

The Corporation of the Township of Huron-Kinloss



2018-151 is an amendment to this by-law

**BY-LAW**

**2017- 123**

---

Being a by-law to adopt a Municipal Emergency Response Plan for the  
Township of Huron-Kinloss

---

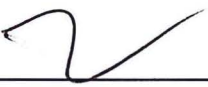
**WHEREAS** The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to adopt a Municipal Emergency Response Plan in the Incident Management System format;

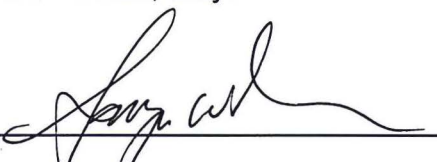
**AND WHEREAS** the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9 Section 3 (1), as amended, states that every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan;

**NOW THEREFORE** the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 That The Corporation of the Township of Huron-Kinloss Council hereby adopts a Municipal Emergency Response Plan as contained in the attached Schedule "A" to this by-law.
- 2.0 This by-law shall come into full force and effect upon final passage.
- 3.0 This by-law may be cited as the "Adopt Municipal Emergency Response Plan By-Law".

**Read, Enacted, Signed and Sealed this 20<sup>th</sup> day of November, 2017.**

  
\_\_\_\_\_  
Mitch Twolan, Mayor

  
\_\_\_\_\_  
Sonya Watson, Clerk

**MUNICIPAL EMERGENCY RESPONSE PLAN**  
**THE CORPORATION OF THE TOWNSHIP OF**  
**HURON-KINLOSS**



September 01, 2017

Condensed Version

---

A large, faint table occupies the central portion of the page. The text within the table is extremely light and illegible, but the structure appears to be a multi-column grid. The table is mostly empty, with only some very faint, indistinct markings visible.

## **SECTION 1 - INTRODUCTION**

In this plan, emergencies are considered to be extraordinary occurrences demanding extraordinary action and extraordinary resources. Thus, they are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as public works. The response to such emergencies often requires a coordinated effort on the part of a number of agencies both public and private, and this Emergency Response Plan identifies the actions that may be taken during an emergency situation declared or not.

This plan serves two functions:

- a) To describe and document the overall response, including individual and departmental roles and responsibilities, and where to obtain resources.
- b) To provide responders, including Municipal Officials, with specific actions to guide their response in what may be unfamiliar or stressful situations.

Whereas most of the plan deals with a general overview, resources, and roles and responsibilities, it should be noted that Quick Guides and Emergency Notifications are intended as a quick, concise guide to emergency response actions.

### **1.0 Supporting Plans & Procedures**

Whereas this Emergency Plan describes the overall Emergency Program for the Township of Huron-Kinloss, it does not stand on its own. There are many organizations whose internal procedures and guidelines have to be integrated with this Plan and each other.

In particular, although not forming part of this Plan, the Saugeen & Maitland Valley Conservation Authorities have "Flood Control Plans", copies of which are available in the upstairs vault in the Municipal Office in files 850 SAU and 850 MAI respectively, as well as appendices to this plan. The Operating Authority for the municipal water systems also has internal procedures that are part of the Drinking Water Quality Management Standard (DWQMS) – Operational Plans.

### **1.1 Hazards**

A hazard can be defined as an "event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, and damage to the environment, interruption of business or other types of harm or loss." Hazards can be categorized as natural such as an ice storm, technological such as a power outage or human such as acts of terrorism. The Township of Huron-Kinloss has completed a Hazard Identification and Risk Assessment (HIRA). The following list identifies many of the potential hazard risks or threats to the Township of Huron-Kinloss.

centres for affected residents. The Plan defines the actions required by Municipal authorities to assist those residents.

### **Winter Storm (Snow, Blizzard, Ice, Sleet)**

Winter storms are a normal fact of life in this area. Occasionally however, there is a storm so severe or of such duration that it will be necessary to provide rescue services or food and lodging for affected residents. The Plan defines the actions required by Municipal authorities to assist those residents.

### **Tornado**

There have been occasions where downbursts have caused significant damage in the Township.

An emergency as defined in this plan would normally only occur when a tornado touches down in a densely populated area such as the Village of Ripley or Lucknow, or in a subdivision along the Lake Huron shoreline.

The resultant building damage, potential injury and loss of life and loss of public services have been considered.

### **Flooding**

The Township of Huron-Kinloss is prone to flooding in some areas within both the Maitland Valley Conservation Authority and Saugeen Valley Conservation Authority. The area of greatest risk is in the Village of Lucknow. There is the potential for bridges and roads to be impassable, and it would be difficult for the drainage to handle the excess water. An emergency situation may result in injury, loss of life and damage to the environment, property and critical infrastructure.

### **Hazardous Materials – Transportation/Delivery Incident**

A spill or explosion occurs resulting from a vehicle carrying hazardous chemicals, flammables, radioactive materials, etc. Such an incident could cause injuries/fatalities, drinking water contamination, environmental damage and/or property damage. An emergency condition would normally result from a spill or explosion in a densely populated area such as the Village of Ripley or Lucknow, or near a municipal well head.

### **Human Health Emergencies and Epidemics**

Statistical data suggests that the province is due for an influenza pandemic. An emergency situation would result if a large scale human health emergency swept through local communities. There may be loss of life, long-term health effects, loss of public services and facility closures. The Plan defines the actions required by

**Spills, Contamination of Water Supply and/or Atmosphere:**

- Medical Officer of Health
- Ministry of the Environment (Spills Action Centre)

**Human Health and Epidemics:**

- Grey Bruce Health Unit - Owen Sound
- South Grey Bruce Health Centre – Kincardine

**Marine Accident or Spill:**

- Sarnia Coast Guard Radio
- Rescue Coordination Centre, Canadian Forces Base Trenton

**Bush Fire:**

- Ministry of Natural Resources – Owen Sound - Additional lead role responsibilities have been identified under a Provincial Order in Council (O.C. 1469/99):

**Ministry and Area of Special Responsibility**

Agriculture, Food & Rural Affairs –

- agriculturally related emergencies

Community and Social Services

- emergency shelter, clothing and food, victim registration and inquiry services, and personal services required in support of all emergencies

Energy, Science and Technology

- energy supply matters

Environment

- spills of pollutants to the natural environment, drinking water systems

Health and Long-Term Care

- epidemics and emergency health services

Labour

jurisdiction of the Municipality, and may direct and control the provision of such assistance.

All Federal assistance is obtained and coordinated through Ontario Fire Marshal and Emergency Management (OFMEM).

### **1.3 Mutual Assistance with Neighbouring Municipalities**

Mutual assistance agreements have been made with the Township of Ashfield-Colborne-Wawanosh, and all lower-tier municipalities in the County of Bruce (Arran-Elderslie, Brockton, Kincardine, Northern Bruce Peninsula, Saugeen Shores, South Bruce and South Bruce Peninsula), which outline the terms and conditions of mutual assistance in an emergency situation. These agreements are documented under the appropriate by-laws.

## **SECTION 2 - AIM**

The aim of this Plan is to make provisions for the extraordinary actions and measures that may have to be taken to efficiently and effectively deploy resources, equipment and services necessary to address an emergency situation or event in order to safe guard the health, safety and welfare of residents, particularly those considered most vulnerable; to safe guard critical infrastructure; to protect the environment; and to ensure future economic vitality.

## **SECTION 3 - LEGISLATIVE AUTHORITY**

The Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E9 is the primary enabling legislation for the formulation of this Emergency Response Plan, which will govern the provisions of necessary services during an emergency. In accordance with Section 3 of the Act, *“every municipality shall formulate an emergency response plan governing the provisions 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.”* The Emergency Management and Civil Protection Act and the passage of municipal by-laws will provide the legal authority for the Emergency Response Plan. A copy of this plan will be filed with the Ministry of Community Safety and Correctional Services through the Office of the Fire Marshal and Emergency Management.

## **SECTION 4 - NOTIFICATION AND EMERGENCY DECLARATIONS**

Most emergencies are usually first discovered by police, fire or public works agencies as they are normally among the first to be called. However the decision to activate the Municipal Emergency Notification Procedures shall be the responsibility of any member of

#### **4.1 Action Prior to Declaration**

When it appears that an emergency situation is imminent or has occurred but an emergency has not yet been declared, Council, the Chief Administrative Officer and/or designated employees of the Township of Huron-Kinloss may take such action necessary to respond to the situation provided such actions are not contrary to law and such actions are within their departments mandate to take and as set out in this Emergency Response Plan in order to protect lives and property of the residents of the Township.

#### **4.2. Municipal Emergency Notification Procedures**

If, in the opinion of the person in charge at the scene, the incident requires (or may require) the assistance and/or coordination of the local Municipal Organization, that person will contact the Community Emergency Management Coordinator (CEMC) and request the emergency plan be activated.

The CEMC will then activate the Emergency Notification (Appendix F) by calling the Municipal Operations Officer (Chief Administrative Officer) and OFMEM Field Officer, if required. The CEMC (or alternate) will proceed to the Emergency Operations Centre to prepare it for the arrival of the Municipal Emergency Control Group.

Each person or agency called will activate internal alerting procedures and response organization. The alerting message will be as indicated in Figure 1, page 11 of this MERP.

The Municipal Operations Officer will continue the emergency notification by calling the Mayor and MOO Alternate (Appendix F). The MOO Alternate will complete the notification procedure (Appendix F) by calling the following and recording the time of each call:

- Director of Public Works
- Councilors
- Emergency Information Officer
- Hurontel Communications
- Recording Secretary
- Duty Officer
- Director of Community Services
- Administrative Support Staff



**Figure 1 Emergency Notification Message**

DATE: _____	(yy-mm-dd)
TIME: _____	(24 hour clock)

**THIS IS A "MUNICIPAL EMERGENCY"**

This is \_\_\_\_\_ (name)  
\_\_\_\_\_ (position).

- "I have a message concerning a possible emergency situation in the Township of Huron-Kinloss. Are you ready to take the message?"
- Give a brief description of the situation.
- "Can you please make your emergency calls?"
- "Can you also proceed to the Emergency Operation Centre in (Ripley/Lucknow/ Kincardine)?"
- "Do you have any questions?"
- "Can you repeat back to me your actions?"

**Note:** This message must be given to the person designated. **Do Not** give this message to anyone else and **do not** leave a message on an answering machine.

#### **4.5 Municipal Emergency Control Group – Appoint Incident Commander/EOC Manager**

Whenever an emergency or disaster occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the Township of Huron-Kinloss Municipal Emergency Control Group. The Township will exercise and implement this Municipal Emergency Response Plan with respect to all local emergencies/disasters. The Municipal Operations Officer (Chief Administrative Officer) within the Municipal Emergency Control Group shall appoint an appropriate Incident Commander/EOC Manager as required.

The Incident Commander/EOC Manager, in consultation with the Municipal Emergency Control Group, may request additional assistance and resources from the County of Bruce by contacting the respective County Departments directly and/or by implementing the Mutual Assistance Agreement. The appointed Command Staff Liaison Officer and/or the Community Emergency Management Coordinator (CEMC) will assist as the liaison for these contacts.

**4.5.1** Should the resources of the affected member municipality become extended such that the Municipal Emergency Control Group (MERP) can no longer effectively control or support the emergency, the Municipal Emergency Control Group and/or the designated Incident Commander may request, in consultation with the County Warden and County CAO that the County take over management of the emergency situation. Members of the local Municipal Emergency Control Group will remain at the local emergency operation centre to provide support and assistance. Alternatively, the Municipal Emergency Control Group may request the formation of a joint emergency control group and/or unified command structure to manage the local emergency situation as set out in Section 6.1

Field Officer will be the link between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the OFMEM, the following identifies some provincial ministries and federal department/agencies and the assistance they may be able to provide to local municipalities. Assistance provided may include but it is not necessarily limited to the following:

- i) Ministry of Agriculture and Food and Rural Affairs in the event of a Foreign Animal Disease Emergency or livestock related needs, food contamination, and pest infestation.
- ii) Ministry of the Environment with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- iii) Ministry of Health and Long Term Care (MOHLTC) with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington Dufferin Guelph Public Health as set out in their specific roles and responsibilities as identified in this plan. In cases where Health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested to help through the Ministry of Health and Long-Term Care's Emergency Management Branch.
- iv) The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:
  - Patient isolation in the case of an infectious disease outbreak;
  - Medical support and decontamination in the case of a chemical, biological or radiological incident; and
  - Case management and triage of patients in a mass casualties situation.
- v) Ministry of Municipal Affairs and Housing for financial assistance as administered through the Ontario Disaster Relief Assistance Program and Special Ad Hoc Funding Programs as outlined in Section 11.4.1 wherein coordination of extraordinary expenditures is required.
- vi) Ministry of Natural Resources can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
- vii) Ministry of Transportation can provide assistance with emergencies on provincial highways.
- viii) Request for Heavy Urban Search and Rescue (HUSAR) teams must be made by the County Fire Coordinator to the Province.