Northumberland County Emergency Management Plan

Update: October, 2021

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Definitions

In this Emergency Management Program:

- **"Administrative Coordinator"** means the Administrative Coordinator of the Emergency Operations Centre of the County of Northumberland or a delegated alternate.
- **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer of the County of Northumberland or a delegated alternate.
- **"Communicator"** means the front-line person in the Public Inquiry Centre responsible for direct communication with the general public.
- **"Community Control Group"** means the Community Control Group named by the County of Northumberland.
- **"Constituent Municipality"** means a town, village, township, First Nation Reserve located within the boundaries of the County of Northumberland.
- **"County Fire Coordinator"** means the District Deputy Fire Marshall appointed by the Government of Ontario, Order in Council for the Corporation of the County of Northumberland.
- **"Director of Community and Social Services"** means the Director of Community and Social Services of the County of Northumberland or a delegated alternate.
- **"Director of Finance"** means the Director of Finance of the County of Northumberland or a delegated alternate.
- **"Director of Corporate Services"** means the Director of Corporate Services of the County of Northumberland or a delegated alternate.
- **"Director of IT"** means the Director of Information Technology of the County of Northumberland or a delegated alternate.
- **"Chief of Paramedic Service"** means the Chief of Paramedics of the County of Northumberland or a delegated alternate.
- **"Director of Transportation and Waste"** means the Director of Transportation and Waste of the County of Northumberland or a delegated alternate.
- **"Emergency"** means a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.
- **"Emergency Area"** means the area in which an emergency exists.
- **"Emergency Information Officer (EIO)"** means the manager of the primary or alternate Emergency Media Centre established by the County of Northumberland in accordance with the requirements of the Emergency Management Program or a delegated alternate.
- **"Emergency Management Program"** means the Emergency Management Program adopted by by-law of the Council of the County of Northumberland.
- **"Emergency Plan"** means a plan formulated under section 3 of the Emergency Management Act and forms part of the Emergency Management Program.
- **"Emergency Shelter Information Officer (ESIO)"** means the emergency information officer liaison role located within the Emergency Reception or Emergency Evacuation Centre.
- **"Emergency Site Manager"** means the Emergency Site Manager appointed by the constituent municipality to manage an emergency site within the municipality's boundaries.
- **"Emergency Operations Centre"** means the primary or alternate Emergency Operation Centre established by the County of Northumberland.
- **"Public Inquiry Officer (PIO)"** means the manager of Public Inquiry Centre responsible for liaising between the Emergency Information Officer and Public Inquiry Centre Coordinator.
  "Medical Officer of Health" means the Medical Officer of Health for the Haliburton, Kawartha, Pine Ridge District or a delegated alternate.
- **"Mutual Support Agreement"** means the Mutual Support Agreement adopted by the County of

- Northumberland, constituent municipalities, boards of education and industry within the county.
- **"Office of the Fire Marshall and Emergency Management (OFMEM)"** means the Province of Ontario's Emergency Management Office
- **"Police Advisor"** means the senior police official from the stricken municipality (municipal or provincial) delegated to represent the municipality(ies) on the County of Northumberland Community Control Group.
- **"Warden"** means the Warden as head of Council of the County of Northumberland or a delegated alternate.

Introduction

Northumberland County is located along the north shore of Lake Ontario. The County is bound to the Region of Durham to the west, the City of Quinte West to the east, and the County of Peterborough to the north. Northumberland County encompasses The Municipality of Port Hope, The Town of Cobourg, The Township of Hamilton, The Municipality of Alnwick/Haldimand, The Township of Cramahe, The Municipality of Trent Hills, and The Municipality of Brighton. The Population of Northumberland County is approximately 85,980.

The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 defines an emergency as "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 major proportions to life or property."

While many emergencies could occur within Northumberland County, those most likely to occur are Transportation Accidents (both rail and vehicular), Chemical Spills, Floods, and Hydro Power Failure. The effects and magnitude of an emergency will be determined by the type, location, time of day or night, season of the year, and weather conditions.

Unlike the effects of an emergency, which are determined by chance, a response strategy is always preplanned and never left to chance. Despite the best planning and preparation commitment which local authorities are capable of, there may be emergencies which, owing to the lack of equipment and resources immediately available, particularly acknowledging the geographic location of the municipalities and their distance from some specialized equipment and resources, the implementation of treatment may, of necessity, be delayed. The level of planning and training available to responders is a significant contributing factor when measuring the success of emergency operations. The higher the level is, the greater the chances of success.

The health, safety, welfare of people and the protection of property of the inhabitants of the County of Northumberland is the priority in the event of an emergency. It is for this reason that the County of Northumberland adopted the Emergency Management Program. The Emergency Management Program is designed to provide staff with guidelines to effectively manage the three distinct phases of the program, e.g., Pre-emergency, Emergency, and Post-emergency. Information regarding Northumberland County's Emergency Management Plan is available by contacting the Northumberland County Emergency Management Coordinator.

Aim

The purpose of the Emergency Management Program is to establish within the County of Northumberland an emergency plan in support of all constituent municipalities for the provision of:

- The most timely and efficient acquisition and deployment of requested human and material resources.
- The coordination of inter-municipal and provincial response activities.
- Liaison between municipalities, boards of education, public utilities, industry, Ministries of the Province of Ontario and other public and private services and agencies.

The request for assistance will most likely occur when the emergency exceeds the resources of the local emergency or when more than one municipality is involved, and County assistance is requested.

Authority

Northumberland County By-law

The Emergency Management program and plan are approved and endorsed by Northumberland County Council on an annual basis via By-law. The 2021 By-law is ####

The Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9

The Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9 Section 3. (1) 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."
Section 3 (3) further states that:
"The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1)."
Section 4 (1) further 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 or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."
Section 9 (c) further states that:
"In the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act."
Section 4 (2) states:
"The head of council or the council of a municipality may at any time declare that an emergency has terminated".

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Northumberland County employees may take such action under this plan as may be required to protect property and the health, safety, and welfare of the County of Northumberland.

Pre-emergency Guidelines– Emergency Management Program Committee

All constituent municipalities within the County of Northumberland have agreed to joint action with regards to emergency preparedness and each municipality is a participant in the mutual support agreement. The County of Northumberland Emergency Management Program Committee has been established in accordance with the mutual support agreement and The Emergency Management and Civil protection Act R.S.O. 1990 Chapter E.9 Section 9.

The Emergency Management Program Committee will be responsible to:

- Guide and oversee the development of the County of Northumberland Emergency Management Program.
- Coordinate the provisions of the emergency management program with and between the County of Northumberland, constituent municipalities, provincial ministries and other
- services and agencies operating within the county.
- Meet at least annually for the purpose of reviewing and recommending changes to the

Emergency Management Program.
- Formulate recommendations for change to emergency policy to county council.
- Identify hazards affecting the safety of citizens; assess the risk required to protect the citizens; and identify the need for contingency plans.
- Establish and maintain a suitably equipped Emergency Operations Centre.
- Establish and maintain a suitably equipped Public Inquiry and Media Centres.
- Develop and oversee the implementation of a training and exercise program.
- Prepare annually a budget for presentation to county council in support of the Emergency Management Program.

Emergency Notification, Declaration, and Termination of Emergency

Notification

When an emergency occurs, the total emergency response will be controlled by the Emergency Control Groups of the constituent municipalities affected. The role of the County of Northumberland is to support the response activities of the stricken municipality(ies).

The County of Northumberland Emergency Management Plan may be activated in support of a constituent municipality as follows:
- At the request of a municipality.
- At the discretion of the Warden or CAO when two or more municipalities are involved in the same incident.
- At the discretion of the Warden or CAO when County resources are being consumed in such a manner as to place a strain on these resources.
- When County facilities are threatened.
- By the CAO on the recommendation of a department head.
- By order of the Premier in accordance with the provisions of the Emergency Management Act of Ontario R.S.O. c.E.9s.7 (1) 1990.

An emergency response by the County of Northumberland shall complement the emergency response of the constituent municipality(ies). Unless specifically requested to do so by a municipality and notwithstanding a declaration from the Premier (R.S.O.c.E.9s.7(1) 1990), emergency coordination by the County shall in no way substitute or supersede any emergency plan or response of a constituent municipality.

Northumberland County will activate the County Emergency Operation Centre when a constituent municipality activates the Municipal Emergency Operation Centre. When as a result of an emergency, the emergency plan of a constituent municipality is activated. The head of council of the affected municipality shall immediately notify the Northumberland County by contacting the County's Community Emergency Management Coordinator (CEMC). The CEMC will commence notifying the County Control Group members. County staff from any department may hear of emergency situations from any source, including the media. Thus the staff could begin drawing their own conclusions for action to take. For this reason, "**Alert**" status messages should be forwarded to ALL Directors as a precautionary measure. A message of **"Alert" status** shall mean stay on standby at your existing location with communication close at hand (smart phone, email, and phone).

A notification of "**Activation**" status shall mean use the formal Emergency Dispatch with high potential to assemble at the County EOC. The County Control Group members will report to the Emergency Operations Centre as directed by the Dispatch Company or internal notification instructions. The Public Inquiry and Media Centres are to be activated as required. The assembled County Control Group Members will assess the situation to determine the need for more staffing. Each member will be responsible for continuing the contact fan out to assemble their department as required. The assembled members will also continue to arrange for any members who have not arrived at the Operation Centre.

Operations within the Emergency Operations Centre will only be successful when the Community Control Group adopts a cooperative team approach to problem solving. The role of the county is to support constituent municipalities by providing inter-municipal coordination, liaison and coordination of the provincial response with constituent municipalities, and the procurement and delivery of resources in accordance with the Mutual Support Agreement. When an emergency occurs that involves county facilities or services, the department head involved will notify the County CAO with a recommendation to activate the emergency management plan. The department head will then fulfill their mandate and assist as required. Upon being notified, it is the responsibility of all Community Control Group members to notify their staff and volunteer organizations.

Assistance

Assistance may be requested from the Province of Ontario at any time by contacting the Duty Officer of the Office of the Fire Marshal and Emergency Management (OFMEM). The request shall not be deemed a request that the Province assume authority and control of the emergency.

Declaration of an Emergency

Upon declaring an emergency, in consultation with the Community Control Group, the Warden shall notify:
- Duty Officer of OFMEM
- County Council
- Officials of the municipalities within Northumberland County
- Public
- Neighboring community officials
- Local members of Provincial and Federal Parliament.

Termination of an Emergency

An emergency may be considered terminated when the threat to life, property and the environment no longer exists, and the municipality(ies) has returned to a semblance of normalcy. This means that residents evacuated have now returned to their homes, or if their homes were badly damaged or destroyed, that temporary shelter has been found. If services provided to residents, e.g., sewer, water, hydro were damaged, the emergency is not over until services are restored either on an improvised short-term or a permanent basis.

Upon terminating an emergency, in consultation with the Community Control Group, the Warden shall notify:
- Duty Officer of OFMEM
- County Council
- Officials of the municipalities within Northumberland County
- Public
- Neighboring community officials
- Local members of Provincial and Federal Parliament.

Implementation – Community Control Group

Emergency Operations Centre (EOC)

The location of the primary Emergency Operations Centre is the Northumberland County Administration Building, 555 Courthouse Road Cobourg.

The location of the secondary Emergency Operations Centre is the Board Room of 600 William Street, Cobourg. All constituent municipalities offer the use of their operation centre as alternate sites. Upon notification, the Community Control Group shall report to the primary Emergency Operations Centre or other location as dictated at that time.

Community Control Group (CCG)

In order to provide the support requested by the stricken municipality(ies) in a timely and effective manner, the County of Northumberland has established a Community Control Group comprising the following primary, alternate, and support members:

- Chief Administrative Officer or alternate (EOC Manager)
- Warden or alternate
- Director of Finance or alternate
- Director of Transportation and Waste or alternate
- Chief of Paramedics or alternate
- Director of Community and Social Services or alternate
- Director of Corporate Services or alternate
- Director of IT or alternate
- Administrator of Golden Plough Lodge or alternate
- County Fire Coordinator or alternate
- Medical Officer of Health or alternate
- Public Inquiry Officer or alternate
- Emergency Information Officer or alternate
- Community Emergency Management Coordinator or alternate
- Scribe

The following organizations are not deemed part of the primary control group but may be called upon to provide a representative as deemed necessary by the chairperson:

- Northumberland Health Care Centre Executive Director
- Kawartha Pine Ridge District Board of Education
- Peterborough, Victoria, Northumberland, Clarington Catholic District School Board
- Ontario Provincial Police Advisor
- Union Gas
- Bell Canada
- Ministry of Environment
- Ministry of Natural Resources,
- Ministry of Transportation
- Ganaraska Region Conservation Authority, Lower Trent Region Conservation Authority
- Red Cross, Salvation Army, St John Ambulance, Municipal Animal Services, OCEAP.

Support Members to the CCG

In order to maintain continuity in communications, support staff will be utilized in the EOC when the primary/alternate members are engaged with other business. The support staff are deemed not to be alternates for the primary/alternate positions.

- Support Staff, Chief Administrative Officer and Alternate
- Support Staff, Director of Finance or alternate
- Support Staff, Community Emergency Management Coordinator
- Support Staff, Director of Transportation and Waste or alternate
- Support Staff, Chief of Paramedics or alternate
- Support Staff, Chief of Paramedics Liaison Staff
- Support Staff, Director of Community & Social Services or alternate
- Support Staff, Emergency Social Service Liaison Staff
- Support Staff, Director of Corporate Services or alternate
- Support Staff, Administrator of the Golden Plough Lodge or alternate
- Support Staff, County Fire Coordinator or alternate
- Support Staff, Ontario Provincial Police Advisor or alternate
- Support Staff, Medical Officer of Health or alternate
- Support Staff, Public Inquiry Officer or alternate

- Support Staff, Emergency Information Officer or alternate
- Public Inquiry Coordinator and Communicator

Operating Cycle

Members of the Community Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of the meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Scribe will maintain a status board which will be prominently displayed and kept up to date.

Community Control Group Responsibilities

The Community Control Group shall be responsible for the following:
- Determine if the location and composition of the Community Control Group are appropriate.
- Determine if a declaration of an emergency is to be filed with Emergency Management Ontario.
- Notify all services operating at the county level of the declaration of the emergency.
- Ensure that an Emergency Site Manager is appointed.
- Control and coordinate the allocation of county services and material resources.
- In accordance with the Mutual Support Agreement, assess requests for assistance from stricken municipalities, determine sources of supply and when necessary, establish a priority for their delivery.
- Provide inter-municipal coordination of response activities.
- Coordinate services provided by outside agencies which do not come under normal county control.
- Establish liaison with the Province of Ontario in order to provide situation reports and for the acquisition and delivery of provincial resources.
- Coordinating activities such as public evacuation, discontinuing utilities, providing volunteers, providing information to the public, organizing advisory groups.
- Provide authorization and accounting for expenditures and distribution of funds assigned
- For the acquisition and disposition of goods and services required to mitigate the effects of an emergency.
- Ensure that the unaffected areas of the county continue to receive a level of service.
- Develop a long-term plan of action (12 hours plus) in support of constituent municipalities.
- Notify the province and all services operating at the county level of the termination of the emergency.
- Maintain a record of all action taken.
- Preparing a debriefing a debriefing following the emergency.

The Control Group may function with only a limited number of persons depending on the emergency. While the Community Control Group may not require the presence of all members, all members must be notified.

When the emergency is over, the Community Control Group will meet within five working days for the purpose of discussing and taking action as necessary in the following areas:
- Determine whether any of the support personnel operating under county authority require the assistance of qualified psychological debrief persons and ensure that such services as required are provided
- Evaluate the county response and determine where improvements are required, e.g., changes to a procedure, agreements or training program content.
- Prepare a report on the incident to County Council and include as a minimum: what happened, what action was taken, who was involved, estimated cost, and any short or long-term effects.

Emergency Response System –

Individual Responsibilities

The members of the Community Control Group shall be responsible for the following:

Warden,
as head of council, is responsible to:
- Ensure that all county services have been alerted and are either activated or on standby.
- Attend all formal meetings of the Community Control Group.
- Inform OFMEM upon the activation and deactivation of the Emergency Support Plan.
- Declare/terminate a State of Emergency with OFMEM.
- Approve the expenditure of funds to meet the immediate requirements of the emergency.
- Approve all news releases and public information announcements from the County of Northumberland with the assistance of the Public Information Officer.
- When necessary, obtain assistance from neighboring municipalities and senior levels of government through the Province of Ontario.
- Maintain a record of all action taken.

Mayor,
of the affected constituent municipality, although not necessarily a member of the Community Control Group, shall be responsible to:
- Ensure that before any request for assistance under the Mutual Support Agreement is made to the County of Northumberland, that the Emergency Plan of the affected municipality has been activated and that their own resources have been committed to the emergency.
- Ensure that the Community Control Group is kept informed on the emergency through the provision of frequent situation reports.
- Ensure that all requests for resources not immediately available from the municipal inventory are made to the Chief Administrative Officer of the County of Northumberland (Fire Mutual Aid exempt).
- Maintain a record of all action taken.

Chief Administrative Officer
is responsible to:
- Activate the County Emergency Support Plan and County Emergency Contact System.
- Chair all formal meetings of the Community Control Group.
- Activate the Administration Department's Emergency Contact System.
- Direct and coordinate as required, all emergency response and support activities within the Emergency Operations Centre.
- Establish liaison with all involved municipalities, industry and the Province of Ontario.
- Determine if municipal and private resources are adequate and recommend to the Warden when provincial assistance should be requested.
- Review public announcements and press releases with the assistance of the Emergency Information Officer prior to their release by the Warden or the Public Inquiry and Media Centre.
- Commence the long-range operational plan and establish priorities for re-establishment of any service discontinued as a result of the emergency.
- Maintain a record of all action taken.

Support Staff, Chief Administrative Officer
is responsible to:
- Assist the Chief Administrative Officer as required.
- Receive phone calls and messages to be addressed

- Maintain a record of all action taken.

Director of Finance

is responsible to:
- Activate the department's emergency contact system.
- Assist activation of the Emergency Operations Centre.
- Maintain a record of all expenditures authorized in support of the emergency and for future claims purposes.
- Ensure prompt payment and settlement of legitimate invoices and claims incurred during an emergency.
- Maintain a record of and track all donations and loans.
- Review requirement for obtaining financial assistance during recovery.
- Assist the Chief Administrative Officer as required.
- Maintain a record of all action taken.

Support Staff, Director of Finance

is responsible to:
- Assist the Director of Finance as required.
- Receive phone calls and messages to be addressed
- Maintain a record of all action taken.

Director, Transportation and Waste

is responsible to:
- Activate the department's emergency contact system.
- Provide resources from the department's inventory in support of the emergency.
- If necessary, provide potable water and sanitation facilities in accordance with the standards established by the Medical Officer of Health.
- Provide Geographical Information maps and documentation.
- Provide liaison with other municipal, provincial, and federal engineering and transportation services to ensure a coordinated response.
- Advise the Community Control Group on all engineering related incidents and on any remedial action necessary and/or already initiated.
- Restore any corporation engineering service, road or facility disrupted by the emergency.
- Activate the public transportation's emergency contact system.
- Advice the members of the Community Control Group on all matters related to public transportation.
- Maintain a record of all action taken.

Support Staff, Director Transportation and Waste

is responsible to:
- Assist the Director Transportation and Waste as required.
- Receive phone calls and messages to be addressed
- Maintain Geographical Information maps and documentation
- Maintain a record of all action taken.

Director, Community and Social Services

is responsible to:
- Activate the department's emergency contact system.
- Advise the Community Control Group on all matters related to the feeding, lodging, registration, etc., of people in the emergency area or those persons forced to leave their homes and are now in public reception/ evacuation centres.
- Assign Emergency Social Service Liaison Staff to attend either the constituent municipal Emergency Operation Center or the County Emergency Operation Center

- In consultation with the constituent municipal community control group, designate public reception/evacuation centres to be opened should the evacuation of residents be necessary.
- Be responsible for the opening, staffing and operation of all reception/evacuation centres.
- Direct the activities of other municipal and provincial welfare agencies while working in support of emergency evacuation and reception.
- Arrange for the provision of the following:
    - emergency clothing
    - emergency feeding
    - emergency lodging
    - emergency registration and inquiry
    - personal services
    - emergency communications and interagency liaison
- Be responsible to call-out, direct and coordinate the emergency response activities of social services related volunteer agencies.
- Ensure that all volunteers are registered and when necessary are issued with an emergency pass.
- Arrange for the provision of traffic control and organized evacuee movement at the Evacuation/Reception Centre.
- Maintain a record of all action taken.

Support Staff Director, Community and Social Services
is responsible to:
- Assist the Director, Community and Social Services as required.
- Receive phone calls and messages to be addressed
- Maintain a record of all action taken.

Support Staff, Emergency Social Service Liaison Staff
is responsible to:
- Attend the constituent Municipality's Emergency Operation.
- Advise the Director (at the County EOC) on all matters concerning the Municipal request for emergency social service.
    - Area of evacuation.
    - Potential evacuee population.
    - Time duration for required service.
    - Location of reception/evacuation centre if one is established.
- As directed by the Director, advise the constituent Municipal Community Control Group on all matters related to providing emergency social service for people in the emergency area or those persons forced to leave their homes and are now in public reception centres
- Location/type of lodging (hotel, evacuation shelter).
- Services provided (emergency clothing,   feeding, lodging, personal service, registration & inquiry).
- Service is for evacuees who cannot make lodging arrangements with friends/family, cannot financially make alternate arrangements, and have no other lodging available
- Operation hours of service.
- Maintain a record of all action taken.

Chief of Paramedic Service
is responsible to:
- Report to the Community Control Group on all matters related to the Paramedic Services.
- Liaise with the Paramedic Site Coordinator to ensure triage and treatment at the emergency site.
- Liaise with hospitals for the efficient distribution of casualties through the Lindsay Central Ambulance Control Centre dispatch

- Assess the need and request for on-site medical teams from the Paramedic site coordinator and whether assistance is required from other ambulance services or police 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 situations.
- Assess the need and request for special emergency health service resources at the emergency site, e.g., multi-patient units, support units, air ambulances etc., and forwarding these requests to Lindsay CACC.
- Liaise with Lindsay CACC to provide a main radio and telephone communication link through dispatch among health services and notifying and requesting assistance of the Ontario Ministry of Health and Long-Term Care, Emergency Health Services Branch.
- Liaise with the Commissioner of Public Health/Medical Officer of Health for information regarding invalids or disabled citizens that may reside in an area to be evacuated and require ambulance or other stretcher transportation.
- Assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required.
- Ensuring that first aid supplies are available at the emergency area and the evacuation centers.
- Establish on-scene command post and the appointment of a Paramedic Service Officer in Charge to the Emergency Management Team.
- Assist the Emergency Site Manager, as appointed, in fulfilling his/her responsibilities.
- Provide an Emergency Site Manager if requested.
- Maintain a record of all action taken.
- Participate in debriefing and assisting with the preparation of a report on the emergency.

Support Staff, Chief of Paramedic Services
is responsible to:
- Assist the Chief of Paramedic Services as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Director of Corporate Services
is responsible to:
- Ensuring records of corporate services and administrative detail, that may involve financial liability, are complete.
- Ensuring that work records are maintained in compliance with policy and collective agreements.
- Ensuring that volunteers are registered, and work hours recorded.
- Perform the duties of CAO in the absence of the Chief Administrative officer.

Support Staff, Director of Corporate Services
is responsible to:
- Assist the Director of Corporate Services as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Director of Information Technology
is responsible to:
- Activate the department's alert system.
- Assist activation of the Emergency Operations Centre and ensure that the communications and technology equipment within the EOC is connected and functional.
- Maintain a record of all expenditures in support of the emergency and for future claims purposes.
- Ensure prompt technical support is available to ensure effective communication and

response of the control group and responding staff during the emergency

- Assist the Chief Administrative Officer as required.
- Maintain a record of all action taken.

County Fire Coordinator

is responsible to:

- Activate and administer the Fire Service Plan.
- Advise the Community Control Group on all fire/rescue related incidents and on the remedial action necessary and/or already initiated.
- Maintain a record of all action taken.

Support Staff, County Fire Coordinator

is responsible to:

- Assist the County Fire Coordinator as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Police Advisor

is responsible to:

- Provide liaison and coordination with involved municipal, provincial and federal police agencies as required.
- Advise the Community Control Group on all police related incidents and of any remedial action necessary and/or already initiated.
- Maintain a record of all action taken.

Support Staff, Police Advisor

is responsible to:

- Assist the Police Advisor as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Medical Officer of Health

is responsible to:

- Report to the Emergency Operations Centre and advise the Community Control Group on all health-related incidents and on any remedial action necessary and/or already initiated.
- Prepare authoritative instructions on public health matters for release to the public through the Media Relations Officer.
- Liaise with the Provincial Ministry of Health when appropriate.
- Direct the response to disease related emergencies such as epidemics in accordance with Ministry of Health policies and ensure coordination of all efforts to prevent and control the spread of disease during an emergency.
- Provide the authority for the evacuation of premises, especially bed-ridden citizens and invalids at home and in evacuee centers, where there are reasonable and probable grounds that a health hazard exists.
- Oversee water quality checks and arrange with the Director of Transportation and Waste Department for an alternate supply of potable water.
- Assess the need and arrange with the Director of Transportation and Waste Department for the delivery of temporary sanitation facilities.
- Liaise with the Director of Community and Social Services regarding the status of inspections in reception centers and the provision of medical attention to evacuees.
- Liaise with the District Coroner and provide resource support as required.
- Continue delivery of mandated public health programs and services to ensure continuity of care and general public health protection as resources permit.

- Maintain a record of all action taken.

Support Staff, Medical Officer of Health
is responsible to:
- Assist the Medical Officer of Health as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Emergency Information Officer
is responsible to:
- Report to the Emergency Operations Centre.
- Activate the Emergency Media Centre emergency contact system.
- Activate the Emergency Media Centre and direct operations within the centre.
- Consult with the Control Group to establish a schedule for media briefings.
- Monitor media releases and keep the Control Group informed on the level of accuracy of the broadcast.
- Submit all prepared information packages to the CAO for approval prior to their release.
- Inform the Control Group of any significant information received through the media.
- Assist the Warden and CAO with preparing and reporting information to the media
- Continuously communicate with the Public Inquiry Officer to review that the public understand the messages being delivered by the media.
- Maintain a record of all action taken.

Support Staff, Emergency Information Officer
is responsible to:
- Assist the Emergency Information Officer as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Public Inquiry Officer
is responsible to:
- Report to the Emergency Operations Centre (or Public Inquiry Centre as required).
- Activate the Public Inquiry Centre emergency contact system and direct operations within the centre.
- Consult with the EIO to determine what information may be released through the public inquiry communicators.
- Issue to the media for publication, the telephone number(s) for the emergency inquiry lines.
- Inform the EIO of significant information received by the Public Inquiry Centre.
- Maintain a record of all action taken.

Support Staff, Public Inquiry Officer
is responsible to:
- Assist the Public Inquiry Officer as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Communicator(s)
is responsible to:
- Assist the Public Inquiry Officer as required.
- Receive phone calls and messages to be addressed.
- Log all calls from the public.
- Maintain an electronic bulletin board for communication with constituent municipal public inquiry centres.

- Maintain a record of all action taken.

Community Emergency Management Coordinator
is responsible to:
- Act as support to the Community Control Group.
- Assist with the activation of the Emergency Contact System and Emergency Operation Centre.
- Organize and supervise the administration of the Emergency Operations Centre.
- Provide advice and clarification about the implementation details of the Emergency Management Plan.
- Ensure that sufficient clerical staff are available to support the needs of the Community Control Group.
- Ensure that all Community Control Group members have the necessary plans, supplies, resources, maps, and equipment.
- Ensure the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Maintain an Agenda of Actions resulting from the operation cycles.
- Address any action that may result from the activation of the Emergency Management Plan and keep the CCG informed of implementation needs.
- Act as a Liaison Person between the constituent municipal Community Control Group and Community Emergency Management Coordinator
- Maintain a record of all action taken for the purpose of debriefings and post-emergency needs.
- Update the plan and annexes as required rectifying identified deficiencies.

Support Staff, Community Emergency Management Coordinator
is responsible to:
- Assist the Community Emergency Management Coordinator as required.
- Receive phone calls and messages to be addressed.
- Maintain a record of all action taken.

Scribe (Administration/ Log Keeper)
is responsible to:
- Assemble at the Emergency Operations Centre or other designated site.
- To maintain an Action Plan of all events of the emergency and operations cycle on a prominently displayed events board, logbook, and or laptop computer.
- The Action Plan shall contain the date, time, and location of all events.

Support Staff Responsibilities

Information Technology Team
is responsible to:
- Assemble at the Emergency Operations Centre or other designated site.
- To maintain all phones, fax, and computer equipment in operating order.
- Maintain a record of all action taken.

Emergency Operation Centre Access Control Staff (OCEAP)
is responsible to:
- Assemble at the Emergency Operations Centre or other designated site.
- Maintain controlled access to the operations centre to authorized personnel only.
- Discuss with the CAO the entrance of questionable persons and issue a pass badge to those persons if entrance is acceptable.
- Maintain a record of all action taken.

Other Agency Responsibilities

Administrator of Golden Plough Lodge
- Maintain liaison with Community Control Group and management of Golden Plough Lodge on matters relating to operation of the facility.
- Coordinate with Ministry of Health and Long-Term Care on matters relating to facility and residents.

Coroner
is responsible to:
- Maintain liaison with the Medical Officer of Health and provide progress reports on coroner related activities.
- Maintain a record of all action taken.

Area Hospitals
are responsible to:
- Ensure that hospital emergency plans are activated.
- Coordinate all inpatient or hospital evacuation with the Medical Officer of Health.
- Maintain a record of all action taken.

Industry
 is responsible to:
- Inform the Community Control Group of any dangerous chemicals or products that are located within the emergency area.
- At the request of the Community Control Group, provide advice on the hazards, safety precautions and procedures for handling and cleanup of hazardous products.
- Be prepared to provide an emergency response team or other human and material resources in support of the emergency.
- Maintain a record of all action taken.

County of Northumberland's Solicitor
 is responsible to:
- Provide advice to the members of the Community Control Group on matters related to emergency action being contemplated or taken.
- Provide liaison with the solicitor of the affected municipality as required.
- Maintain a record of all action taken.

Canadian Red Cross Society
is responsible to:
- Be called out and operate under the direction and authority of the Director of Community and Social Services.
- Activate the society's emergency contact system.
- When requested, provide services as per current MOU (Registration/Inquiry, Dormitory Services Personal Services)
- When requested, operate reception centers.
- Provide other human and material resources as required.
- Maintain a record of all action taken.

Salvation Army
is responsible to:
- Be called out and operate under the direction and authority of the Director of Community and Social Services.
- When requested, provide services as per current MOU (emergency bedding, clothing, and mobile feeding units).

- Provide and coordinate clergy assistance.
- When requested, operate reception centers.
- Provide other human and material resources as required.
- Maintain a record of all action taken.

St. John Ambulance Society
is responsible to:
- Be called out and operate under the authority of the Director of Community and Social Services.
- Activate the division's emergency contact system.
- Establish and staff a first aid post at any reception centre established by the Director of Community and Social Services.
- Assist as required, the County Paramedic Services with casualty evacuation.
- Provide other human and material resources as required.
- Maintain a record of all action taken.

Boards of Education
serving Northumberland County are responsible to:
- Activate the board's emergency contact system.
- Keep the Community Control Group informed of all activities related to the emergency. these activities may include:
- the release of students and closure of schools
- the evacuation of students from the emergency area
- Provide a liaison officer from the board to meet and advise the Community Control Group on all matters related to the board's emergency response activities.
- All requests for assistance will be made by the chairman of the board to the Chief Administrative Officer of the County of Northumberland.
- Provide the Community Control Group, human material resources as required.
- Maintain a record of all action taken.

Municipal Animal Services
is responsible to:
- Be called out and operate under the direction and authority of the Director of Community and Social Services.
- When requested, provide services as per current MOU (Domestic Animal Lodging and Care)
- Provide other human and material resources as required.
- Maintain a record of all action taken.

Any Other Agencies
as Directed by the Warden to join the Community Control Group is responsible to:
- Fulfill the mandate of their agency.
- Advice the Community Control Group on all matters related to that mandate.
- Respond in appropriate ways as so decided by the Community Control and directed by the Warden.

Relationship between the Community Control Group and Emergency Site Manager

Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the Community Control Group will offer support to the Site Manager. The communication may possibly be via the local municipality affected. This support may be for equipment, staff, or other resources as required.

Relationship between the Emergency Site Manager and Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, paramedic, transportation & waste) at the site will consult to decide on an Emergency Site Manager. The remaining representatives will consult with the Emergency Site Manager so as to coordinate an effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

Emergency Contact System – Communications Plan

It is the responsibility of the constituent municipality who has activated their emergency plan to notify Northumberland County. The constituent Municipal Control Group will contact the County's CEMC who will then proceed with the notification as per the contact list through the Dispatch Company for larger complex emergencies or through internal notification processes for less complex emergencies. The caller from the constituent Municipality will provide information concerning the nature and magnitude of the emergency and the type of assistance being requested.

When a Northumberland County Department Head becomes aware of a situation that will involve the county or whose staff is already responding to an emergency, he/she will contact the County's CEMC, who will then proceed with the notification as per the Contact List.

The dispatch company and County CEMC will need to know:

- **Type** and **Location** of the emergency
- **Injuries** or **Fatalities** sustained
- Initial **Action** taken
- **Nature** of **Request**

At the request of a constituent municipality, the County Chief Administrative Officer may activate the Northumberland County Emergency Management Plan. When this occurs, the County Chief Administrative Officer will notify the Warden, provide details on the incident, the nature of the request, and request to proceed with the emergency alert.

It is to be noted that a county response is not to be delayed in order to gather information. Unless otherwise instructed, the members of the Community Control Group will report to the primary Emergency Operations Centre located in the county building. If for any reason the primary Emergency Operations Centre is not available, control group members will be instructed to attend the alternate facility. Should neither the primary or alternate Emergency Operations Centre be available, the Chief Administrative Officer will designate a suitable location and inform the Community Control Group.

Upon implementation of the Emergency Management Plan, it will be important to ensure continuous communications between the Emergency Operations Centre, emergency sites, evacuation centers, hospitals, and other key responding agencies.

Each Control Group Member will communicate with their respective staff and agencies using landline phones, cell phones, and County Radio System. The County Radio System allows for communication between the County Transportation & Waste department the constituent municipal works departments, and the constituent municipal fire departments.

Should all telephone and radio communications fail, assistance could be arranged by support staff physically delivering messages rated as top priority. Assistance could also be arranged with local taxi companies.

Emergency Information Plan

During an emergency, information must be communicated between the public and Community Control Group. This information could be the status of the emergency, evacuation information, detour routes, etc. A Media Centre will allow a means for the Community Control Group to use the media to relay the organized information to the public. A Public Inquiry Centre will allow a method for the public to phone for firsthand communication. This will ensure that the public understands the information being delivered by the media and to discuss any concerns the public may have.

Media Monitoring Centre

The purpose of the Emergency Media Monitoring Centre is to ensure that in the event of an emergency a rapid mobilization of staff and volunteers takes place in order to provide the residents of the county with the most timely and accurate information available. The Emergency Media Monitoring Centre is located in Room 107, Ground Floor of the County Building. Media Interviews will be conducted in the Lower Floor Lobby.

The ease with which essential emergency related information can be gathered, correlated and disseminated to the public has long been recognized as one of the essential elements leading to a successful community emergency response. The media has a responsibility to gather emergency related information for publication or broadcast. The public has a right to know what has occurred and what is being done to remedy the situation. The Community Control Group of the County of Northumberland is responsible to provide the media with timely and accurate information on the overall county response.

In a declared emergency, media inquiries and requests for interviews will not be limited to local outlets. The County can expect an influx of local, national and international media representatives. This convergence by the media will place a severe strain on the limited county resources. Failure to react in a prompt and positive manner can lead to undesirable results from both a public relations and operational perspective.

Under the Emergency Management Program, the County of Northumberland will provide a focal point for all media inquiries. The establishment of the Emergency Monitoring Media Centre is not an attempt to control the media nor is it an attempt to usurp the authority of the area municipality to report on their emergency. Rather, it is intended to support the area municipality through the coordination of media releases. Coordination will eliminate conflicting statements and improve the quality of releases.

As Manager of the Media Centre, the Emergency Information Officer (EIO) is responsible for overall flow of emergency information, setup of the centre, and will be the media spokesperson.

On receipt of the alert, the EIO will notify designated staff in accordance with the Emergency Contact System. If not already there, the EIO will proceed to the Emergency Media Monitoring Centre activate the centre in accordance with the Action Checklist.
The media will be contacted as per the media list and informed of the opening and location of the centre. Media representatives will be given the Public Inquiry Centre's telephone number(s) and will be requested to publicize the number(s).

The EIO will designate staff as necessary to register media representatives and to monitor media broadcasts. A report on the centre's state of readiness will be made to the Administrative Coordinator located in the Emergency Operations Centre. At the same time, a schedule of media briefings on behalf of the Warden will be confirmed. A request for additional personnel when required will be made to the Community Emergency Management Coordinator.

Inquiry Centre

The objective of the Public Inquiry Centre is to ensure that in the event of an emergency, a rapid mobilization of staff and volunteers takes place in order to provide the residents of the county with a focal point for their questions and concerns. The Public Inquiry Centre is located in Meeting Room B (Room 108) on the Ground Floor.

The residents of the County of Northumberland require a central contact point where emergency self-help information may be obtained or where progress reports on response activities would be made available. Conversely, residents with first-hand knowledge of local conditions and problems need a location where their information can be received and acted upon. It is the intention of the County of Northumberland to provide this service through the establishment of the Public Inquiry Centre.

The Public Information Office (PIO) has overall authority of the Public Inquiry Centre. The PIO is responsible in the EOC for liaising between the Public Inquiry Centre staff and the Community Control Group. The PIO is responsible for the set- up of the centre.

On receipt of the alert, the PIO will notify designated staff in accordance with the emergency contact system. If not already there, the PIO will proceed to the Media Monitoring Room in the Public Inquiry Centre and activate the centre in accordance with the Emergency Action Checklist. Communicators will have direct communication with the public.

The media will be contacted as per the media list and informed of the opening of the centre. Media representatives will be given the Public Inquiry Centre's telephone number(s) and will be requested to publicize the number(s).

The PIO will designate staff as necessary to answer emergency inquiries and receive and process emergency related information. A report on the centre's state of readiness will be made to the Emergency Operations Centre by the PIO. A request for additional personnel to assist with the incoming calls will be made to the Administrative Coordinator.

Training

The Corporation of Northumberland County is committed to ensuring that staff are competent in conducting all aspects of their job duties in a safe manner. All community control group staff and emergency social service staff will receive training to understand how their positions operate within the structure of a municipal emergency. Training may be, but not limited to:

Basic Emergency Management (Prerequisite)

The Basic Emergency Management Course as sponsored by OFMEM shall be the prerequisite course of all courses for staff participating in the control group and emergency social service functions.

Community Control Group Training (mandatory)

In compliance with The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, all members of the Community Control Group will receive at minimum annual training outlining:
- The Northumberland County Emergency Management Plan
- Responsibilities
- Notification/Activation
- Working in Emergency Operations Center
- Declaration
- Termination
- Work Specific Annexes to the Plan

- Hazard Identification / Risk Assessment
- Liaising with Constituent Member Control Groups

Emergency Management Exercises (mandatory)

In compliance with The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9, all members of the Community Control Group will participate in at minimum annual exercise Engaging:
- Either the Northumberland County Community Control Group or constituent Municipal Community Control Group
- Member Responsibilities
- Working in Emergency Operations Center
- Hazard Identification / Risk Assessment
- Liaising with partner agencies

Incident Management System

The Incident Management System Course as sponsored by OFMEM shall be available for staff.

Introduction to Emergency Social Service

The Introduction to Emergency Social Service Course shall be available for staff and partner agencies participating in the emergency social service functions. Topics shall include:
- Emergency clothing, feeding, lodging, personal service, registration & inquiry
- Northumberland County specific shelters
- Northumberland County specific operations
- Notification/Activation

Declaration of a State of Local Emergency

The Corporation of The County of Northumberland

Under authority of the Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9

Whereas the area herein described is or may soon be encountering an emergency that requires prompt action to prevent harm or damage to the safety, health, or welfare of persons, or to prevent damage to property.

Emergency Area:

The County of Northumberland, or an area within the County bounded by:
- North:
- East:
- South:
- West:

Nature of the Emergency:

The undersigned is satisfied that an emergency as defined in the Emergency Management Act, 1990, exists or may exist in the County of Northumberland.

And Whereas the undersigned has consulted with the majority of the members of the Community Control Group.

The Undersigned Hereby Declares pursuant to Section 4.(1) of the Emergency Management Civil Protection Act, 1990, a State of Local Emergency in the County of Northumberland.

Start Time:

End Time:

Date:

Warden Signature:

Termination of a State of Local Emergency

The Corporation of The County of Northumberland

Under authority of the Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9

Whereas the area herein described has been declared under a state of emergency that required prompt action to prevent harm or damage to the safety, health, or welfare of persons, or to prevent damage to property.

Emergency Area:

The County of Northumberland, or an area within the County bounded by:
- North:
- East:
- South:
- West:

Nature of the Emergency:

And Whereas the undersigned is satisfied the harm or damage to the safety, health, or welfare of persons, or damage to property no longer exists from the previously declared emergency.

And Whereas the undersigned has consulted with the majority of the members of the Community Control Group.

The Undersigned Hereby Terminates pursuant to Section 4. (2) of the Emergency Management Civil Protection Act, 1990, a State of Local Emergency in the County of Northumberland.

Start Time:

End Time:

Date:

Warden Signature:

Plan Distribution

The Northumberland County Emergency Management plan and appropriate annexes are distributed to the primary members of the county control group. The most up to date versions of the plan and annexes are also available for county control group members, alternates, and support staff at a secure intranet location.

Plan Review and Amendment Record

The Northumberland County Community Emergency Management Coordinator will be responsible for continually updating the Emergency Management Plan and Annexes. The Plan will be reviewed by the Emergency Management Program Committee as needed and at least annually.

1. Contact List; KVS; 04/2005
2. Contact List, CAO Duties, Transportation Alternate, Delete Telecom.; KVS; 03/2006
3. Fan Out Procedures; 06/2006, KVS
4. Contact List, Social Service Annex; KVS; 06/2007
5. EOC Location Update; KVS; 01/2008
6. Annex B Location Update; KVS; 03/2008
7. Annex A Contact List Update; KVS; 12/2008
8. By-Law 72-08; KVS; 12/2008
9. Responsibility Revisions; KVS; 03/2009
10. Minor Update to Annexes; KVS; 08/2010
11. Responsibility Revisions, Support Staff Positions, Training; KVS; 02/2011
12. Alternate Warden Revisions, GIS Support, Scribe Action Plan, Training; KVS; 12/2012
13. Media Relation Officer, Public Information Officer Terms; KVS; 03/2013
14. Public Inquiry System, EIO Updates; KVS; 08/2013
15. Medical Officer of Health Responsibilities revision, Added EIO & CEMC Support Staff Role, Updated Director, Corporate Services; KVS; 09/2014
16. Updated Contact List, Annex "C" added Dir. Of Communications, Annex "N" EIO & Alternate Contact Info, Annex "Q" Updated to Director of Corp. Services; LLS; 09/2015
17. Minor update to Annex "a" contact list; LLS; 09/2015
18. Revise Chief EMS to Chief Paramedic Service; KVS; 10/2015
19. Update to Annex "A" Contact List; LLL; 09/2016
20. Revision Emergency Management Plan;   LLL; 11/2017
21. Revision Emergency Management Plan, addition of Annex V, revision of annex A, revision of Annex C, revision of Annex H; LLL; 11/2018
22. Addition of Annexes W, X, Y, Z, Revision of Annex A; LLL; 10/2019
23. Removal of Public Inquiry software program training- no longer used; LLL; 09/2020
24. Minor wording revisions, update of Annex A contact list; LLL; 10/2021

Annexes (Confidential)

A. Emergency Contact List Procedures
B. Emergency Operations Centre Procedures
C. Emergency Management Program Committee
D. Warden Procedures
E. Chief Administrative Officer Procedures
F. Director Of Finance Procedures
G. Director Transportation And Waste Procedures
H. Director of Community and Social Services Procedures
I. Chief Of Paramedics Procedures
J. County Fire Coordinator Procedures
K. Police Advisor Procedures
L. Medical Officer of Health Procedures
M. Public Inquiry Officer Procedures
N. Emergency Information Officer Procedures
O. Scribe Procedures
P. Community Emergency Management Coordinator Procedures
Q. Director of Corporate Services Procedures
R. Declaration Form, Declaration Checklist, Termination Form
S. Mutual Support Agreements
T. Emergency Management Act
U. County Recovery Plans (In Progress)
V. Director of IT Procedures
W. Northumberland County Hazard Identification & Risk Analysis (HIRA)
X. Critical Infrastructure List
Y. Donations Management Plan (Draft)
Z. Emergency Plan for Vulnerable Populations (Draft)