SCHEDULE A

Emergency Plan



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Amendments

Amendment	Review Date	Change Date	Changed By
Annual review and revisions	April 7, 2017	April 7, 2017	EMCG
Change contact information for S/S Nancy Reinhart	June 1, 2017	June 1, 2017	C. Addison
Correct phone number, Page 40	June 16, 2017	June 16, 2017	C. Addison
Add veterinary to directory	April 25, 2018	April 25, 2018	C. Addison
Add vacuum truck to directory and water intake maps to master plan	August 30, 2018	August 30, 2018	C. Addison
Add Victim Services to directory	September 7, 2018	September 7, 2018	C. Addison
Correct Bruce County Human Services name	October 10, 2018	October 10, 2018	C. Addison
Add newly elected Deputy Mayor	December 3, 2018	December 3, 2018	C. Addison
Add Thomas Boyle Tree Service back to directory	September 20, 2019	September 20, 2019	C. Addison
Update Emergency Alert listing	April 21, 2020	April 21, 2020	C. Addison
Annual review of Emergency Plans	May 27, 2020	May 27, 2020	EMCG
Update Roles – Adding in GIT/IT Coordinator and MLEO	December 6, 2021.	December 6, 2021.	J. Burt
Added Clerk as new EIO	December 6, 2021.	December 6, 2021.	J. Burt
Added Virtual EOC Option in case of road closure/other need	December 6, 2021.	December 6, 2021.	J. Burt
Annual review of Emergency Plans	December 6, 2021.	December 6, 2021.	MECG

Amendment	Review Date	Change Date	Changed By
Remove Community Services Manager	December 6, 2022.	December 6, 2022.	J. Burt
Remove Appendix 1 contact information – This information is captured in the Confidential Contact List	December 6, 2022.	December 6, 2022.	J. Burt
Removed Vital Services Directory – To be included in the Confidential Contact List in 2023 addition of the EM Plans	December 6, 2022.	December 6, 2022.	J. Burt
Added in Municipal Emergency Radio station – 104.3FM in Tobermory	December 6, 2022.	December 6, 2022.	J. Burt
Added in CAO as Chair of MECG	December 6, 2022.	December 6, 2022.	J. Burt
Changed Ministry to Ministry of the Solicitor General	December 6, 2022.	December 6, 2022.	J. Burt
Annual Review of Emergency Plans	December 6, 2022.	December 6, 2022.	MECG
Removed requirements for EOC Social Distancing due to Pandemic requirements	November 21, 2023.	November 21, 2023.	J. Burt
Added Parks & Facilities Manager to the Plan	November 21, 2023.	November 21, 2023.	J. Burt
Updated GBS to Brightshores Heath System throughout the Plan	November 21, 2023.	November 21, 2023.	J. Burt
Removal of references to WEB EOC	November 21, 2023.	November 21, 2023.	J. Burt
Added in Alert Ready to Emergency Evacuation	November 21, 2023.	November 21, 2023.	J. Burt

Amendment	Review Date	Change Date	Changed By
Updated roles of GIS/IT Manager to Planning Section Chief	November 21, 2023.	November 21, 2023.	J. Burt
Updated role of Parks & Facilities Manager to Logistics Section Chief	November 21, 2023.	November 21, 2023.	J. Burt
Moved MLEO to Logistics Section	November 21, 2023.	November 21, 2023.	J. Burt
Removed reference to the Ontario Solicitor General	November 21, 2023.	November 21, 2023.	J. Burt
Annual Review of Emergency Plans	November 21, 2023.	November 21, 2023.	MECG
Changing of MECG Roles	November 19, 2024.	November 19, 2024.	J. Burt
Annual Review of Emergency Plans	November 19, 2024.	November 19, 2024.	MECG
Change OMAFRA to Ministry of Agriculture, Food, and Agribusiness	December 2, 2025.	December 2, 2025.	J. Burt
Change Grey Bruce Health Unit to Grey Bruce Public Health	December 2, 2025.	December 2, 2025.	J. Burt
Annual Review of Emergency Plans	December 2, 2025.	December 2, 2025.	MECG
Reformatting of Plans & MECG Roles	November 10, 2026	November 10, 2026	J. Burt
Annual Review of Emergency Plans	November 10, 2026	November 10, 2026	J. Burt

Amendments to the Plan require formal Council approval.

Formal Council approval is not required for the following:

Changes or revisions to the appendices or for minor editorial changes, such as editorial changes to the text, including page numbering, section numbering, reference changes, or changes to the reference of Provincial statutes.

Emergency Management Program – Schedule Overview

The Municipality of Northern Bruce Peninsula's Emergency Management Program consists of this Emergency Plan (Schedule A) together with six hazard- and function-specific schedules. This Plan is the master document: it contains the Municipal Emergency Control Group (MECG) roles and responsibilities, the Incident Management System structure, the Glossary of Acronyms and Terms, and the emergency contact and notification information that apply to every schedule below. The other schedules do not repeat this material — they cross-reference this Plan and focus only on what is unique to their hazard or function.

Schedule B – Evacuation Plan: the Municipality's single evacuation procedure — activation steps, registration, and temporary shelters/evacuation centres. Hazard-specific schedules (e.g., Schedule E) refer back to this Plan rather than restating it.

Schedule C – Pandemic Influenza Plan: roles, activation phases, and mitigation measures specific to an infectious disease/pandemic emergency.

Schedule D – Warming and Cooling Centre Guidelines: thresholds and facilities for opening a warming or cooling centre during extreme temperature events.

Schedule E – Guidelines for Forest Fire: forest-fire-specific hazard, risk, and response information, including the Municipality's full Hazard Identification and Risk Assessment (HIRA) ranking. Evacuation activation and shelter procedures follow Schedule B in full.

Schedule F – Municipal Animal Care Emergency Response Plan: care, shelter, and control of companion animals and livestock during an emergency.

Schedule G – Flooding and High-Water Guide: public-facing flood preparedness, response, and recovery information.

For a full index of where shared topics (contacts, glossary, radio stations, MECG roles) live across the Program, see the Emergency Management Program – Consolidation Findings & Navigation Guide that accompanies this set of schedules.

Quick Guide to Emergencies

A fast-reference index of who to call for common emergency types. For the full Emergency Plan, continue reading below.

Emergency involves	Who to call
Death or injury	Police, Fire, Ambulance: **911** · Coroner (Lion's Head Hospital): (519) 793-3424
Fire	Fire, Police, Ambulance: **911**
Floods	Ministry of Natural Resources: (519) 376-3860 · Public Works Manager: (519) 793-3522 ext. 232
Evacuation of people required	Police, Fire, Ambulance: **911**
Care of evacuees	Bruce County Human Services: 1-800-265-3005 or (519) 881-0431
Explosives	Police, Fire, Ambulance: **911** · MOECC Spills Action Centre: 1-800-268-6060
Transportation of dangerous goods	Police, Fire, Ambulance: **911** · CANUTEC (collect): 613-996-6666, 24 hr, or *666 anywhere in Canada · Spills Action Centre (land): 1-800-268-6060, 24 hr · Canadian Coast Guard (vessel): 1-800-365-0237, 24 hr
Large-scale contamination of atmosphere, environment, or water supply	Police: **911** · Grey Bruce Public Health: (519) 376-9420, 1-800-263-3456, or (519) 376-5420 after hours · MOECC Spills Action Centre: 1-800-268-6060 · Ministry of Labour: 1-800-463-2493
Declaring an emergency	Emergency Management Ontario (PEOC Duty Officer): (416) 314-0472 or 1-866-314-0472 toll-free · Fax: (416) 314-6220 · peocdo01@ontario.ca
Discharge of pollutants from ships	Canadian Coast Guard: 1-800-265-0237, 24 hr
Pesticides	MOECC Spills Action Centre: 1-800-268-6060, 24 hr
Civilian aircraft crash	Police, Fire, Ambulance: **911** · Toronto Flight Information Region: (416) 676-4593 / 4509 · Hospital & Coroner (Lion's Head): (519) 793-3424

Emergency involves	Who to call
Military aircraft crash or vessels in distress	Joint Rescue Coordination Centre: (613) 392-3511 · Canadian Forces Base Trenton: (613) 392-2811 or 1-800-267-7270
Ontario Ministry of Agriculture, Food and Agribusiness	Farm-related emergencies: 1-877-424-1300 · omafra.gov.on.ca — Provincial assistance requests must be routed through Emergency Management Ontario

Municipality of Northern Bruce Peninsula Emergency Plan

This Plan has been prepared to provide key officials, agencies, and departments within the Municipality of Northern Bruce Peninsula with a general guideline to the initial response to an emergency and an overview of their responsibilities during an emergency.

For this Plan to be effective, it is important that all concerned be made aware of its provisions and that every official, agency and department be prepared to carry out their assigned functions and responsibilities in an emergency.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended, 2006, is the legal authority enabling municipalities to develop their own emergency plan. It states that the 'Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as they considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area'.

Emergencies are defined as a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property, and that is caused by the forces of nature, a disease or other health risk, an accident, or an act, whether intentional or otherwise. These are distinct from the normal, day-to-day operations carried out by the first response agencies.

While many emergencies could occur within the Municipality, those most likely to occur, in order of likelihood per the Municipality's Hazard Identification and Risk Assessment (HIRA), are: infectious disease (pandemic), winter weather (blizzards/snowstorms), wildland fire (forest fire), electrical energy (power failure), tornado (windstorm), extreme temperatures (heat), extreme temperatures (cold), and flooding. See Schedule E (Guidelines for Forest Fire) for further detail on the HIRA ranking. Although these threats are more likely to occur than others, the possibility still exists for other emergencies, such as transportation accidents involving hazardous materials and air crashes, to occur.

Requests for Assistance

Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Such requests can be made by contacting the provincial Emergency Operations Centre (PEOC).

The PEOC operates twenty-four (24) hours a day, seven (7) days a week. The PEOC Duty Officer can be reached at peocdo01@ontario.ca or 1-866-314-0472 or by fax to (416) 314-6220.

Aim

The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Northern Bruce Peninsula when faced with an emergency.

This Plan does not intend to identify countermeasures for all conceivable crisis situations, but rather to develop a standard procedure from which the municipal authorities can monitor the incident, obtain additional support, and direct a controlled response.

Emergency Identification System

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Northern Bruce Peninsula Fire & Emergency Services to request that the notification system be activated.

Upon receipt of the warning, the Fire Chief or Deputy will notify the CEMC or designate who will notify all members of the Municipal Emergency Control Group (MECG). In the event that the designated person is not reached, the CEMC or designate will attempt to call the alternate person. The following message will be utilized when contacting the MECG members:

“The Municipality of Northern Bruce Peninsula is convening the Municipal Emergency Control Group as a result of the following situation (insert situation). Please meet at the Municipal Office located at 56 Lindsay Road 5, Lion’s Head.”

Upon being notified, it is the responsibility of all MECG officials to notify their staff and volunteer organizations. The CAO will ensure appropriate municipal staff are notified either to report or be available if required.

Where a threat of an impending emergency exists, the MECG will be notified and placed on standby.

Action Prior to Declaration

Where an emergency exists but has not yet been declared to exist, Municipal employees may take such actions under this Emergency Plan as may be required to protect lives and property in the Municipality of Northern Bruce Peninsula.

Declaration of a Municipal Emergency

The Mayor or Deputy Mayor of the Municipality, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the MECG.

Upon such declaration, the Mayor will notify:

1. Emergency Management Ontario through the PEOC,
2. The Municipal Council,
3. The County Warden, as appropriate,
4. Municipal staff and the public, and
5. Neighbouring municipal officials, as required.

A municipal emergency may be declared terminated at any time by:

1. The Mayor, or Deputy Mayor, or
2. The Municipal Council, or
3. The Premier of Ontario.

Upon termination of a municipal emergency, the Mayor will notify:

1. Emergency Management Ontario through the PEOC
2. The Municipal Council,
3. The County Warden, as appropriate,
4. Municipal staff and the public, and
5. Neighbouring municipal officials, as required.

Emergency Operation Centre (EOC)

The primary location of the Emergency Operations Centre is the Municipal Office located at 56 Lindsay Road 5, Lion's Head. In the event this Emergency Operation Centre cannot be used, then the secondary locations will be Fire Station #10 in Tobermory or Fire Station #20 in Lion's Head. The Emergency Site Manager or the Mayor will determine a suitable location for the EOC if a situation arises where the primary

location is inappropriate. In the case that it is unsafe to travel and gather at any of the EOC locations, a virtual EOC will be activated.

Features of the Municipal Office:

1. The building has a permanent generator that will operate the facility.
2. The building is primarily heated with two propane furnaces.

Upon arrival at the Primary Emergency Operations Centre by MECG members:

- MECG members proceed to the Council Chambers and set up in a meeting-style layout
- MECG members should check the operation of their cell phones, tablets, laptops, and other communication devices within the EOC and advise the CEMC of any problems or concerns
- Upon arrival at the EOC, MECG members are to prepare for a formal initial meeting to be called to order by the MECG Chair and the establishment of the MECG operating cycle
- The EOC is operational and ready for use, and plans are in place for backup emergency power, if required
- Liaise with Grey Bruce Ontario Provincial Police to ensure that security is established and maintained within the EOC
- The EOC is accessible (snow shoveled, etc.) and comfortable (heat or air conditioning is working)
- The Media Conference Area is set up and operational

Municipal Emergency Control Group/Emergency Management Program Committee

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency in the Municipality. This group is known as the Municipal Emergency Control Group (MECG) /Emergency Management Program Committee (EMPC), which consists of the following officials:

Mayor of the Municipality of Northern Bruce Peninsula or Deputy Mayor

Chief Administrative Officer (CAO)

Community Emergency Management Coordinator (CEMC)/Fire Chief

Alternate Community Emergency Management Coordinator (Alt CEMC)

Emergency Information Officer (Clerk)

Public Works Manager (Operations Section)

Parks and Facilities Manager (Logistics Section)

GIS/IT Manager (Planning)

Emergency Site Manager – Deputy Fire Chief

Municipal Treasurer (Finance Section)

Scribe – Administrative Assistant

This group may be augmented by other officials (both municipal officials and others, if required and/or when required) when deemed necessary by the MECG. While the emergency may not require the presence of everyone listed in the MECG, they must be notified.

In non-emergency situations, this group shall meet to discuss, review, update, and, if necessary, practice the Municipality of Northern Bruce Peninsula's Emergency Plan.

Support Group

If required, a "support group" may be formed from members of public and private agencies having specialized knowledge and advice to give. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations effectively. The following groups may be called upon to provide advice or assistance should the Municipal Emergency Control Group be convened in response to an emergency:

1. Hydro One
2. Coast Guard
3. Eastlink Communications
4. Ministry of Natural Resources, Haliburton Fire Centre, Base Manager
5. Bruce Peninsula National Park or Designate
6. Peninsula Family Health Team
7. Brightshores Health System - Lion's Head Hospital
8. Owen Sound Transportation Company
9. Bluewater District School Board
10. Ministry of Transportation of Ontario
11. Ministry of the Environment and Climate Change of Ontario
12. Emergency Management Ontario
13. Red Cross
14. Ontario Clean Water Agency

15. Brightshores Health System – Manager of Wiarton and Lion's Head Hospitals (if required)
16. Bruce County Emergency Services (if required)

Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CEMC. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CEMC.

Concept of Operations

General

Operations will normally be carried out in two phases for natural or human-caused hazards. These phases are called the response phase and the recovery phase.

Response phase – response includes the actions taken once an emergency has occurred to deal with the immediate effects, and can include mitigation efforts expanded at all locations and sites supporting the emergency effort. Such actions by the Municipal Control Group or lead departments will be mainly based on prearranged plans, procedures, and preparations.

Response operations for major emergencies will be handled from the Municipal Emergency Operations Centre.

Recovery phase – recovery or restoration includes all the efforts necessary to restore a municipality to normal after a natural or human-caused emergency has occurred. This includes the actions required to assess and deal with the short and long-term effects after the impact has passed.

It is expected that certain departments will take a lead or a partnership role in any emergency relating to their direct field of expertise.

The recovery phase begins once the immediate effects of the emergency have passed. At this point, the recovery plan will be activated to deal with the personal, infrastructure, and financial issues.

Incident Management System

Incident Management System (IMS) is utilized by the Municipality of Northern Bruce Peninsula for the Community Emergency Management Program.

IMS provides a command structure that is common to all emergency operations centres, including the Provincial, Regional, departments, and Municipal Emergency Operations Centre. It is a simple model that allows the organizational flexibility to upscale or downscale supporting resources as needed.

It is expected that all emergency sites and each community organization deployed will utilize the IMS. All groups utilize the same functions and management structure at all emergency operations centres and all emergency sites as required. Each group maintains contact with its counterpart in the Municipal/Regional Operations Centre(s) or respective organization centres.

The standardized IMS is modelled after the North American emergency management standards and recommended best practices that draw substantially from the National Fire Protection Association (NFPA) 1561, *Standard on Emergency Services Incident Management System and Command Safety* and the National Incident Management System (NIMS).

Emergency Response Levels and Actions

Enhanced Activation – implemented when a situation requires continual monitoring by the Municipality. A community emergency is not imminent, but foreseen circumstances could result in the situation becoming a threat to the community. An example would be indications for extreme weather or an emergency occurring in an adjacent community.

Full Activation – the entire Emergency Operation Control group assembles at the designated Emergency Operations Centre. Group members contacted should ensure that they undertake their own internal and external notifications and contacts. The Fire Chief in conjunction with the four incident management system sections, coordinates the emergency response.

Response Level	Initial Actions by Municipality
1. Routine	A routine incident which the Municipality has the capability to use Standard Operating Procedures (NBP SOP INCR-01) guidelines for reporting. Generally, this is an emergency of a short duration and low impact.
2. Monitoring	The Mayor, CAO, CEMC, and Fire Chief monitor the situation from their normal workplace or home.
3. Enhanced Activation	The Mayor, CAO, CEMC, and Fire Chief meet to discuss the events, current actions, and potential for the incident to require activation of the Emergency Operations Centre and members of the MECG. The CEMC or alternate will notify will members.
4. Full Activation	Members of the MECG meet at the Emergency Operations Centre (EOC).

Incident Management System Direction and Control Structure

The direction and control structure for the Municipality of Northern Bruce Peninsula emergency operations is based upon the Incident Management System. IMS is an internationally recognized, standardized emergency response system which defines the basic command structure and the roles and responsibilities required for the effective management of the emergency.

IMS is endorsed by Emergency Management Ontario (EMO). The benefits of using IMS include enhanced technical and functional operability, integrated communications, and standard terminology.

IMS consists of five key functions, and their colours are used to represent specific IMS functions/roles in Ontario:

Command (Emergency Operation Centre) Management – Green
Operations – Red
Planning – Blue
Logistics – Yellow
Finance/Administration – Grey

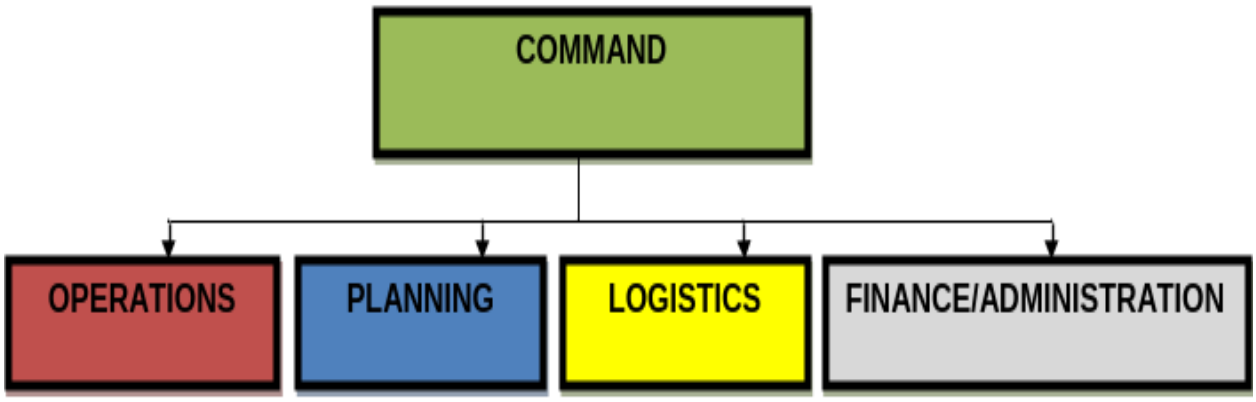


Figure 1: The Five (5) Key Functions of the Incident Management System

The Five Key Functions of the Incident Management System

Incident Management System (IMS) Function Descriptions

The Incident Management System (IMS) is a model for command, control, and coordination of an emergency. It provides a way of coordinating the efforts of agencies and resources as they work together

toward safely responding to an emergency incident. IMS consists of five key functions: EOC Management (Command), Operations, Planning, Logistics, and Finance/Administration.

The Five Key Function Descriptions of the Incident Management System

Emergency Operations Centre Command Unit

The EOC management sections have overall authority of the command and direction of the emergency response. EOC management has three supporting functions:

1. Ensure good risk management practices are applied throughout the emergency,
2. Liaison (coordination of agencies involved in the response), and
3. Emergency Information (dissemination of information to the media and public in coordination with OPP and the Municipal Emergency Information Officer).

The Command Staff are specifically designated and report and manage all incident activities with any current updates or situations as they arise from the emergency.

The liaison person is the Community Emergency Management Coordinator and is the Incident Command's point of contact for representation of other government departments and agencies and/or the private sector. Due to our size, the Emergency Information Officer (EIO) may be in the Command and Operations units.

Operations

Operations coordinates the operational requirements and the response, directs resources and equipment as required to fulfill emergency management requirements. In addition, the Emergency Information Officer assembles accurate, accessible, and complete information on the incident and other matters of general interest for both internal and external audiences. The Emergency Site Manager/Incident Commander at the scene of the emergency is part of Operations away from the Emergency Operations Centre.

Planning

Planning gathers information critical to the incident in order to develop, disseminate and evaluate Incident Action Plans (IAPs).

Logistics

Logistics arranges for and coordinates all material, services, equipment, and resources required to manage and resolve the emergency. Logistics tracks usage and current locations of these same items. Logistics is responsible for all service support requirements needed to facilitate effective and efficient incident

management, including ordering resources from other locations. Logistics also provides facilities, security, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support and emergency responder medical services.

Finance/Administration

Finance/Administration performs duties related to administrative, financial and compensation and claims specific to the emergency. This includes keeping track of incident-related

costs, staff compensation and claims.

Emergency Operations Centre Roles and Responsibilities

Command Section

Mayor

As the Head of Council, the Mayor has the authority (under the Emergency Management and Civil Protection Act, RSO 1990, c. E.9) to execute any “extraordinary measures” as required to enable the Corporation of the Municipality of Northern Bruce Peninsula to respond to any emergency situation occurring within municipal boundaries.

The Mayor or Deputy Mayor provides emergency policy and direction to the Municipality’s Emergency Operations Centre. The Mayor will be appointed by Council to act as chair of the Emergency Management Program and MECG. As the head of the group, the Mayor has the following responsibilities:

1. Declare an emergency to exist (Declaration of an Emergency form faxed to EMO Duty Officer at (416) 314-6220).
2. Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
3. Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
4. Establish a communication link in consultation with the Emergency Information Officer, for approval of announcements and media releases.
5. Notify the Bruce County Warden of the declaration of the emergency and termination of the emergency, or of the activation or partial activation of the EOC.
6. Notify the area M.P. or M.P.P. as appropriate.

7. Notify the public of the declaration and termination of an emergency in coordination with the EIO and CAO.
8. Maintain a personal log of all decisions made and actions taken by the Head of Council.

If, for any reason, the Mayor is unable to fulfil their role, the following persons are granted full authority to act in their place at any time this Plan is activated:

1. Deputy Mayor, or
2. A quorum of the remainder of Council.

Chief Administrative Officer (CAO)

The Chief Administrative Officer will perform the duties and responsibilities as follows:

1. Organize and supervise the EOC and make arrangements for obtaining and displaying up-to-date information at all times.
2. Chair meetings of the MECG.
3. Arrange and coordinate telecommunications systems.
4. Advise the Mayor and MECG on municipal procedures and policies.
5. Assist the EIO with media arrangements, preparation and issuing of press and public announcements.
6. Maintain a record of all major decisions, actions and instructions issued.
7. Determine which management staff positions are required and ensure they are filled as soon as possible. Being a small municipality, the management staff may have to play dual roles.
8. Call upon additional municipal staff to provide assistance, as required.
9. Ensure the operational periods are established, and that initial EOC response priorities and objectives are decided and communicated to all involved parties.
10. Ensure that a communication link is established between the EOC members and the Emergency Site Manager.
11. Arrange for Critical Incident Stress Debriefing for everyone involved in the emergency as necessary.

Community Emergency Management Coordinator (CEMC)/ALT CEMC

The CEMC acts as the Liaison Officer. As a support function of the Command, the CEMC serves as the primary contact for assisting or supporting organizations and has the following responsibilities:

1. Develop and maintain a system for alerting MECG members in an emergency.
2. Ensure proper set-up and function of the Emergency Operations Centre.

3. Ensure proper communications are in place at the EOC and at the emergency site with the established link between the two locales.
4. Address any action items resulting from the activation of the Emergency Plan.
5. Act as a resource and advisor to the Mayor, CAO and MECG.
6. Ensure that the primary and secondary EOC sites are stocked and prepared for use.
7. Act as the liaison with EMO representatives either at the local or Provincial level.
8. Ensure that all members of the MECG are supplied with the necessary materials and communication devices to fulfil their emergency response duties.
9. Supply individuals and agencies with any information with regards to the Emergency Plan that may be of assistance.
10. Maintain records and files of decisions made and logs made for the purpose of conducting a debriefing, post-emergency reporting and updating the Emergency Plan and program.
11. Ensures annual compliance of the Emergency Management Program is met as mandated by the Emergency Management and Civil Protection Act (EMPCA).

Fire Chief

The Fire Chief will be responsible to:

1. Provide the Mayor with information and advice on firefighting matters.
2. Work with the Emergency Site Manager to control operations at the scene of the emergency. Establish a fire incident command post with communication link to the EOC.
3. Inform the mutual aid fire coordinator and trigger mutual aid arrangements for the provision of additional firefighting equipment if needed.
4. Determine if additional or special equipment is needed and recommend possible sources of supply, e.g., breathing apparatus, protective clothing, etc.
5. Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, etc.
6. Coordinate all activities connected with fire suppression, rescue, and extraction operations.
7. Coordinate evacuation procedures if residents are threatened by fire or chemical contamination.
8. Advise the MECG on the availability of volunteer Fire Department staff if a prolonged emergency situation is expected.
9. Maintain the usual responsibilities of the Fire Department.
10. Maintain a personal log of all decisions made and actions taken.

Operations Section

The Public Works Manager or alternate is the Operations Section Chief.

Public Works Manager or Public Works Supervisor

The Public Works Manager will perform the following duties:

1. Provide the Mayor with information and advice on matters pertaining to roads, water, sewer and any other public works matters.
2. Establish a communication link with senior roads staff at the incident.
3. If the incident involves water or sewer issues, liaise with the Ministry of the Environment and Climate Change and Ontario Clean Water Agency.
4. If appropriate, appoint an Emergency Site Manager within the Public Works Department to control operations at the scene of an emergency.
5. Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations.
6. Provide such materials, supplies and equipment as appropriate and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
7. Assist in traffic control, evacuations, etc. by clearing emergency routes, marking obstacles, providing road signs, etc.
8. Control sandbagging and pumping operations during flood emergencies.
9. Arrange for the clearance of debris that is obstructing operations.
10. Provide emergency potable water and supplies, if necessary.
11. Ensure the maintenance of sanitary sewage and water systems.
12. Ensure liaison with the Fire Chief concerning emergency water supplies for firefighting purposes.
13. Maintain a personal log of all decisions made and actions taken.

Senior Police Official – OPP (if required)

The Senior Police Official, as a member of Operations, has the following responsibilities:

1. If necessary, ensure that the appropriate municipal representative is notified to call the control group together.
2. Maintain law and order within the community.
3. Notify and assist relevant emergency services, as required.

4. Establish an incident command post, as required.
5. Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
6. Establish inner and outer perimeters around the emergency site.
7. Notify the coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
8. Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with the Emergency Information Officer from the MECG.
9. Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
10. Provide traffic control to facilitate the movement of emergency vehicles.
11. Liaise with other municipal, Provincial and Federal agencies, as required.
12. Provide security to the incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with MECG.
13. Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g., barriers and flashers, etc.
14. Maintain a personal log of all decisions made and actions taken or arrange for a scribe.

Emergency Site Manager (if required)

The Emergency Site Manager will be at the emergency scene and will provide updates to the MECG in ongoing intervals.

Depending on the nature of the emergency, the MECG relationship with the ESM is to offer support with equipment, staff, and other resources as required. The ESM will communicate directly with the Fire Chief or CEMC to ensure all notifications and procedures are being followed.

The senior representative for each emergency responder (police, fire, emergency medical services and public works) at the site will consult with the ESM, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM, so as to establish the manner and process by which a response to the emergency will be provided.

The Emergency Site Manager will be responsible for many of the following duties:

1. Maintain a log of actions taken.
2. Establish an Emergency Command Post.
3. Establish an appropriate chain of command.
4. Determine the senior representatives of emergency services attending at the emergency site.

5. Arrange and conduct site meetings with other senior emergency representatives at the site and consult with them in order to maintain a coordinated approach to the emergency response.
6. Maintain knowledge of resources (human and equipment) available at the emergency site.
7. Manage the personnel at the site.
8. Provide for the needs of those attending to the emergency situation, including meals, water, fuel, special equipment, etc.
9. Obtain ongoing vital information about the emergency situation.
10. Establish and maintain a good communication system with the MECG and those at the site.

Emergency Information Officer

The Clerk shall assume the role of Emergency Information Officer. During an emergency, the EIO will be responsible for the following:

1. Act as the primary media and public contact for the Municipality in an emergency.
2. Establish any necessary communication links between the MECG and any other media coordinators at the Federal, Provincial or agency level.
3. Coordinate all emergency information requests, including photograph sessions and interviews at the EOC and/or emergency site(s).
4. Liaise with the MECG to obtain up-to-date information in order to prepare and issue press releases and arrange media briefings.
5. If required, post emergency information on the internet.
6. Provide regular updates to ensure that the most accurate and up-to-date information is available to the public.
7. Ensure that the CAO and Mayor approve all media releases prior to dissemination.
8. Ensure copies of all media releases are provided to the MECG and key media officers from other agencies, prior to dissemination.
9. The media information site will be set up at a location directed by the MECG.
10. Monitor news coverage and ensure that erroneous information is corrected as soon as possible.
11. Maintain copies of all media information pertaining to the emergency (such as media releases, newspaper articles, etc.).
12. Maintain a personal log of all decisions made and actions taken.

The EIO role may be involved in Command and Operations functions of the Incident Management System, due to limited employees.

Bruce County Emergency Services (if required)

As a member of Operations, the Bruce County Emergency Services has the following responsibilities:

1. Establish a communication link with senior ambulance officials at the incident.
2. Provide for overall coordination of emergency medical response to an emergency.
3. Provide for and maintain Emergency Medical Services at the incident. Directly liaise with the EMS Site Coordinator.
4. Liaise with Public Health, if applicable.
5. Ensure liaison with the Medical Officer of Health, as required.
6. If required, appoint an EMS Incident Commander.
7. Liaise with the Community Care Access Centre (CCAC) for information regarding vulnerable citizens who may reside in an area to be evacuated.
8. Assist in the coordinated effort for the transport of persons in health care facilities, nursing home, etc., in need of evacuation.
9. Maintain a personal log of all decisions made and actions taken.

EOC Scribe – Administrative Assistant (if required)

The EOC Scribe records and updates pertinent information on the EOC log during operation of the Emergency Operations Centre. This person or persons maintains accurate records of all events that occur during and after an emergency.

Bruce County Human Services (if required)

A member appointed to fulfil social service functions will perform the following responsibilities and duties:

1. Provide advice to the Logistics section chief.
2. According to the nature of the emergency, ensure the survival and well-being of people during and following a major emergency by arranging for:
    a. Emergency clothing to provide adequate protection from the elements.
    b. Emergency lodging to provide adequate temporary accommodation for the homeless.
    c. Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons.
    d. Emergency feeding to sustain those without food or adequate food preparation facilities.
    e. Individual and family services to assist and counsel individuals and families in need, to provide special care to unattached children and adults.

3. The Bruce County Human Services Administrator may be instructed to take on the role of the Shelter Manager at the request of the Head of Council or, alternatively, may appoint a staff person to this role if Red Cross is not available.
4. Will implement the Memorandum of Agreement with the Red Cross, as required.
5. Liaise with partner agencies such as Public Health, Red Cross, St. John Ambulance, Salvation Army, Victim Services, and service groups, to set up, manage, and disassemble the evacuation facilities.
6. Activate mutual assistance agreements with partner agencies and various service and supply agreements, as needed.
7. Maintain a log of all expenditures, invoices, etc., and submit to Municipal Treasurer.
8. Liaise with 211 to ensure residents are made aware that 211 is a quick and effective means to access personnel assistance.
9. Maintain a log of all actions taken.

Planning Section

Planning gathers information critical to the incident in order to develop, disseminate and evaluate incident action plans.

The GIS/IT Manager is the Planning Section Chief.

Chief Building Official (if required)

The GIS/IT Manager will perform the following duties:

1. Advise the Mayor and Operations Manager regarding the structural safety of all buildings affected by the emergency.
2. Arrange or conduct such tests as are necessary to determine the degree of hazard existing in buildings from explosive, inflammable or toxic agents, in conjunction with other agencies involved.
3. Retain the services of a structural engineer(s), as required, to assist in the review of buildings.
4. Provide assistance to neighbouring municipalities, as required.
5. Issue any orders as required for required remedial actions to be undertaken.
6. Maintain a personal log of all decisions made and actions taken.

Bruce Peninsula National Parks Official (if required)

The Bruce Peninsula National Parks Official will perform the following duties:

1. Undertake a review of the damage within the Bruce Peninsula National Park.
2. Proceed with securing additional staff and resources, as required.

3. Arrange assistance from other National Parks, as required.
4. Maintain a personal log of all decisions made and actions taken.

Logistics Section

Logistics arranges for and coordinates all material, services, equipment and resources required to manage and resolve the emergency. Logistics tracks the usage and current locations of these items.

The Parks and Facilities Manager is the Logistics Section Chief

The Parks and Facilities Manager is responsible for:

1. Coordinate the provision of all resources, including additional staff to assist, as required.
2. Set up food services, if required.
3. Arrange IT services and resources, as required.
4. Arrange to have municipal facilities opened in a timely manner.
5. Arrange for security at these facilities, as required.
6. Coordinate and oversee the management of essential facilities and sites.
7. Coordinate the acquisition of additional facilities.
8. Coordinate the restoration of utilities and critical services at essential facilities.
9. Liaise with Bruce County Human Services and other agencies to ensure reception/evacuation centres are set up/arranged, as required.
10. Maintain a personal log of all decisions made and actions taken.

Grey Bruce Health Services Staff (GBHS) (if required)

During an emergency, the GBHS staff is responsible for:

1. Implementing their respective hospital emergency plan.
2. Liaise with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
3. Evaluate requests for the provision of medical sit teams.
4. Liaise with the Ministry of Health, as appropriate.
5. Maintain a personal log of all decisions made and actions taken.

Within the Municipality of Northern Bruce Peninsula, there is one hospital: Brightshores Health Systems – Lion’s Head Site.

Peninsula Family Health Team Member (if required)

This member will act as a liaison for the Peninsula Family Health Team and will provide the following:

1. Implement their respective site emergency plan.
2. Liaise with members of their team with respect to medical matters, as required.
3. Evaluate the requirements for medical necessities.
4. Liaise with Brightshores Health Systems staff and Peninsula Family Health Team members, as appropriate.
5. Provide support, resources, facilities, and additional medical personnel, if required.
6. Maintain a personal log of all decisions made and actions taken.

Finance and Administration Section

Finance/Administration performs duties related to administration, finance and staffing specific to the emergency. This includes keeping track of incident-related costs, purchasing, compensation and claims.

The Treasurer is the Finance and Administration Section Chief.

Treasurer

The Treasurer has the following responsibilities:

1. Provide information and advice on financial matters as they relate to the emergency.
2. In consultation with the EOC members, confirm the adequacy of expenditure limits as identified in the Purchasing Policy.
3. Ensure there is a continuum of payroll processes for all employees.
4. Ensure liaison, if necessary, with the treasurers of neighbouring communities within Bruce County.
5. Ensure that records of expenses are maintained for future claim purposes.
6. Ensure all requirements under the Ontario Disaster Relief Assistance Program are met by the Municipality and submitted to the Minister of Municipal Affairs and Housing within 14 days of the emergency.
7. Coordinate the provision of clerical staff to assist during an emergency.
8. Maintain a personal log of all decisions made and actions taken.

Non-Support and Advisory Staff

The following staff may be required to provide support, logistics, and advice to the Finance and Administration Section:

1. Administrative staff
2. Parks and Facilities staff
3. Harbour staff
4. Public Works staff

Plan Maintenance and Revision

Annual Review

This Plan will be reviewed annually and, where necessary, revised by a meeting of the MECG. Each time the plan is revised, it must be forwarded to Council for approval. Revisions to the appendices and minor administrative changes can be made without resubmitting the Plan to Council.

It is the responsibility of each person, agency, service or department named within this Emergency Plan to notify the Community Emergency Management Coordinator forthwith of any revisions to the appendices or administrative changes.

Testing Plan

An annual exercise will be conducted in order to test the overall effectiveness of this Emergency Plan and provide training to the MECG. Revisions to this Plan should incorporate recommendations stemming from such exercises.

Internal Procedures

Each department/service involved with this Plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibility during an emergency.

Each department/service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Additional Information

Mutual Assistance Agreement

The Emergency Management and Civil Protection Act authorizes the Municipality to enter into agreements where each party formally provides agreed-upon assistance, in the form of personnel, services, equipment, and/or material, if called upon to do so by the requesting municipality in times of emergency.

Mutual Assistance Agreements enable the Municipality, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Both the municipality requesting and the municipality providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions, any may request and can offer and receive assistance according to predetermined and mutually agreeable relationships.

The Municipality of Northern Bruce Peninsula has entered into a Mutual Assistance Agreement with:

- Township of Huron-Kinloss
- Town of Saugeen Shores
- Town of South Bruce Peninsula
- Municipality of Brockton
- Municipality of South Bruce
- Municipality of Arran-Elderslie
- Municipality of Kincardine
- County of Bruce

Mutual assistance can only be activated by a formal written request from the requesting municipality to the responding municipality. The Mutual Assistance Agreement is prepared separate to this plan.

Power Outage and Telephone Service

In the event of a power outage, please ensure you have a traditional telephone land line that is accessible or a suitable alternate method for charging a cell phone (i.e. a power bank). This will allow members of the MECG to contact you in the event of an emergency situation.

Amateur Radio Emergency Service (ARES)

When traditional methods of communication are not functioning effectively, the CEMC or alternate will request the assistance of a local representative of the Amateur Radio Emergency Service. This individual will attempt to establish a communication link with emergency response organizations via VHF and UHF Ham Radio.

Emergency Re-Fueling Centre

In certain situations, fuel may not be available at the normal refuelling centre (i.e., service stations). The Municipality will design an emergency refuelling centre where an extra supply of regular gasoline, clear diesel and coloured diesel fuel is stored. Other organizations and emergency vehicles may be given permission to access this fuel supply, if necessary. The Public Works Manager will identify the location of the emergency refuelling centre in the event this is deemed a necessity.

Resident Evacuation

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

Financial Compensation

On March 1, 2016, the Ontario Disaster Relief Assistance Program was replaced with two new programs:

1. Disaster Recovery Assistance for Ontarians, which will help residents, small businesses, farms, and not-for-profit organizations repair or replace essential property following a natural disaster (only a benefit to a primary residence); and
2. Municipal Disaster Recovery Assistance, which will reimburse municipalities for extraordinary costs associated with emergency response and repairs to essential property and infrastructure following a natural disaster.

Further information regarding these two new programs can be viewed at http://www.mah.gov.on.ca.

Emergency Telecommunications Plan

Upon implementation of the Emergency Plan, it will be important to ensure that communications are established between the emergency site and the Municipal Emergency Control Group at the Emergency Operations Centre. Additional emergency communications capability for the MECG to other various locations, including evacuation centres, hospitals, other levels of government, and other key responding agencies, may be necessary.

The Community Emergency Management Coordinator for the Municipality is responsible for liaising with and coordinating additional emergency communications efforts with ARES and other providers, such as cell phone and two-way radio suppliers.

If the Municipality experiences a catastrophic loss of all telephone communications, two-way radio and cellular communications could be obtained from ARES and various cellular providers.

The EOC is equipped with emergency telephone lines.

The Provincial public alerting system includes the National Alert Aggregation and Dissemination (NAAD) system and Alert Ready, the National wireless public alerting system.

Alert Ready delivers critical and potentially life-saving alerts to Canadians through television, radio and LTE-connected and compatible wireless devices.

The Provincial Emergency Operations Centre (PEOC) is the authority for issuing alerts through Alert Ready. The PEOC maintains a 24/7 capability to operate the Alert Ready system on behalf of communities in Ontario.

Municipal Emergency Radio Station

In May of 2022, the Municipality of Northern Bruce Peninsula began operating a low-band FM radio station in the Tobermory area. This radio station will be broadcast on 104.3FM. This radio station will provide local information twenty-four (24) hours a day, seven (7) days a week, and in the event of an emergency, the radio station will broadcast critical emergency information – including evacuation information if required.

Emergency Volunteer and Donation Management

'The second disaster' is a phrase commonly used by volunteers and donations managers, which refers to the immense challenge of handling masses of goods and services without having an effective plan in place.

Following an emergency, vast numbers of people and organizations may wish to volunteer their services and/or offer donated goods to help with response and recovery operations.

Emergency Volunteers

Most large-scale emergency responses involve two main types of emergency volunteers:

1. Affiliated Volunteers (AV)
2. Unaffiliated Volunteers (UV)

Spontaneous, unaffiliated volunteers, our neighbours and ordinary citizens often arrive on-site at an emergency site to help. Yet, because they are not associated with any part of the existing emergency management system, their offers of help are often underutilized and even problematic to professional responders.

Ideally, all emergency volunteers should be affiliated with an established organization and trained for specific emergency response activities; however, the spontaneous nature of individual volunteering is inevitable, therefore, it must be anticipated, planned for, and managed.

Affiliated volunteers are attached to a recognized voluntary or non-profit organization and are trained for specific emergency response activities. Their relationship with the organization precedes the immediate disaster, and they are invited by that organization to become involved in a particular aspect of emergency management. These are volunteers such as ARES, Red Cross, St. John Ambulance, Ontario Search and Rescue Volunteer Association, Samaritan's Purse, Ontario Corps, etc.

Unaffiliated volunteers, also known as spontaneous and/or convergent volunteers, are individuals who offer to help or self-deploy to assist in emergency situations, without fully coordinating their activities with emergency management personnel at the local level. They are considered 'unaffiliated' in that they are acting independently, as an individual or group, outside of the recognized coordination system of the impacted jurisdiction(s).

The Municipality shall rely on affiliated volunteers for emergency volunteers when required.

Due to concerns about safety, liability, skills, character, and appropriateness to the gravity of the situation by unknown, untrained, and untested individuals, the Municipality shall generally not accept the use of unaffiliated volunteers in response efforts on municipal property or refer unaffiliated volunteers to private property owners. Unaffiliated volunteers will not be accepted, except in exceptional circumstances, when approved by Emergency Operations Centre personnel.

Donations Management

Donations management involves coordinating a system that receives and distributes unsolicited goods, undesignated goods, in-kind donations, and unsolicited donations, matching them with victims who demonstrate a need.

The Municipality looks principally to those voluntary organizations with established donation systems already in place to provide aid as able in the receiving and delivery of appropriate donated goods to disaster victims. The Municipality encourages the donation of cash to these organizations as well.

Donations management activities include providing guidance to citizens, managing a telephone registration and database system, establishing one or more collection facilities, creating a system to sort and distribute donated items, and storing donated resources until needed.

Volunteers – Workplace Safety and Insurance

The Workplace Safety and Insurance Act (Section 71) deems that all registered volunteers assisting the Municipality in its response to a declared emergency shall be employees of that municipality. This status also entails that the registered volunteer will have the same entitlements to personal protective equipment and appropriate training as paid employees.

Vulnerable Populations – Residents with Special Care Needs

Vulnerability can be complex and extremely difficult to evaluate and address.

The key to understanding vulnerability is the idea that certain individuals are more susceptible to hazard effects. Vulnerability creates barriers for those individuals to obtain or understand information, or to react as the general population would. This means they may need assistance due to any condition (temporary or permanent) that limits their ability to take action.

Vulnerable populations are defined as *any individual, group, or community whose circumstances create barriers to obtaining or understanding information, or the ability to react as the general population. Circumstances that may create barriers include, but are not limited to, age; physical, mental, emotional, or cognitive status; culture; ethnicity; religion; language; citizenship; geography; or socioeconomic status.*

This Emergency Response Plan is particularly concerned about those residents with Special Health Care Needs (SHCN) due to disability.

Issues and Barriers in Assisting Residents with SHCN

Risk communication: the importance of risk communication before, during, and after an emergency, but also the significance of tailoring messages to specific populations through a diverse range of communication modalities.

Evacuation procedures and shelter and care sites: the decisions surrounding evacuation, including the means to evacuate, pose particular risks of further displacement for those with SHCN.

Continuity of services: how to continue to provide basic necessities such as food, water, and medicine during an emergency. The possible collapse of the social-service infrastructure in an emergency raises fundamental questions of responsibility (i.e., which agency would be responsible for caring for individuals who rely on electrical medical devices during a power outage?)

Barriers: barriers applicable across all SHCN groups include (1) an inability to clearly identify and locate vulnerable populations during an emergency, (2) a lack of regular consultation by emergency management and public health officials regarding needs assessments, and (3) a lack of integration of information from agencies into broader emergency planning.

The Municipality, in partnership with the County of Bruce, shall investigate the potential to use community-based organizations in addressing the needs of residents with SHCN during an emergency.

Appendix 1 – Emergency Operations Centre List of Equipment and Radio Frequencies

Equipment (located in Municipal shed)

1 Emergency Power Supply 5000-watt generator that will automatically activate upon power outage

10 Lights

6 LED lights

2 Propane heaters

4 Whiteboards

6 Electric heaters

1 Power Unit Source

Radio Frequencies

Channel	Frequency	User
1	153.860	Bruce County Fire Department
2	154.070	Ontario Fire Marshal
3	155.160	Fire Department Interconnect
4	148.655	Interagency (Fire, Roads, and Office)
5	151.820	Roads Department
6	158.160	Bruce Peninsula National Parks

Appendix 2 – Notification of Public

In the event that a municipal emergency has been declared, the residents and visitors of the Municipality shall be notified in the following manner:

At the direction of the Emergency Operation Control Group, the Emergency Information Officer shall advise the local radio stations (AM 560 CFOS, FM 92.3 The Dock, FM 93.7 Country, FM 106.5 Mix 106, FM 90.7 Bruce Peninsula National Parks, FM 91.9 (north)/FM 97.9 The Bruce, and FM 104.3 Municipal Information and Emergency Radio (Tobermory)) of the particulars of the emergency along with the recommended actions for the public to take.

The radio stations will then transmit this information to the public at frequent intervals.

If the circumstances of the emergency dictate that all residents and visitors be notified immediately (i.e., evacuation is required) the Municipal Emergency Control Group will then order that the Fire Department's sirens be activated in the area of the evacuation.

Additionally, an Alert Ready message may be sent out to all LTE cell phones, television, and radio signals to inform residents and visitors of the emergency situation at the direction of the MECG.

Residents and visitors will be alerted of an evacuation by the continuous sounding of fire sirens within more populated areas. On hearing the alert, residents are asked to tune their radios to AM 560 CFOS, FM 92.3 The Dock, FM 93.7 Country, FM 106.5 Mix 106, FM 90.7 Bruce Peninsula National Parks, FM 91.9 (north)/FM 97.9 The Bruce, and FM 104.3 Municipal Information and Emergency Radio (Tobermory). Residents may also be alerted by police, fire, or ambulance vehicles using loud hailers to make public announcements.

Emergency information will be posted online on the Municipal website and Facebook, and Social Media pages, and a notification will be sent to registered users in the Burn Permit System database, if possible.

Mutual Aid will be activated by putting other departments on standby alert. Other Mutual Aid partners may be activated, depending on the situation.

Appendix 3 – Tobermory Municipal Airport

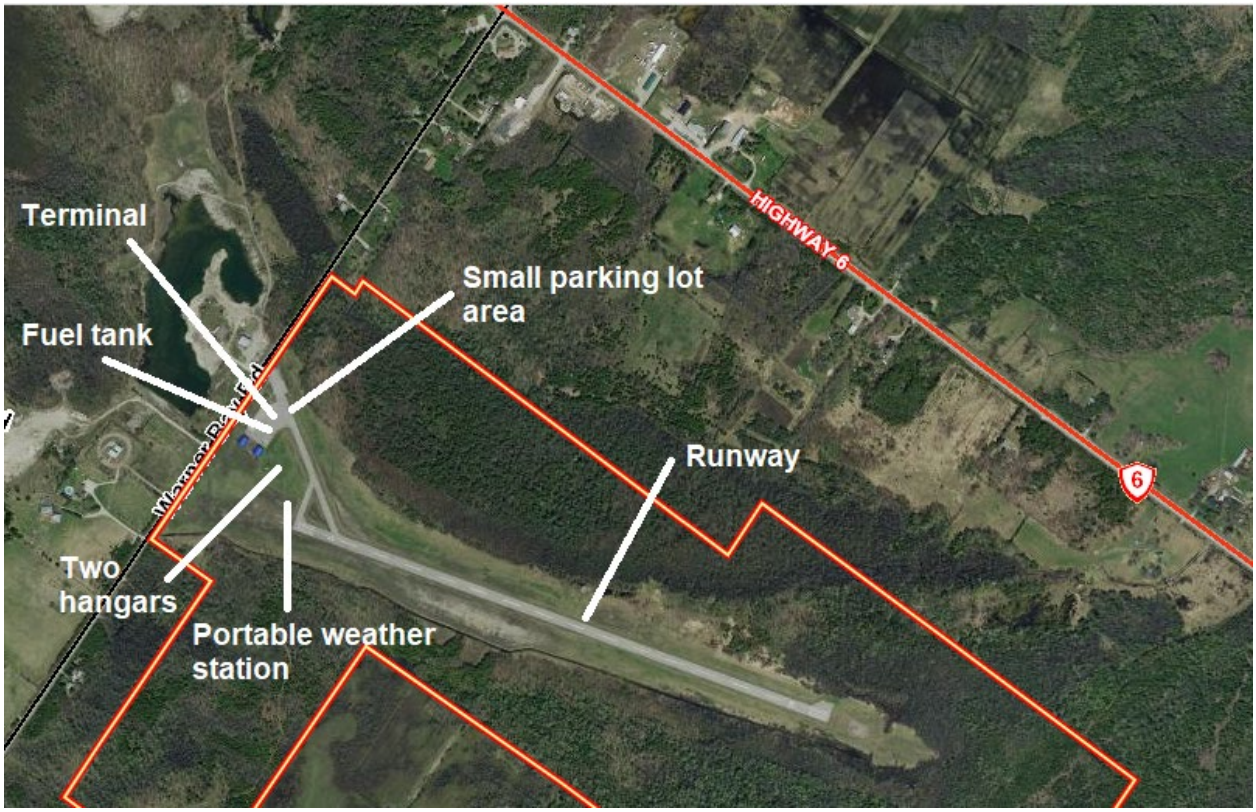
TC LID: CNR4, Tobermory (NRA) Tobermory Unicom Radio – frequency 122.8

The airstrip at Tobermory has a paved asphalt runway, 3,180 feet in length and 60 feet wide. The acral runway lights operate automatically. The elevation AMSL is 700 feet.

The Tobermory Airport is owned and operated by the Municipality and is located just off Highway 6 at 73 Warner Bay Road (N45 14 W81 38). Tobermory Airport is located 2.2 nautical miles (4.1 km or 2.5 miles) southeast of Tobermory, Ontario.

Airport services include fuel (100 low lead, Avgas), oil, tie-downs, a small parking area and picnic tables. The Airport has two small hangars for storage (two small airplanes per hangar) and a small terminal building, and is open seasonally each year from May to October 31.

Depending on the type of emergency situation, the Airport would be a vital asset as demonstrated in the 2016 Emergency Management tabletop exercise involving a forest fire.



Tobermory Airport

Distribution List

Copies of this Emergency Plan are distributed electronically to:

- Chief Administrative Officer
- Municipal Office
- Fire Chief
- Chief Building Official
- Public Works Manager
- Treasurer
- Parks and Facilities Manager
- Clerk
- Deputy Clerk
- Bruce County CEMC
- Mayor

- Deputy Mayor
- Council
- Bruce County Human Services
- St. Edmunds Community Centre
- Emergency Management Ontario – Field Rep
- The Canadian Red Cross, Owen Sound Branch
- Bruce Peninsula National Park
- Bruce County Library, Tobermory and Lion's Head
- Grey Bruce Ontario Provincial Police
- Lion's Head and District Community Centre and Arena
- Ontario Clean Water Agency
- Emergency kits (6 copies)
- Brightshores Health Systems – Lion's Head Hospital
- Fire Stations 10 and 20
- Municipal website (copy without contact information)
- Committee members' individual cases
- Peninsula Family Health Team – Lion's Head and Tobermory

Glossary of Acronyms and Terms

There is a need for common terminology that would be jointly understood by the public and private sectors. The following definitions and explanations may be helpful during any type of emergency situation.

This Glossary of Terms and Acronyms may be updated and changed as necessary to accommodate changes to the definitions as needed or warranted without requiring an amendment to this Plan.

Acronym	Definition
ARES	Amateur Radio Emergency Services
CANUTEC	Canadian Transport Emergency Centre
CAO	Chief Administrative Officer

Acronym	Definition
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCAC	Community Care Access Centre
CEMC	Community Emergency Management Coordinator
CI	Critical Infrastructure
CNSC	Canadian Nuclear Safety Commission
EIO	Emergency Information Officer
EMAT	Emergency Medical Assistance Team
EMO	Emergency Management Ontario
EMPC	Emergency Management Program Committee
EMS	Emergency Medical Services
EOC	Emergency Operation Centre
EP	Emergency Plan
ERPSW	Emergency Response Plan for Severe Weather
FAD	Foreign Animal Disease
HIRA	Hazard Identification and Risk Analysis
ICP	Incident Command Post
IMS	Incident Management System
MECG	Municipal Emergency Control Group
OFM	Office of the Fire Marshal
PEOC	Provincial Emergency Operation Centre
PERP	Provincial Emergency Response Plan
PIMS	Provincial Incident Management System

Acronym	Definition
PNERP	Provincial Nuclear Emergency Response Plan
SCBA	Self-Contained Breathing Apparatus
SHCN	Special Health Care Needs
Term	**Definition**
Community Emergency Management Coordinator	An individual officially designated by a municipality who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.
Community Emergency Management Program Committee	The community emergency management program committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.
Critical Infrastructure	Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.
Declared Emergency	A signed declaration made in writing by the Head of Council or Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of the routine community activity.
Disaster	A widespread or severe emergency that seriously incapacitates a community.
Emergency	A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

Acronym	Definition
Emergency Management	Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.
Emergency Management Ontario	EMO is an organization within the Ministry of Public Safety and Security, government of the Province of Ontario. EMO is responsible for monitoring, coordination and assisting in the development and implementation of emergency management programs in Ontario.
Emergency Operations Centre	The EOC is a facility where the Emergency Operations Control Group assembles to manage an emergency.
Emergency Site Manager	Public sector official (usually fire, police, paramedic or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.
Emergency Management Program Committee	The Emergency Management Program Committee and the Municipal Emergency Control Group are the same members due to the Municipality's size. The Committee operates from the community Emergency Operations Centre and is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant Council and staff.
Emergency Medical Services	The County of Bruce Emergency Paramedic Service is the emergency medical services provider for the Municipality.
Evacuation	The removal of persons from a given area that has been deemed an actual or potential danger zone or may be impacted by an emergency situation.
Evacuation Centre	A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.
Evacuation Registration	A process to account for displaced persons. This process usually takes place at designated reception centres.

Acronym	Definition
Foreign Animal Disease	A subset of reportable diseases which are foreign, not common to Canada. Many diseases have been eliminated in Canada, or have never been present, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE is 'mad cow disease').
Hazard Identification	The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability, frequency, contributing factors, and locations/areas affected.
Hazard Identification and Risk Assessment (HIRA)	A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.
Incident Management System	IMS is the combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure. This system has the responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.
Municipal Emergency Control Group	The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant Council and staff. The Emergency Management Program Committee and the Municipal Emergency Control Group are the same members due to the Municipality's size.
Mutual Aid Agreements	An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.
Office of the Fire Marshal and Emergency Management	A branch of the Ministry of the Solicitor General responsible for leading the coordination, development, and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

Acronym	Definition
Ontario Emergency Response Team	An emergency response team that is dispatched by the Province of Ontario to a contiguous state or province to coordinate emergency response and mutual assistance.
Private Sector	A business or industry not owned or managed by a level of government.
Provincial Disaster Assessment Team	A recovery response team that is dispatched to a community to assess damage following a disaster event and to recommend on a financial disaster assistance program for recovery.
Provincial Emergency Operations Centre	A fully equipped facility maintained by Emergency Management Ontario that can be activated in response to, or in anticipation of emergencies. The PEOC is staffed with appropriate representatives from ministries that have delegated responsibilities for those emergencies, as well as EMO staff. It serves as the initial point of contact for the affected municipality and federal interests.
Provincial Emergency Response Team	An emergency response plan mandated under the Emergency Management Act and maintained by the Province.
Public Sector	A particular element or component of government, i.e., police, fire or a municipal, provincial or federal government.
Reception Centre	Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information, and referral to a shelter, if required (i.e., St. Edmunds Community Centre and/or Lion's Head & District Community Centre and Arena).
Recovery	Actions taken to recover from an emergency or disaster.
Response	Actions taken to respond to an emergency or disaster.
Risk	A chance or possibility of danger, loss, injury, or other adverse consequences.

Acronym	Definition
Risk Assessment	Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused, and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should be evaluated.
Threat	Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards, as well as deliberate attacks.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate and cope with recovery from events.

The above definitions come from various sources, including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Emergency Management Ontario, and the National Fire Protection Association.

Plan Review

This Plan was reviewed by the Municipal Emergency Management Control Group/Emergency Management Program Committee on the following dates:

- April 13, 2018
- April 12, 2019
- May 27, 2020
- December 6, 2021.
- December 6, 2022.
- November 21, 2023.
- November 19, 2024.
- December 2, 2025.
- November 10, 2026.

This Emergency Plan may be provided in alternative formats upon request.