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| To: | Warden Hicks and Members of Grey County Council |
| Committee Date: | April 25, 2019 |
| Subject / Report No: | CCR-CW-07-19 |
| Title: | Recommendation to Adopt Changes to the Grey County Emergency Management Plan |
| Prepared by: | Marlene McLevy, Emergency Systems Coordinator/Claims Supervisor |
| Reviewed by: | Heather Morrison and Michael Letourneau |
| Lower Tier(s) Affected: | All |
| Status: | Recommendation adopted by Committee as presented as per Resolution CW99-19; |

Recommendation

1. That Report CCR-CW-07-19 regarding revisions to Grey County's Emergency Management Plan be received and the revisions to the Emergency Management Plan as outlined in the report be endorsed; and
2. That the appropriate by-law be prepared for Council's consideration.

Executive Summary

With each annual Grey County emergency exercise, valuable input is received from all participants. Staff collates and evaluates that feedback and provides it to the Grey County Emergency Management Program Committee (the "Committee") as a report on the exercise findings. These findings are taken into consideration and changes to the Emergency Management Plan are drafted where appropriate by staff, and then presented to the Committee for consideration. The final draft that has resulted from that Committee input and review requires the approval of Grey County Council.

Background and Discussion

The Emergency Management Program Committee is required under the Emergency Management and Civil Protection Act (EMCPA) and authorized by By-law # 4969-17. The membership of the Committee consists of the core Grey County Emergency Control Group members, being the Warden, CAO, Directors of Social Services, Transportation Services, and Paramedic Services, Medical Officer of Health, OPP Commander for Grey County, Fire Mutual Aid Coordinator for Grey County, Emergency Information Officer, and County Emergency Management Coordinator.

The Committee has reviewed proposed amendments to the emergency plan, offering comments and further changes, to arrive at the recommended revisions in this report. A summary list of those amendments with rationale is included with this report. The full updated Emergency Plan is included as a link for your information.

Updates to the Table of Contents, section numbering, spelling/grammar corrections and/or wording changes that have been made to further clarify the original intention, or to update agency/department/ministry names are not noted within this report as they are considered to be minor administrative changes.

Legal and Legislated Requirements

The Grey County Emergency Management Plan is established under the authority of the EMCPA. Adoption of this report will ensure continued compliance by Grey County with Provincial legislation.

Financial and Resource Implications

There are no financial, staffing or Information Technology implications related to this report.

Relevant Consultation

Internal (Grey County Emergency Management Program Committee – membership outlined under “Background and Discussion” section of this report), Michael Letourneau, Director of Legal Services & County Solicitor

External

Appendices and Attachments

[Draft Grey County Emergency Management Plan as Revised](#)

Proposed Amendment to By-Law 4932-16 Schedule A: County of Grey Emergency Management Plan

The following is a summary of the main proposed amendments to the Emergency Management Plan.

| Section(s) | Page(s) # in Plan | Change | Rationale |
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| Glossary | 5 - 9 | Many new terms have been added and previous ones expanded. | Emergency Management is notorious for using lots of acronyms and its own set of words and phrases that may not be self-explanatory. The glossary is now more thorough and complete. |
| 1.2 Protection from Personal Liability; Right of Municipality to Pursue Compensation | 10 | This section has been re-titled and the first paragraph is now a direct quote from the Emergency Management and Civil Protection Act. | The new title added more clarity. It appears that the language within the Emergency Management and Civil Protection Act itself has either slightly changed or it was originally paraphrased in the EM Plan. |
| 1.3 Emergency Defined | 11 | Wording has been adjusted but mainly it now acknowledges the potential for a nuclear emergency to occur. | The addition of acknowledgement of the potential for a nuclear emergency to occur reflects the County's Community Risk Profile more accurately, based on its Hazard Identification and Risk Assessment, so is an appropriate addition. |
| 3.0 Activation of Emergency Alert Procedure | 11 - 15 | Changes to wording have been made throughout this section. There has also been a slight material change to the Emergency Alert Procedure itself. | Changes to wording have been made for simplification and re-organization. A change to the Emergency Alert Procedure itself reflects more accurately how it actually works in reality. It acknowledges that placing the group on standby may be done using email if it is working and appropriate. This will help to alleviate confusion among staff, and will reduce some hesitation to place the CECG on standby when appropriate. |

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| Figure 3.2 (i) | 12 | A flow chart has been added to illustrate the Emergency Alert Procedure | The flow chart has been added to enhance the reader's understanding of how the Emergency Alert Procedure works. |
| 3.2 Activation Method | 12 - 13 | Additional wording has been added to this section. | To provide better clarity, this section has been re-worded. |
| Table Summaries & Tables, additional text | 14 - 15 | Table has been divided into 2 separate tables and information within table has been updated. Table summary wording has been adjusted. Additional information has been added. | For further clarity, the explanation of performing the Emergency Alert Procedure has been updated. The table was also divided into 2 tables as they are applicable to 2 different sets of users and situations. New information was also added notifying the Provincial EOC in an emergency if they were unreachable by normal methods. |
| Section 3.3 Documentation | 16 | Added this new section. | Due to the ever-increasing importance of documentation, this section was added to remind CECG members of the need to document their actions, etc. throughout the emergency. |
| Section 4 Declaration of a County Emergency | 16 - 19 | Expanded and re-ordered this section. The Flow Chart showing steps that may lead to a County emergency and related text has been moved to section 4.3. | For clarity, this section was reorganized and divided into further subsections with descriptive headings to assist the reader. A relevant chart was also moved from an irrelevant position in the EM Plan to assist the reader. |
| Section 4.2 Authority to Make Emergency Declaration | 17 | New reference to by-law and alternate wardens. Advisable | During this Term of Council, there is only one past Warden available to serve as an alternate Warden during an emergency. Therefore, it was advisable to establish an additional method to appoint alternate Wardens for the purpose of the County's Emergency Management Plan. |

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| Section 4.3 Considerations for the Declaration of a County Emergency | 18 | Added "Note" section with 3 bullet points. | These new bullet points were added to help CECG members to understand the truth around some commonly held misconceptions about County emergency declarations. |
| Section 5.0 Assistance | 20 - 23 | Expanded and re-ordered this section. Enhancements have been made to wording to add further clarity where appropriate. | Information about requesting and providing assistance under the mutual assistance agreement between the County and member municipalities has been added. Also, information about the new Provincial disaster relief assistance programs has replaced that about the former ODRAP program. |
| Section 6.0 Emergency Control Group | 23 - 24 | Some wording changes have been made and a structural organizational chart has been moved from the front of the EM Plan to section 6.1. | For clarity, this section has been re-worded in places and a small amount of information added, e.g. references to other relevant sections within the plan. A relevant organizational chart was also moved to this section. |
| Section 6.1 Composition | 23 | The CECG organizational chart has been moved from an irrelevant page in the EM Plan to this section about the CECG. There has also been a change to the chart itself. | The chart has been placed with same subject matter. In addition, within the chart itself, the placement of the EIO now indicates correctly that the EIO reports to the EOC Operations Manager rather than the CEMC. This has evolved, as originally the CEMC was also the EIO. |
| Original Section 7 Implementation & Procedures | n/a | This section was removed; "Emergency Operations Centre" is renumbered as section 7.0. | This section was removed because it was redundant. The information already exists elsewhere throughout the EM Plan. |

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| Section 8.3 Operations/Planning Cycle & CECG Business Meetings | 26 - 28 | The section title has been changed, numbering corrected and updated, wording has been tweaked for more clarity, and new information plus a flow chart has been added. | The new title, information and chart were added to provide clarity to CECG members about what their time spent in the EOC will be comprised of. The new information explains the “operations/ planning” cycle. The additional flow chart helps to illustrate events leading to the first CECG meeting and the cycle of activity from there on, in the EOC. More about documentation in the EOC has also been added. |
| Section 9.1 Communication Methods & Considerations | 28 | Wording has been added. | Although it is stated in the various fan-out lists, the role who must contact the Amateur Radio Emergency Service group should they be needed has been added to this section where relevant. |
| Section 9.3 a) Emergency Information Officer | - | The duty to “establish a link with the Citizen Inquiry Representative (CIR) to provide current information regarding the emergency for public inquiries that the CIR will be dealing with” has been removed. | This duty is already indicated as 9.3 a) ii. and iii., as the 211 service now serves as the “Citizen Inquiry Representative”. |
| Section 9.3 a) viii. Emergency Information Officer | 29 | Wording has been changed to represent a material change. | The original wording indicated that the EIO would “liaise” with the CECG, but that has been updated to indicate that the EIO will “serve as a member” of the CECG. |
| Section 10 | 30 - 44 | Duty to complete all necessary EOC forms has been added to each applicable EOC role. | This is a duty of all CECG members and EOC staff and as such should be noted in their duty lists for further clarity. |

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| Section 10.1 b) County Emergency Control Group | 30 | Wording has been changed. | The original wording indicated that the CECG was responsible to, “declare a County emergency to exist”. It has been amended to say, “Provide the Warden with the necessary information to allow the Warden to decide whether to declare a County emergency to exist”. The Warden or alternate is the only person with the authority to declare a County emergency under the EMCP Act, so this has been amended to add clarity. |
| Section 10.1 County Emergency Control Group | - | Wording was removed. | The wording, “Designate other members of council who may exercise powers and perform duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/her inability to act,” has been removed as the CECG does not have the power to make such a designation. This may only be done by a County by-law. |
| Section 10.3.1 Methods for choosing Alternate EOC Operations Manager(s) during an Emergency | 33 - 34 | The methods for choosing the alternate EOC Operations Manager(s) during an emergency have been changed. | It has been decided that the EOC Operations Manager will have a minimum of 3 ordered alternates in place, who will be listed in the contact lists in Appendix 1. Previously, any Director could be asked to serve in that role in the EOC, but narrowing the field to a selected few allows those listed alternates to be trained and participate in exercises in that role, and build more confidence in the event that they are called to fulfill the role. |

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| Section 10.4 County Emergency Management Coordinator/Alternate | 34 - 35 | Changes were made to 2 existing CEMC duties, and 1 set of duties was added. Added duty regarding demobilization of the EOC and orderly storage of EOC documentation. | <p>Due to changes to both the methods of selecting an alternate EOC Operations Manager, and to the Emergency Alert Procedure, it triggered small adjustments to the CEMC duties, b) and c).</p> <p>It is the CEMC's duty to ensure orderly demobilization of the EOC and storage of the EOC documentation, but it was missing from the list, so we've added it now.</p> |
| Section 10.5 Head of Council/Delegate for Affected Municipality/Alternate | - | This section has been relocated within the plan and is now 11.1. | This role was mistakenly placed within the Core Emergency Control Group Members section, and has been moved to the Supporting Members section now. |
| Section 10.6 Grey County Fire Mutual Aid Coordinator/Alternate | 36 | <p>Removed:</p> <ul style="list-style-type: none"> -appointment of an agency coordinator to control operations at the scene; -Trigger mutual aid arrangements for providing additional firefighting manpower and equipment if needed; -initiate and follow through with emergency recovery and victim assistance; | <p>The three noted changes have been made because they are not the role of the Fire Mutual Aid coordinator. They are the role of the home fire department, and that fire department is not part of the CECG.</p> <p>The County's emergency plan was originally written based on a template from the province. However, the template was written for a lower tier municipality and incorrect statements and terms based on that are gradually being identified and removed.</p> |
| Sections 10.7, 10.9, 11.4, 11.5, 11.6 | multiple | The responsibility to act as an Alternate for the CAO in the role of EOC Operations Manager has been removed from duty list of these directors and senior managers. | With the proposed change in how the alternate EOC Operations Manager(s) is designated, these directors and senior managers will no longer be required to potentially serve as an alternate for this position. |

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| Section 10.7 Director of Transportation Services Department/Alternate | 37 | Removed responsibility to “re-establish essential services at the conclusion of an emergency”. | Transportation staff would already be completing services deemed essential as soon as possible after the disaster situation occurred so listing this as a CECG member responsibility was deemed to be redundant. |
| Section 10.8 Medical Officer of Health (MOH)/Alternate | 38 | <p>Removed the responsibility of the MOH to provide outreach and counseling services to those affected by the emergency, and to liaise with the Paramedic Services Department;</p> <p>Added wording to clarify the specific areas of mutual concern regarding evacuation centres about which the MOH would liaise with the Social Services Director, under o) i., ii., & iii.</p> | <p>The Health Unit does not have resources to provide counseling and outreach to those affected by the emergency and therefore asked that the duty to do so be removed from the list. As the Paramedic Services Director and the MOH are both members of the CECG, they will discuss matters with each other as any other members will, so listing the responsibility to liaise in general was deemed redundant and was removed;</p> <p>The Health Unit requested that additional wording be added to enhance the understanding of the CECG about the concerns the MOH would have regarding evacuation centres, and when inspections and/or support would be provided.</p> |
| Section 10.9 Director of Social Services /Alternate | 39 | Removed 10.9 l) liaison with police chiefs about pre-designation of evacuee centres | Section 10.9 l) was removed as it was agreed that this is not something that Social Services and the Police would be responsible to liaise about, being a responsibility of the local municipality. |
| Section 10.10 Director of Paramedic Services /Alternate | 40 | Removed 10.10 m) initiate and follow through with emergency recovery and victim assistance | Section 10.10 was removed as it was determined that any such activity in the recovery phase of an emergency would be extremely minimal and should be removed. |

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| Section 11.2 Long Term Care Director/Alternate | 41 | An additional duty has been added to this section, along with additional information about its alternates | The Long Term Care Director identified the duty of coordination with the LHIN or any organization that may replace the LHIN, the Health Unit and Paramedic Services on all matters relating to the County's Long Term Care Homes. It has also been established that there are no alternates available to act as an alternate representative in the CECG. Instead, the administrators of the Homes will report, remotely, to the CECG about the situations within their Home if requested. |
| Sections 11.3, 11.4, 11.5 | 41, 42 | Re-titled | Due to changes in the County's corporate structure, these positions names have changed. |
| Sections 11.9, 11.10 | 44 | New sections added | Two new sections have been added for new Directors of Corporate Services and Legal Services to be supporting members of the CECG. |
| Section 11.13 GIS Staff | 45 | New section added | With the rising importance of using GIS for situational awareness and to provide a common operating picture in Emergency Management operations, it is recognized that the County's GIS staff may provide a vital service in the EOC and therefore should be identified in that role. |
| Section 12.2 ESM Relationship with the County during a County-declared Emergency | 46 | Added paragraph of note which is not addressed elsewhere in the Plan. | This paragraph provides a point of clarity about reporting relationships between the ESM and the MECG versus the CECG, depending on which entity has the greater role in managing the emergency. |
| Section 12.3 Emergency Site Manager Responsibilities | 47 | Added additional responsibility. | Added 12.3 m) "Perform additional duties as needed" to make the list more all-encompassing at the recommendation of the OPP Commander. |