather Event (Winter Blizzard, Ice, Windstorms, etc.)
- Forest Fire
- Public Health Emergency
- Flood
- Hazardous Material Incident (Transportation) Transportation Accidents
- Energy Emergency (Winter and Summer)
- Extreme Heat and Cold

*The County HIRA evaluation and analysis process is contained in **ANNEX AA***

### Critical Infrastructure Identification

From a municipal perspective, critical infrastructure is simply defined as: Physical resources and systems that a community is reliant upon to ensure that:

- human needs are met
- public safety and security are maintained
- local government can continue to function

As required by the Emergency Management and Civil Protection Act, the County annually maintains a list of critical infrastructure, and prioritizes each on a scale from one to five, with one being the most critical to be used for emergency planning and incident management purposes. These include:

- Public Safety and Security
- Financial
- Food and Water
- Utilities
- Government Services
- Transportation
- Telecommunications

*The County Critical Infrastructure evaluation and analysis process is contained in **ANNEX BB***

## PLAN ACTIVATION PROCEDURE

The Emergency Notification System is intended to provide an alerting mechanism that will notify members of the County Emergency Control Group (CECG) of an impending, potential or existing emergency situation as quickly and efficiently as possible. Every member of the County Emergency Control Group (CECG) has the authority to activate the Emergency Notification System for the County Emergency Plan. A CECG member may become aware of an emergency situation in any number of ways. If, in his or her view, the situation warrants the activation of the Emergency Notification System, then he or she has the authority to do so. Where a threat of an impending emergency exists, the CECG will be notified and placed on standby.

Upon being activated, it is the responsibility of all CECG officials to report to the Emergency Operations Centre and notify their staff and/or volunteer organizations.

**\*\* When an emergency exists but has not yet been declared to exist, CECG members 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 County of Haliburton.**

## TYPICAL STEPS LEADING TO THE DECLARATION OF A COUNTY EMERGENCY

- I. Incident Occurs
- II. Emergency Services Dispatched
- III. Significant Municipal Emergency
- IV. Municipal Notification System Activated (including County CEMC notification)
- V. Municipal Emergency Operations Centre Activated
- VI. Declaration of Municipal Emergency by Head of Council
- VII. Activation of Notification System of County Emergency Plan
- VIII. County Emergency Control Group (CECG) notified and activated
- IX. County Emergency Operations Centre Opened
- X. Declaration of County Emergency by Warden

## EMERGENCY NOTIFICATION PROCEDURES

### Notification Procedure of the County Emergency Control Group (CECG)

The County Emergency Response Plan and the Emergency Operations Centre may be activated in response to a variety of problems and any one of the members of the County Emergency Control Group (CECG) may call and/or initiate activation.

#### Notification Purpose:

The purpose of the Notification Procedure is to alert members of the CECG of an emergency or potential emergency and to relay that information to the rest of the County Emergency Control Group in a timely manner.

The primary Notification Procedures and backup Notification "Fan Out" Procedure, including contact numbers, is included in **ANNEX A and ANNEX B.**



## EMERGENCY RESPONSE LEVELS

### Level 1 (ALERT):

Level 1 response may be initiated:

1. By emergencies commencing on the lower end of the spectrum, and may be borderline as to whether or not they can be handled by the first response and normal County resources, through to more complicated but low impact or short duration emergencies.
2. Upon receiving notification by a Lower Tier that there is an emergency occurring in the lower tier that has resulted in activation of their EOC.
3. When the conditions are localized and the Emergency Operations Center (EOC) activation is not activated

This is considered a “stand-by or Group alert” mode. The CAO is to be advised of the situation by Incident Command or the CEMC. The CAO will keep required personnel up to date with the incident or event.

### Level 2 (LIMITED ACTIVATION):

Emergencies that are complicated or have extremely high impact on the community will require a stage 2 or stage 3 response from the outset.

These will include:

1. Emergency situations that immediately require resources that exceed normal County capacities or involve outside agencies.
2. A lower tier has requested assistance of County assets or activation of County responsibilities.

**A Level 2 response** will exceed the Level 1 response.

1. This level requires the activation of the Emergency Operations Centre.
2. The level of EOC activation is determined by the magnitude, scope and stage of the event as determined by the CAO and Warden, engaging the required IMS sections as needed, but all EOC Officers must be notified
3. Only those EOC functions and positions that are required to meet current response objectives need to be activated

MANDATORY	EOC POSITION	ORGANIZATION POSITION
YES	Warden	
YES	Emergency Operations Center Commander	CAO
YES	Operations and Liaison Officer	CEMC
	Planning Officer	Director Planning Department
	Safety Officer	Deputy Clerk
YES	Document, Registration Officer	Paramedic Services EA
YES	Emergency Information Officer	Director Tourism Department
	Logistics Officer	Director Public Works
	Finance/Admin Officer	Treasurer
	Human Resources	Manager Human Resources

### Level 3 (FULL ACTIVATION):

A crisis situation exists that seriously affects the County's safety, the environment, or operations and may be a direct and immediate threat to the public.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

This may occur when:

1. *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 and the lower tier has requested that the County assume control*
2. *The County Emergency Control Group has determined that the emergency situation, (such as a hurricane), affects a large portion of the population within two or more municipalities. This decision will be made in consultation with the lower tiers.*
3. *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*
4. *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.*

This level requires full activation of the County Emergency Control Group (CECG) and the Emergency Operations Centre. This group may be augmented by other officials if required and deemed necessary by the CECG. While the emergency may not require the presence of everyone listed in the EOCG Support Groups, Primary Support Agencies must be notified.

### EOC SUPPORT AGENCIES (PRIMARY)

- Bell Canada
- County Fire Coordinator
- Ministry of Natural Resources and Forestry
- OPP
- Hydro One
- Social Services CKL
  - Red Cross
  - Salvation Army
- Haliburton Kawartha Pine Ridge Health Unit
  - Medical Officer of Health

### OTHER POTENTIAL EOC SUPPORT AGENCIES

- Haliburton County Snowmobile Association
- Haliburton Highlands Health Services
- Haliburton County Amateur Radio Club
- Trillium Lakelands District School Board
- Provincial Ministries as may be required

The EOC Command Officer may escalate or de-escalate the EOC staffing as required, and may at any time ask the Policy Group for briefing or advice.

## DECLARATION OF A COUNTY EMERGENCY

The Warden , or in his/her absence the Deputy Warden, of the County of Haliburton, as the Head of Council, is responsible for declaring an emergency.

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:

- I. *When resources of the affected local municipality/township become extended such that the lower tier's Community Emergency Control Group (CECG) can no longer effectively control or support the emergency, the Mayor, or designate of the lower tier may request, in consultation with the local CECG, 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 CECG will remain at their own local emergency operations centre (EOC) to provide support and assistance. Alternatively, the local CECG may request the formation of a joint emergency control group to manage the local emergency situation;
- II. *The County Emergency Control Group has determined that the emergency situation, (such as a hurricane), affects a large portion of the population within two or more municipalities.* The County will first consult with the lower tiers 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/townships and the County to manage the situation; or
- III. *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*
- IV. *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.*

*The Declaration of an Emergency Checklist and EMO Notification Form is found in **ANNEX G***

## 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 members of County Council;
- ✓ The heads of Councils of municipalities/townships within the County;
- ✓ Neighbouring upper and lower tier municipal councils as may be required;
- ✓ Local Provincial Member of Parliament;
- ✓ Local Federal Member of Parliament;
- ✓ The public, through the media, with assistance of the Emergency Information Officer.

## TERMINATION OF DECLARATION

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

- I. Warden
- II. County Council
- III. Premier of Ontario

The Termination of an Emergency Notification Form is found in **ANNEX G**

## ASSISTANCE

- I. Assistance from the County may be requested by a local municipality/township 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
- II. The CECG may represent an emergency management function for as many as 4 municipalities/townships in the County
- III. 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/townships in responding to an emergency situation.

### Requesting Assistance:

Assistance may be requested by the County from lower tiers who are participating in the Mutual Assistance Agreement

The Upper Lower Tier Mutual Assistance Agreement is found in **ANNEX W-4**.

### Provincial and Federal Assistance

If Federal and Provincial assistance is required on an urgent basis, it should be applied for through the Provincial Emergency Operations Centre (PEOC).

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 through the Provincial Operations Centre or the OPP Duty Officer.

**If the Provincial or Federal governments have declared a situation to be an emergency**, it is not necessary for the County or lower tiers 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 lower tier 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, Township, 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.”*

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

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.

### **Incident Management Systems (IMS)**

An overview of the IMS system is provided in more detail in **Appendix 1 on PAGE 35**

#### **IMS Principles**

It is important to note that the five (5) key Functions of the Incident Management System are consistent throughout the **Planning, Emergency Response, Mitigation**, and the **Recovery** stages of Emergency Management.

#### **IMS Key Functions:**

The five key functions of IMS are; **Command, Operations, Planning, Logistics, and Finance/Administration**. Refer to the following charts for IMS Functions.

County Emergency Control Group members assuming the primary functions of IMS should have previously achieved the required training to do so.

**\*\*Note: County personnel assignments and responsibilities for each of the IMS position are found in Appendix 2 (Page 36).**

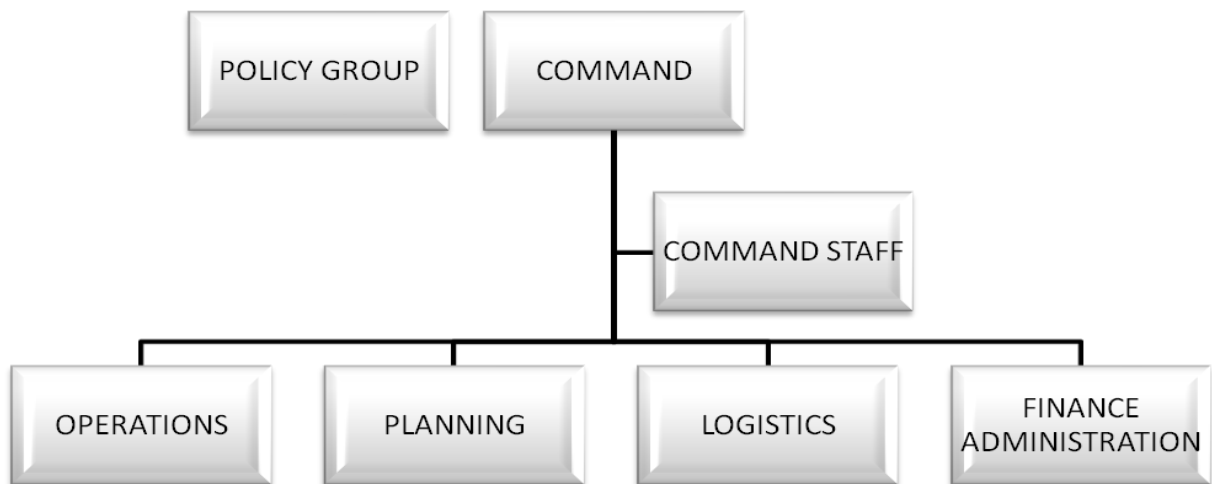
## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

### COUNTY HIERARCHY:

Unlike other emergency services, the County of Haliburton has no official designated ranking structure as found in the chain of command of emergency services. The corporate structure does however have a natural inferred hierarchy that is applicable to an Incident Management System.

The following applies to the County of Haliburton Emergency Control Group (CECG) for the purpose of implementing the Incident Management System. (Listed in descending order)

*Warden*  
*Chief Administrative Officer*  
*CEMC*  
*Department Directors*  
*Supervisors/ Forepersons / Coordinators*  
*Other Staff*



**\*\*Note:** The Warden and in his/her absence the Deputy Warden are designated officials by legislation.

Under this IMS structure they, and as needed other members of Council, and the CAO form the “**Policy Group**”. This is a designated separate entity, yet an intricate part of the Incident Management System.

**\*\*Note:** A detailed description of the makeup and responsibilities of the Policy Group are found on Page 24 & 25 and in ANNEX V

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

<b>Key IMS Functions &amp; Responsibilities</b>	
<b>Function</b>	<b>General Responsibilities</b>
<b>EOC Command Officer</b>	Responsible for the overall management of the EOC facility and assigned resources within the EOC, and the provision of support to Site Incident Command.
<b>Safety Officer Command Staff</b>	Monitors safety conditions and develops safety measures related to the <u>overall</u> health and safety of <u>all</u> incident responders. The Safety Officer must have the knowledge and professional experience to be able to control or reduce occupational hazards and exposures. (usually not delegated, remains as the I/C responsibility)
<b>Emergency Information Officer Command Staff</b>	Responsible for the development and release of emergency information regarding the incident to the public. Command must approve all emergency information that the EIO releases.
<b>Liaison Officer Command Staff</b>	Serves as the primary contact for Assisting or Supporting Organizations and advises Command of issues related to outside assistance and support, including current or potential inter-organization needs.
<b>Operations Section Officer</b>	Responsible for providing overall supervision and leadership to the Operations Section, including the implementation of the Incident Action Plan (IAP), as well as the organization and assignment of all operations resources.
<b>Planning Section Officer</b>	Responsible for providing overall supervision and leadership to the Planning Section as well as the organization and assignment of all planning resources. Responsible for coordinating the development of the Incident Action Plan (IAP) for each operational period and the collection, collation, evaluation, analysis and dissemination of incident information.
<b>Logistics Section Officer</b>	Responsible for providing facilities, services and materials in support of the incident. Participates in the development of logistics-related Section of the Incident Action Plan, and activates and supervises the Branches and Units as well as the organization and assignment of resources within the Logistics Section.
<b>Finance &amp; Administration Officer</b>	Responsible for financial and administrative support to an incident, including all business processes, cost analysis, financial and administrative aspects and ensures compliance with financial policies and procedures. Provides direction and supervision to Finance & Administration Section staff including their organization and assignment.

## EMERGENCY OPERATIONS CENTRE

### Emergency Operations Centre (EOC)

Upon notification, the Emergency Control Group shall report to either the primary or alternate Emergency Operations Centre as directed.

The EOC is a facility that the County Emergency Control Group (CECG) has strategically predetermined as its location and equipped to facilitate executive decision-making and coordination. The EOC is equipped with technological communication devices and equipment that is readily available to the members of the County Emergency Control Group to assist them in carrying out their assigned functions and duties.

*Detailed Operating Procedures and locations are contained in **ANNEX C and D***

## EOC FUNCTIONAL PROCESS

### Establishing Command:

The “function” of EOC Command will be assumed by the first arriving CECG member. The CECG member shall remain as the EOC Command Officer until relieved by the arrival of a senior or higher ranking CECG member or when a shift change is necessary.

The CAO has the authority to assume and/or delegate EOC Command as he/she feels the emergency situation requires.

EOC Commander duties and responsibilities are found in **APPENDIX 2 Page 36**.

The following list outlines a typical functional cycle within the EOC. The IMS is reliant upon an approved EOC Action Plan (EOC AP) with specific objectives and operational period of time.

- i. Establish Command Function
- ii. Set up EOC
- iii. Begin information gathering process (size up) (Incident Briefing)
- iv. Perform Planning Function (expand as required)
- v. Determine Primary Objectives & Strategy
- vi. Develop EOC Action Plan & Operational Period (acquire approval)
- vii. Perform Logistics Function (expand as required)
- viii. Perform Operations Function (expand as required) (Operations Briefing)
- ix. Perform Finance Administration Function (expand as required)
- x. Evaluate, Adjust, and Re-Evaluate

Once established the functions remain ongoing until the demobilization of the IMS structure and Command is terminated.

### Transfer of Command:

EOC Command, Command Staff, and General Command level transfers will take place via a detailed face to face briefing and exchange of information, with the final approval and acceptance of the new EOC Command Officer, Command Staff, and General Command.



## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

### **Emergency Site Management (ESM)**

This Plan provides for the appointment of an Emergency Site Manager (ESM) by the EOC Commander to coordinate on-scene emergency management and response activities. The ESM is not a “commander” in the sense that he or she is directing orders to the members of the Emergency Site Management Team. Rather, in a form of joint command, the Team makes the major collective decisions, while individual response agency decisions are separately made by the agency commanders.

*A detailed Emergency Site Management Plan is found in **ANNEX I***

### **EOC Action Plan**

The EOC Command Officer is responsible for the development of the EOC Action Plan (EOC AP), either personally or by delegation with the assignment of a Planning Section Officer. The EOC AP will identify the strategy and objectives of the CCG for a specified operational period. The EOC AP requires final approval of the EOC Command Officer prior to implementation.

### **Operating Period**

During an activation of the Emergency Operations Centre, operations will be conducted in an operating cycle.

Members of the County Emergency Control Group will gather at regular intervals to inform each other of actions taken, pertinent information, and problems encountered. The Operational Period is set as the specific time period in order to achieve the objectives of the EOC Action Plan.

The operating cycle has the following main areas that are to be addressed:

1. **Planning** – the time required to assess the situation and develop the incident action plan for the next operational period.
2. **Action** – the time necessary to implement the plan, evaluate the results and support the emergency response activities.
3. **Reporting** – the Operations Cycle meeting where the Section Officers and EOC Command Officer report on and review the current status of the emergency, assess the results and validity of the current operational plan including any new strategies required, and the confirmation of existing priorities, and identification of any emerging priorities.

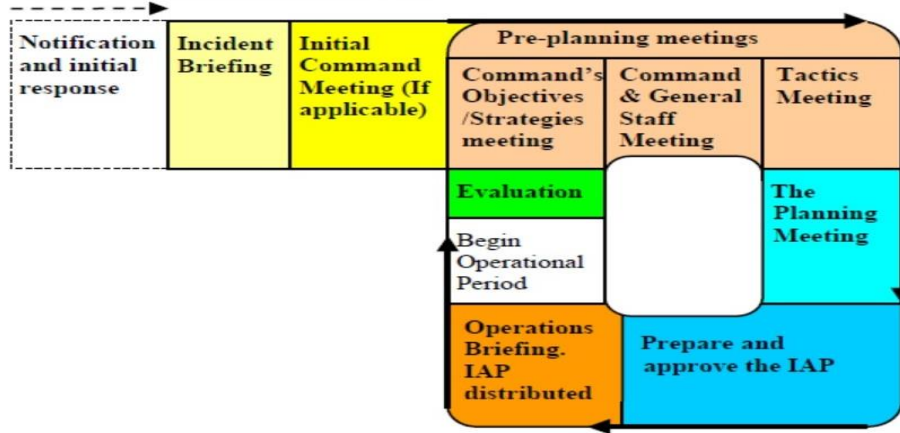
At the conclusion of the operating cycle meeting that has reviewed the current status, and the incident action plan for the following operational period, the Planning Section will begin to plan for future support of the operations section.

The EOC Command Officer will establish the frequency of briefings/meetings based on the EOC Action Plan and the specified Operational Period. Meetings/briefings will be kept as brief as possible thus allowing members to carry out their assigned responsibilities.

Under the direction of the EOC Command Officer and/or the Planning Officer, the Documentation Registration Officer (DRO) will ensure the status board is maintained and information/maps etc. are to be prominently displayed and kept up to date.

# COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

## Example: EOC Action Plan and Operational Period Development



### Expansion of the CEOCG & IMS

The EOC Command Officer shall be responsible to assign and delegate the primary functions of the IMS. If the incident grows, more assistance may be required in all or some of the functional areas.

COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

EMERGENCY OPERATIONS TEAM MEMBERS

**EOC COMMAND OFFICER AND COOP:** CAO

**EOC DOCUMENTATION AND REGISTRATION:** PARAMEDIC SERVICES E.A.

**EMERGENCY INFORMATION OFFICER:** DIRECTOR TOURISM

**HUMAN RESOURCES OFFICER:** MANAGER HUMAN RESOURCES

**SAFETY OFFICER:** DEPUTY CLERK

**COMMUNITY SPOKESPERSON:** WARDEN

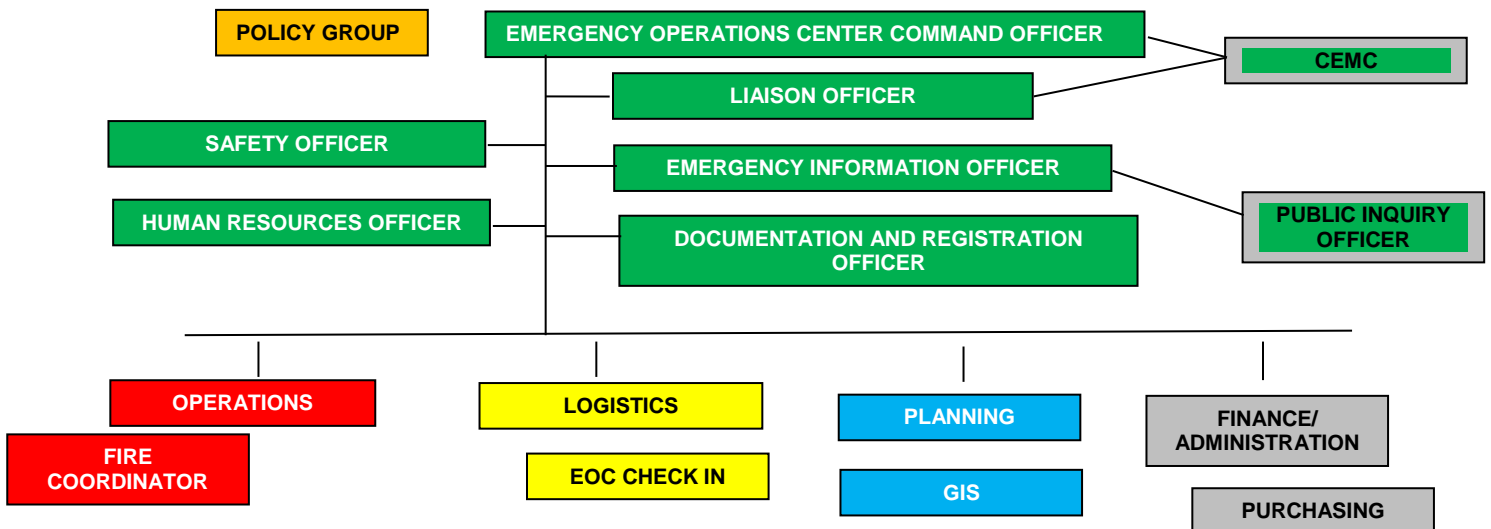
**OPERATIONS AND LIASION:** CEMC

**PLANNING OFFICER:** DIRECTOR PLANNING DEPARTMENT

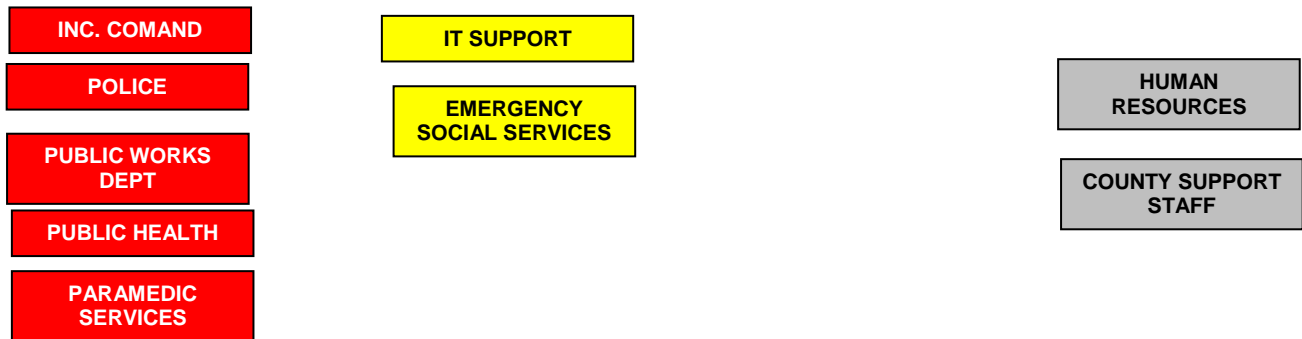
**FINANCE/ADMINISTRATION:** TREASURER

**LOGISTICS:** DIRECTOR PUBLIC WORKS

County of Haliburton EOC/IMS Model



# COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN



## County Emergency Control Group (CECG) Responsibilities:

*The general responsibilities of the CECG during an emergency are:*

### 1. Providing support to the incident site, including:

- Setting priorities and strategic direction,
- Information collection, collation, evaluation and dissemination,
- The management of resources,
- Finance and Administration approvals.

### 2. Providing for the County and the Community at Large:

Ensuring that business continuity, essential services and public health are maintained and/or restored Corporately, and for the Community at large, including where possible, the areas impacted by the emergency

### 3. Under specific circumstances, the CECG may also exercise the following functions:

- Performing an Area Command role for multiple Incident Sites
- Performing an Incident Command role.

## Additional Responsibilities:

In addition the members of the County Emergency Control Group (CECG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agency and equipment; Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the County Emergency Control Group are appropriate;
- Establishing direct continuous communications with the Policy Group and the Incident Site.
- Advising the Warden as to whether the declaration of an emergency is recommended;
- Advising the Warden on the need to designate all or part of the County as an emergency area;
- Ensuring that an Incident Commander (I/C) is established for each incident location;
- Ensuring support to the site I/C by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water;

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- Arranging for services and equipment from local agencies and non-governmental organizations (NGO) i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish additional advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.
- Notifying the Municipal Control Groups as required.

Detailed Emergency Control Group common responsibilities are contained in **ANNEX N**

### **POLICY GROUP**

#### **Policy Group Members:**

The Warden, and/or Deputy Warden, CAO.

The Warden and/or his/her designate are members of the policy group in order to fulfill legislative duties, and shall enlist other councillors, or such persons, including legal advisors, to form part of the Policy Group as he/she deems necessary to assist in the functions of the Policy Group.

#### **Policy Group Function:**

The Policy Group is an intricate and required part of the IMS Structure during a County State of Emergency. The purpose of the Policy Group is provide a structure to allow a functional avenue for advice and assistance, as required, to the County Emergency Control Group (CECG) in order to make the best informed decisions regarding the emergency situation.

The number of the Policy Group members is dependent upon the incident type, severity, and size, and is at the discretion of the Warden to seek and request assistance as required.

#### **Responsibilities:**

- The Warden and/or his/her designate as head of the Council of the County of Haliburton has designated authority under legislation when a potential or real state of emergency exists within the County.
- The County and/or his/her designate reside as the head of the Policy Group in the IMS structure, providing governance, direction, and advice to the EOC Commander throughout the emergency.
- The Warden and/or his/her designate shall declare a state of emergency, as required.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- The Warden and/or his/her designate shall terminate the declared state of emergency, as required.
- The Warden and/or his/her designate shall provide information to Council and other levels of government with regards to impacts of an emergency, as required.
- The Warden and/or his/her designate will provide information necessary to keep the media and public informed in concert with the EOC Command.

Policy Group activation and detailed responsibilities are found in **ANNEX V**

### **MUNICIPAL/TOWNSHIP MAYORS**

The Mayors shall ensure that their own Municipal/Township Plan is activated to mitigate impacts of an emergency within their Municipality/Township and to declare a state of local emergency when required. During the emergency, the Mayors will provide necessary information with regard to their municipality/township to keep the media and public informed.

#### Duties of the Mayors

In an emergency, the Mayors shall:

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

### **COUNTY RESOURCES**

The following subsections identify/assign responsibilities for the provision of inherent County Services and Resources in support of the Incident Management System and EOC Command in the event of the EOC activation. County Department Heads, staff and other agencies are to provide the following as needed:

#### **Chief Administrative Officer “CAO” or Alternate**

##### **The Services of the CAO continue to be:**

The CAO oversees the management of the County, the individual departments and all staff. The CAO is responsible for maintaining the Business Continuity of the County during an emergency incident, as well as providing support and participating in the IMS.

##### **The responsibilities of the Chief Administrative Officer are, but not limited to, maintaining and providing the following:**

- Maintain and provide contact lists and directories for Administrative Level government and agencies.
- Determine the level of staffing required for County operations not directly associated with an emergency and arrange support services.
- Ensure that the necessary administrative and clerical staffs are provided to assist the County Emergency Control Group and IMS Structure.
- Secure the necessary financial reports and support from existing financial institutions and/or Provincial or Federal authorities.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the County Solicitor.
- Ensure the County of Haliburton Continuity of Operations Plan is maintained and available.
- Perform and provide other such CAO Functions as required.

### **PUBLIC WORKS REPRESENTATIVE**

*(POSITION ASSIGNED WITHIN DEPT IF REQUIRED)*

The duties of the Public Works Representative are to provide advice to the EOC Commander regarding all engineering/technical matters.

#### Duties of the Public Works Representative

The Public Works Representative shall:

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

### **PARAMEDIC SERVICES**

*(POSITION ASSIGNED WITHIN DEPT IF REQUIRED)*

The Paramedic Service ensures the provision of paramedic services at the site of the emergency and ensures continuity of paramedic services coverage is maintained throughout the remainder of the community/county.

#### **The responsibilities of Paramedic Services are, but not limited to, maintaining and providing the following:**

- Establish an ongoing communication link with the senior Paramedic official at the scene of the emergency.
- Obtain Paramedic Services from another County, if required.
- Ensuring sufficient resources are available and assigned in order to perform triage treatment and transportation for the emergency.
- Advising the CECG if other means of transportation is required for a large-scale response.
- Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency 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.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- Ensure distribution of casualties in an appropriate and effective way.
- Maintain a log of all actions taken.

### **INFORMATION TECHNOLOGY**

The services of Information Technology (IT) include those areas of operation associated with the application of County of Haliburton owned computers, data and voice networks, telephone systems and visual displays to store, retrieve, transmit and manipulate data. Within this plan, IT would provide on-going support to the Emergency Operation Centre. (EOC)

#### **The responsibilities of Information Technology are, but not limited to, maintaining and providing the following:**

- Maintain all computer and audio visual equipment within both main and alternate EOC's in a state of readiness.
- Provide recommendations concerning updates and acquisition of new equipment/technologies to Emergency Management staff.
  - Upon activation of the EOC, attend the facility to ensure smooth operation of all IT related equipment.
  - Participate within the IMS structure as a member of the Logistics Section.

### **GEOGRAPHIC INFORMATION SYSTEM (PLANNING DEPARTMENT)**

The services of Geographic Information Services (GIS) include those areas of operation associated with the capture, storage, manipulation, analysis, management and presentation all types of geographical data in order to facilitate decision making. Essentially, GIS is a collection of map layers, each linked to information that can be analyzed or queried to reveal more information. Within this plan, GIS would provide on-going support to the Emergency Operation Centre (EOC)

#### **The responsibilities of Geographic Information System are, but not limited to, maintaining and providing the following:**

- Upon activation of the EOC, may be requested to attend the facility to provide visual and hard copy representation of requested mapping information.
- Query GIS system in order to obtain requested population data, demographics, scene perimeters and plume modeling.
- Liaise with Emergency Management Ontario GIS staff in order to corroborate information.
- If requested, participate within the IMS structure as a member of the Planning Section

### **CAO Support Staff**

- ✓ Assisting the Chief Administrative Officer, as required;
- ✓ Ensuring all important decisions made and actions taken by the CEOC are recorded;
- ✓ Ensuring that maps and status boards are kept up to date;
- ✓ Provide a process for registering CEOC members and maintaining a CEOC member list;
- ✓ Arranging for printing of material, as required;
- ✓ Coordinating the provision of clerical staff to assist in the CEOC as required;
- ✓ upon direction by the Warden, ensure that all council are advised of the declaration and termination of declaration of the emergency;



## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- ✓ 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 CEOC 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.

## **EMERGENCY SOCIAL SERVICES (CITY OF KAWARTHA LAKES)**

### **Activation**

The City of Kawartha Lakes Emergency Social Services (ESS) Team may be activated by through the County Community Emergency Management Coordinator or Alternate. When an ESS Team representative is required to attend the County Emergency Operations Centre, they will be assigned to the Logistics sector.

### **Resources**

The County of Haliburton Emergency Management Coordinator will develop in co-operation with City of Kawartha Lakes, an Emergency Social Services Plan and maintain a list of equipment and personnel available to assist in the response to an emergency, including volunteer and community partner agencies.

*The complete Emergency Social Services Plan can be found in **ANNEX T**.*

### **Responsibilities**

The responsibilities of the Emergency Social Services Team include those areas of operation associated with:

- Establish Reception/Evacuation Centres with regards to the opening, security, facility contact, identification and coordination of the required ESS functions and necessary human resources.
- Work with the County to coordinate the movement of people from the emergency area to Reception/Evacuation Centres, once the Centres have been established.
- Work with the Red Cross to select the most appropriate site(s) for registration of human volunteer resources, if required at the Reception/Evacuation Centre.
- Maintain records of human resources/administrative details, evacuee details and costs associated with the provision of emergency social services, and arrange for the provision of such details to the responsible Township(s) for cost recovery purposes.
- Coordinate transportation for ESS Team human resources, as required.
- Obtain assistance, if necessary, from the Provincial Ministry of Community and Social Services
- Maintain a log of all actions taken.

### **Evacuation and Reception Centres**

The County Emergency Management Coordinator will maintain a list of Township facilities that have been identified as suitable Reception/Evacuation Centre sites. The County of Haliburton and the four Township/Municipal Community Emergency Management Coordinators' will identify and provide details of township sites and other municipal sites that are suitable for the provision of Reception Centre/Evacuation services during a localized emergency event.

The detailed Evacuation and Reception Plan can be found in **ANNEX J**

The complete list of reception and evacuation centres in the County can be found in **ANNEX K**

## **Canadian Red Cross (CRC) CKL Social Services**

### **Activation**

The Canadian Red Cross may be activated upon request by the County of Haliburton CEMC to the City of Kawartha Lakes Social Services Department.

### **General**

- To provide registration and inquiry services at evacuation/reception centres in support of the emergency response.
- To provide staff and resources to perform the emergency lodging requirements at designated reception/evacuation centres.
- To provide other such services as requested by Social Services.

### **Responsibilities of the Canadian Red Cross (CRC)**

Upon receiving notification by CKL Social Services, the Red Cross shall:

- Activate the local Red Cross Emergency Response Plan.
- Establish and maintain contact with the County Emergency Control Group or the affected Municipality or Township in the Emergency Operations Centre.
- Provide staffing and management of reception and information centres, as requested.
- Provide an emergency lodging service that organizes safe, temporary lodging to persons in need.
- Maintain a record of all actions taken.

The Red Cross Memorandum of Understanding between the City of Kawartha Lakes, County of Haliburton, and the Red Cross is found in **ANNEX W-3**

The governing ByLaw 3171 for the Agreement is found in **ANNEX W-2**

## **Salvation Army**

### **Activation**

The Salvation Army may be activated through the CKL Social Services Department, via the CECG Liaison Officer. When a representative is required to attend the EOC they will be assigned to the Logistics sector.

### **General**

To provide immediate food, drink and clothing to persons in need, due to the emergency.

### **Responsibilities of the Salvation Army:**

Upon receiving notification from the County Emergency Control Group, the Salvation Army shall:

- Activate the local Salvation Army's emergency response system.
- Establish and maintain contact with the EOC or EOC Commander.

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

- At the request of the CECG, provide food and clothing at the reception and evacuation centres.
- Mobilize and co-ordinate the response of Salvation Army personnel from outside the Haliburton County area, if required.
- Maintain a log of all actions taken

### ALLIED AGENCIES

#### Police Services

##### **The Services of the Police continue to be:**

The protection of life and property through, preservation of the peace, prevention of crime, crowd and traffic control, and investigation of crime.

##### **The responsibilities of the Police are, but not limited to, maintaining and providing the following:**

- The Police Service will implement its procedure for Major Incident Plan including the following: Alert and assist other emergency agencies.
- Control and disperse crowds within the Emergency Area.
- Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.
- Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
- Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the County Emergency Control Group.
- Prevent unauthorized entry into the Emergency Area and maintain law and order, and prevent looting within the Emergency Area.
- Maintain order in any evacuation centre.
- Provide notification of fatalities to the Coroner.
- Provide assistance to the Coroner in the location and operation of a temporary morgue
- Provide communications between the EOC and Police Command.

#### **Haliburton Kawartha Pine Ridge District Health Unit (Public Health) and Medical Officer of Health**

##### **Activation**

Public Health coordinates the provision of medical care and the dissemination of public health information necessary to support an emergency response or recovery effort or other disaster assistance initiative.

The HKPR Health Unit will be responsible for notifying the Medical Officer of Health. HKPR may be activated directly via the CECG Liaison Officer, through the Emergency Operations Centre.

When a representative is required to attend the EOC they will be assigned to the appropriate IMS Sector by the EOC Commander.

##### **General**

The responsibilities of the HKPR District health Unit/ Medical Officer of Health include those

## COUNTY OF HALIBURTON EMERGENCY RESPONSE PLAN

areas of operation associated with:

- Communicable Diseases
- Health Hazards
- Public Health Inspection Services
- Advice on Medical Services
- Public Health Advisories

### **Responsibilities of the HKPR District Health Unit/ Medical Officer of Health**

- Provide information and instructions to the County Emergency Control Group (CECG) and the population on matters concerning public health.
- Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- Continue delivery of established programs to ensure continuity of care and general health protection.
- Collaborate with other health institutions to deliver emergency services to victims of the emergency.
- Maintain a log of all actions taken

### **Haliburton Highlands Health Services CAO**

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

### **Non Government Organization(s) (NGO)**

*Amateur Radio (ARES)*

#### **Activation**

The Amateur Radio Emergency Services may be activated via the CECG Liaison Officer, through Emergency Operations Centre. When a representative is required to attend the EOC they will be assigned to the Logistics sector.

### **Responsibilities of the Amateur Radio Emergency Service**

Under the direction of the Logistics Officer, the Amateur Radio Emergency Service shall:

- Provide radio communication where needed, in support of the County emergency response.
- Designate operators to report to the Emergency Operations Centre.
- Activate all ARES members to monitor the appropriate frequency and to remain on stand-by.
- Maintain a record of all activity and IN/OUT message register.

## RECOVERY

Proper Recovery planning will ensure the identification of issues, coordination of resources, accurate reliable information, and that recovery occurs in a timely manner.

It allows for an accountable, transparent process to ensure recovery services are accessible and applied in a consistent manner County-wide.

Depending on the type of emergency, the Recovery Operations could be minimal in terms of resources that are required and monies spent or time needed to return the community to its pre-emergency state.

However, if casualties, environmental damaged, demolished buildings and/or disrupted public services and infrastructure result from the emergency, the recovery phase may actually impact more on the community than the initial phases of the emergency itself and may be ongoing for many days or weeks.

The nature of the emergency and the final authority responsible will determine who will take the lead role in the Recovery Operations.

For example, if the County were responsible for controlling the emergency, the County would also lead the recovery.

Similarly, if the emergency were declared at a higher level of government, then that level would take the lead and the County would be subordinate. However, it would still have a significant role to play at the local level.

Recovery Operations will be activated at the direction of the County Emergency Control Group.

It will normally occur once the immediate management and response to the emergency has been completed. It is possible to simultaneously conduct emergency response activities and recovery measures. It can therefore be difficult to precisely define where one phase begins and where one ends.

Recovery efforts are typically initiated while a state of emergency is still in effect and while it remains in that state until all or most recovery actions are complete.

Emergency Information Management will continue during the Recovery Operations to keep the public informed of state of progress that is being made during Recovery.

*The detailed County Recovery Plan is found in **ANNEX M.***

### **Financial Disaster Relief**

It is imperative that detailed records are kept to record staff time and damage to County property that occurs as a result of the emergency. Application to the Ontario Disaster Relief Assistance Program (ODRAP) will require details and documents related to all City activities related to the response. ODRAP only applies to natural disasters such as severe winds storms, tornadoes, floods, etc. Application must be completed within fourteen days after the emergency occurs. County Council must pass a resolution to request the Minister of Municipal Affairs and Housing to declare a “disaster area” to qualify for ODRAP assistance.

*The complete ODRAP program details are found in **ANNEX S.***

**PLAN MAINTENANCE AND REVISIONS**

**Annual Review**

This plan will be reviewed annually and where necessary revised by the CEMC and the County Emergency Management Program Committee. Each time the plan is revised it must be forwarded to Council for approval. However, revisions to the appendices or annexes, or minor administrative changes can be made without resubmitting the plan to Council each time.

**Plan Maintenance**

Area of Authority	Role
Chief Administrative Officer	Approve minor changes to the plan
Community Emergency Management Coordinator	Maintain the plan
Community Emergency Management Program Committee	Review and recommend amendments to the plan
Council	Approve the Plan and major amendments

**Updating the Plan**

Participation of the County Emergency Management Program Committee ensures that the plan reflects the current policies, organizational structures, and methodologies utilized by the County of Haliburton.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the CEMC forthwith of any revisions to the appendices or administrative changes. All changes, additions, or required deletions should be immediately forwarded to the CEMC for inclusion in an update.

**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 department 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.

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### **Training**

All elected or appointed officials of the County of Haliburton have an obligation to be fully aware of the contents of this Emergency Response Plan and must be prepared, at all times, to carry out the functions and responsibilities assigned to them.

The current Warden and Deputy Warden of the County of Haliburton are required to attend training as may be determined by the County CEMC or the County Emergency Management Program Policy Committee.

All County Department Heads and members of the County Emergency Management Planning Committee are required to complete the IMS Training Module Level 100.

All departments are encouraged to include an annual County Emergency Plan review as part of the department's regular training program.

As required by the **Emergency Management & Civil Protection Act**:

- The County Emergency Management Committee will meet on a regular basis to review the Plan, make any necessary revisions or edits, or recommendations to Council.
- The Committee will schedule and participate in an annual exercise designed to test one or more components of the Emergency Response Plan.

## **APPENDIX 1**

### **IMS OVERVIEW**

The designated County Emergency Control Group (CECG) for the County of Haliburton has adopted the Province of Ontario Incident Management System (IMS) as the tools and process to assist them in managing an emergency incident should it occur. In doing so it will allow them to be efficient and effective in taking action in the best interest of the residents and citizens they serve.

The IMS applies a functional approach to emergency management. In doing so, this allows for the utilization of available personnel to fulfill the required functional roles regardless of their normal daily positions and assignments within the County. It is however important to note that some functional requirements in the Emergency Operations Centre (EOC) are best suited to individuals who possess the required training, competency, and professional skills to fulfill the functional responsibilities.

The members of the County EOCG now will have assigned tasks and responsibilities dependent on their roles and expertise. The County EOCG retains its responsibility for all aspects of Emergency Management as assigned to it in legislation and regulation.

All members of the County ECG play their part, contributing to the successful prevention, preparation, mitigation, response and recovery phases of dealing with an emergency or incident. County EOCG members will be deployed into the IMS model, utilizing their knowledge skills and abilities to populate it.

Leadership and guidance is provided through the EOC Commander.

The County EOCG members now fill the responsibilities of populating the 5 functional sections: Command, Operations, Planning, Logistics, and Administration and Finance as required. The flexibility in the IMS deployment model allows for as many sections or as few sections to be deployed as are needed to support operations.

In Appendix 2, the responsibilities of all members of the EOCG are laid out. Each member of the EOCG retains operational input over their individual agencies, in addition to their overall EOCG responsibilities to operate as a control group in support of emergencies within the County or when required to support mutual assistance agreements with other municipalities.

The five functions of the Incident Management System are the responsibility of the Emergency Operations Centre (EOC) Command Officer.

The first arriving County Control Group (CCG) member will assume the function of the EOC Command Officer. The EOC Command Officer function may be transferred as other members of the CCG arrive. The EOC Command Officer has the authority to delegate functions as required (tool box approach) and in doing so may establish each level as the need arises. The rule of thumb is the more complex the incident; the larger the command structure in order to effectively and efficiently manage the incident.

It is important to note the EOC Command Officer is responsible for ensuring all functions of the IMS are completed regardless if he/she chooses to delegate the function or not.



## **APPENDIX 2**

### **INDIVIDUAL EOC POSITION RESPONSIBILITIES WITH COUNTY ASSIGNED PERSONNEL**

#### *EOC Command Officer (CORPORATE POSITION: CAO)*

**Reports to:** Policy Group

**Relevant Annexes:** **Annex N:** Common Responsibilities  
**Annex O-1:** Individual Responsibilities

**Responsibilities:**

- Exercise overall management responsibility for activation, coordination, and demobilization of site support activities in the EOC.
- Determine EOC priorities and objectives in consultation with CECG and monitor continuously to ensure appropriate actions are taken and modified as necessary.
- Ensure sufficient support, policy advice, and resources are made available in order to accomplish priorities and objectives.
- Ensure appropriate staffing levels for the EOC are established and maintained to support organizational effectiveness.
- Direct appropriate emergency public information actions in consultation with the Emergency Information Officer, ensure appropriate risk management measures, including worker care strategies, are instituted; and ensure communications are established with appropriate assisting and cooperating agencies.
- Maintain communication link with Policy Group.

#### *Safety Officer "SO" (CORPORATE POSITION: DEPUTY CLERK)*

**Command Staff**

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N** Common Responsibilities  
**Annex O-2** Individual Responsibilities

**Responsibilities:**

- Ensure that good risk management practices are applied throughout the EOC and that every function contributes to the management of risk.
- Protect the interests of all EOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
- Monitor situations for risk exposures and ascertain probabilities and potential consequences of future events.
- Provide advice on safety issues.
- Ensure the implementation of appropriate safety measures and worker care practices in the EOC.
- Exercise authority to halt or modify any and all unsafe operations within or outside the scope of the EOC Action Plan, and notify the EOC Command Officer of actions taken.
- Ensure that appropriate security measures have been established to allow for only authorized access to the EOC facility and documentation.

*Operations and Liaison Officer "OLO" (CORPORATE POSITION: CEMC)*

**Command Staff**

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex O-3:** Individual Responsibilities Liaison

**Annex O-6:** Individual Responsibilities Operations

**Operations**

**Responsibilities:**

- Exercise overall responsibility for coordination and supervision of all required functions within the EOC Operations Section.
- Establish the appropriate level of branch and/or unit staffing within the Section, continuously monitoring the effectiveness of the Section and modifying as required.
- Ensure that Section objectives and assignments identified in EOC Action Plans are carried out effectively.
- Maintain a communications link between Incident Commanders (sites) and the EOC for the purpose of coordinating the overall site support response, resource requests and event status information.
- Provide timely situational and resource information to EOC Command Officer, and as assigned Planning Section.
- Keep the EOC Command Officer informed of significant issues relating to the Section.
- Conduct periodic briefings for the EOC Command Officer and the CECG.
- Supervise Operations Section personnel

**Liaison**

**Responsibilities:**

- In consultation with the CECG, ensure procedures are in place for working and communicating with the Emergency Operations Centre (EOC) and other government and Non-Government Organization (NGO) agency representatives.
- Request agency representatives for the EOC, as required by the CECG, to ensure all necessary roles and responsibilities are addressed, enabling the EOC to function effectively and efficiently.
- Maintain a point of contact, and interact with representatives from other agencies arriving at the EOC.
- Liaise with relevant operation/coordination centers or agencies/departments not represented in the EOC.
- Assist and advise the EOC Commander and the CECG as needed, and provide information and guidance related to external agencies and organizations.
- In coordination with the Emergency Information Officer, assist the EOC Command Officer in ensuring proper procedures are in place for communicating with the Policy Group, and conducting VIP/visitor tours of the EOC facility.
- Liaise with local authorities, other EOCs and Provincial and Federal organizations and share information in accordance with EOC and organizational policies.

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### *Emergency Information Officer "EIO" (CORPORATE POSITION: DIRECTOR TOURISM)*

#### **Command Staff**

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex O-4:** Individual Responsibilities

The Emergency Information Officer (E.I.O.) and the Public Inquiry Officer (P.I.O.) are responsible for the development and release of approved emergency information to the public. The CECG must approve all emergency information that the E.I.O. releases. During a complex incident, assistants may be assigned to the E.I.O., as required. Tasks may be delegated to the appropriate assistant, if applicable.

#### **Responsibilities:**

- Serve as the coordination point for all public information, media relations, including Social Media, as well as internal information sources for the EOC.
- Ensure that the public within the affected area receive complete, accurate, and consistent information about life safety procedures, public health advisories, assistance and recovery programs and other vital information.
- In the event of activation of the Public Inquiry Centre, a Public Inquiry Officer may be required to manage information requests received from the Public Inquiry Centre Coordinators.
- Coordinate media releases with officials representing other affected Townships or Municipalities, Emergency Response Agencies and other levels of authority.
- Develop the format for news conferences and briefings in conjunction with the EOC Command Officer.
- Maintain a positive relationship with media representatives, monitoring all broadcasts and written articles for accuracy; including Social Media.
- In consultation with EOC Command Officer and Liaison Officer, coordinate VIP and visitor tours of the EOC facility.
- Liaise with the Emergency Information Officers at site(s), relevant operation/coordination centers and with external agencies.

*The Emergency Communication Plan and Workbook is found in **ANNEX E***

### *Public Inquiry Officer (CORPORATE POSITION TBD DEPENDENT ON THE NATURE SIZE, AND DURATION OF AN EMERGENCY)*

**Reports to:** Emergency Information Officer

#### **Command Staff**

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex O-12:** Individual Responsibilities

The Public Inquiry Officer will be determined by the CECG and will:

- Assisting the Emergency Information Officer, as required
- Coordinate with the EIO media photograph sessions at the scene when necessary and appropriate; and
- Coordinate with the EIO on-scene interviews between the emergency services personnel and the media.
- Other duties as listed in the Public Inquiry Center Activation Plan

*The Public Inquiry Center Activation Procedures are found in **ANNEX "F"**.*

**Documentation Registration Officer "DRO"**

(CORPORATE POSITION: PARAMEDIC SERVICES EA)

**Command Staff**

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N:** Common Responsibilities  
**Annex O-5:** Individual Responsibilities

**Note:** *If/when the Functions of Logistics and/or Planning have been assigned the DRO will report/supply the Check-in/registration information to Logistics, and the Events Log documentation/ information to Planning.*

**Further;** *to avoid confusion and pending staff availability, in conjunction with the size and requirements of the emergency situation, the EOC Command Officer should give consideration to splitting the responsibilities of this position between two persons.*

**General Responsibility:**

The Documentation Registration Officer (DRO) supports the efficient functioning of the Emergency Operations Centre and IMS Structure.

**Responsibilities:**

- Perform Check-in/ Check-out registration functions for the EOC, and record the arrival and departure of the CECG members.
- Keep a sequential events time log/documentation of information on the main events status board and other required forms.
- Ensure log supplies, forms and office supplies are of adequate supply for the EOC.
- Ensure CECG members individual Position Logs are being completed and collected at the end of each shift.
- Establishes a shift change schedule for the CECG members and alternates.

**Planning Officer (CORPORATE POSITION: DIRECTOR PLANNING DEPARTMENT)**

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N:** Common Responsibilities  
**Annex O-7:** Individual Responsibilities

**Responsibilities:**

- Exercise overall responsibility for coordination of all required functions within the EOC Planning Section.
- Establish the appropriate level of branch and/or unit staffing within the Planning Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure Section objectives and assignments identified in EOC Action Plans are carried out effectively.
- Ensure the EOC Command Officer is informed of significant issues affecting the Planning Section.
- In coordination with the other Section Officers, ensure that Situation Reports are submitted to Planning Section and used as the basis for the EOC Action Plans.
- Supervise Planning Section personnel.

*Logistics Officer (CORPORATE POSITION: DIRECTOR PUBLIC WORKS)*

**Reports to:** EOC Command Officer.

**Relevant Annexes:** **Annex N:** Common Responsibilities  
**Annex O-8:** Individual Responsibilities

**Responsibilities:**

- Exercise overall responsibility for coordination of all required functions within the EOC Logistics Section.
- Establish the appropriate elements within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying, as required.
- Ensure Section objectives/assignments in the EOC Action Plans are carried out.
- Keep the EOC Command Officer informed of significant issues relating to the Logistics Section.
- Coordinate closely with the Operations Section Officer to establish priorities for resource allocation within the operational area.
- Ensure critical resources are allocated according to approved plans.
- Ensure necessary food and lodging is provided for EOC and site personnel.
- Supervise Logistics Section personnel.

*Incident Commander "I/C" - (Emergency Site Manager. TBD based on emergency situation and location(s))*

**Report to:** *Operations Commander*

**Relevant Annexes:** **Annex N:** Common Responsibilities  
**Annex O-9:** Individual Responsibilities

**Activation:**

The first arriving agency, officer or senior personnel will establish Incident Command. The Incident type will generally dictate the agency who will assume command, and the type of command structure, be it single or unified.

**Transfer of Command:**

The transfer of command will take place as per agency protocols; normally the arrival of higher ranking officers will initiate the transfer of command. The transfer of command will take place with a detailed face to face briefing.

**Incident Command**

There is one Incident Commander per Incident/Site. In the event there is more than one Incident location/site there will be an Incident Commander (I/C) established for each location/site. *Area Command* may be established in the event of multiple sites.

**The Incident Commander's role is to:**

Provide the necessary on-site management, direction, control and coordination of the emergency response by establishing Incident Command, an Incident Command Post, and by implementing the Provincial Incident Management System (IMS).

**Responsibilities of the Incident Commander**

The I/C shall:

- Assume and establish the appropriate Command Structure for the Incident (Single or Unified).
- Implement the IMS and direct, control to coordinate the on-site emergency response.
- Establish and provide for Planning, Logistics, Administration and Operations, as required.

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- Establish an Incident Command Post (ICP).
- Establish and maintain emergency response communications.
- Establish and maintain communications with the Emergency Operations Centre.
- Provide Situational Reports to on-site personnel and agencies.
- Provide Situational Reports to the County Emergency Control Group.
- Conduct size-up and develop an Incident Action Plan and set the Operational Period.
- Conduct the necessary briefings as required.
- Seek approval from EOC on financial limits for procurement of resources.
- Provide for site visits and tours, as required.
- Take such action as deemed necessary to minimize the effects of the emergency or disaster.
- Maintain a log of all actions taken.

### *Finance/Administration Officer (CORPORATE POSITION: TREASURER)*

**Reports to:** EOC Command Officer

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex O-10:** Individual Responsibilities

#### **Responsibilities:**

- Exercise overall responsibility for coordination of all required functions within the EOC Finance/Administration Section.
- Establish the appropriate level of branch and/or unit staffing within the Finance/Admin Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure Section objectives and assignments identified in the EOC Action Plans are carried out effectively.
- Keep the EOC Command Officer informed of significant issues relating to the Finance/Admin Section.
- Supervise Finance Section personnel.

### **COUNTY FIRE COORDINATOR**

\*\* May be required to assume the position of **OPERATIONS OFFICER** depending on the nature of the incident

**Reports to:** EOC Command

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex O-11:** Individual Responsibilities

#### **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 Emergency Control Group and perform the following additional functions and responsibilities:

- I. provide the EOC Commander with information and advice on firefighting and rescue matters;
- II. establish an ongoing communications link with the senior fire official at the scene of the emergency;

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- III. if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency;
- IV. trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- V. upon receiving notification, place on standby or activate the fire mutual aid system in accordance with existing mutual aid protocols;
- VI. advise the EOC Commander 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;
- VII. provide liaison with the Ontario Fire Marshall, as required;
- VIII. access external fire assistance resources which are in excess of those resources available within the County, as required;
- IX. establish and maintain communications with the Fire Chief or Fire Chiefs of the affected communities;
- X. 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:***

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

### ***Community Emergency Management Coordinator (CEMC)***

#### **Responsibilities of the Community Emergency Management Coordinator (CEMC) include:**

- Successfully complete all training, as required by Emergency Management Ontario, and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
- Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.
- Form a County Emergency Management Program Committee.
- 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 County Operations Centre.
- Conduct the critical infrastructure identification process.
- Document the existing community emergency response capability, and identify and attempt to address additional needs.
- Conduct annual training for the members of the County Emergency Control Group and Emergency Operations Centre staff.
- Conduct an annual exercise to evaluate the community emergency response plan.
- Identify individual(s) 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.

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- Provide emergency management expertise and administrative support to the County Emergency 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.
- 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 EOC.
- Compile a final report on the emergency.
- **During an emergency assume the position of Operations and/or Liaison Officer.**

### HUMAN RESOURCES

#### Reports to EOC Command

**Relevant Annexes:** **Annex N:** Common Responsibilities

**Annex P:** Individual Responsibilities

The Manager 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 Manager

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.

- I. Directing appeals and offers for Volunteers, in conjunction with the Emergency Information Officer and under the direction of the County Emergency Control Group.
- II. Identifying the location of the volunteer registration centre, in conjunction with County Emergency Control Group
- III. Ensuring the appointment of a Volunteer Supervisor, in conjunction with the County Emergency Control Group
- IV. Ensuring records of human resources that may involve financial liability and workplace safety and insurance information are completed.
- V. Ensuring identification cards are issued to Volunteers and County employees, where practical and necessary.
- VI. Obtaining assistance, if necessary, from other government departments, agencies, public and private organizations, and volunteer groups as may be required.
- VII. Arranging for critical incident stress counselling for staff and Volunteers, as required.



**APPENDIX 3**

**DISTRIBUTION LIST**

Location	Issued mm/yy
COUNTY LIBRARY (ALL BRANCHES)	
MUNICIPAL CEMC'S	
LINDSAY AMBULANCE DISPATCH CENTRE	
CITY OF KAWARTHA LAKES SOCIAL SERVICES DEPARTMENT	
ONTARIO PROVINCIAL POLICE MINDEN DETACHMENT	
COUNTY FIRE COORDINATOR	
ONTARIO FIRE MARSHAL AND EMO	
HYDRO ONE	
MEMBERS OF THE COUNTY CONTROL GROUP	
TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD	
HALIBURTON HIGHLANDS HEALTH SERVICES	
DISTRICT OF MUSKOKA	
FEDERAL MEMBER OF PARLIAMENT	
PROVINCIAL MEMBER OF PARLIAMENT	
HALIBURTON KAWARTHA PINE RIDGE DISTRICT HEALTH UNIT	
HALIBURTON COUNTY ARES	