



**EMERGENCY  
RESPONSE PLAN**

**CORPORATION OF  
THE MUNICIPALITY  
OF NORTH GRENVILLE**

**As Approved by Council on November 8, 2004**

## North Grenville - Emergency Response Plan

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### Emergency Quick Reference Guide

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- ⇒ Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.
  
- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each Community Control Group member is responsible for their own department.
  
- ⇒ The Mayor must inform the Province of Ontario that the Municipality of North Grenville has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to Emergency Management Ontario.  
  
The number to use for this purpose is **(416) 314-0472**.
  
- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
  
- ⇒ Each member of the Community Control Group will report and respond to immediate needs in accordance with the Operations Cycle format.

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## **North Grenville - Emergency Response Plan**

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### **Introduction**

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The Emergency Plan for the Municipality of North Grenville has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The Heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

## North Grenville - Emergency Response Plan

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### Aim

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The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

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### Authority

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This Plan has been developed and will be implemented in accordance with the *Emergency Management Act*, detailed in Appendix D, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

**4.(1) “The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”**

This Emergency Plan and its elements has been issued under the authority of the Municipality of North Grenville By-Law No. 59-04. A copy of the By-Law is available for inspection at the Clerk’s Office.

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### Definition of an Emergency

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1.0 “An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

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### Action Prior to Declaration

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

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### Requests for Outside Assistance

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Assistance may be requested from the United Counties of Leeds & Grenville at any time by contacting the Counties Warden or the Counties C.A.O. The request shall NOT be deemed to be a request that the Counties assume authority and control of the emergency.

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

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

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### Freedom of Information and Protection of Privacy

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Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the *Emergency Management Act*, and the release of information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

## **North Grenville - Emergency Response Plan**

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### **Plan Maintenance**

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The Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Community Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually or where applicable.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis.

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### Part 2                      Emergency Operations and Procedures

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#### 2.0      **Community Control Group (CCG) – Membership & Implementation**

The Community Control Group is the group which is responsible for the direction and control of the overall emergency response within the community. The Community Control Group ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Community Control Group is made up of the following members;

C.A.O. (*or alternate*)  
Mayor (*or alternate*)  
O.P.P. Representative  
Fire Chief (*or alternate*)  
EMS/Ambulance  
Director of Public Works (*or alternate*)  
CEMC (*or alternate*)  
Medical Officer of Health (*or alternate*)  
Director of Social Services (*or alternate*)  
Treasurer  
Public Information Officer (*Planning Officer*)

#### **IMPLEMENTATION:**

Any member of the Community Control Group may request, through the C.A.O. (*or Clerk/CEMC in the absence of the C.A.O.*), that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The C.A.O. will immediately notify the Mayor and CEMC who will immediately notify other members of the Community Control Group. Notification lists and procedures are located in Appendix A.

## North Grenville - Emergency Response Plan

### 2.1 **Emergency Operations Centre Procedures (EOC)**

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Community Control Group will report to will be given. For example, members will be told that this is an emergency plan activation and that they should report to the primary Emergency Operations Centre immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC Location: North Grenville O.P.P. Detachment Office, 2722 County Rd. 43  
(Attn: Sgt. Dave Springer)

Alternate EOC Location: R.C.M.P Building, 270 County Rd. 44 (Attn: Charles Moore)

Upon receiving notification, the CEMC will contact the administrative staff who have been assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Control Group decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The Community Control Group functions most efficiently on a system known as an Operations Cycle.

## North Grenville - Emergency Response Plan

### 2.2

#### Operations Cycle

An operations cycle is how the Community Control Group manages overall emergency operations. Community Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Operations Officer and Mayor. It is essential that every member, covering each area of responsibility, be heard from during this process. The Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the Community Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. Community Control Group members use this time to follow up and ensure Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for Control Group meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Community Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Community Control Group members, and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

## North Grenville - Emergency Response Plan

### 2.3 **Community Control Group (CCG)**

The Community Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the Community Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

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### 2.4 Mayor

The Mayor, or designate, is responsible for the following:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Municipality of North Grenville.
- e. Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- f. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- g. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the C.A.O. & Community Control Group.
- h. Maintain a personal log.

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### 2.5 | | |------------------------------------| | <b>C.A.O. (Operations Officer)</b> | |------------------------------------|

The C.A.O. is referred to as the “Operations Officer” for emergency purposes.

The Operations Officer (*or alternate*) is responsible for the following:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre with the assistance of the CEMC, including setup of the Emergency Operations Centre and the scheduling of regular meetings.
- c. Chair meetings of the Community Control Group.
- d. Advising the Mayor on policies and procedures, as appropriate.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer, in conjunction with the Community Control Group.
- f. Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager.
- g. Calling out additional staff as required.
- h. Ensuring a master record of all events and actions taken is maintained.  
(main events board)
- i. Maintaining a personal log.

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### 2.6 **O.P.P. Representative**

The Ontario Provincial Police Representative or alternate is responsible for the following:

- a. Request activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Community Control Group.
- k. Maintaining a personal log.

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### 2.7 **Fire Chief**

The Fire Chief, or designate, is responsible for the following:

- a. Request activation of the emergency notification system.
- b. Providing the Community Control Group with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required ie. protective suits, CBRN team, etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager if required.
- h. Maintain a personal log.

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### 2.8

#### EMS / Ambulance

The EMS/Ambulance representative is responsible for the following:

- a. Request activation of the emergency notification system.
- b. Providing the Community Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with the Medical Officer of Health, area hospital, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintain a personal log.

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### 2.9

<b>Director of Public Works</b>
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The Director of Public Works or alternate is responsible for the following:

- a. Request activation of the emergency notification system.
- b. Providing the Community Control Group with information and advice on Public Works matters.
- c. Ensure Municipal facilities are available for evacuation or reception centre purposes if required.
- d. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- e. The provision of engineering assistance.
- f. The construction, maintenance and repair of public roads.
- g. Assistance with road closures and/or roadblocks.
- h. Maintenance of sanitation and a safe supply of potable water, as required.
- i. The provision of equipment for emergency pumping operations.
- j. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- k. Liaise with Electrical and Gas utilities.
- l. Providing public works vehicles and resources to any other emergency service, as required.
- m. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n. Providing an Emergency Site Manager if required.
- o. Maintain a personal log.

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2.10

CEMC

The Community Emergency Management Coordinator is responsible for the following:

- a. Request activation of the emergency notification system.
- b. Provide information, advice and assistance to members of the Community Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the EOC.
- d. Maintain Emergency Response Plan in accordance with requirements of the *Emergency Management Act*.
- e. In conjunction with the C.A.O., coordinate a post-emergency debriefing and assist in the development of a final report to Mayor and Council.
- f. Maintain a personal log.

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### 2.11 **Medical Officer of Health**

The Medical Officer of Health, or designate, is responsible for the following:

- a. Acting as a coordinating link for all emergency health services at the Community Control Group.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with the ambulance service representatives.
- d. Liaison with the Community Care Access representative.
- e. Providing advice on any matters which may adversely affect public health.
- f. Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- g. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- h. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- i. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- j. Ensuring the safety of drinking water in conjunction the public works representative.
- k. Liaison with the senior social services representative regarding health services in evacuee centres.
- l. Maintain a personal log.

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### 2.12 **Director of Social Services**

The Director of Social Services or alternate is responsible for the following:

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Management of reception and evacuation centres.
- c. Liaison with the Parks and Recreation Coordinator regarding use of municipal facilities for evacuation/reception centers.
- d. Liaison with the Minister of Health in areas regarding public health in evacuation centres.
- e. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- f. Liaison with the nursing homes and homes for the aged.
- g. Maintain a personal log.

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### 2.13 Treasurer

The Treasurer (or alternate) is responsible for the following:

- a. Documentation of expenditures, accounts payable and receivable.
- b. Advice regarding all financial aspects of an emergency.
- c. Open and maintain the Main Event board.
- d. Other duties as assigned by C.A.O.
- e. Maintain a personal log.

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### 2.14 **Public Information Officer**

The Public Information Officer is responsible for the following:

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.
- d. Establish and maintain linkages with provincial, county and industry media officials as appropriate.
- e. Coordinate interviews and media conferences.
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.
- k. Maintain a personal log.



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### 3.1 **Telecommunications Coordinator (ARES)**

- a. Liaise with Community Emergency Management Coordinator regarding telecommunications requirements.
- b. Activating the emergency notification system of the local amateur radio operators group.
- c. Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise.
- d. Maintaining an inventory of community and private sector Amateur Radio communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
- e. Making arrangements to acquire additional communications resources during an emergency.

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### 3.2 **Clergy - Responsibilities**

- a. Provide for multi-denominational religious observances.
- b. Establish visitations to evacuees in evacuation centres on a scheduled basis.
- c. Provide guidance to the Community Control Group regarding matters of a religious nature.
- d. Provide advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaise with Director of Social Services regarding the use of churches and related facilities for reception and evacuation centres.

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### 3.3

#### Boards of Education - Responsibilities

- a. Provide schools for reception centres, as required and/or practical.
- b. Provide schools for evacuation centres, as required and/or practical.
- c. Provide access to school facilities in accordance with the agreement regarding access/use of schools by the municipality in the event of an emergency for reception and evacuation facilities.
- d. Provide liaison with the Director of Social Services and the Community Control Group.

## **North Grenville - Emergency Response Plan**

### **3.4 Legal Advisor - Responsibilities**

- a. Provide legal opinions and advice to the Community Control Group as required.
- b. Provide legal representation as required.