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EXECUTIVE SUMMARY

Introduction

This Plan has been prepared in order to provide key officials, agencies, and departments within the Township of North Huron with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned parties be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this Plan.

Background

Provincial legislation entitled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04, is the primary authority enabling municipalities to develop their own Emergency Plan.

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

The Legislation which is short titled “The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 , April 15/03” states that the “Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the Emergency Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

The Council of the Township of North Huron passed By-law No. 54-2007 which approved the Township of North Huron’s Emergency Response Plan as part of the Township’s Emergency Management Program.

Short Title

This emergency plan may be cited as the Township of North Huron **Emergency Plan**.

DEFINITIONS AND RELEVANT TERMS

1. **Administrative Assistant – North Huron Administration**
The Administrative Assistant – North Huron Administration will assume the role of scribe for the Emergency Control Group.
2. **Administrative Assistant – Recreation Department**
The Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
3. **Chief Administrative Officer**
Chief Administrative Officer for the Township of North Huron will assume the role of Public Information Officer.
4. **Chief Building Official**
Building Official or alternate for the Township of North Huron.
5. **Citizen Inquiry Service**
A service established by the Emergency Control Group to respond to and redirect inquiries and reports from the public. Appointed staff will be responsible for answering enquiries under the direction of the Head of Council or designate.
6. **Clerk**
The Clerk or alternate for the Township of North Huron.
7. **Community Emergency Management Coordinator**
The Community Emergency Management Coordinator will be the Fire Chief for the Township of North Huron.
8. **Director of Public Works**
The Director of Public Works or alternate for the Township of North Huron.
9. **Director of Recreation and Facilities**
The Director of Recreation and Facilities or alternate for the Township of North Huron.
10. **Emergency Area**
The area in which the emergency exists.
11. **Emergency Control Group**
That group of individuals directing those services necessary for mitigating the effects of the emergency. The Clerk is responsible for co-ordinating the operations within the Emergency Operations Centre.

12. Emergency Operations Centre

The location from which the Emergency Control Group operates.

13. Emergency Site Manager

Appointed by the Emergency Control Group to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the Clerk at the Emergency Control Group.

14. Fire Chief

The Chief of the Fire Department of North Huron, or Duty Chief thereof.

15. Fire Prevention Officer

The Fire Prevention Officer from the Fire Department of North Huron.

16. Head of Council

The Head of Council will be the Reeve or Deputy Reeve for the Township of North Huron.

17. Inner Perimeter

A restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/Huron Paramedic Services). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

18. Media Information Centre

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer.

19. Medical Officer of Health

Medical Officer of Health or alternate for the County of Huron.

20. On-Scene Media Information Centre

The location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with the approval of the Emergency Site Manager.

21. On-Scene Media Spokesperson

The On-Scene Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Scene Media Information Centre.

The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent with information being released from the Media Information Centre.

22. Outer Perimeter

The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

23. Public Information Officer/Emergency Information Officer

During an emergency the CAO or alternate for the Township of North Huron will be the Public Information Officer.

24. Reception/Evacuation Centre

A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency. When possible, use schools, since in most cases they make ideal Evacuation Centres.

25. Recovery

The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

26. Representative Huron Paramedic Service

A designated representative of the Huron County Huron Paramedic Service.

27. Social Services Support Group

The group of Social Service Department Staff responsible for the dissemination of information between the Commissioner of Social Services and the Reception/Evacuation Centre Managers. This group is also involved in obtaining resources required by the Commissioner and/or the Reception/Evacuation Centre(s).

28. Solicitor

The Solicitor as contracted by the Township of North Huron.

29. Transportation Co-ordinator

During an emergency, the Transportation Co-ordinator will be appointed by the Emergency Control Group.

30. Triage

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

31. Wingham Police Chief / Ontario Provincial Police Sergeant

The Chief of Police of the Wingham Police Service catchment area or alternate or a Sergeant of Ontario Provincial Police catchment area.

PART I - INTRODUCTION, AIM, ALERTING SYSTEM, EMERGENCY OPERATIONS CENTRE

1. Introduction

- a) Emergencies are defined as situations, or the threat of impending situations, abnormally affecting the lives and property of our society which, by their nature or magnitude, require a co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, Huron Paramedic Services routines.
- b) While most peacetime emergencies could occur within the geographical area of responsibility of the Township of North Huron, those most likely to occur are floods, tornadoes, hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, air crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

2. Aim

- a) The aim of the Township of North Huron Emergency Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Municipality's services, agencies and personnel to provide the earliest possible response to:
 - (i) protect and preserve life and property;
 - (ii) assist the County of Huron and/or other area municipalities as requested;
 - (iii) minimize the effects of the emergency on the Township of North Huron; and
 - (iv) restore essential services.

3. Emergency Control Group Notification

- a) The Head of Council, CAO, Clerk, Wingham Police Chief/Ontario Provincial Police Sergeant, Fire Chief (or alternates) may request that Huron Ready activate the Emergency Control Group Notification.
- b) Emergency Control Group Notification is illustrated in Diagram 1 below.
- c) Huron Ready activation instructions are in Appendix 3

Diagram #1/See Appendix #1 for Contact Information

Emergency Control Group Notification

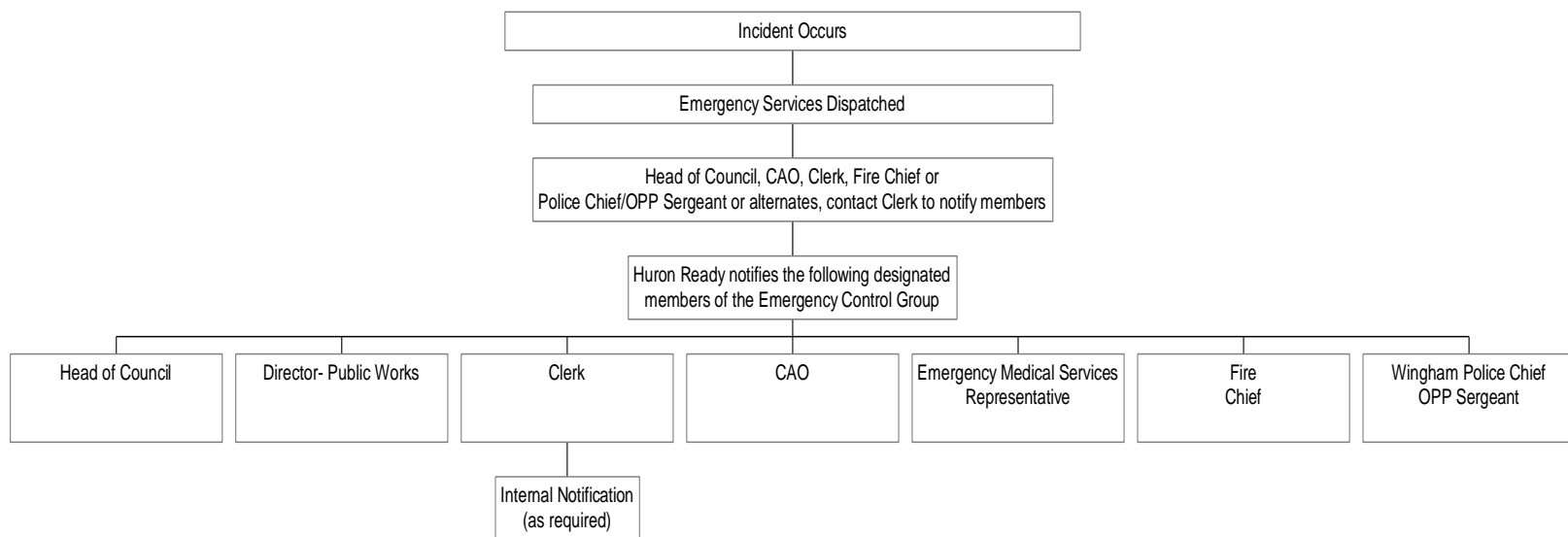
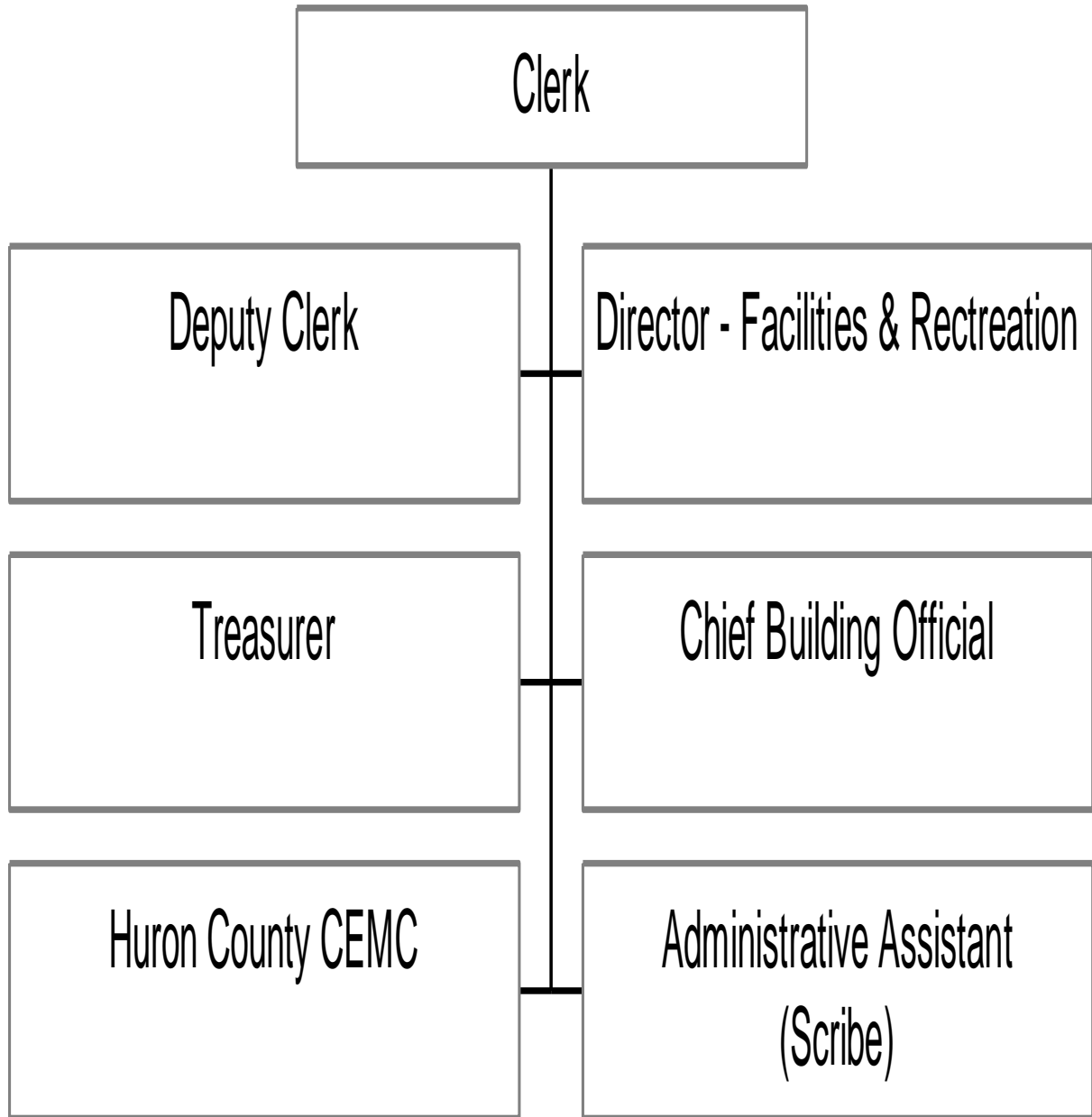


Diagram #2/See Appendix #2 for Contact Information

Internal Notification



4. Emergency Operations Centre

- a) Introduction and usage of the Emergency Operations Centre:
- (i) In the event of an emergency, an Emergency Operations Centre will be established in the Municipal Offices. The Emergency Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Clerk is responsible for the co-ordination of all operations within the Emergency Operations Centre.
 - (ii) The Emergency Operations Centre will consist of:
 - a meeting room for the Emergency Control Group which is the Council Chambers;
 - a Communications Room (Main Office);
 - a room for the Health and Social Services Support Groups;
 - rooms for support and advisory staff and other groups as required; and
 - a Media Information Centre and Press Conference Area (Auditorium).
- b) Location
- (i) The primary location of the Emergency Operations Centre is the North Huron Municipal Office – “Council Chambers.”
- c) Emergency Control Group Meeting Room
- (i) The Emergency Control Group requires a secure and quiet meeting room adjacent to the Communication Room.
 - (ii) To promote an effective emergency meeting, this room requires:
 - a map(s) of suitable scale, depicting up-to-date information related to the emergency;
 - a visual board depicting up-to-date status information on the emergency;
 - a recording device suitable for recording Emergency Control Group meetings (optional);
 - telephone(s) for outgoing calls only.

d) Communication Room

- (i) While the Emergency Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate Communication Room must be established in close proximity to the Emergency Control Group Room.
- (ii) To be effective, the Communication Room will be Main Office in the Municipal Offices and requires:
 - a map(s) of suitable scale depicting up-to-date information related to the emergency;
 - a visual board depicting up-to-date status information on the emergency;
 - a chronological log of all significant communications and events related to the emergency;
 - sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered; and
 - each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
- (iii) The Emergency Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
- (iv) These communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Emergency Control Group and other key locations.

e) Communications Manager

- (i) A Communications Manager will be designated by the Clerk to co-ordinate activities and communications within the Communication Room. The Communications Manager (and possibly an Assistant) will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or a municipal employee with emergency planning experience, as available.
- (ii) The Communications Manager will be responsible for:
 - providing the Clerk with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
 - providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
 - co-ordinating and prioritizing the flow of messages between the Communication Room and the Emergency Control Group, and other desired groups or locations;
 - maintenance of a chronological log of significant communications and events;
 - maintenance of a situation or status board;
 - maintenance of a map(s) containing vital information relative to the emergency.

PART II - DECLARATION OF AN EMERGENCY**5. Action Prior to Declaration**

- a) When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of the Township of North Huron.

6. Municipal Emergency

- a) The Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Emergency Control Group.
- b) Declaration is to be faxed to 416-314-0474
- c) Upon such declaration, the Head of Council notifies:
 - (i) Provincial Emergency Operations Centre– (416) 314-0472, (416) 314-0473 or 1-866-314-0472;
 - (ii) The Council of the Township of North Huron;
 - (iii) The Head of Council ensures that the public, the media and neighbouring municipality's Officials are also advised of both the declaration and termination of an emergency.
 - (iv) The Head of Council ensures the notification of the M.P. and the M.P.P.
- d) All decisions by the Emergency Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of North Huron shall be made in consultation with the Head of Council of the Township.

PART III - TERMINATION OF EMERGENCY**7. Municipal Emergency**

- a) A municipal emergency may be declared terminated at any time by:
 - (i) The Head of Council; or
 - (ii) The North Huron Council; or
 - (iii) The Premier of Ontario.

- b) Upon termination of a Municipal Emergency, the Head of Council notifies:
 - (i) the Council; and
 - (ii) Provincial Emergency Operations Centre—
(416) 314-0472, (416) 314-0473 or 1-866-314-0472;
 - (iii) the Head of Council ensures notification of termination to public, media and neighboring municipal officials is completed.

PART IV - REQUEST FOR PROVINCIAL ASSISTANCE**8. Request for Provincial Assistance**

- a) Under certain circumstances, departments or agencies responding in accordance with the Township of North Huron Emergency Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall **not** be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.
- b) When the resources of the Township of North Huron are deemed insufficient, then the Head of Council may request assistance from the Province of Ontario.

Assistance may be requested from Office of the Fire Marshal and Emergency Management at any time. Office of the Fire Marshal and Emergency Management maintains a 24-hour duty roster and can be reached at (416) 314-0472, (416) 314-0473 or 1-866-314-0472;

Office of the Fire Marshal and Emergency Management can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Office of the Fire Marshal and Emergency Management is prepared to send a Staff member(s) to the Township of North Huron to provide provincial liaison.

- c) The Emergency Management and Civil Protection Act RSO (1990) Chapter E.9 Regulation 380/04 states that the Premier of Ontario may:
 - (i) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
 - (ii) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and

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- (iii) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Plan or otherwise is subject to the direction and control of the Premier; and
 - (iv) require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

PART V - EMERGENCY CONTROL GROUP**9. Composition**

- a) The Emergency Control Group is comprised of persons holding the following positions, or their appropriate alternates:
 - (i) Head of Council
 - (ii) Council representative
 - (iii) CAO
 - (iv) Clerk
 - (v) Fire Chief/Duty Fire Chief
 - (vi) Director of Public Works
 - (vii) Wingham Police Chief/Ontario Provincial Police Sergeant
 - (viii) Huron County Community Emergency Management Coordinator, as Required
 - (ix) Medical Officer of Health, as Required
 - (x) Huron Paramedic Service representative, as Required
 - (xi) Community Emergency Management Coordinator/alternate
 - (xii) Emergency Site Manager
- b) Additional personnel called or added to the Emergency Control Group may include:
 - (i) Administrative Assistant – North Huron Administration (scribe)
 - (ii) Huron County Community Emergency Management Coordinator
 - (iii) Maitland Valley Conservation Authority representative;
 - (iv) Provincial representative;
 - (v) Any other officials, experts, representatives or North Huron staff deemed necessary by the Emergency Control Group.
- c) The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of all members of the Emergency Control Group.

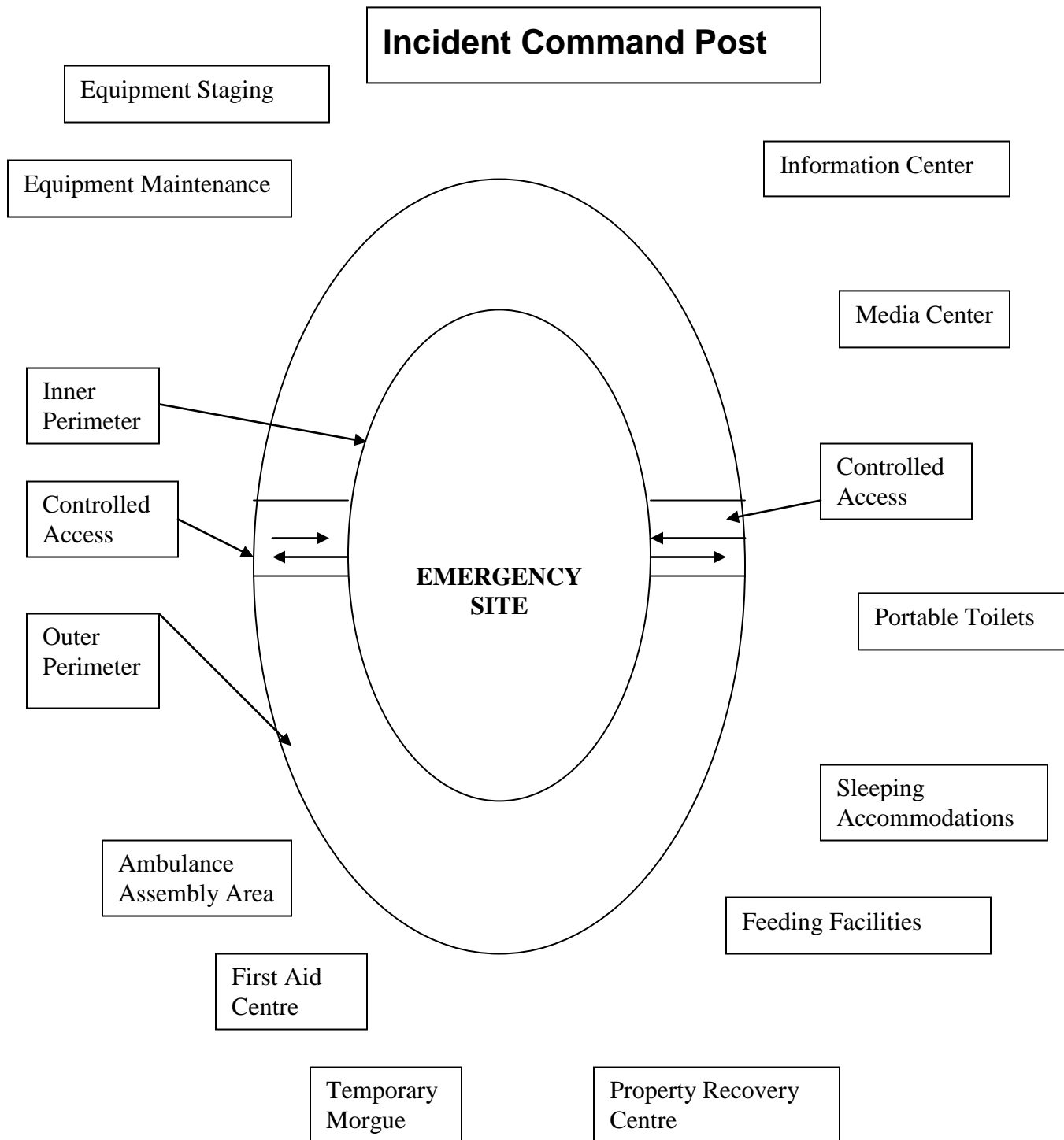
10. Group Responsibilities

- a) The actions or decisions which the Emergency Control Group are likely to be responsible for are:
 - (i) calling out and mobilizing their emergency service, agency and equipment;
 - (ii) co-ordinating 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;
 - (iii) determining if the location and composition of the Emergency Control Group are appropriate;
 - (iv) advising the Head of Council as to whether the declaration of an emergency is recommended;
 - (v) designating any area of the Municipality as an “emergency area” (see Diagram 3).
 - (vi) ensuring that an Emergency Site Manager has been appointed
 - (vii) co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
 - (viii) discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing down a shopping plaza.
 - (ix) arranging for services and equipment from local agencies not under Municipal control, e.g. private contractors, volunteer agencies, service clubs;
 - (x) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control as considered necessary.
 - (xi) determining if additional volunteers are required and if appeals for volunteers are warranted;
 - (xii) determining if additional transport is required for evacuation or transport of persons and/or supplies;
 - (xiii) ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

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- (xiv) determining the need to establish advisory group(s) and/or sub-committees;
 - (xv) authorizing expenditure of monies required to deal with the emergency;
 - (xvi) prior to the termination of an emergency, the Emergency Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan.
 - (xvii) notifying the service, agency or group under their direction, of a declaration or termination of the emergency;
 - (xviii) maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency as required;
 - (xix) participating in the debriefing following the emergency;
 - (xx) providing required support for on-site emergency workers during and post incident;
 - (xxi) providing administrative and logistical support for any Township of North Huron service, which may become involved.
 - (xxii) providing critical incident stress management for members of the Emergency Operating Centre
 - (xxiii) recognize that the trauma suffered by citizens may need to be addressed through critical incident stress management

Diagram #3 – The Emergency Area

Emergency Site Design



11. Individual Responsibilities

a) Head of Council

The Head of Council is ultimately in charge of the emergency and will be the Chairman of the Emergency Control Group. The Head of Council, is also responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) declaring an emergency to exist;
- (iii) declaring an emergency to be terminated;
- (iv) notifying, via the Office of the Fire Marshal Emergency Management, the Minister of Community Safety & Correctional Services of the declaration of an emergency and the termination of the declaration of an emergency;
- (v) with the assistance of Municipal Staff, ensuring that the Municipal Councillors are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation;
- (vi) ensuring that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

b) Clerk

The Clerk for the Township of North Huron is responsible for:

- (i) if required, notifying the Emergency Control Group;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) ensuring that a Communications Manager and an Assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre;
- (iv) advising the Head of Council on Municipal Policies and Procedures, as appropriate;
- (v) ensuring that the Emergency Control Group adheres to a reporting or business cycle, whereby the Emergency Control Group acts at a pre-determined time to share information, identify issues and problems to be resolved at the Emergency Operations Centre;
- (vi) maintaining throughout the Emergency, an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion;
- (vii) advising the Deputy treasurer to notify the Emergency Support and Advisory Staff and any other Municipal Staff that are required;
- (viii) the provision of support Staff to assist the Emergency Control Group in the co-ordination, collection and dissemination of information relative to the emergency;
- (ix) ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

c) **Chief Administrative Officer**

The Chief Administrative Officer for the Township of North Huron is responsible for:

- (i) if required, activating the Emergency Control Group Notification through Huron Ready;
- (ii) if required, activating the Municipal Internal Alerting System;
- (iii) assuming or delegating the role of Public Information Officer
- (iv) the CAO will approve announcements and media releases prepared by the Emergency Control Group;
- (v) assuming any role of the Clerk the CAO deems appropriate

d) Fire Chief

The Fire Chief (or alternate) is responsible for:

- (i) if required, the Fire Chief may activate the Emergency Control Group Notification through Huron Ready;
- (ii) making arrangements for the required additional fire or emergency team responses with the Huron County Mutual Fire Aid Co-ordinator;
- (iii) advising the Emergency Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks;
- (iv) the establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency;
- (v) the protection of life and property;
- (vi) providing an Emergency Site Manager if required;
- (vii) organizing and co-ordinating their fire fighting and rescue service;
- (viii) exercising control of the Fire Department, and any responding fire fighting apparatus and manpower, in the event of a Mutual Aid activation;
- (ix) liaising with the Mutual Fire Aid Co-ordinator as to the status and requirement of related activities;
- (x) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

e) Director of Public Works

The Director of Public Works is responsible for:

- (i) the maintenance, construction, and repair of Municipal roads;
- (ii) the maintenance of sanitary sewage and water systems;
- (iii) the provision of equipment for emergency pumping operations;
- (iv) liaising with the Fire Chief concerning emergency water supplies for fire fighting purposes;
- (v) the provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- (vi) if necessary, arranging for the inspection and demolition of unsafe buildings, as directed by the Municipal Chief Building Official;
- (vii) discontinuing any Engineering service or utility to any consumer as required;
- (viii) restoration of discontinued Engineering services as determined by the Emergency Control Group;
- (ix) liaising with the Maitland Valley Conservation Authority with respect to floods and flood-related emergencies;
- (x) providing Municipal vehicles and equipment as required by any other emergency services and ensuring that all vehicles and equipment are ready for immediate use;
- (xi) if necessary, liaising with Engineering for the County of Huron to ensure a co-ordinated response;
- (xii) procuring Staff to assist, as required;
- (xiii) providing an Emergency Site Manager if required;
- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
- (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

f) **Wingham Police Chief / Ontario Provincial Police Sergeant**

The Chief of the Wingham Police Service / Ontario Provincial Police Sergeant is responsible for:

- (i) if required, activating the Emergency Control Group Notification through the Huron Ready notification system;
- (ii) notification of necessary emergency municipal services as required;
- (iii) the establishment of an on-scene command post;
- (iv) ensuring that a communication link is established between the Emergency Control Group and the On-Scene Command Post;
- (v) the establishment of an inner-perimeter within the Emergency Area when the police service is the lead agency;
- (vi) the establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel;
- (vii) the provision of traffic control to facilitate the movement of emergency vehicles;
- (viii) alerting persons in danger by the emergency and the co-ordination of evacuees to Evacuation Centres;
- (ix) the designation and initial opening of appropriate Evacuation Centres, as required;
- (x) immediate alerting of the Huron County Community Emergency Management Coordinator regarding the location(s) of the Evacuation Centre(s) and the approximate time of arrival of the first evacuees;
- (xi) where time and circumstances permit, the initial designation of Reception/Evacuation Centres will be done in consultation with the Huron County Community Emergency Management Coordinator in order to ensure that the resources of the Reception/Evacuation Centre site(s) selected meet the needs of the evacuees;
- (xii) the protection of life and property and the provision of law and order;
- (xiii) the provision of police service at Evacuation Centres, morgues and other facilities as required;

- (xiv) notifying the coroner of fatalities;
- (xv) providing an Emergency Site Manager if required;
- (xvi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling the responsibilities;
- (xvii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency;

g) Huron County Community Emergency Management Coordinator, as Required

The Huron County Community Emergency Management Coordinator is responsible for:

- (i) Assisting with emergencies that extend beyond North Huron into other municipalities;
 - a) To ensure response efforts are co-ordinated
 - b) To assist in any other matters that are mutual amongst impacted municipalities
- (ii) Assisting with Evacuation Centres outside of the Township of North Huron;
- (iii) Participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

h) **Administrator of Huron County Ontario Works, as Required**

The Administrator of Huron County Ontario Works is responsible for:

- (i) the management, operation and staffing of Reception/Evacuation Centres with the assistance of the Health Department and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the Centres in accordance with the Huron County Ontario Works Emergency Response Plan;
- (ii) liaising with the Police Chief with respect to the establishment of Reception/Evacuation Centres and other areas of mutual concern;
- (iii) designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary Reception/Evacuation Centre(s), as required. Immediate notification of the Chief of the North Huron Police Service regarding the locations of additional/secondary Reception/Evacuation Centres. Liaising with the Commissioner of Community Health/Medical Officer of Health on areas of mutual concern regarding operations in Evacuation Centres;
- (iv) ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as Reception/Evacuation Centre(s), and that Staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation;
- (v) When volunteers are involved, ensuring that the Volunteer Registration Forms are completed and a copy of each form is retained for Municipal use. Where practical, providing each volunteer with a copy of the completed form. Where the registration form is not available, instruct Staff to record specifically required details. All completed forms must be forwarded as soon as possible to the Department Head of Community Services;
- (vi) participating in a debriefing and assisting the Emergency Planning Manager in the preparation of a report on the emergency.

i) Medical Officer of Health, as Required

The Medical Officer of Health is responsible for:

- (i) acting as a co-ordinating link for all health services at the Emergency Control Group;
- (ii) liaising with the Provincial Ministry of Health, Public Health Branch;
- (iii) liaising with the Huron Paramedic Service representative on the Emergency Control Group;
- (iv) providing advice on any matters, which may adversely affect public health;
- (v) providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- (vi) co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- (vii) ensuring co-ordination of care of bed-ridden citizens and invalids at home and in Evacuation Centres during an emergency;
- (viii) ensuring liaison through the Community Care Access program with the Huron County Community Emergency Management Coordinator/ Huron Paramedic Service, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources;
- (x) ensuring co-ordination of all efforts to prevent and control disease in the Municipality during an emergency;
- (xi) notifying the Municipality's Director of Public Works regarding the need for potable water supplies and sanitation facilities;
- (xii) assuring the implementation of casualty distribution procedures;
- (xiii) liaising with the Huron County Community Emergency Management Coordinator on areas of mutual concern regarding operations in Evacuation Centres;

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- (xiv) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
 - (xv) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

j) Huron Paramedic Service Representative, as Required

The Huron Paramedic Service representative is responsible for:

- (i) liaising with Police, Fire and other agencies active at the site of the emergency;
- (ii) liaising with the Medical Officer of Health;
- (iii) ensuring triage and treatment at the site of the emergency;
- (iv) liaising with hospitals for the efficient distribution of casualties;
- (v) assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc;
- (vi) assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. Huron Paramedic Services buses, support units, paramedics, Huron Paramedic Services helicopters, etc. The representative of the Huron Paramedic Service is then responsible for forwarding all requests to the Huron Paramedic Services Communication Centre;
- (vii) in conjunction with the Huron Paramedic Services Communication Centre, providing the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health, Emergency Health Services Branch;
- (viii) liaising through the Huron County Community Emergency Management Coordinator/ Medical Officer of Health / Community Care Access, for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require Huron Paramedic Services transportation;
- (ix) assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required;
- (x) ensuring that medical supplies are available at the emergency area and the Reception/Evacuation Centre(s);

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- (xi) when required, assisting the Emergency Site Manager as appointed by the Emergency Control Group in fulfilling their responsibilities;
 - (xii) participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

k) Community Emergency Management Coordinator

The Community Emergency Management Coordinator (or alternate) is responsible for:

- (i) if required, assist the Clerk in activating the Township of North Huron Internal Alerting system;
- (ii) acting in a resource and advisory capacity to the Emergency Control Group and other emergency and support Staff on emergency planning matters, as required;
- (iii) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required;
- (iv) maintain Emergency Operations Centre equipment and material;
- (v) schedule training of staff annually;
- (vi) review plan annually and comment;
- (vii) receive updates to Plan and update Plan.

I) Emergency Site Manager

- (i) the Emergency Site Manager (ESM) will be **appointed** by the Emergency Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The ESM shall report directly to the Clerk. Selection of the ESM will take into consideration the following:
- availability and approval of their agency;
 - training and field experience; and
 - knowledge of responding agencies, responsibilities and resources.
- (ii) the ESM, upon appointment by the Emergency Control Group, has the authority to:
- call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, and prioritizing limited resources where applicable;
 - mediate conflicts between agencies and to contact the Clerk at the Emergency Control Group should he/she be unable to resolve the matter;
 - request assistance from responding agencies for communications and other emergency site management tools;
 - appoint an on-scene Media Spokesperson, i.e. police officer with media training background.
- (iii) the ESM is responsible for:
- ensuring that priorities, tasks and tactics have been established to contain the problem;
 - in consultation with the responding emergency service agencies, define the inner and outer perimeters;
 - ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency;
 - ensuring agencies address the needs of their Staff with regards to stress, fatigue, food, shelter and relief;

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- maintaining a communication link with the Clerk at the Emergency Control Group for the flow of accurate information and assistance in management of the emergency;
 - ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis;
 - monitoring the operation of the site management and make suggestions where appropriate;
 - exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc;
 - understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency;
 - where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Emergency Control Group is managing the day-to-day Municipal operations in our community;
 - participating in a debriefing and assisting the Community Emergency Management Coordinator in the preparation of a report on the emergency.

PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF**12. Emergency Support and Advisory Staff**

- a) The following Municipal Staff may be required to provide support, logistics and advice to the Emergency Control Group:
 - (a) Deputy treasurer
 - (b) Director of Recreation & Facilities
 - (c) Solicitor
 - (d) Treasurer
 - (e) Administrative Assistant (Administration)
 - (f) Administrative Assistant (Recreation)
 - (g) Transportation Co-ordinator
 - (h) Chief Building Official
 - (i) Fire Prevention Officer
 - (j) Manager-Employee & Business Relations
- b) Upon direction from the Clerk, the Manager-Employee & Business Relations notifies the required Emergency Support and Advisory Staff (and any other required Municipal Staff) to report to the Emergency Operations Centre.

13. Individual Responsibilities**a) Deputy Treasurer**

The Deputy Treasurer is responsible for:

- (i) if required, assisting the Clerk in activating the Municipal Internal Alerting System;
- (ii) initiating the opening, operation and maintenance of the Emergency Operations Centre and staffing of switchboard at the Municipal Office, as the situation dictates;
- (iii) initiating the notification of the after hours answering service, and the management of the switchboard at the Municipal Office;
- (iv) initiating the opening and operation of the print shop at the Municipal Office, or making arrangements to find alternate printing facilities as the situation dictates for press releases/information flyers to citizens still located in their residences or at evacuation centres;
- (v) co-ordinating the provision of clerical Staff to assist in the Emergency Operations Centre, as required;
- (vi) upon direction from the Head of Council, ensuring that all members of the Municipal Council are advised of the declaration and termination of declaration of the emergency;
- (vii) upon direction from the Head of Council, arranging a special meeting(s) of Municipal Council as required, and advising members of Council of the time, date, and location of the meeting;
- (viii) procuring Staff to assist, as required;
- (ix) co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required.

b) **Director of Recreation and Facilities**

The Director of Recreation and Facilities for the Township of North Huron is responsible for:

- (i) arranging for the opening and maintenance of any other Municipal-owned facility or facilities, as required;
- (ii) providing security for the Emergency Operations Centre or arranging for security at any other Municipal-owned facility or facilities, as required;
- (iii) co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the Emergency Operations Centre, as required;
- (iv) liaising with the Treasurer for food and supplies, as required;
- (v) co-ordinating and processing requests for human resources;
- (vi) co-ordinating offers of and appeals for volunteers in conjunction with the Emergency Information Officer and under the direction of the Emergency Control Group;
- (vii) selecting the most appropriate site(s) for the registration of human resources;
- (viii) ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- (ix) liaising with Huron County regarding the completion/distribution of Volunteer Registration Forms.
- (x) receiving and maintaining all completed volunteer registration forms. After the termination of an emergency, this information must be delivered within 24 hours to the Clerk.
- (xi) ensuring identification cards are issued to volunteers and temporary employees, where practical;
- (xii) procuring Staff to assist, as required.

c) **Solicitor**

The Solicitor for the Township of North Huron is responsible for:

- (i) the provision of advice to any member of the Emergency Control Group and the Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of North Huron in its response to the emergency, as requested.

d) **Treasurer**

The Treasurer for the Township of North Huron is responsible for:

- (i) the provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Township of North Huron;
- (ii) the provision and securing of equipment and supplies not owned by the Township of North Huron, as required by members of the Emergency Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency;
- (iii) should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Clerk or alternate to resolve the matter;
- (iv) maintaining and updating a list of all vendors who may be required to provide supplies and equipment;
- (v) ensuring that records of expenses are maintained for future claim purposes;
- (vi) liaising with purchasing agents of other municipalities and cities, if necessary;
- (vii) liaising with the Provincial Officials with respect to the utilization of provincial emergency relief funds if applicable;
- (viii) liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds;
- (ix) setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding;
- (x) procuring Staff to assist, as required.

e) **Administrative Assistant - North Huron Administration**

The Administrative Assistant – North Huron Administration for the Township of North Huron is responsible for:

- (i) assisting the Clerk, as required, including the activation of the Municipal Internal Alerting System;
- (ii) ensuring decisions made, actions taken, and key discussions by the Emergency Control Group are recorded appropriately;
- (iii) if required, providing identification cards to Emergency Control Group members and support Staff.

f) **Transportation Co-ordinator**

In the event of an emergency, the Transportation Co-ordinator will be appointed by the EMERGENCY CONTROL GROUP and is responsible for:

- (i) Co-ordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Emergency Control Group and the Support and Advisory Staff;
- (ii) liaising with Municipal Transportation Co-ordinators, if necessary;
- (iii) procuring Staff to assist, as required;
- (iv) ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form should be completed and forwarded to the Director of Community Services.

g) **Chief Building Official**

The Chief Building Official is responsible for:

- (i) the provision of information and advice to the Emergency Control Group on matters pertaining to building conditions and safety;
- (ii) assisting as needed in the operations of the Emergency Operations Centre.

h) **Fire Prevention Officer**

The Fire Prevention Officer is responsible for:

- i. the provision of information and advice to the Emergency Control Group on matters pertaining to fire safety in buildings;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

i) **Deputy Clerk**

The Deputy Clerk is responsible for:

- i. assisting the Public Information Officer with digital and social media communications;
- ii. assisting as needed in the operations of the Emergency Operations Centre.

PART VII - MEDIA AND PUBLIC RELATIONS

14. **Introduction**

- a) upon implementation of this Emergency Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
- b) in order to fulfill these functions during an emergency, the following positions will be established:
 - (i) an On-Scene Media Spokesperson will be appointed by the Emergency Site Manager;
 - (ii) the Public Information Officer at the Emergency Operations Centre will be the CAO or designate;
 - (iii) the Administrative Assistant – Recreation Department will assume the role of Citizen Inquiry Supervisor.
- c) depending on the scope of the emergency, there will likely be a need to establish two Media Information Centres - one near the scene (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (Media Information Centre). In some cases, however, a joint Media Information Centre may be desirable. The Citizen Inquiry work area should also be located at or near Media Information Centre.

15. **On-Scene Media Spokesperson**

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

- a) establishing and co-ordinating an On-Scene Media Information Centre in a safe, appropriate location, at or near the scene, for the media to assemble;
- b) establishing a communication link and liaising regularly with the Emergency Information Officer at the Emergency Operations Centre. It is extremely important to ensure that information released to the media from the On-Scene Media Information Centre is consistent with that released by the Emergency Information Officer at the Media Information Centre;
- c) redirecting all inquiries regarding decisions made by the Emergency Control Group and the emergency as a whole, to the Emergency Information Officer at the Emergency Operations Centre;
- d) responding to inquiries from the media **pertaining to the scene only**;
- e) advising the following persons and agencies of the location and telephone number(s) (as available) of the On-Scene Media Information Centre:
 - (i) Public Information Officer
 - (ii) Emergency Site Manager
 - (iii) Police Media Relations Officer
 - (iv) emergency services personnel at scene (where possible)
 - (v) any other appropriate personnel or agencies.
- f) controlling and redirecting media to the On-Scene Media Information Centre;
- g) where necessary and appropriate, co-ordinating media photograph sessions at the scene;
- h) co-ordinating on-scene interviews between the emergency services personnel and the media.

16. Public Information Officer

The Public Information Officer for the Township of North Huron is the CAO and is responsible for:

- a) The Public Information Officer will establish a communication link with the On-Scene Media Spokesperson, the Police Public Relations Officer, the Citizen Inquiry Supervisor and any other Emergency Information Officer(s) involved in the incident, and will endeavour to ensure that all information released to the media and public is consistent and accurate;
- b) designating and co-ordinating an Emergency Operating Centre Media Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public;
- c) briefing the Emergency Control Group on how the Emergency Operating Centre Media Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media;
- d) liaising regularly with the Emergency Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences;
- e) establishing telephone number(s) for media inquiries and ensuring that the following are advised accordingly:
 - (i) Media
 - (ii) Social Media
 - (iii) Emergency Control Group
 - (iv) On-Scene Media Spokesperson
 - (v) Police Media Relations Officer
 - (vi) Citizen Inquiry Supervisor(s)
 - (vii) Any other appropriate persons, agencies or businesses
- f) providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- g) ensuring that the media and social media releases are approved by the Clerk prior to dissemination, and distributing hard copies of the media release to the Emergency Operating Centre Media Information Centre, the Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

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- h) monitoring news and social media coverage, and correcting any erroneous information;
 - i) maintaining copies of media releases and newspaper articles pertaining to the emergency.

17. **Citizen Inquiry Supervisor**

The Citizen Inquiry Supervisor is the Administrative Assistant – Recreation Department and is responsible for:

- a) automatic establishment of a Citizen Inquiry Service, including the appointment of personnel and designation of Citizen Inquiry telephone lines, at the Municipal office or co-ordinating the service at other locations as required. Where possible, the Citizen Inquiry Service should be located at or near the Media Information Centre;
- b) apprising the Emergency Information Officer at the Media Information Centre of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- c) apprising the affected emergency services and the Emergency Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d) continually liaising with the Emergency Information Officer to obtain current information on the emergency;
- e) responding to and re-directing inquiries and reports from the public based on information from the Emergency Information Officer or as outlined in Sections (f) and (g) below. (Such information may be related to school closings, access routes or the location of Evacuation Centres);
- f) responding to and re-directing inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g) responding to and re-directing inquiries pertaining to persons who may be located in Evacuation Centres to the registration and inquiry telephone number(s) at the appropriate Red Cross Branch Headquarters. This information should be obtained through Huron County and/or the Red Cross Branch Emergency Services Chairperson at the local Red Cross Headquarters.
- h) procuring Staff to assist, as required.

PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS**18. Maitland Valley Conservation Authority**

Should a flood emergency situation develop in the Township of North Huron, not only must the Minister of Community Safety & Correctional Services be notified through Office of the Fire Marshal and Emergency Management by the Head of Council or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

The following is taken from the memorandum to all municipalities dated January 19, 1988 concerning "Declaration of Flood Emergencies and Flood Response Plans" from G. Tough, Deputy Minister of Natural Resources and J.D. Takach, Deputy Solicitor General, Ministry of the Solicitor General.

"Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation."

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- a) the Head of Council contacts the local Flood Response Co-ordinator. The local Co-ordinator is the District Manager of the Ministry of Natural Resources for the area;
- b) if the local Co-ordinator cannot be contacted, the request for assistance should be routed through the Maitland Valley Conservation Authority – Wroxeter (519) 335-3557. Refer to Maitland Valley Conservation Authority Contingency Plan on file at the Township Office.
- c) should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator. Office of the Fire Marshal and Emergency Management may also be contacted.

19. Ontario Provincial Police

In the event of an emergency occurring on the Provincial Highways, or Provincial Parks within the Township of North Huron, the Ontario Provincial Police will be responsible for:

- a) implementing the **Ontario Provincial Police Disaster Procedures Manual**;
- b) securing the site of the incident;
- c) controlling the movement of emergency vehicles to and from the site of the incident;
- d) preventing looting;
- e) acting as the Agent of the Chief Coroner, within the terms of the Coroner's Act;
- f) maintaining law and order;
- g) working together with the Wingham Police Service to co-ordinate matters of mutual concern;
- h) providing an Ontario Provincial Police representative to participate on the Emergency Control Group, as required.

In the event of an emergency occurring within the Township of North Huron but outside the normal jurisdiction of the Ontario Provincial Police, the Ontario Provincial Police will assist the Wingham Police if requested by the Chief of Police, dependent upon resources available at that time.

20. Avon Maitland District Board of Education and Huron-Perth Roman Catholic Separate School Board

The Avon Maitland District School Board and the Huron-Perth Roman Catholic Separate School Board are responsible for:

- a) the provision of any school(s) (as appropriate and available) for use as a Reception/Evacuation Centre, as designated by the Police Service;
- b) upon being contacted by the Huron County Community Emergency Management Coordinator or designate, providing a Avon Maitland District School Board/Huron-Perth Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as Evacuation Centres. For a list of appropriate school representatives.
- c) in the event of an emergency during normal school hours, the Principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
 - (i) implementing the school “Stay-Put” Emergency Plan; or
 - (ii) implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

21. Hospital Administrator

- a) Within North Huron, there is one hospital:
 - (i) Wingham & District Hospital
- b) During an emergency, the Hospital Administrator is responsible for:
 - (i) implementing their Hospital Emergency Plan;
 - (ii) liaising with the Huron County Community Emergency Management Coordinator/Medical Officer of Health and local Huron Paramedic Services representatives with respect to hospital and medical matters, as required;
 - (iii) evaluating requests for the provision of medical site teams;
 - (iv) liaising with the Ministry of Health, as appropriate.

PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES**22. Plan Maintenance and Revision**

- a) The Township of North Huron Emergency Plan will be maintained and distributed by the Community Emergency Management Coordinator.
- b) This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Control Group. This will be co-ordinated by the Community Emergency Management Coordinator.
- c) The Emergency Plan shall be only revised by By-law or by resolution of Municipal Council; however, revisions and minor administrative changes may be made by the Community Emergency Management Coordinator.
- d) It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions or administrative changes.

23. Testing of Plan

- a) An annual exercise **should** be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the Emergency Control Group and municipal staff. Revisions to this plan shall incorporate recommendations stemming from such exercises.

24. Internal Procedures

- a) Each department/service involved with this Emergency Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency and provide adequate training to Staff.
- b) Each department/service shall designate a member of its Staff to maintain and revise its own emergency procedures or guidelines.