TOWN OF SAUGEEN SHORES

2022 COMMUNITY EMERGENCY MANAGEMENT PLAN

Prepared by the Town of Saugeen Shores
Community Emergency Management Program Committee
2022

Adopted by Council
December 12, 2022

*Revision due to the information specific to Emergency Management Ontario Incident Management System in conjunction with the Provincial Nuclear Emergency Response Plan and the Bruce County Emergency Management Plan.

TOWN OF SAUGEEN SHORES
COMMUNITY EMERGENCY MANAGEMENT PLAN

Amendments

BY-LAW NO.	DATE APPROVED	DESCRIPTION	CONSOLIDATED
Previous 57-2018	June 25, 2018	Approval of Community Emergency Management Plan	
101-2022	December 12, 2022	New Community Emergency Response Plan reflecting Provincial IMS	

For public inquiries please contact the Town of Saugeen Shores at 519-832-2008

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COMMUNITY EMERGENCY MANAGEMENT PLAN
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Definitions

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations will be helpful during the development and implementation process. The following definitions come from various sources including the Canadian Oxford Dictionary, the *Emergency Management and Civil Protection Act,* National Fire Protection Association, etc.

The Town of Saugeen Shores will be referenced as "the Town" going forward in this plan.

Act - Refers to the Emergency Management and Civil Protection Act and Ontario Regulation 380/04

Administrator of Bruce County Social Services - The Administrator of Bruce County Social Services

Approved - Acceptable to the authority having jurisdiction

Authority Having Jurisdiction - The organization, office, or individual responsible for approving equipment, materials, a facility, or a procedure.

Business Continuity Plan - See Recovery.

Chief Administrative Officer (CAO) - The CAO or alternate for the Town.

Chief Building Official (CBO) - The Chief Building Official or alternate for the Town.

Community - A political body/organization, within a defined boundary, having authority to adopt and enforce laws and provide services and leadership to its residents. This term includes upper and lower tier municipalities and First Nations.

Community Emergency Management Coordinator (CEMC) - An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The CEMC must be, by definition, a Town employee, as per the *Municipal Act.*

Community Emergency Management Plan (CEMP) - A risk-based program that is based on a hazard identification and risk assessment process and leads to a comprehensive emergency management program that includes the four core components of mitigation/prevention, preparedness, response and recovery.

Community Emergency Management Program Committee (CEMPC) - As a provincially mandated body, the EMP Committee oversees the implementation and operation of the "Program" as required by the "Act". The EMP Committee consists of senior staff members from the Town, may include external stakeholders and may include a member of Council. The EMP Committee provides a venue for discussion, collaboration, and strategic support to both the Emergency Management Program and the Corporate Management Team.

Community Emergency Response Volunteers (CERV) Ontario - The Community Emergency Response Volunteers (CERV) Ontario program is a Province-wide network of neighbourhood-based, multi-functional teams of volunteers trained in basic emergency management principles and skills.

Consequence - The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Crisis - a time of intense difficulty, trouble, or danger.

Critical Infrastructure (CI) - Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency - A signed declaration made in writing by the Head of Council or Designate or the Premier of Ontario in accordance with the *Emergency Management and Civil Protection Act.* This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property and/or economic stability and exceeds the scope of routine community activity.

Director of Community Services & Operations - The Director of Community Service (Recreation and Facilities Services) & Operations (Public Works & Environmental) or alternate for the Town.

Director of Development Services - The Director of Development Services or alternate for the Town.

Disaster - A widespread or severe emergency of disastrous proportions that seriously incapacitates a community.

Emergency - A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of disastrous proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

Emergency Control Group (ECG) - The ECG operating from the community Emergency Operations Centre (EOC) is responsible for coordinating municipal emergency response and recovery activities. The ECG usually includes leading community officials, emergency management representatives and other relevant staff.

Emergency Information Officer (EIO) - See Media Coordinator

Emergency Management - Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to, and recovery from emergencies or disasters.

Emergency Management Ontario (EMO) - EMO is an organization within the Ministry of Community Safety and Correctional Services, government of the Province of Ontario. EMO is responsible for monitoring, coordinating, and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Management Program Committee - A management team to oversee the development, implementation, and maintenance of an emergency management program.

Emergency Operations Centre (EOC) - The EOC is a permanent or temporary facility where the ECG assembles to manage an emergency.

Emergency Response - Coordinated public and private response to an emergency.

Emergency Response Plan - A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Evacuee Centre - A facility to provide shelter, food, and other services to a group of people who have been evacuated from an area.

Exercise - There are 4 main types of exercises and various sub-types:

> **Static Exercises:** Static Exercises are almost always held in a single facility using a seminar-type setting. There are four types of static exercises:

> **Case Studies**: Case Studies involve the examination of a particular case study - either real or fictional. The assembled exercise players study the case, and one or more solutions or courses of action are outlined. In some exercises the case is presented in stages to present multiple or expanding problems and issues. Sources of case studies include local experience, past emergencies, or externally prepared studies written for training purposes.

> **Paper Exercises**: Paper Exercises, like case studies, begin by presenting a problem or emergency. The key difference with a paper exercise is that information is provided to exercise players, through paper inputs in "real time" to simulate actual emergency events and messages.

> **Tabletop Exercises:** Tabletop Exercises expand on paper exercises by requiring the exercise players to describe their actions using maps, models, etc.

> **Synthetic Exercises:** Synthetic Exercises use computers to generate incident events and evaluate player actions.

> **Telecommunications Exercises:** Telecommunications Exercises, using radios, fax machines, telephones, and/or computers, test the function and suitability of a community's emergency telecommunications systems. There are two main types of telecommunications exercises:

> **Notification Exercises:** Notification Exercises test notification procedures. They are very useful in ensuring the validity of existing contact information contained in the plan.

> **EOC Exercises:** EOC Exercises test communications and information flow within the EOC and between emergency management/response partners.

> **Specialty Exercises:** Specialty Exercises are designed to simulate response to specific types of emergencies such as a biological attack, a hazardous materials spill, bomb threats etc. Although this type of exercise does not generally evaluate the entire emergency plan, it can be very useful in evaluating annexes of the plan and in the training/assessment of specific response capabilities.

Field Exercises: Field Exercises are larger-scale emergency simulations involving an emergency site and, often, the activation of the community EOC. This type of exercise generally involves physical response by emergency service organizations and may also include mock casualties, outside organizations, and multiple jurisdictions. Field exercises offer numerous opportunities to evaluate the CEMP and the community's response capability.

Fire Chief - The Chief of the Saugeen Shores Fire Department or Alternate

Hazard (1) - A risk that is a threat

Hazard (2) - An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment (HIRA) - The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Hazardous Material - A substance (gas, liquid or solid) capable of creating harm to people, property, and the environment, e.g., materials which are flammable, toxic, etc.

Incident Commander - is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

Incident Management System (IMS) - To manage an incident, the "Program" has established and implemented the IMS Model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibilities for each incident management function, and procedures for coordinating response, continuity, and recovery activities.

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

Joint Emergency Operation Centre - One emergency operations center staffed by staff from 2 emergency control groups, may be upper and lower tier.

Mayor - The Head of Council or alternate (Acting Mayor) for the Town.

Media Coordinator - During an emergency the Economic Development Officer/EIO or alternate for the Town will assume the role of Media Coordinator.

Media Information Centre - The location near the EOC from which the media may gather for updated media releases and press conferences. This location will be determined by the CAO and/or Media Coordinator.

Medical Officer of Health - Medical Officer of Health or alternate for the County of Bruce.

Mitigation - Actions taken to reduce or eliminate the effects of an emergency or disaster.

Mitigation Plan - Based on the community risk assessment, each community should implement a strategy and plan to eliminate hazards or mitigate the effects of hazards that cannot be eliminated. A mitigation plan should contain details on activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.

Municipality - Means a city, town, village, and township and includes a county, district and regional municipality.

Mutual Aid Agreements - An agreement developed between two or more fire departments to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement - An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighboring cities, regions, provinces, or nations.

Mutual Aid Fire Co-ordinator – Bruce County Fire chief delegated to oversee the Bruce County Mutual Fire Aid program.

Outer Perimeter - The geographic area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Incident Commander

Police Chief - The Chief of Police of the Saugeen Shores Police Service or alternate.

Provincial Nuclear Emergency Response Plan (PNERP)

Preparedness - Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of a CEMP, a business continuity plan, training, exercises, and public awareness and education.

Prevention - Actions taken to prevent an emergency or disaster.

Private Sector - A business or industry not owned or managed by any level of government.

Probability - The likelihood of something happening.

Program- Refers to the Town of Saugeen Shores Emergency Management Program

Public Education Program - Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

Public Sector - A particular element or component of government, i.e. police, fire and public works, of a municipal, provincial or federal government.

Reception Centre - Usually located outside the impact zone of the emergency, the reception center is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery - Actions taken to recover from an emergency or disaster.

Recovery Plan - A risk-based emergency plan that is developed and maintained to recover from an emergency or disaster. Also known as a business recovery plan (BCP)

Rescue Coordination Centre (RCC) - The Joint Rescue Coordination Centre Trenton is a Rescue Coordination Centre operated by the Royal Canadian Air Force and the Canadian Coast Guard.

Response - Actions taken to respond to an emergency or disaster.

Risk - A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment - Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Shall - Indicates a mandatory requirement.

Should - Indicates a recommendation or that which is advised but not required.

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

Solicitor - The Solicitor as contracted by the Town.

Threat - Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks (OCIPEP).

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.

Vulnerability - The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

Abbreviations

ADT - Home Security Systems

BCP – Business Continuity Plan

BMTS - Bruce Municipal Telephone Service AKA Bruce Telecom

CAO - Chief Administrative Officer

CBO - Chief Building Official

CEMC - Community Emergency Management Coordinator

CEMPC - Community Emergency Management Program Committee

CEMP - Community Emergency Management Plan

CERV - Community Emergency Response Volunteers

DO - Duty Officer

ECG - Emergency Control Group

EIC - Emergency Information Centre

EIO - Emergency Information Officer

EMO - Emergency Management Ontario

EMS - Emergency Medical Services

EOC - Emergency Operations Centre

IC – Incident Commander

Km - Kilometer

MOE - Ministry of Environment

MTO - Ministry of Transportation

OCWA - Ontario Clean Water Association

OPP - Ontario Provincial Police

OCIPEP - Office of Critical Infrastructure Protection and Emergency Preparedness

PEOC - Provincial Emergency Operations Centre

PNERP - Provincial Nuclear Emergency Response Plan

RCC - Rescue Coordination Centre

WPCP - Water Pollution Control Plant

WTP - Water Treatment Plan

SECTION 1 – INTRODUCTION

1.1   **Objective**

The objective of the Towns Community Emergency Management Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Town's services, agencies, and personnel to provide the earliest possible response to:

(i)   Protect and preserve life and property.
(ii)   Assist the County of Bruce and/or other area municipalities as requested.
(iii)   Minimize the effects of the emergency on the Town.
    Restore essential services.

1.2   **Introduction:**

The "Act" requires that "2.1(1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.2002, c.14, s4".

The "Act" further requires that "2.1 (2) The emergency management program shall consist of:

(a)   an emergency plan as required by section 3.
(b)   training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.
(c)   public education on risks to public safety and on public preparedness for emergencies; and
(d)   any other element required by the standards for emergency management programs set under section 14,2002, c.14, s.4"

The "Program" implemented within the Town of Saugeen Shores allows for continuous improvement to develop, implement, maintain, and evaluate emergency management and the continuity of operational programs that address prevention, mitigation, preparedness, response, and recovery that meet and exceed all of the necessary requirements of the "Act".

The Town of Saugeen Shores "Program" includes the following:

•   An Emergency Plan
•   A HIRA and CI identification
•   Implementation of the IMS model
•   Training programs for EOC personnel

- Exercises for EOC personnel and key stakeholders
- Public education on risks, safety, and preparedness
- Guidance and advice from the EMP Committee
- Identification of Town EOC Personnel
- Identification and equipping of a primary and alternate EOC
- Emergency Information Management
- Development of Town BCP
- Updates when necessary to respond to changes to applicable legislation, policies, regulatory requirements, directives, standards, and codes of practice made at various levels of government and other decision-making authorities.

1.3   **Emergency Plan**

The Emergency Plan consists of the Town of Saugeen Shores Emergency Response Plan.

1.4   **HIRA and CI identification**

"The Act" requires each municipality to identify and assess the various hazards and risks to public safety and identification of facilities and infrastructure that may be affected by these risks.

"The Program", in partnership with key stakeholders, annually identifies and monitors the hazards that can have an impact on operations and areas of responsibility. Hazards from the following three categories are considered:

1. Natural,
2. Human, and
3. Technology.

"The Program" conducts an annual risk assessment that includes evaluating the likelihood of a hazard or combination of hazards occurring, considering factors such as threat analysis, frequency, history, trends, and probability. The risk assessment includes data on the impact of the risk event on the Town and on citizens, property, and the environment. The Town has identified a set of community hazards that are most likely to result in an emergency for the municipality:

- Human Health Emergency
- Freezing Rain/Ice Storm
- Snowstorm/Blizzard
- Hazardous Materials Incident
- Tornado
- Flood
- Explosion/Fire

- Critical Infrastructure Disruption

The "CI" is identified based on critical categories for Saugeen Shores. It includes identification of ownership and contact information for each infrastructure which is updated on an annual basis.

1.5   **Incident Management System (IMS) Model**

To manage an incident, the "Program" has established and implemented the IMS Model to direct, control and coordinate operations during and after an emergency. IMS assigns specific organizational roles, titles and responsibilities for each incident management function, and procedures for coordinating response, continuity, and recovery activities.

1.6   **Training and Exercise Programs**

The "Program" has developed, implemented, and maintained a competency-based training and educational curriculum to support the EOC personnel. The objective of the curriculum is to create awareness and enhance the skills required to develop, implement, and execute the program within the IMS model.

The "Program" evaluates program plans, procedures, and capabilities through a review, testing and an annual exercise. Exercises are designed to test individual essential elements, interrelated elements, or the entire plan. Additional evaluations are based on post-incident analyses and reports, lessons learned and performance evaluations. Procedures are established to correct and improve on any areas identified during evaluation. Training records of EOC personnel are maintained. For each exercise, an after-action report identifying the strengths, opportunities and improvements is developed and shared with the EMP Committee.

1.7   **Public Education**

Public awareness and public education programs are implemented to increase the capacity of the public to be prepared for; respond to; and recover from an emergency incident.
Where the public is potentially impacted by a hazard, procedures are developed to communicate information and respond to requests from internal and external audiences, including media, for pre-incident information.

1.8   **Emergency Management Program Committee (EMPC)**

As a provincially mandated body the EMP Committee oversees the implementation and operation of the "Program" as required by the "Act". The EMP Committee consists of senior staff members from the Town, may include external stakeholders and will include a senior member of Council. The EMP Committee provides a venue for discussion, collaboration, and strategic support to both the Emergency Management Program and the Corporate Management Team. The following persons or the holder of the office

exercising the functions performed by that person, including his or her designate, shall comprise the Emergency Management Program Committee:

- Mayor
- Chief Administrative Officer
- Fire Chief / Emergency Management Program Coordinator Director,
- Director, Community Services & Operations
- Director, Corporate Services
- Director, Development Services
- Police Chief
- Clerk
- Manager, Information Technology
- Manager, Strategic Initiatives

The objectives are as follows:

- Foster communication, integration and collective decision making among key stakeholders
- Consider issues related to emergency readiness, interoperability, business continuity and recommend a course of action
- Address areas of possible collaboration, sharing and common benefit between departments and between community partners
- Act as a conduit for information from Emergency Management to the Corporate Management Team and to various departments within the Town.
- Conduct an annual review of the Town's Emergency Management Program and make recommendations to Council for its revision if necessary.
- As per the "Act", a senior municipal official for the EMP Committee is appointed by Council. Other appointments to the EMP Committee shall be made by Council.

1.9 **Town Emergency Operations Centre (EOC) Personnel**

The Town of Saugeen Shores EOC personnel are referred to as the Municipal Emergency Control Group, which is made up of senior staff and technical specialists as well as key stakeholders in the community.

The IMS model is implemented in the County of Bruce which includes the identification of primary and alternates for all sections within the structure.

EOC personnel are trained both generally on the principles of IMS and specific training is provided based on the Section, including Management Team, Operations, Planning, Logistics, Finance and Administration. Standard Operating Guidelines have been

developed and distributed which include an overview of the IMS model, position checklists, contact information and required forms.

In addition, the Town and the County have trained Scribes to support the key personnel in the EOC with documentation.

1.10   **Emergency Operations Centre (EOC)**

In Saugeen Shores, there is a primary EOC identified as well as an alternate EOC. Both EOCs are equipped with resources required by the EOC personnel including telecommunications systems to ensure effective communication in an emergency. The EOC is utilized during exercises to increase familiarity with the layout and resources available.

1.11   **Emergency Information Management**

Emergency Information Management includes the set-up of:

- Telecommunications and other communications systems that are regularly tested. Consideration is given to the need for redundancy, interoperability, and security of communications systems,
- Emergency communication and warning systems to alert people who may be impacted by an actual or impending emergency and to advise the public of threats to people, property, and the environment, either directly, or through authorized agencies, which will be developed and periodically tested, and
- Communication procedures inclusive of protective action guidelines for emergencies where potentially impacted populations can be advised to shelter-in-place, evacuate or take any other actions as directed.

The "Program" works with the identified emergency information officers to ensure there exists the following:

- A central point of contact for the media,
- Procedures to gather, monitor, and disseminate emergency information,
- Pre-scripted information bulletins,
- Procedures to coordinate and approve information for release,
- Procedures to communicate with special needs populations, and
- Protective action guidelines for shelter-in-place and evacuation.

1.12   **Business Continuity Plan (BCP)**

The Program will develop and implement the BCP to continue critical operations following an emergency.

The BCP will:

• Include the identification of time-sensitive critical functions and applications, associated resource requirements and interdependencies,
• Take the entire corporation into consideration when the critical operational services, associated resource requirements and interdependencies are identified,
• Build on the findings from the risk assessment, and
• Consider possible events and how they could affect the County over time.

The "Program" will follow a planning process for the purpose of developing and maintaining its emergency management and continuity of operations programs. The planning requirements will depend on the program's objectives and the results of the HIRA and BCP. The Town will engage in a planning process on a regularly scheduled basis, or when a situation has occurred that the existing BCP needs updating. When applicable, the Town will include all key stakeholders in the planning process.

SECTION 2 – EMERGENCY PROCEDURES

2.1 **Implementation:**

a) This Plan can be implemented as soon as an emergency occurs, or is expected to occur, which is of such magnitude as to warrant its implementation. In addition, this plan can be implemented in anticipation of large events. An official declaration of an emergency does not have to be made for the Saugeen Shores Emergency Response Plan to be implemented to protect the lives and property of the inhabitants of, and visitors to, Saugeen Shores.

2.2 **Notification Procedures:**

a) Any of the following may request that Owen Sound Emergency Communications activate the Emergency Alerting System.
   (i)   Mayor
   (ii)   Chief Administrative Officer (CAO),
   (iii) Fire Chief,
   (iv)   Police Chief,
   (v)   CEMC, or
   (vi)   Alternates.

b) Owen Sound Emergency Communications is responsible for alerting designated members of the ECG and passing on such information as required.

c) Members of the Emergency Support and Advisory Staff who will not be notified by Owen Sound Emergency Communications, namely the Administrator of Bruce

County Social Services and the Medical Officer of Health, and Deputy Clerk are to refer to Annex A "Town of Saugeen Shores Alerting System" for call-out procedures.

2.3 Actions Prior to Declaration of an Emergency

When an emergency has been determined to exist but not yet declared and the ECG has been notified, employees of the Town may take any action not contrary to law and may take such action as set out in this CEMP as may be required to protect the lives and property of the residents of the Town.

2.4 Procedures for Declaring an Emergency

2.4.1 Declaration of an Emergency

The Mayor should declare an emergency under section 4 of the Act where he or she considers it necessary to implement the CEMP to protect property and the health, safety, and welfare of the inhabitants of Town of Saugeen Shores. This decision may be made in consultation with other members of the ECG. Once an emergency has been declared, the Mayor or alternate shall ensure that the following are notified of the declaration:

1. Solicitor General of Ontario by Emergency Management Ontario via Provincial Emergency Operations Centre (PEOC)
2. Town Council
3. CEMC
4. Warden of the County of Bruce
5. Saugeen First Nation
6. Neighbouring municipalities
7. Local Member of Parliament
8. Local Member of Provincial Parliament
9. The Public, in consultation with the EIO

2.4.2 Evacuation Notifications

Resident Evacuations: In certain situations, the evacuation of homes and businesses is a necessary precaution to protect the community. Evacuations should be undertaken in a quick and controlled manner, to ensure residents are not directly threatened by a crisis.

Evacuation Order: The Mayor, in consultation with the ECG, will order the police to evacuate residents from any area endangered by a crisis. In situations where there is a fire-related emergency or a chemical spill, it may be more appropriate for the ECG to direct the fire department to undertake the evacuation. If citizens

are immediately threatened, the Incident Commander will issue an evacuation order.

Notification: The police or fire departments will be responsible for notifying all individuals directly threatened by the incident. Depending upon the circumstances, residents will be advised to (1) leave the area, or (2) assemble an evacuee centre for registration and shelter provision. The IC will update the ECG on evacuation proceedings, as well as providing an estimate on the number of residents being relocated.

2.5 **Terminating an Emergency**

At any time, the Head of Council, Town Council, or the Premier of Ontario may declare that an emergency has been terminated. Once an emergency has been terminated, the Mayor or alternate shall ensure that the following are notified of the termination:

1. Solicitor General of Ontario by Emergency Management Ontario via Provincial Emergency Operations Centre (PEOC)
2. Town Council
3. CEMC
4. Warden of the County of Bruce
5. Saugeen First Nation
6. Neighbouring municipalities
7. Local Member of Parliament
8. Local Member of Provincial Parliament
9. The Public, in consultation with the EIO

2.6 **Role of The County of Bruce**

Whenever an emergency or disaster occurs or threatens to occur, the initial and primary responsibility for managing the response shall be vested with the affected local municipality. The Town's ECG will exercise and implement this CEMP with respect to all local emergencies/disasters occurring within the Town and those identified as hazards in this CEMP.

However, the Town recognizes that the County of Bruce, in accordance with the *Emergency Management and Civil Protection Act*, has prepared an Emergency Response Plan to provide emergency support and assistance to communities within the County borders, and further that in certain circumstances, the County of Bruce may declare an emergency as well. The County of Bruce Emergency Response Plan will identify those "hazards" and emergency situations that most likely will require management and coordination at the County level and procedures for declaring a County Emergency. In addition, in certain circumstances, the scope of the emergency may be beyond the resource capabilities of the local ECG. In such cases, the Mayor of the Town or designate, in consultation with the Town's ECG, the County Warden and County C.A.O., may request that the County EOC be activated to take over the

management of the emergency. Members of the Town's ECG may remain at the Town's EOC to provide support and assistance. Alternatively, a request may be made to establish a Joint Emergency Operation Centre between the County and the Town.

2.7   **Requests for Assistance**

Where circumstances warrant, the ECG may request the assistance of the Province, the County of Bruce, and other municipalities with whom they have established mutual aid or emergency assistance agreements. Such a request does not mean that the municipality loses authority or control of the emergency.

If local resources, either municipal or private and including those that might be available from the County, are insufficient to meet the emergency requirements, then assistance may be requested from the Province through Emergency Management Ontario. If assistance is required from the Federal Government including the Canadian Armed Forces, Emergency Management Ontario will be the agency responsible for contacting and requesting such assistance.

2.7.1   Mutual Assistance Agreements:

Section 13 (1) of the *Emergency Management and Civil Protection Act, R.S.O., 1990* as amended, provides the authority for the *"council of a municipality to make an agreement with the Council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency*."

Municipalities may enter into mutual aid agreements with neighbouring municipalities. Mutual aid/assistance agreements ensure aid required to effectively manage an emergency or disaster may be provided at the time of request. Aid can include such things as services, personnel, equipment, and materials.

Mutual assistance agreements enable municipalities, in advance of an emergency to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and aiding are therefore not required to negotiate the basic terms and conditions of the request at the time of an emergency and may request, offer, or receive assistance according to the predetermined and mutually agreeable relationships.

2.8   **Request from the Province:**

At its discretion, the Province may deploy a Community Officer to a local emergency to provide advice and assistance and to ensure liaison with the Provincial Operations Centre. However, when a community declares an emergency, Emergency Management Ontario will normally deploy a Community Officer to the local EOC to assist the community with the Emergency Response. The Community Officer will be the link between the Town and the province for both provincial and, if necessary, federal assistance.

2.9   **Disaster Financial Assistance Program**

Ontario offers two programs that provide financial assistance following sudden, unexpected natural disasters:

Disaster Recovery Assistance for Ontarians

This program helps individuals, small owner-operated businesses, farms, and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance. Learn more about Disaster Recovery Assistance for Ontarians.

Municipal Disaster Recovery Assistance

This program aids municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster. Learn more about Municipal Disaster Recovery Assistance. Municipalities are not required to declare a state of emergency for either program.

2.10   **Nuclear Emergency Notification**

The Town is designated by the Province of Ontario as a "Host Community". As determined by the Kincardine Nuclear Emergency Response Plan, during a Nuclear Emergency at the Bruce Power Nuclear Generating Station, residents of Municipality of Kincardine may be directed to The Town. The Town would serve as "host" in the case of an evacuation and will provide such assistance as emergency lodging, food, social services, site for decontamination of persons and vehicles and whatever comfort that can be reasonably provided.

The planning and preparation for this occurrence includes a formal notification system from the PEOC, Office of the Fire Marshal and Emergency Management to the designated municipalities and the host municipalities. Owen Sound Emergency Communications is the designated 24-hour warning point for the alert and activation of the Town as referred in the Provincial Nuclear Emergency Plan. This will enable the Incident Commander to accurately receive notification on an emergency at the Bruce Power Generation Station and relay that information to the ECG in a timely manner.

SECTION 3 - EMERGENCY OPERATIONS CENTRE

3.1 Introduction and Usage of The Operations Centre:

(i)   In the event of an emergency, an EOC will be established in the municipal office. The ECG, the support and advisory staff and many other groups will congregate and work together at the EOC to make decisions, share information and provide support as required to mitigate the effects of the emergency. The EOC Director is responsible for the co-ordination of <u>all</u> operations within the EOC.

(ii)   The EOC will consist of:
- a meeting room for the ECG
- communications room
- 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 (press conference area)

3.2 Location

(i)   The primary location of the EOC is the Saugeen Shores municipal office, 600 Tomlinson Drive, Port Elgin, N0H 2C0

(ii)   The alternate EOC location is the Chantry Senior's Centre, 35 Grey S, Southampton, ON N0H 2L0

3.3 Emergency Control Group Meeting Room

(i)   The ECG 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 or viewing screen depicting up-to-date status information on the emergency.

- a recording device and tapes suitable for recording ECG meetings (optional);

- telephone(s) for outgoing calls only.

-

3.4 **Communication Room**

(i) While the ECG is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate communication room must be established near the ECG meeting room.

(ii) To be effective, the communication room will require.

- a map(s) of suitable scale depicting up-to-date information related to the emergency.

- a visual board or viewing screen depicting up-to-date status information on the emergency.

- a chronological log of all significant communications and events related to the emergency. This can be either completed manually or an emergency management software solution.

- sufficient outside telephone lines for all communication assistants and the EIO. If 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) Each member of the ECG 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) The communication assistants will be responsible for operating telephones and radios within the communication room and relaying messages between their respective representatives on the ECG and other key locations.

3.5 **Emergency Operations Centre Operating Cycle:**

Upon attending at the EOC, ECG members will be briefed by the CEMC on the emergency and will make decisions with respect to the appropriate composition of the control group taking into consideration the emergency and the expertise required to properly manage the situation. The Clerk will be directed to contact those support agencies required to manage the emergency.

The ECG members will establish an operating cycle consisting of specified meeting times and length of meetings and work schedule. It shall be the responsibility of the EOC Director to ensure adherence to the operating cycle and to convene ECG meetings and to arrange for agendas for the meetings. Meetings will be brief.

SECTION 4 – INCIDENT MANAGEMENT SYSTEM

4.1   **Incident Commander (Site)**

The incident commander (IC) at site, appointed by unified command or determined by the first agency on scene, is responsible for directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority and is responsible for the overall management of the response. As the situation changes, the IC will change based on level of authority. The IC is responsible for and/or has the authority to:

- Establish a unified command structure for the purpose of information sharing, establishing objectives regarding emergency site management and prioritizing resources where applicable between the responding agency Incident Commanders.

- Designate an emergency site media coordinator.

- Implement the strategy established by the ECG at the emergency site(s), if required.

- Ensure that responding agencies make available the human and material resources that are required at the emergency site.

- Maintain a communication link with the ECG for the flow of information regarding the management of the emergency site.

- Maintain a record of events, decisions made, and actions taken as Incident Commander.

- Participate in a debriefing with ECG regarding the emergency, if required; and

- Assist the EMP Co-Ordinator in creating an after-action report on the emergency.
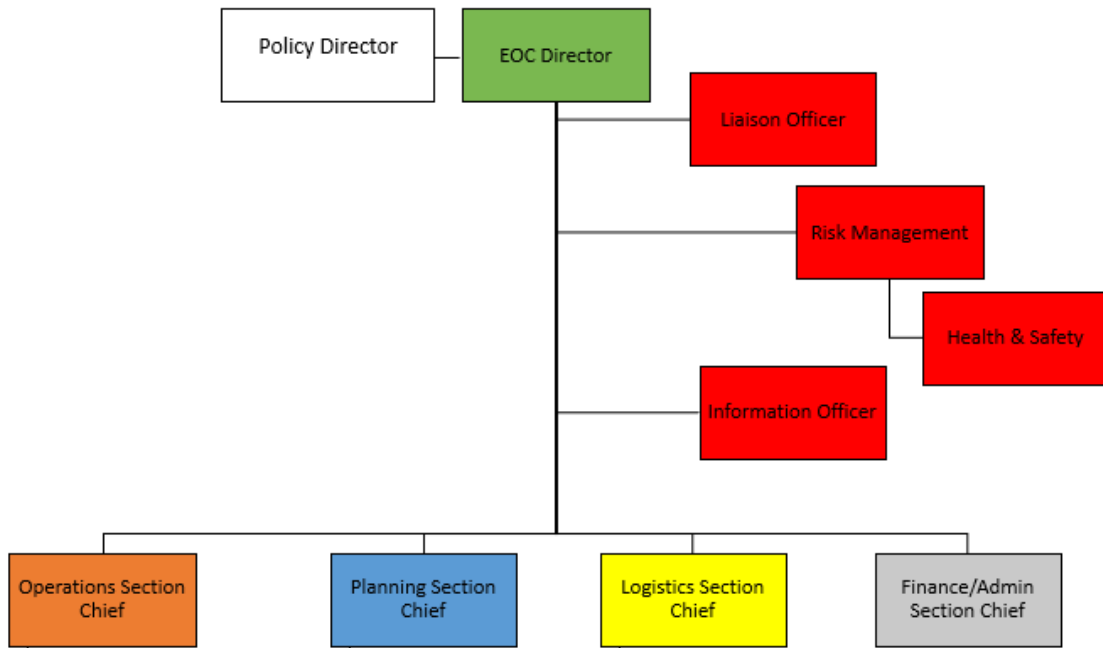
4.2   **Response Goals**

The following response goals are applied to all emergency situations. In order of priority, they are:

- Provide for the health and safety of all responders.
- Save lives.
- Reduce suffering.
- Protect public health.
- Protect critical infrastructure.
- Protect property.

- Protect the environment; and
- Reduce economic and social losses.

4.3   Incident Management System Functions

The following positions are the Emergency Control Group:

4.3.1 Emergency Control Group (ECG)

The primary responsibility of the ECG is to provide for the overall management and coordination of site support activities and consequence and recovery management issues. It is the responsibility of the ECG to ensure that response priorities are established, and that planning, and response activities are coordinated, both within the EOC (i.e., between sections) and between sites and other EOCs.

The ECG consists of the following positions:

- Policy Director.
- EOC Director.
- Information Officer.
- Risk Management Officer.
- Liaison Officer.
- Operations Section Chief.
- Planning Section Chief.

- Logistics Section Chief; and
- Finance and Administration Section Chief.

4.3.2 **Policy Director**

The Policy Director is the Mayor or designate and holds the position of Policy Director as the head of the Policy Group (which is Town Council – see section 1.5).

The Mayor or alternate shall:

- Declare an emergency to exist. Complete the "Declaration of an Emergency" form.

- Direct CEMC to notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency.

- Support actions to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town.

- Participate in decision making, determining priorities, and issuing strategic directives through the Chief Administrative Officer (CAO) for the resolution of the emergency

- Request assistance from senior levels of government, when required.

- In consultation with the EOC Director and Information Officer, approve news releases and public announcements.

- As the Town of Saugeen Shore's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions.

- Keep Council updated regarding the situation and actions being taken to resolve the emergency.

- Terminate the emergency at the appropriate time and ensure all concerned have been notified.

4.3.3 **EOC Director**

This position is filled by the Town CAO or designate and have overall authority and responsibility for the activities of the EOC which include:

- Assess the Situation – Gather information about the emergency. Assess the magnitude and severity of the situation to determine the appropriate level of EOC activation.

- Support Site(s) – Provide support to Incident Commanders and Support Agencies and ensure that all actions are coordinated within the established priorities.

- Develop / Approve Action Plans – Prepare EOC action plans with the ECG based on an assessment of the situation and available resources. Set priorities and response objectives for affected areas.

- Inform Others – In consultation with the Information Officer, assist emergency information actions using the best methods of dissemination. Approve press releases and other public information materials. Keep the Policy Group informed.

- Manage the EOC – Establish the appropriate EOC staffing level and continuously monitor organizational effectiveness.

- Liaising with the Incident Commander to confirm the geographical boundaries of the emergency area as declared by the Policy Director (per section 5.2.2); and

- Confirming the adequacy of the expenditure limits as identified in Saugeen Shores Purchasing By-law

4.3.4 Risk Management Officer

- Ensures good risk management practices are applied throughout the response and recovery and that every function within the EOC considers the management of risk.

- Identifies liability and loss exposures to personnel and property.

- Provides informed opinion on probabilities and potential consequences of future events and matters related to legal obligations and how they may be applicable to the actions of the Town during the emergency; and

- Provides advice on health and safety issues and if required, activates the Health and Safety Officer.

4.3.5 Health and Safety Officer

- Under the direction of the Risk Management Officer, provides advice and assistance on matters related to occupational health and safety regulations for EOC personnel.

- Under the direction of the Risk Management Officer, monitors, assesses, and recommends modifications to safety conditions in the EOC and halting unsafe operations, as necessary; and

- Liaises and provides advice to the Emergency Site Safety Officer regarding health and safety issues for site personnel, as required.

4.3.6 **Liaison Officer**

- Invites required or requested Support Agencies and stakeholders to the EOC, as identified by the EOC Director and ECG and maintains contact when required.

- Provides input on the strategic direction and advice to the ECG regarding emergency management issues.

- Liaises with the neighbouring Municipal and Regional EMP Co-ordinators, OFMEM and other provincial and federal representatives, as required; and

- In conjunction with the EOC Director, facilitates a debriefing with the EOC personnel and other appropriate Support Agencies and prepares an after-action report on the emergency.

4.3.7 **Information Officer**

- Establishes and maintains media contacts.

- Prepares news/social media releases, coordinating interviews, news conferences, and/or media briefings.

- Develops public information materials, providing messaging for use by 211 and EOC staff.

- Establishes communications strategies for internal and external purposes.

- Monitors media and information sources including 211.

- Liaises and coordinates messages with other internal and external Information Officers; and

- Ensures public safety information is provided in accessible formats as required by provincial legislation.

A support team from corporate communications assists the information officer in meeting these tasks. This support team includes personnel for online communications.

4.3.8 **Operations Section Chief**

The EOC Operations Section Chief coordinates resource requests, resource allocations, and response operations in support of Incident Commanders at one or more sites, as well as:

• Maintain Communications – Establish communication links with incident command posts and town department operation centres if activated.

• Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.

• Coordinate Response – Direct the coordination of operations in cooperation with other Support Agencies.

• Coordinate Resource Requests – Collect and coordinate resource requests from site(s), working with the EOC Logistics Section.

• Share Operational Information – Collect and distribute operational information to the planning section, the EOC Information Officer, and other EOC Sections; and

• Manage the Operations Section – Establish the appropriate Operations Section or divisions and continuously monitor organizational effectiveness.

4.3.9 **Branch Co-ordinators**

Branch Co-ordinators oversee the operations of a particular department, division, section, or agency. A Branch Co-ordinator will be responsible for coordinating the activities of their department/Support Agency site personnel and dispatch centre (if one exists). Additional branch staff may be needed, dependent on the size of the emergency event and the support required.

Branch Co-ordinators may include, but are not limited to:

• Regional Fire Branch Co-ordinator.
• Saugeen Shores Police Branch Co-ordinator.
• Bruce County EMS Branch Co-ordinator.
• Emergency Social Services Branch Co-ordinator.
• Public Works Branch Co-ordinator; and
• Public Health Branch Co-ordinator.

4.3.10 **Planning Section Chief**

The Planning Section is responsible to:

- Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic situation reports.

- Manage the Planning Section – Establish the appropriate Planning Section Unit and continuously monitor organizational effectiveness.

- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.

- Managing Display Boards - Ensure that the situation unit is maintaining current information for the EOC situation report.

- Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to the ECG.

- Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid.

- Keep Records – Document and maintain paper and electronic files on all EOC activities.

- Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave.

- Plan for Recovery – Initiate recovery efforts at the earliest time and develop plans for short- term and long-term recovery appropriate to the needs.

- Coordinate Technical Specialists – Provide technical support services to EOC sections and branches, as required; and

- Prepare After Action Report – Coordinate the assembly of EOC lessons learned from contributions from EOC staff and from Support Agency representatives.

4.3.11 Logistics Section Chief

- Manage the Logistics Section – Establish the appropriate Logistics Section Units and continuously monitor organizational effectiveness.
- Provide Telecommunication and Information Technology Services – Support use of telecommunication and information technology in EOC.

- Support EOC – Provide and maintain EOC facilities, including all utilities, food, water, and office supplies.

- Supply Equipment and Material Resources to Sites – Coordinate all requests for resources from initiation to delivery to support operations section.

- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.

- Coordinate Personnel – Acquire and assign personnel with the appropriate qualifications to support site requests. Develop systems to manage convergent volunteers; and

- Arrange Transportation – Coordinate transportation requests in support of response operations.

4.3.12 Finance and Administration Section Chief

- Record Personnel Time – Collect and process on-duty time for all EOC personnel, including volunteers and Support Agency representatives. Ensure uninterrupted payroll for all employees.

- Coordinate Purchasing – Control acquisitions associated with emergency response or recovery, including purchase orders and contracts in consultation with the Risk Management Officer.

- Coordinate Compensation and Claims – Process workers' compensation claims within a reasonable time.

- Participate in ECG Meetings – Prepare section objectives for presentation at ECG meetings, at least once in each operational period.

- Record Costs – Maintain financial records for response and recovery throughout the event. Keep the EOC Director, ECG, and elected officials aware of the current fiscal situation; and

- Maintain Records – Ensure that all financial records are maintained throughout the event or disaster.

SECTION 5   Emergency Plan Supporting Documents

5.1   Emergency Notification Procedure (Annex A) (Confidential)

The Emergency Notification Procedure outlines the process for notification of EOC personnel to place them on alert or request that they respond to the EOC. The procedure also includes the confidential contact information for EOC personnel.

5.2   Crisis Communications Plan (Annex B)

This document coordinates communications from Saugeen Shores departments, agencies and boards to media outlets, Town of Saugeen Shores employees, businesses, and residents to deliver information before a pending emergency (if

possible), during or after a disaster or emergency. This includes the release of appropriate and information to the media and to the public, issuing directives to the public, responding to requests for information, and monitoring media outlets and other sources of information. Methods of internal communications with Town and local area municipal staff are also outlined.

In the event of a major emergency requiring a response from Bruce County municipalities and Bruce County, communications will be coordinated with these entities through Bruce County and municipal Information Officers.

5.3 Town of Saugeen Shores Emergency Operations Center Standard Operating Guidelines (Annex C)

This document outlines the procedures involved in the activation and operation of the EOC facility. This includes details on the facility location, setup, guiding principles, managing information and resources, and roles and responsibilities for functions within the IMS. As a supplement to the Emergency Response Plan, it provides information to enable EOC responders to fulfil their key responsibilities in managing an emergency.

5.4 Town of Saugeen Shores Water / Wastewater Compliance

To facilitate the resolution of emergency events involving the provision of water or wastewater services, the Operating Procedure IS-ERP-P001 Emergency Response Procedures Water and Wastewater Services and associated forms shall be adhered to. This procedure clearly identifies the roles and responsibilities for the required actions in managing water distribution and wastewater collection system emergency situations that are the responsibility of the Town of Saugeen Shores.

5.5 Hazard Identification and Risk Assessment – HIRA (Annex D) (CONFIDENTIAL)

The purpose of the HIRA is to identify the hazards, which have caused, or possess the potential to cause, disastrous situations by overwhelming response capabilities within Bruce County. This information assists the Town in preparing for more effective emergency responses and operations. The planning phase will seek to mitigate the effects of a hazard, to prepare for response measures, and to ensure the safety of our citizens, preserve life and minimize damage.

5.6 Bruce County Emergency Management Plan (Annex E)

This document serves as an operational guideline outlining the role of Bruce County core departments and services and how these align with local municipalities during a local emergency incident.

5.7 Nuclear Emergency Response Plan (Annex F)

These plans describe the overall emergency organization and response by Provincial organizations within the authority of the Provincial Nuclear Emergency Response Plan (PNERP). Within the PNERP, the Town of Saugeen Shores is identified as a Host Municipality and is located directly adjacent the Designated Municipality, the Municipality of Kincardine, where the Bruce Power Nuclear Facility is located.
The Town of Saugeen Shores provides support to the Designated Municipality Nuclear Emergency Response Plan by fulfilling all requirements listed within Annex I of the Provincial Nuclear Emergency Response Plan.

SECTION 6   Emergency Response Plan Review and Maintenance

The Saugeen Shores Emergency Response Plan (SSERP) will be maintained and distributed by the EMP Co-ordinator to the public via the Town of Saugeen Shores public website.

The SSERP will be reviewed annually pursuant to the regulations under the Act and, where necessary, revised by the EMP Co-ordinator. The review and recommended revisions will be coordinated by the EMP Co-ordinator.

The SSERP shall be revised only by By-law of Council; however, revisions to the annexes and minor administrative or housekeeping changes may be made by the EMP Co-ordinator.

It is the responsibility of each person, Support Agency, service or department identified within the SSERP to notify the EMP Co-ordinator forthwith, of the need for any administrative changes or revisions to the emergency response plan or annexes.

The EMP Co-ordinator is responsible for maintaining a current confidential contact list for EOC personnel and Support Agencies.

Each department and Support Agency should designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis and ensure they align with the SSERP.

6.1 Exercising of the Town of Saugeen Shores Emergency Response Plan

Pursuant to the Regulations under the Act, at minimum, one exercise will be organized and conducted annually by the EMP Co-ordinator to test the overall effectiveness of the SSERP. Recommendations arising from the annual exercise shall be considered by the EMP Co-ordinator and EMP Committee for revisions to the SSERP.

6.2 Plan Distribution

Copies of the SSERP will be provided to EOC personnel, Local Area Municipalities, Support Agencies, the Province, and bordering municipalities and Counties that may have a role to play in responding to/or aiding emergencies in Saugeen Shores.

6.3 **Revision History**

Rev. No.   Revised by   Details   Revision Date

SECTION 7 – POST EMERGENCY DEBRIEF

7.1 **Post Emergency Debriefs**

Debriefing will be done post emergency as well as post training drill external and tabletop

Post Emergency Debriefs aim to:

- Identify the components of the CEMP that worked well.
- Identify opportunities for improvement.
- Share findings between agency staff; and
- Assign action items to relevant business units/agencies for ongoing development and preparation for future emergency incidents.

After an emergency it is important to conduct a debrief session(s) with all staff, agencies and personnel who were involved in emergency response and relief activities. The main issues to consider in planning for a debrief will include the evaluation of:

Each of the functional areas of the EOC in the CEMP, including operations undertaken from emergency agencies and field operations.

- Coordination arrangements – involvement of relevant agencies, assigning tasks to organisations, decision-making and priority-setting, forward planning and adequacy of facilities.

- Town strategic planning considerations including consequences of impact and provisions to address relief and recovery – were CEMP 7.1 resources appropriate? Were extra resources required?

- Information management – media, information systems, records, dissemination of decision and information, and managing community expectations; and

- Resource management – activation and mobilisation, safety, return of and accounting for resources.

7.2 **Preparing for Post Emergency Debrief**

The size of the emergency event will dictate the number of debrief sessions to be conducted. In the event of a small-scale emergency only one debrief session may be

necessary. In the event of a large-scale emergency, it may be necessary to conduct debriefings for each 'functional area'.

It is the joint responsibility of the Community Emergency Manager Coordinator (CEMC), in consultation with the ECG to determine the debrief structure and requirements. It is the responsibility of the CEMC (or delegate) to allocate responsibility for conducting the debrief(s).

- The CEMC will control the meeting without stifling discussion.

- Ensure there are specific questions on both positive and negative aspects to avoid discussions or blame.

- Send written invitations to all people who should attend.

- Develop the agenda.

- Distribute the agenda before the debrief date.

- Ensure that everyone knows and understands what the intention of the meeting is.

- Ensure that the venue is big enough i.e., everyone has a seat.

- Ensure the venue has enough lighting and is free from distractions.

- Ensure that relevant maps, models, or photographs are available for the debrief.

- If a written report is to be distributed, ensure that everyone receives a copy.

- If written reports are required from those attending, ensure that they are aware of this in good time so that they have enough time to prepare one.

- Allocate the tasks of recording the proceedings and producing a report

7.3 **Debrief Follow-Up**

It is the responsibility of the CEMC (or delegate) to ensure actions are tabled and scheduled for action. Debrief action plans should include:

- Identified issues.
- Strategies and actions to address issues.
- Who will undertake activities.
- When the activity is to be completed; and
- Review date to ensure identified actions have been completed.

NOTE: When developing action plans for implementation ensure that the progress of all actions can be easily monitored and reported against.

Actions resulting from a debrief may include:

- Amending or revising plans or appendices.
- Changing the CEMP structure.
- Revising training requirements.
- Changing equipment or purchasing new equipment.
- Changing organisational policy; and/or
- Analysing and reporting back to the CEMPC on specific problems.

The CEMC will complete a confidential incident report that is to be released to all department heads and outside agencies that require the report. Followed by an incident report for the public to be released at a future committee of the whole meeting.

SECTION 8 - PLAN MAINTENANCE AND REVIEW

8.1 **Internal Procedures**

Each service or agency involved or identified in this Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

8.2 **Annual Review**

As a minimum all or portions of this plan will be reviewed annually using appropriate and planned emergency exercises. Following the exercises, appropriate debriefing sessions followed by the completion of debriefing reports, which will be utilized by the Community Emergency Management Program Committee to make appropriate changes to the Plan.

8.3 **Amendments**

Amendments to the Plan require formal Council approval. Formal Council approval is not required for changes or revisions to the appendices or for minor administrative changes such as editorial changes to the text including page numbering, reference changes or changes to references to provincial statutes

8.4 **Flexibility**

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

8.5 **Local Plans**

All local municipalities are required to have their own CEMPs, although not required by the legislation at this time, local CEMPs are encouraged to conform to the County of Bruce Emergency Response Plans.

To ensure an overall coordinated effort, copies of Town's CEMP of will be distributed to other local communities and to the County of Bruce.

SECTION 9 – ANNEXES

ANNEX A   Town of Saugeen Shores ECG and Resource Contact List
ANNEX B   EMP Media Tool Kit
ANNEX C   Standard Operational Guidelines
ANNEX D   2022 Saugeen Shores HIRA
ANNEX E   Bruce Emergency Response
ANNEX F   Saugeen Shores Nuclear Response Plan
ANNEX G   Bruce County Red Cross Agreement
ANNEX H   Critical Infrastructure List