

## CCR-CS-08-16

**To:** Chair Eccles and Members of Corporate Services Committee  
**From:** Marlene McLevy, Emergency Systems Coordinator/ Claims Supervisor  
**Meeting Date:** February 9, 2016  
**Subject:** Adopt Changes to the Grey County Emergency Management Plan  
**Status:** Recommendation adopted by Committee as presented per Resolution CS28-16; Endorsed by County Council March 1, 2016 per Resolution CC33-16;

### Recommendation(s)

**WHEREAS the Emergency Management and Civil Protection Act, R.S.O. 1990 requires that every municipality shall every year review and, if necessary, revise its emergency plan;**

**NOW THEREFORE BE IT RESOLVED THAT report CCR-CS-08-16 be received and the revisions as recommended in Report CCR-CS-08-16 be endorsed;**

**AND THAT the appropriate by-law be prepared for Council's consideration.**

### Background

With each annual Grey County emergency exercise, valuable input is received from all participants, both verbal and written. Staff collates and evaluates those comments and suggestions and provides them to the Grey County Emergency Management Program Committee (the "Committee") as a report on the exercise findings. These findings are taken into consideration and draft changes are made where appropriate and possible by Grey County staff, and then presented to the Committee for consideration.

The membership of the Committee consists of the core Grey County Emergency Control Group members, being the Warden, the CAO, the Directors of Social Services, Transportation Services, Paramedic Services, and Long Term Care, the Medical Officer of Health, the OPP Commander for Grey County, the Fire Mutual Aid Coordinator for

Grey County, the County Emergency Management Coordinator, and the Emergency Information Officer.

### *Proposed Changes*

The Committee has reviewed proposed changes to the emergency plan, offering comments and further changes, to arrive at the recommended revisions in this report.

A summary list of those changes is included with this report. All 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 change summary list as they are considered to be minor administrative changes.

All changes to the emergency plan are indicated in the draft amended County of Grey Emergency Management Plan by way of tracked changes, and it is attached below as a link.

### Financial/Staffing/Legal/Information Technology Considerations

There are no financial, staffing, or information technology considerations relating to the adoption of this report.

Adoption of this report will ensure continued compliance by Grey County with Provincial legislation.

### Link to Strategic Goals/Priorities

Adopting the recommended changes to the Grey County Emergency Management Plan is supportive of the following goals of the County's Strategic Plan:

2. Enabling healthy and resilient communities – maintaining and improving the Grey County Emergency Management Plan is an important activity that contributes to the protection of residents and visitors to Grey County and to building disaster-resilient communities.

5. Listening and working together – the changes recommended to the Grey County Emergency Management Plan are a result of feedback provided by emergency exercise participants from 2015, and ongoing feedback from members of the County Emergency Control Group.



## Attachments

Draft Grey County Emergency Management Plan:

[Draft Proposed Changes to 2015-2016 Emergency Plan](#)

Respectfully submitted by,

Marlene McLevy  
Emergency Systems Coordinator/Claims Supervisor

Director Sign Off: *Sharon Vokes*

## Proposed Amendment to By-Law 4772-12 Schedule A: County of Grey Emergency Management Plan

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

<b>Section(s)</b>	<b>Page(s) # in Plan</b>	<b>Change</b>	<b>Rationale</b>
Core Emergency Control Group Structure	10	The Flow Chart has been amended to remove the Director of Long Term Care from the core County Emergency Control Group (the "CECG").	Through discussion with the Long Term Care Director and alternates, it has been determined their focus during an emergency would rest solely on the County's three Long Term Care Facilities. It is therefore recommended that the Long Term Care Director serve on the CECG in a "supporting role", to be called to join the Group as needed (e.g. if one of their facilities was impacted or if some of their resources were required).
Core Emergency Control Group Structure	10	The Flow Chart has been amended to include the Emergency Information Officer (EIO) in the core CECG structure.	The Emergency Information Officer provides a necessary and key function, i.e. communication, and should therefore be present at all meetings.
5.4 Requests for Provincial Assistance	19	Re-wording of this paragraph has occurred.	To provide better clarity, this section has been re-worded.
5.4.2 Disaster Relief Assistance	19-21	This section has been substantially revised.	To reflect current practices, as well as impending changes to ODRAP, expected to be implemented in 2016, this section has been updated accordingly.
6.1 Composition	22	"Director of Long Term Care" has been removed as part "k".	This reflects the recommendation that the Director of Long Term Care no longer be a core CECG member.

<b>Section(s)</b>	<b>Page(s) # in Plan</b>	<b>Change</b>	<b>Rationale</b>
8.0 Emergency Operations Centre	22-23	The exact locations of the primary and each alternate Emergency Operations Centre (EOC) have been removed and replaced with the Appendix reference of where those addresses may be accessed.	It is recommended to remove this portion from the public plan to keep the location somewhat more confidential for security purposes.
10.2 Business Cycle	24	Additional wording has been added to this section.	To provide better clarity, this section has been re-worded.
11.1.1 Emergency Information Officer	25-26	The names of the specific job titles of the people designated to act as the County's Emergency Information Officer have been removed and replaced with a reference to the Appendix where that information may be accessed.	It is recommended to remove this portion from the public plan to provide more flexibility if changes are required due to absences or staffing changes. The information is contained within the related Appendix and changes to names and contact information may be made as required, without a by-law amendment.
11.1.1 Emergency Information Officer	26	Two additional responsibilities have been added to the Emergency Information Officer's list of duties.	The Emergency Information Officer (EIO) is responsible for initiating the phone tree for additional Emergency Information staff members, and for activating (or establishing in the absence of 211) the Public Information Hotline.
11.1.3 Public Information Supervisor	27-28	This role and the list of duties that corresponds have been removed from the main public plan.	All of the information regarding the Public Information Supervisor is contained within Appendix 13, so it is unnecessary to duplicate it within the main plan as this position is not part of the CECG.

<b>Section(s)</b>	<b>Page(s) # in Plan</b>	<b>Change</b>	<b>Rationale</b>
12.3 CAO/Alternate – EOC Operations Manager	30	The names of the specific job titles of the alternate positions designated to act as the EOC Operations Manager have been removed and replaced with a wider option stating “as designated at the time of the emergency”, and a reference to a new subsection where the method is set out.	It is recommended to change this portion to provide more flexibility based on the situation at the time of the emergency. This also allows for changes and additions to alternates as required, without a by-law amendment being required.
12.3 CAO/Alternate – EOC Operations Manager	30-31	Additional responsibilities have been included in the list of duties.	Most of the additional responsibilities were already listed in the Operations Manager’s duty checklist in Appendix 14, so for consistency, they have also been added here. Item a) is a new procedure, as set out in the new sub-subsection 12.3.1. Items i) and j) have been added to provide greater clarity.
12.3.1 Methods for choosing Alternate EOC Operations Manager(s) during an Emergency	31	This outlines the three methods available for choosing the alternate EOC Operations Manager(s) during an emergency.	Previously, two specific individuals were designated as alternates for the role of EOC Operations Manager, but if they were absent, there was no prescribed method for making further designations in the absence of the CAO. Given that this is authorized by by-law, it can be restricting, and more flexibility is advisable.
12.4 County Emergency Management Coordinator/Alternate	32	An additional duty has been added to this list relating to the duties indicated in the new subsection 12.3.1 described above.	The change in how to designate alternate EOC Operations Managers requires some actions on the part of the CEMC, as described in 12.3.1 ii. & iii.

<b>Section(s)</b>	<b>Page(s) # in Plan</b>	<b>Change</b>	<b>Rationale</b>
12.5,12.6, 12.7, 12.8, 12.9, 12.10, 12.11, 13.1 – 13.9, 14.3 –	multiple	The responsibility to arrange for a scribe if necessary has been added to each CECG member’s list, including the supporting CECG members, but with the exception of the Operations Manager, Warden, CEMC and EIO. It has also been added to the Emergency Site Manager’s responsibilities.	Following the annual Emergency Exercise in 2015, it was identified that scribes will likely be needed to assist with each role. However, the need may vary, and therefore each Department/Agency is responsible for supplying its own scribe. Scribes for the Operations Manager, Warden, CEMC and EIO will be called as part of the EOC activation procedures.
12.8, 12.10, 12.11, 13.1 - 13.7	multiple	The responsibility to act as an Alternate for the CAO in the role of Operations Manager of the EOC if so requested has been added to each County Director’s duty list.	With the proposed change in how the alternate EOC Operations Manager(s) is designated, any of the Directors may now be designated for this role, depending on the situation, and allowing for more flexibility.
12.12 Long Term Care Director/Alternate	38	This section has been removed from the list of core CECG members, and instead placed under section 13.0 “County Emergency Control Group Supporting Members” as the new subsection 13.1 (page 39).	As previously stated, it has been recommended that Long Term is no longer listed as a core CECG member.
NEW Subsection13.1 Long Term Care Director/Alternate	39	The responsibility to liaise with public and private nursing/care facilities in the County with respect to appropriate levels of care during an emergency has been removed from the list of duties.	The Long Term Care Director has confirmed that is not a responsibility of the Long Term Care Department during an emergency or at any time.
Original Subsection 13.1 Duty Officer	39	This role and the list of duties that corresponds with it have been removed.	All of the information regarding the Duty Officer role and duties is contained within Appendix 5, so it is unnecessary to duplicate it within the main plan.



<b>Section(s)</b>	<b>Page(s) # in Plan</b>	<b>Change</b>	<b>Rationale</b>
Original Subsection 13.3 Assistant to the Finance Director/Alternate	40	This role and the list of duties that corresponds have been removed from the main public plan.	There is no supporting role for any other position officially designated in the Plan.
13.3 Human Resources Director/Alternate	40	An additional duty of coordinating the registration and deployment of volunteers during a declared County emergency has been added to the list of duties.	This additional duty has been added to ensure clarity. It is outlined in detail in Appendix 12.
13.5, 13.8	41, 42	The duty of acting as 1st and 2nd alternates, respectively, to the CAO for the role of Operations Manager of the EOC is changed to acting as the alternate if so requested.	With the proposed change in how the alternate EOC Operations Manager(s) is designated, any of the Directors may now be designated for this role, depending on the situation, and allowing for more flexibility.
13.11 Scribes	43	This section has been re-worded.	Additional wording makes it clear which CECG members are not expected to provide their own scribes and directs the reader to the appropriate Appendix for further details.