

Schedule A to By-law 53-2024

EMERGENCY RESPONSE PLAN



TOWNSHIP OF HOWICK

Updated March 2024

HOWICK EMERGENCY RESPONSE PLAN

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HOWICK EMERGENCY RESPONSE PLAN

ADMINISTRATION

Introduction

The Emergency Plan for the Township of Howick has been developed to reflect the public safety requirements of our community.

Municipalities routinely respond to situations requiring emergency and public services, however, some situations may escalate beyond the scope of normal operations and/or resources. It is for these situations that the Emergency Response Plan has been developed. The effective use and maintenance of this Plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Township of Howick when faced with an emergency.

Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario. The Emergency Management and Civil Protection Act states that:

"The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

HOWICK EMERGENCY RESPONSE PLAN

Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency 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 health risk, an accident or an act whether intentional or otherwise.”

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the Township, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Municipal employees may take such action(s) under this emergency management plan as may be required to protect the lives and property of the inhabitants of the Township of Howick.

Requests for Outside Assistance

Assistance may be requested from the County of Huron at any time by contacting the County Warden or the County CAO. 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. Any request for assistance should be made by contacting Emergency Management Ontario.

A Contact List for Outside Emergency Assistance, including other levels of government and provincial or regional services, is contained within **Appendix B**.

Freedom of Information and Privacy Protection

Any personal or proprietary information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies impacting the Township of Howick. The release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

HOWICK EMERGENCY RESPONSE PLAN

Plan Maintenance

The Howick Emergency Response Plan was approved in 2017, and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee.

The emergency telephone numbers will be reviewed on an annual basis.

The Emergency Notification System will be tested semi-annually as a minimum requirement.

The Plan will be exercised once every year as a minimum requirement.

The Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and Local Resources Directories should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend any information contained within the appendices of this Emergency Response Plan on an as required basis. In addition, while amendments to the body of the Plan require formal Council approval, minor editorial revisions, such as editorial changes to text, section numbering or reference changes will not require full Council approval.

Plan Distribution

Complete copies of the Emergency Response Plan, including appendices, will be used primarily for training or Emergency response.

It is understood that Emergency Control Group members are not expected to always carry a copy of the Howick Emergency Response Plan with them. Since the nature of an emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an actual municipal emergency.

Every member of the primary Emergency Control Group, along with Council, will be issued a copy of the main body of the Emergency Plan.

Any Emergency Control Group member may inspect the complete plan at any time upon request.

HOWICK EMERGENCY RESPONSE PLAN

EMERGENCY CONTROL GROUP

Membership

The Emergency Control Group (ECG) is the group that is responsible for the direction and control of the overall emergency response within the community. The ECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Emergency Control Group is made up of the following members;

Reeve (*or alternate*)
Clerk (*or alternate*)
Fire Chief (*or alternate*)
OPP
EMS/Ambulance
Public Works Manager (*or alternate*)
CEMC (*or alternate*)
Health Unit
Social Services
Emergency Information Officer (*or alternate*)
Treasurer
Recording Secretary
Recreation/Facilities Manager
Chief Building Official

Additional persons may be added depending on the nature of the emergency. These include, but are not limited to, representatives of Conservation Authorities, other levels of government, Utilities, Industry, and private businesses.

HOWICK EMERGENCY RESPONSE PLAN

Activation

In the event of an actual or potential emergency any member of the Emergency Control Group may request that the Emergency Plan be implemented by contacting the Clerk and/or the CEMC. The Clerk and/or CEMC will decide on the level of activation depending on the information available at the time.

If a decision is made to assemble members of the Emergency Control Group, it will be immediately communicated by means of the **Emergency Notification System**. The CEMC will contact members to assemble at either the Primary or Alternate Emergency Operations Centre.

The **Emergency Notification System** is a process for communication among members of the Emergency Control Group and senior managers. The process employs both wireless and landline technology.

Emergency Notification System contact numbers and procedures are in **Appendix A**.

Upon receipt of an activation message each member of the Emergency Control Group will acknowledge the activation with an estimated time of arrival at the EOC. Each member will also initiate their own internal departmental notification procedures.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

HOWICK EMERGENCY RESPONSE PLAN

ECG Priorities

1) **Support Site Incident Command.**

- i) Ensure Site Incident Command is supported with necessary information, personnel and other material resources as required to assist in mitigation of the incident.
- ii) Functions or activities such as notifications, public information, media relations, resource acquisition, employee call in, record keeping, etc. are best handled by the ECG.

2) **Maintain essential services.**

- i) Ensure that essential municipal services are maintained to the best extent possible for unaffected areas of the Township of Howick.

3) **Monitor, Inform and Alert.**

- i) The ECG must both give and receive information. The ECG undertakes Intelligence gathering to identify potential problems and provide prompt notification to employees and response organizations.
- ii) The ECG also ensures that members of the public, as well as external stakeholders, agencies and levels of government, know about the emergency and the Township's response.

4) **Verify and Document Response.**

- i) The ECG must create a mechanism to verify the steps taken to respond to the emergency, preserving a record of the actions taken to protect people, property and infrastructure. The ECG pursues "best practices" by documenting information received and the steps taken.

5) **Coordinate Recovery and Restoration.**

- i) In addition to supporting response efforts, it is the responsibility of the Emergency Control Group to coordinate strategies for the recovery and full restoration of the community. As a result, **recovery and restoration will form most of the ECG's efforts**, particularly as emergency services complete their response efforts at the site.

HOWICK EMERGENCY RESPONSE PLAN

ROLES AND RESPONSIBILITIES

Members of the Emergency Control Group are responsible for the following:

- Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
- Coordination and direction of Community resources used to mitigate the effects of an emergency.
- Ensuring adequate emergency service provisions are maintained in unaffected portions of the Township.
- Ensuring that the composition of the ECG is appropriate to mitigate the effects of a given emergency, by determining which, if any, ad-hoc members are required.
- Advise the Head of Council regarding the need for declaration or termination of an emergency.
- Advising the Head of Council regarding requests for assistance from the Province, and the Federal Government.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Coordination of services provided by outside agencies.
- Appointing or Confirming an Emergency Site Manager.
- Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- Coordinating the evacuation of citizens who may be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. Hydro, water, gas, or closing businesses.
- Appeals for volunteers.
- Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Maintenance of an operational log detailing the group's decisions and activities.
- Deactivating the plan and notifying all of those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

HOWICK EMERGENCY RESPONSE PLAN

Reeve

The Head of Council, or designate, is responsible for:

- Providing overall leadership for the emergency response within the Township of Howick.
- Declaration of an Emergency within the designated area.
- Termination of an Emergency.
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- Taking such action and making such orders, as considered necessary and not contrary to law, to protect the health, safety, welfare, environment and property of residents in the Township of Howick.
- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- Ensuring that the local MPP and MP, neighboring municipalities and the County of Huron are advised of the declaration and termination and kept informed of the emergency.
- Approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the Clerk.
- Participating in news conferences and media briefings as arranged and prepared by the Emergency Information Officer.
- Maintaining a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Clerk

The Clerk, or designate, is responsible for:

- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- Chairing meetings of the Emergency Control Group.
- Advising the head of council on policies and procedures, and all other administrative matters, as appropriate.
- Ensuring an Incident Commander has been appointed at the emergency site.
- Ensuring a communication link is established between the Emergency Control Group and the Incident Commander at the emergency site.
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the ECG.
- Appointing a Citizen Inquiry Supervisor to oversee staffing of phone lines to provide information to the public.
- Calling out additional municipal staff as required.
- Ensuring a master record of all events and actions taken is maintained throughout the emergency.
- Maintaining a personal log of action taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Fire Chief

The Fire Chief, or designate, is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response and fire search and rescue.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- Initiating Mutual Aid as required.
- Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- Coordinating or aiding with rescue, first aid, casualty collection, evacuation etc.
- Providing an Emergency Site Manager as required.
- Maintaining a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

OPP

The Ontario Provincial Police Representative is responsible for:

- Requesting activation of the emergency notification system.
- Advising the Emergency Control Group regarding the protection of life and property and matters relating to the provision of law and order.
- Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- Ensure perimeter security and crowd control at emergency site.
- The provision of police services in evacuation centres, morgues, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with external police agencies, as required.
- Providing an Emergency Site Manager if requested by the Emergency Control Group.
- Maintaining a personal log of decisions made and actions taken.

HOWICK EMERGENCY RESPONSE PLAN

Emergency Medical Services (EMS)

The EMS representative is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on treatment and transport of casualties.
- Taking charge of casualties within the emergency area and being responsible for triage, lifesaving care, and the transport to area hospitals.
- Assisting with the transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes within an evacuation area, as required.
- In conjunction with the Central Ambulance Communications Centre (CACC), providing the main communications link through dispatch among health services, and notifying and requesting assistance from the Ontario Ministry of Health and Long-Term Care.
- Liaising with the Medical Officer of Health, Huron County Health Unit, area hospitals, police and fire officials during an emergency.
- Maintaining a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Public Works Manager

The Public Works Manager or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice on Public Works matters, including transportation infrastructure, road maintenance, clearing or construction, sanitation resources or engineering matters.
- Liaison with the senior public works officials from the neighboring community(s) and the County of Huron to ensure a coordinated response.
- Ensuring access and egress for emergency vehicles to/from the emergency site.
- Assistance with road closures and/or roadblocks.
- Maintenance of sanitation and a safe supply of potable water, as required.
- The provision of equipment for emergency pumping operations.
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- Liaise with Electrical and Gas utilities.
- Providing public works vehicles and resources to support ongoing emergency response efforts, as required.
- Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Ensuring Municipal facilities are available for evacuation or reception center purposes if required.
- Assisting County Social Services and support agencies in the ongoing operation of evacuation or reception centres.
- Coordinating and processing appeals for volunteers to assist in emergency response efforts in conjunction with the Emergency Information Officer and under the direction of the Emergency Control Group.
- Receiving and maintaining all completed volunteer registration forms.
- Providing an Emergency Site Manager if required.
- Maintaining a personal log of decisions made and actions taken.

HOWICK EMERGENCY RESPONSE PLAN

CEMC

The Community Emergency Management Coordinator is responsible for:

- Activation of the Emergency Control Group through the use of the Emergency Notification System.
- Providing information, advice and assistance to members of the Emergency Control Group on Emergency Management procedures, principles and legislation.
- Providing direction to Emergency Operations Centre support staff, as required, in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operations Centre.
- Assisting the Emergency Information Officer, as required, regarding public information and messaging.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management and Civil Protection Act.
- Preparing and coordinating training and exercise simulations for members of the Emergency Control Group and alternates.
- In conjunction with the Clerk, coordinate a post-emergency debriefing and assist in the development of a final report to the Reeve and Council.
- Maintaining a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Huron Perth Public Health

The local public health unit is the lead agency during a public health emergency in Huron and Perth Counties. The primary responsibilities and functions of the Medical Officer of Health (MOH) and Huron Perth Public Health (HPPH) are:

- Assess the impact of the emergency on the health of the public;
- Advise the public on matters concerning public health through communication channels established by the County or Municipal Emergency Control Group;
- Advise on the control of infectious and/or communicable diseases and infection, prevention and control measures as necessary;
 - Coordinate vaccine management and implement mass immunization plan, as required;
- Provide advice on the public health aspects of biohazardous and/or other dangerous material, food supplies, garbage and sanitation, mass feeding, sewage disposal, shelters and water supplies as it relates to the emergency;
- Notify other agencies and senior levels of government of public health matters relating to the emergency including but not limited to Ministry of Health, Ministry of Long-term Care, other provincial ministries and Public Health Ontario;
- Advise and actively work to prevent human health risks in reception/evacuation centres and/or temporary shelters through assessment and/or inspection of areas related to food preparation, infection prevention and control, communicable disease control, water quality, and sanitation;
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing.

It is recognized that the Health Unit is aware of certain vulnerable populations through the delivery of Health Unit programs and services. Depending on the nature of the emergency, and when resources permit, the Health Unit will make all attempts to assist in identifying and responding to stress reactions, both immediate and long term, in such vulnerable Health Unit clients. Where this is not possible, clients will be advised to access assistance using the usual channels such as their family doctor and the emergency department.

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Social Services

The Social Services representative is responsible for;

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services due to the emergency
- Supervising the opening and operation of reception or evacuation centres, and ensuring they are adequately staffed and maintained
- Establishing a communications link between the Emergency Operations Centre and the Emergency Evacuation Centre(s)
- Liaising with and arranging for assistance from other organizations such as the Canadian Red Cross, Children and Family Services, Victim Services etc.
- Liaising with the Health Unit in areas regarding public health in evacuation centres.
- Liaising with Municipal Staff regarding use of municipal facilities for evacuation/reception centers.
- Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- Ensuring liaison with nursing homes, homes for the aged, and rest homes as required
- Arranging for the emergency purchase of food, clothing, bedding, and supplies that cannot be obtained any other way
- Maintaining a personal log of all actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Emergency Information Officer

The Emergency Information Officer is responsible for;

- Providing timely information to the public regarding the emergency and efforts within the Township to respond to and recover from the event. This will also include advisories on what actions the public should take to help ensure their safety.
- Developing initial and subsequent media releases, subject to approval by the Head of Council and the Clerk.
- Establishing linkages with provincial, county and industry media officials as appropriate.
- Coordinating interviews and media briefings and preparing the Head of Council and other members of the Emergency Control Group as required.
- Designate a site media spokesperson as appropriate. (OPP has staff trained in media relations) Ensure ongoing communication with the site media spokesperson to ensure consistent messaging.
- Liaising with the Clerk on the set up and staffing of public inquiry lines.
- Ensuring the municipal website is kept up to date with the latest approved information.
- Monitoring of Twitter and Social Networking sites.
- Maintaining copies of all media releases.
- Maintain a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Treasurer

The Treasurer is responsible for:

- Providing the Emergency Control Group with information and advice on financial matters as they relate to the emergency.
- Assuming the role of Purchasing Coordinator and creating a budget code for tracking expenses related to the emergency.
- Maintaining a record of expenditures.
- Liaising with Clerks of local municipalities.
- Ensuring all emergency response organizations maintain records of expenditures related to the emergency.
- Payment of all legitimate expenditures incurred.
- Preparing a report to Council on expenditures related to the event.
- Maintaining a personal log of all actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Recording Secretary

The Emergency Operations Centre Recording Secretary is responsible for:

- Maintaining a record of all important decisions made and actions taken by the Emergency Control Group.
- Ensuring that Maps and Status Boards are kept up to date, with the assistance of the CEMC.
- Ensuring all members of the EOC sign in and that attendance records are maintained.
- Arranging for printed material as required
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre as required.
- Provide support to the Head of Council and Clerk as required.
- Maintain a personal log of actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

Chief Building Official

The Chief Building Official or alternate is responsible for;

- Requesting activation of the emergency notification system.
- Providing the Emergency Control Group with information and advice regarding the safety of buildings and structures impacted by the emergency.
- Arranging for the inspection of buildings impacted and if necessary, arranging for the demolition of any unsafe structures.
- Liaising with the building officials from the neighboring community(s) and the County of Huron, as required, to ensure a coordinated response.
- Maintaining a personal log of decisions made and actions taken.

HOWICK EMERGENCY RESPONSE PLAN

Manager of Recreation/Facilities

The Manager of Recreation/Facilities is responsible for:

- Advising the Emergency Control Group on matters related to the use and operation of municipal facilities.
- Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- Arranging for security of the Emergency Operations Centre.
- Liaising with County Social Services regarding the use of suitable shelter facilities within the municipality.
- Maintaining a personal log of all actions taken and decisions made.

HOWICK EMERGENCY RESPONSE PLAN

EMERGENCY OPERATIONS CENTRE

The Emergency Operations Centre (EOC) serves as the coordination point for response and recovery activities taking place within the Township of Howick. The EOC is the location where members of the Emergency Control Group gather to support Incident Command activities and needs, share information, provide advice and input for major decisions, and implement the desired strategic course of action in a coordinated and effective way. The role of the Emergency Control Group is also to ensure that the community is properly informed and updated on the status of the emergency.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Emergency Control Group members or support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Clerk.

EOC Location:

The Emergency Operations Centre has both primary and secondary locations. During the notification process, direction will be given as to which location members of the Emergency Control Group (ECG) will report.

For example, members will be told that;

"This is an Emergency Plan activation. You should report to the primary Emergency Operations Centre immediately."

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional because of an emergency situation the other should be safe and operational.

Primary EOC Location	Howick Township Municipal Office 44816 Harriston Road (Hwy #87) Gorrie, ON
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Alternate EOC Location	Howick Fire Hall 2005 Nelson Street North Gorrie, ON
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HOWICK EMERGENCY RESPONSE PLAN

EOC Set-up and Operation

Upon receiving notification, the CEMC will contact the administrative staff assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The CEMC will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Center, each Emergency Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his or her department and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Emergency Control Group decisions on to their departments and/or areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Clerk. The EOC functions most efficiently on a system known as an Operations Cycle.

HOWICK EMERGENCY RESPONSE PLAN

EOC Operations Cycle

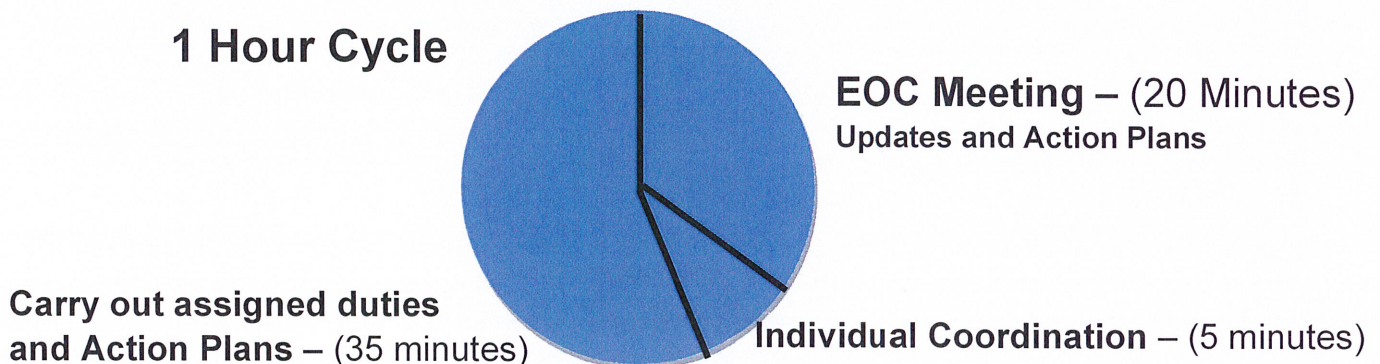
The Operations Cycle is how the Emergency Control Group manages overall emergency operations. Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their departmental status as well as immediate needs. It is essential that every member, covering each area of responsibility, be heard from during this process. The Emergency Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their departments and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of meetings is determined by the Clerk but should reflect the pace of the emergency and occur on a scheduled basis, which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. The Emergency Control Group members use this time to follow up and ensure that decisions are being implemented. During Emergency Control Group meetings there should be no interruptions. All phone or radio communication to and from the EOC should occur prior to or after the formal meetings of the Emergency Control Group.

- The Control Group should have regular meetings to share information, discuss actions to be taken and/or issues to be resolved.
- Meetings should be brief and free from interruptions

EXAMPLE:



HOWICK EMERGENCY RESPONSE PLAN

INCIDENT MANAGEMENT SYSTEM

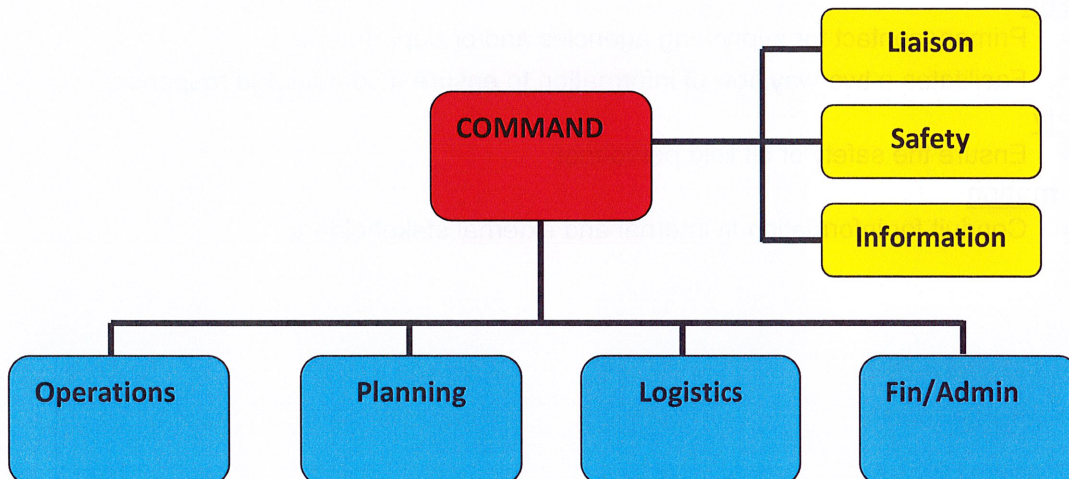
The Township of Howick has adopted the Incident Management System (IMS) approach to Emergency Management and Emergency Response.

The Incident Management System is a standardized system that defines the basic command structure, roles and responsibilities required for the effective management of an emergency incident or situation.

The Incident Management System is comprised of the Incident Command System (ICS) along with regular training and exercises. The Incident Command System (ICS), which is universally employed by emergency response agencies, is a systematic tactical approach for establishing command and control at an emergency incident. ICS is a scalable and modular approach which ensures that only one person is in command and control, that each responder only reports to one person, and that no one person supervises more than seven others.

ICS Components

ICS consists of five key elements: Command, Operations, Planning, Logistics, and Finance/Administration. There are three support functions that report directly to Command.



HOWICK EMERGENCY RESPONSE PLAN

ICS Functions

Command

- Provides overall leadership and direction.
- May delegate authority to others as required
- Responsible for all activities until delegated and assigned to staff

Operations

- Responsible for all tactical incident operations
- Implements strategy and tactics to carry out objectives
- Supervises the tactical field resources

Planning

- Collection, evaluation and dissemination of operations information
- Maintains resource status.
- Compiles Incident Action Plan for short and long term.
- Develops alternative strategies.
- Prepares demobilization plan

Logistics

- Provides facilities, services and material support
- Orders, receives, stores and distributes supplies.
- Arranges for transportation of personnel, supplies, food and equipment

Finance/Administration

- Collects all cost data
- Tracks personnel and equipment time
- Processes claims for accidents and injuries

Liaison

- Primary contact for supporting agencies and/or departments
- Facilitates a two-way flow of information to ensure a coordinated response

Safety

- Ensure the safety of all field personnel.

Information

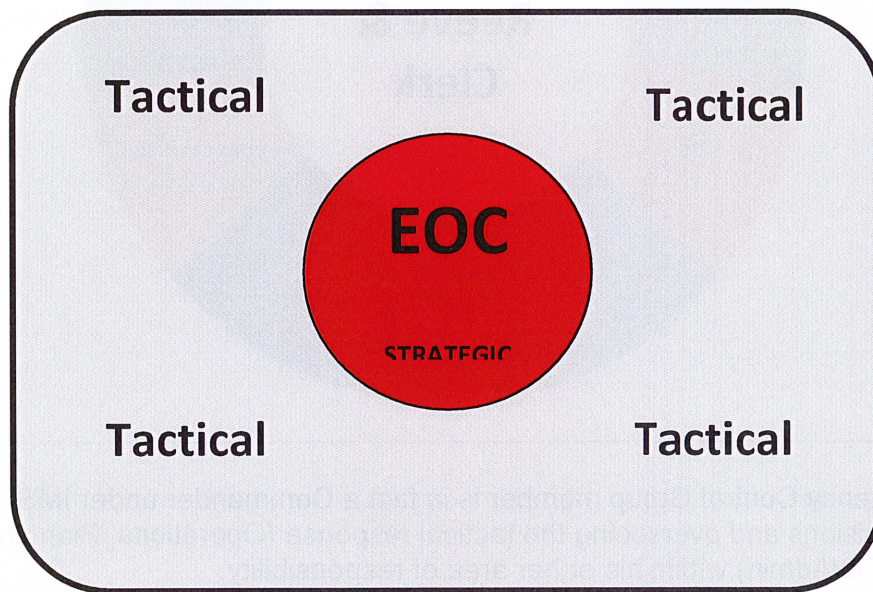
- Conduit for information to internal and external stakeholders

HOWICK EMERGENCY RESPONSE PLAN

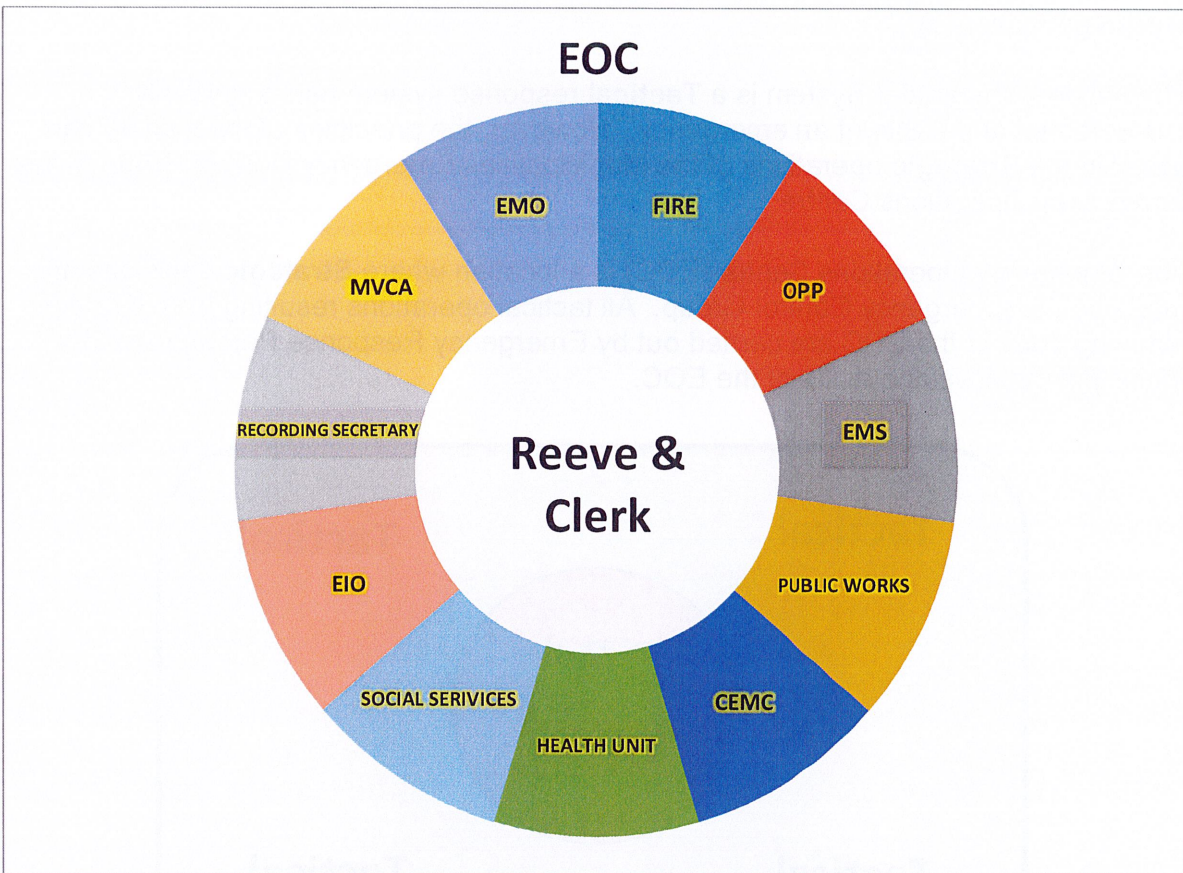
Implementation of IMS

The Incident Command System is a **Tactical** response system and is primarily implemented at the Site of an emergency. However, the principles of the system can assist in the **Strategic** operations of the Municipalities Emergency Control Group in the Emergency Operations Centre.

The Emergency Operations Centre (EOC) is a location where **Strategic** decisions are made by the Emergency Control Group. All tactical operations resulting from strategic planning done in the EOC are carried out by Emergency Response Personnel and municipal employees outside of the EOC.

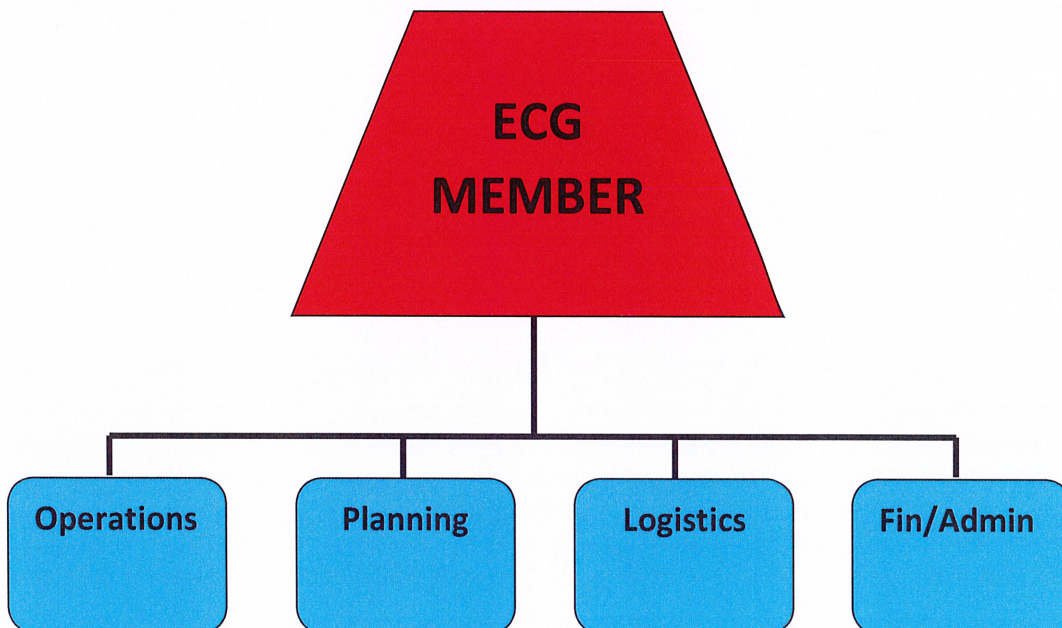


HOWICK EMERGENCY RESPONSE PLAN



Each Emergency Control Group member is in fact a Commander under IMS, making strategic decisions and overseeing the tactical response (Operations, Planning, Logistics & Fin/Admin) within his or her area of responsibility.

See Figure:



HOWICK EMERGENCY RESPONSE PLAN

Each member of the Emergency Control Group is ultimately responsible for Operations, Logistics, Planning, Safety and Financial tracking within his or her department or division. The Emergency Control Group member may designate a departmental employee outside the EOC to oversee the tactical administration of any of those ICS responsibilities.

For smaller incidents or emergencies of limited scope or duration individual Emergency Control Group members may be able to cover several areas of responsibility under IMS. However, as the scope of the event increases, or if a large departmental response is required, the ECG member would be advised to delegate those roles to staff outside of the EOC.

For example:

The Public Works Manager may assign senior staff to oversee Operations and Logistics, while maintaining responsibility for Planning and Finance/Administration.

The Social Services representative in the EOC may assign an Operations Chief and Logistics Chief at each Evacuation Centre, while maintaining the overall Planning and Administrative Functions for themselves. As an event grows in scale, they may assign an Admin Chief to cover that function.

An EOC member could assign all IMS roles to departmental staff in a complex emergency while maintaining the overall Command function for their division.

HOWICK EMERGENCY RESPONSE PLAN

It is important to remember that only members of the Emergency Control Group or approved individuals are permitted in the Emergency Operations Centre. Each member will communicate information and decisions approved within the EOC to their respective departments who may be gathered in departmental control centres or deployed to various functions throughout the municipality. EOC members will also bring forward information, plans, comments and suggestions from departments to assist in decision making and strategic planning.

