

# Township of Blandford-Blenheim



## Emergency Response Plan

Adopted: **February 21, 2024**

By-law #: **2419-2024**

Revised: **February 2024**

## **INTRODUCTION**

**Emergencies are defined as situations or impending situations 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 other health risk, an accident or an act whether intentional or otherwise of the Township of Blandford-Blenheim.**

The population for the Township is approximately 7,600 residents and a land mass of 382 km<sup>2</sup>.

In order to protect residents, businesses and visitors, the Township of Blandford-Blenheim requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Blandford-Blenheim Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Blandford-Blenheim for important emergency response information related to:

- Arrangements, services, equipment; roles and responsibilities during an emergency.

Each time this plan is revised it must be forwarded to Township Council for approval as stated in **By-law # 2419-2024**; however, revisions to appendices and minor administrative changes can be made at the discretion of the Community Emergency Management Coordinator without resubmission.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Blandford-Blenheim Emergency Plan may be viewed at the Township Office. For more information, please contact:

Director of Protective Services  
Drew Davidson  
47 Wilmot Street South  
Drumbo, Ontario  
N0J 1G0  
(519) 463-5347

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*In accordance with Privacy Legislation and provisions in the Emergency Management Act the following Appendices comprise part of the Emergency Response Plan but are not part of the public document.*

- Appendix 1..... Emergency Call Out Procedure**
  - Appendix 2..... Emergency Alerting Contacts**
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## **FOREWORD**

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in Blandford-Blenheim Township after the onset of an emergency or in preparation for an impending emergency situation in the Township of Blandford-Blenheim.

This plan has been adopted through By-law no # **2419-2024** passed on the 21<sup>st</sup> day of February, 2024 under the legal authority of the Emergency Management Act, R.S.O. 1990, and c.E.9 and Ontario Regulation 380/04 - Standards.

It is essential that all concerned are aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency. Department heads are to review this plan on a regular basis and keep up to date their own procedures and arrangements for responding to emergencies.

Dated at the TOWNSHIP OF BLANDFORD-BLENHEIM, Ontario this 21<sup>st</sup> day of February 2024.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Peterson, Mayor  
Township of Blandford-Blenheim

\_\_\_\_\_  
Date

\_\_\_\_\_  
Josh Brick, CAO  
Township of Blandford-Blenheim

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## **DEFINITIONS AND RELEVANT TERMS**

**Mayor** – Head of Township Council, or in his absence the Mayor's designate.

**Community Emergency Management Coordinator (CEMC)** – The CEMC is responsible and accountable for the development and implementation of his or her community's emergency management program in accordance with the standards set out in the Framework for Community Emergency Management Programs.

**Emergency Operations Centre (EOC)** – A predetermined location that is equipped with supplies and communications equipment to accommodate the Municipal Emergency Control Group in order to manage the emergency.

**Municipal Emergency Control Group (MECG)** – The group of individuals directing those services necessary for mitigating the effects of the emergency.

**Citizen Inquiry Service** – A service established (if necessary) by the Director of Social Services and Housing to respond to and redirect inquiries and reports to the public.

**Reception/Evacuee Centre** – A facility where evacuees are received and from which emergency services are provided. The evacuees are registered, will have their needs assessed and action will be taken to address those needs, reunite families and arrange for accommodation. Where feasible, an evacuee centre can be set up at the same location.

**Emergency Area** – The area in which the emergency exists as declared by the Mayor or designate.

**Local Emergency** – an emergency within the boundaries of the Township that can be handled satisfactorily using local resources.

**County Emergency** – An emergency where the County has been requested to activate their emergency plan to manage or assist in a situation within our Township's boundaries, or where coordination of a large emergency affecting multiple lower tier municipalities exists.

**Recovery** – The Recovery Phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to the pre-emergency state. Immediate recovery activities include assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

**Triage** – The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

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**Inner Perimeter (Hot Zone)** - A restricted area in the immediate vicinity of the emergency scene as confirmed by the Emergency Site Manager, after the responding public safety agencies have already established. Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

**Access Perimeter (Warm Zone)** – A designated area surrounding the inner perimeter. This area will serve as a coordination and assembly point for essential emergency personnel. Access to this perimeter is restricted to essential emergency personnel as determined by the Emergency Site Coordinator.

**Outer Perimeter (Cold Zone)** - The geographic area surrounding the inner perimeter. This area will serve as the coordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

**Emergency Site Manager** – The person in charge of all operations at the scene of the emergency. Once the Municipal Emergency Control Group appoints the Emergency Site Manager, who is generally representative of the lead agency assuming control of situation, this person should then be relieved of all responsibilities for their parent agency. The Emergency Site manager will ensure that updated information with respect to the scene is conveyed to or obtained from the Municipal Emergency Control Group.

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## **LEGISLATION**

**“The Emergency Management & Civil Protection Plan, R.S.O., 1990 c.E.9” and Ontario Regulation 380/04**, is the legal authority for this plan. It 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 may 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.”

This legislation is the primary authority that allows a municipality to pass a by-law to enact this emergency plan and governs the provision of necessary services during an emergency. This plan also prescribes procedures to be followed by municipal employees and other persons responding to an emergency.

Important measures enabled under this legislations and which form part of this plan are:

- Expenditure of monies associated with the formulation, implementation and maintenance of the emergency plan
  - Authorization for Township employees to take appropriate action before formal declaration of an emergency;
  - Specific procedure to be taken for the safety and/or evacuation of persons in an emergency area;
  - Designate other members of Council who may exercise power and perform the duties of mayor under the emergency plan during the absence or incapacity of the Mayor;
  - Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an actual emergency;
  - Obtaining and distributing materials, emergency and supplies during an emergency; and
  - Other matters as considered necessary or advisable for the implementation of the emergency plan during an emergency.
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**AIM**

The aim of the Township of Blandford-Blenheim Emergency plan is to outline a plan of action, which is in harmony with the Oxford County Emergency Response Plan, for the efficient deployment and coordination of the Township of Blandford-Blenheim services, agencies and personnel and allied services to provide the earliest possible response in order to:

- a. safeguard property and the health, safety and welfare of residents
- b. assist area municipalities where mutual aid agreements exist or as requested
- c. minimize the impact of the emergency when possible
- d. restore essential services



## **TOWNSHIP RESPONSIBILITIES**

The following is a summary of key elements of an emergency that our Township is responsible for:

- **Response** – the earliest possible recognition and response to the emergency by all services that are required;
- **Control** - the earliest possible establishment of overall control of emergency operations by Township services; Crowd convergence – the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the emergency site to ensure that emergency operations are not impeded and additional casualties are prevented;
- **Evacuation** – the assessment of potential danger to the residents and the evacuation of personnel if necessary. Evacuations usually require the establishment of reception centres/evacuation centres with the minimum provision of a registration and inquiry service; Rescue – the rescue of trapped or incapacitated persons and the provision of medical attention/treatment at the site. The provision of controlled evacuation and appropriate distribution of casualties to hospitals; Social Services – the provision of necessary essential social services as required for persons affected by the incident and for emergency personnel involved; Media & Public Information – to provide accurate official information as early as possible to: the Minister of Community Safety and Correctional Services (EMO) upon the declaration and termination of the emergency, the news media to provide the public with timely information to alleviate concern, concerned individuals, seeking personal information, County Warden and neighbouring municipalities, and external agencies involved in emergency operations;
- **Recording Costs** – to ensure that a cost record of emergency related expenses is compiled to aid in the preparation of Township claims associated with provincially directed assistance, and to aid in the preparation of request for compensation from provincial or federal governments if qualifying for such compensation.
- **Recovery** – to ensure that the community is returned to pre-emergency state. The recover period may be brief or prolonged depending upon the vastness of the devastation, and will include preventative measures against future reoccurrence.

The above will be performed in conjunction with partner agencies

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**DECLARATION OF EMERGENCY**

The Mayor or Mayor's designate is responsible for declaring that a Township emergency exists. This decision is usually made in consultation with other members of the Municipal Emergency Control Group; however, it can be made at the Mayor's discretion. Upon such declaration, the following organizations and person shall be contacted immediately:

- ☐ Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario (EMO). To report Emergencies 24/7 calls (416) 314-0472 or toll free at 1-866-314-0472. Should there be difficulty in contacting EMO Duty officer then it is recommended that the OPP (Orillia) be contacted at (705)329-6950
- ☐ Warden, County of Oxford. Assistance from the County of Oxford may be requested by contacting the Warden without activating the County Emergency Plan.
- ☐ Neighbouring/Area Municipalities. Requests for assistance or activation of mutual aid agreements may be necessary.
- ☐ Local M.P.P.
- ☐ Local M.P.

When the resources of the Township become over extended resulting in the inability to effectively control or support the emergency the Mayor may request that County of Oxford Emergency Response Plan be activated by contacting the Warden or CAO of Oxford County,

The Municipal Emergency Control Group may continue to function to control the response to the emergency or if the County Control Group has been asked to control the emergency, may function to support the residents of the Township impacted by the emergency,

If the County Control Group assumes responsibility to control the response to the emergency, then the Mayor or designate (CEMC, CAO) becomes an automatic member of this group.

The Premier of Ontario or designated Minister may assume authority and control in accordance with Section 7 of the Emergency Management & Civil Protection Plan, R.S.O., and 1990 c.E.9, Ontario Regulation 380/04.

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**ACTIVATION OF EMERGENCY PLAN**

When an emergency situation exists, but has not yet been declared to exist, Township employees may take such action(s) under this emergency plan as may be necessary to protect the lives and property of the inhabitants of the Township of Blandford-Blenheim.

**TERMINATION OF EMERGENCY**

An emergency may be terminated at any time by:

- ☐ The Mayor
- ☐ Township Council
- ☐ Premier of Ontario

Upon termination of an emergency, the Mayor must notify the Minister of Community Safety and Correctional Services by contacting Emergency Management Ontario at (416) 314-0472 or 1-866-314-0472. Should there be difficulty in contacting EMO Duty officer then it is recommended that the OPP (Orillia) be contacted at (705)329-6950

The mayor should also inform the following persons that the emergency has been terminated:

- ☐ Township Council;
- ☐ County of Oxford Warden;
- ☐ Neighbouring municipal officials, as required;
- ☐ Local M.P.P.
- ☐ Local M.P.

**Emergency Plan is terminated by detail in Appendix 6.**

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**EMERGENCY ALERTING SYSTEM**

A serious emergency situation will usually be first identified by the emergency services that are among the first on the scene. If the primary on-site service responders, being Police, Fire or Roads Department representatives are satisfied that a serious or potential serious emergency situation exists the following steps should be initiated:

- a. If the first responder representative is not a member of the Municipal Emergency Control Group, please alert your organization's designated member immediately;
- b. The decision to initiate the Alerting System and call for the assembly of the Municipal Emergency Control Group (MECG) can be made by any member of the MECG or their designate;
- c. Advise the CEMC to initiate the Alerting System in order to assemble the MECG and advise which Emergency Operations Centre (EOC) that the group should report to:

NOTE: Normally the Primary

**Primary**

Blandford-Blenheim Township Office  
47 Wilmot Street South  
Drumbo, Ontario N0J 1G0  
519-463-5347

**Secondary**

Drumbo Fire Station  
96 Oxford Street West  
Drumbo, Ontario N0J 1G0  
519-463-5348  
519-463-5347 x 7443

**Tertiary**

Plattsville Fire Station  
112 Albert Street East  
Plattsville, Ontario N0J 1S0  
519-463-5308  
519-463-5347 x 7444

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## EMERGENCY OPERATIONS CENTRE

The Municipal Emergency Control Group (MECG) will report to the Emergency Operations Centre designated by the first authorized person activating the Township Emergency Alerting System.

The Municipal Emergency Control Group will assemble at the designated location. If this location is not appropriate, then the alternate emergency operation centre will be utilized. The decision regarding the location of the Emergency Operations Centre will be made in consultation with the lead agencies involved with the emergency. Once this decision has been made, the location will be assembled to function as the Emergency Operations Centre.

### **Primary**

Blandford-Blenheim Township Office  
47 Wilmot Street South  
Drumbo, Ontario N0J 1G0  
519-463-5347

### **Secondary**

Drumbo Fire Station  
96 Oxford Street West  
Drumbo, Ontario N0J 1G0  
519-463-5348  
519-463-5347 x 7443

### **Tertiary**

Plattsville Fire Station  
112 Albert Street East  
Plattsville, Ontario N0J 1S0  
519-463-5308  
519-463-5347 x 7444

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**MUNICIPAL EMERGENCY CONTROL GROUP (MECG)****Composition of MECG**

Emergency operations will be directed and controlled by the elected and appointed official listed below who will assemble for this purpose at an operation centre. This group will be known as the Municipal Emergency Control Group (MECG). The MECG will not be limited to, but will be composed of persons, or their alternates holding the following positions;

- a) Mayor *or* a trained alternate appointed by Council;
- b) Chief Administrative Officer *or* a trained alternate;
- c) Community Emergency Management Coordinator *or* a trained alternate;
- d) Emergency Information Officer *or* a trained alternate;
- e) Director of Protective Services *or* a trained alternate;
- f) Director of Public Works *or* a trained alternate;
- g) Any other person(s) that may be deemed necessary.

**Additional Support to MECG**

Additional personnel may be added to the Municipal Emergency Control Group depending on the nature of the emergency. Advisors, officials, experts or representatives from such agencies may be deemed necessary by the Municipal Emergency Control Group:

- a) Ontario Provincial Police Inspector *or* a trained alternate;
  - b) Manager of Emergency Medical Services *or* a trained alternate;
  - c) Treasurer/collector, community services, building services, drainage
  - d) Provincial ministries; (e.g. EMO, MOE, MNR)
  - e) Public or private utilities
  - f) Medical officer of health
  - g) Coroner
  - h) School boards
  - i) Industrial representatives
  - j) Legal representatives
  - k) Volunteer agencies (Canadian Red Cross, Salvation Army, VASOC)
  - l) UTRCA or GRCA
-

**RESPONSIBILITIES OF MUNICIPAL EMERGENCY CONTROL GROUP OFFICIALS**

Some or all of the following actions may need to be considered and dealt with by the MECG:

- a) Recommend to the mayor that an emergency exists and that it should be declared and designate emergency area;
  - b) Recommend the appointment, or confirm the designation of an emergency site manager necessary to coordinate emergency services operating on scene;
  - c) Authorizing special expenditures of funds for implementing the emergency plan;
  - d) Arranging for the evacuation and assistance to emergency health authorities of areas or buildings in which the residents are considered to be at risk from a safety or health point of view;
  - e) Arranging for the discontinuance of utilities or services provided by public or private concerns without reference to consumers in the Township when necessary, or when continuation of such utilities or services constitutes a hazard to public safety in the emergency area;
  - f) Calling in and utilizing Township personnel and equipment required in the emergency;
  - g) Arranging for services and equipment from agencies not under Township control to assist in the emergency, for example, private contractors, volunteer agencies or service clubs;
  - h) That all responding agencies will, where possible, agree to work in co-operation with the Emergency Site Coordinator as appointed by the MECG;
  - i) Arranging for assistance from senior levels of government or from neighbouring municipalities as may be required;
  - j) Appoint a media and emergency information officer and establish a centre to issue authoritative instructions to the public and accurate news releases to the media;
  - k) Arranging for assistance to neighbouring municipalities affected by an emergency
  - l) Designate individual as a scribe for the purposes of logging all decisions and outcomes of the MECG;
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- m) That agencies participate in an operation debriefing conducted within 30 days following termination of the emergency
- n) Ensure that participating agencies each submit a report to the Emergency Management Coordinator so that findings may be reported to Council
- o) Review recovery guidelines to determine if implementation of guidelines is necessary prior to termination of emergency.
- p) Ensure that the designate/alternate to each position is trained and aware of all responsibilities of the position

## **MAYOR**

The Mayor, with the advice of the MCEG, will be responsible in the emergency for:

- a) Consider the possible need to assemble the MCEG and, if warranted, will initiate the alerting system to assemble the MCEG as outlined in Appendix 1 of this plan;
- b) Declaring an emergency to exist if appropriate and ensuring the Minister of Community Safety and Correctional Services (Emergency Management Ontario) has been notified;
- c) Making decisions, determining priorities and giving direction to the heads of Municipal services;
- d) Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
- e) Requesting assistance from volunteer and other outside agencies not under municipal control as required;
- f) Terminating the state of emergency when appropriate and ensuring the Minister of Community Safety and Correctional Services is advised of such termination;
- g) Approving news releases and public announcements;
- h) Maintain a record of actions taken.

## **DEPUTY MAYOR**

The Councillor Designate will be responsible in the emergency for:

- a) Consider the possible need to assemble the MCEG and, if warranted, will initiate the alerting system to assemble the MCEG as outlined in Appendix 1 of this plan;
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- b) Acting as Head of Council in the absence of the Mayor
- c) Relieving the Mayor as Chair of the MCEG during a protracted emergency;
- d) Other responsibilities as assigned by the Mayor;
- e) Maintain a record of actions taken.

## **CAO**

The CAO will be responsible in the emergency for:

- a) Act as the principal staff officer to the Mayor and provide advice pertaining to legal and financial matters;
- b) Advise the Mayor and CEMC on administrative matters;
- c) Consider the possible need to assemble the MCEG and, if warranted, will initiate the alerting system to assemble the MCEG as outlined in Appendix 1 of this plan;
- d) Maintain a record of actions taken.

## **CLERK**

The Clerk will be responsible in the emergency for:

- a) Act as the Emergency Information Officer and report to the CAO and CEMC as required;
- b) Advise the CAO and CEMC on administrative matters;
- c) Consider the possible need to assemble the MCEG and, if warranted, will initiate the alerting system to assemble the MCEG as outlined in Appendix 1 of this plan;
- d) Maintain a record of actions taken.

## **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR – CEMC**

Upon learning of a potential emergency, the Community Emergency Management Coordinator (or designate) will consider the possible need to assemble the MCEG and, if warranted, will initiate the alerting system to assemble the MCEG as outlined in Appendix 1 of the plan. The Community Emergency Management Coordinator will decide if the alternate location for the MCEG should be used and will advise when initiating the assembly procedure if this is necessary. The Community Emergency Management Coordinator will proceed to the Emergency Operations Centre to assume the following responsibilities in the emergency;

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- a) Organizing the Emergency Operations Centre and arranging for the provision of equipment and data;
- b) Coordinating resource staff to assist in records management, and compiling records of costs incurred as a result of emergency action;
- c) Chairing meeting of MEEG
- d) Acting as communications member of the MEEG, arranging for effective communications to and from the emergency site and also outward to assisting authorities; and
- e) Arranging for periodic relief of MEEG members and support staff in a protracted emergency.
- f) Ensuring liaison with community support agencies (e.g. St. John Ambulance, Red Cross)
- g) Arrange for the feeding of MEEG personnel;
- h) Conduct operational debriefing following termination of emergency;
- i) Following emergency, receive agency reports and report findings to Council;
- j) Maintain a record of actions taken.

## **DIRECTOR OF PUBLIC WORKS**

Upon learning of a potential emergency, the Director of Public Works and County Road Managers will consider the possible need for assembling the MEEG and, if warranted, will initiate the alerting system to assemble the MEEG as outlined in Appendix 1 of this plan. The Director of Public Works and County Road Managers will alert their staff and will report to the EOC to assume the following responsibilities as a member of the MEEG.

- a) Providing advice on matters to the Mayor and the MEEG;
  - b) Arranging for Township staff and equipment to assist in containing the emergency situation support emergency services;
  - c) Assisting traffic control and evacuation operations by arranging for equipment to clear emergency routes, for the erection of temporary barriers, and the placing of road signs;
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- d) Arranging for engineering materials and equipment from neighbouring municipalities, from County resources and from private contractors as required;
- e) Assisting the Director of Protective Services in procedures to deal with special hazards such as spills;
- f) Ensuring that record is kept of requests for outside assistance;
- g) Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- h) Maintaining contact with the weather office and providing the MCEG with such data and the impact of changes in the weather on the conduct of the emergency operations;
- i) Carrying out the responsibilities of Township Flood Coordinator in a flooding emergency and maintaining liaison with the GRCA/UTRCA;
- j) Re-establishing essential Township services at the end of the emergency period;
- k) Maintain a record of actions taken.

## **DIRECTOR OF PROTECTIVE SERVICES**

The nature of the emergency may require that the Director of Protective Services or designate be totally committed to the on-site operations.

- a) If required, activating the Emergency Alerting System.
  - b) Making arrangements for the required additional fire or emergency team responses with the County Fire Coordinator or the Fire Marshal of Ontario.
  - c) Advising the MCEG on matters concerning fire suppression and /or fire prevention in areas where the emergency has caused increased fire risks.
  - d) The establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency.
  - e) The protection of life and property.
  - f) Providing an Emergency Site Coordinator if required.
  - g) Exercising control of the department and any responding firefighting apparatus and manpower, in the event of a County Mutual Aid activation.
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- h) Liaising with the County Fire Coordinator as to the status and requirement of related activities.

## **EMERGENCY INFORMATION OFFICER**

The Clerk holds the position of Emergency Information Officer. The officer will assume responsibility in the emergency for:

- a) preparing public announcements and news releases concerning the emergency for approval by the Mayor;
  - b) arranging with media representatives for assistance in transmitting warnings and directions to the public that have been approved by the Mayor;
  - c) Issuing news releases approved by the Mayor to the Media;
  - d) Establishing, when such is considered necessary by the MCEG, an information desk or point of contact near but not in the EOC to which the emergency services can direct members of the public or media representatives seeking information;
  - e) Informing the media of the point of telephone access for the public to reach the Red Cross inquiry service, if such service is in operation, so that this information can be passed to the public quickly; and
  - f) Setting up press conferences and organizing of public meetings;
  - g) Maintain a record of actions taken.
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**OTHER SUPPORT STAFF AND AGENCIES****O.P.P.**

Upon learning of a potential emergency, the Inspector will consider the possible need for assembling the Township MECG and, if warranted, will initiate the alerting system to assemble the MECG as outlined in Appendix 1 of the plan. The Inspector will then report to, or send a representative to, the Emergency Operations Centre to assume the following responsibilities as Police member of the MECG:

- a) Arranging for the notification of residents who will be required to evacuate their residence or area in accordance with the evacuation plan;
- b) Providing advice on law enforcement matters to the Mayor and the MECG;
- c) Arranging for traffic control at the site of the emergency, to permit rapid movement of emergency workers and equipment;
- d) Secure inner and outer perimeters as determined by the Emergency Site Manager;
- e) Directing the sealing off of the emergency area and the on site dispersal of crowds, if necessary;
- f) Will obtain a mobile command unit equipped with portable power generator from neighbouring police force if requested;
- g) Coordinating Police operations with municipal departments and with other local police forces, and arranging for additional police assistance as required;
- h) Arranging for the maintenance of law and order in temporary facilities as well as providing security for the EOC;
- i) Notification of Coroner in the event of fatalities;
- j) Maintain a record of action taken.

**MANAGER OF EMERGENCY MEDICAL SERVICES**

As a member of the MECG, the Manager OF Ambulance Services or alternate will be responsible for the following duties:

- a) Update the Municipal Emergency Control Group on the movement of casualties from the disaster area.
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- b) Communicate with the Oxford County EMS Operations Supervisor and ensure adequate availability of paramedics and vehicles;
- c) Coordinate with the Central Ambulance Communication Centre (CACC) on the response of additional paramedics, ambulance and support units, if needed;
- d) Notify the Duty officer of the Emergency Health Services Branch, Ministry of Health and Long-Term Care;
- e) Determine if additional or special medical teams and equipment are required and co-ordinate the response (e.g. on-site medical teams, multi-patient vehicles, air ambulance);
- f) Provide assistance to allied emergency services and township departments as required;
- g) Maintain a record of actions taken.

## **SUPPORT STAFF**

Support Staff should be organized to carry out the following duties:

- a) Assist the Emergency Management Coordinator with EOC operations by
    - a. coordination of records management to establish a paper trail
    - b. duties of recording decisions and actions taken including
      - maintenance of a communications log assigned to a professional
      - scribe that will be arranged by township staff; and
    - c. maintaining an events display board
  - b) Answer and maintain a record of all public inquiries followed by report outlining public concerns provided to Director of Social Services and Housing;
  - c) Maintenance, control and registry of volunteers at the MCEG;
  - d) Monitor the media broadcasts;
  - e) Maintenance, control and registry of persons admitted into the EOC;
  - f) Provide essential housekeeping for the EOC.
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**MEDICAL OFFICER OF HEALTH/EXECUTIVE DIRECTOR SOUTHWESTERN PUBLIC HEALTH**

The Public Health Representative or alternate will perform the following responsibilities:

- a) provide the Warden and the County Emergency Control Group with information and advice on health and public health matters;
  - b) liaise with the Ontario Ministry of Health and Long-Term Care and other health systems partners including hospitals and the Southwest Local Health Integration Network as needed;
  - c) determine the status of the emergency situation by acquiring and assessing information as it relates to health and public health issues;
  - d) coordinate the efforts of health systems partners to ensure that any necessary actions are taken to mitigate the health effects of the emergency;
  - e) connect with local hospitals and other health care providers regarding projected impact on acute care services;
  - f) coordinate the response of the health unit;
  - g) provide triage and screening recommendations and other infection prevention and control advice for reception centres and emergency shelters;
  - h) provide authoritative instructions on health and safety matters to the public;
  - i) coordinate the response to disease-related emergencies or anticipated emergencies, such as epidemics, according to Ministry of Health and Long-Term Care directives;
  - j) consider the need for post-traumatic stress incident counselling/support for the public;
  - k) ensure that health systems partners are advised of the termination of the declared emergency;
  - l) participate in debriefing following the emergency; and
  - m) maintain a log of all personal action taken by this position;
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**DIRECTOR OF HUMAN SERVICES**

The County of Oxford Director of Human Services, or designate will assume responsibility in an emergency for:

- a) Consider the possible need to assemble the MECG and, if warranted, will initiate the alerting system to assemble the MECG as outlined in Appendix 1 of this plan;
- b) Providing advice on social service matters to the Mayor and the MECG;
- c) Designate the Registration Centre and the Evacuee Centre(s) in consultation with the O.P.P.
- d) In consultation with the Red Cross, Salvation Army and St. John Ambulance, be prepared to assist municipalities in their efforts to support their residents whose lives have been impacted by the emergency with the provision of:
  - 1) Emergency clothing to provide adequate protection from the elements,
  - 2) Emergency lodging to provide adequate temporary accommodation for the homeless.
  - 3) Registration and inquiry services to reunite families and to collect information and answer queries concerning the safety and whereabouts of missing persons,
  - 4) Emergency feeding to sustain those without food or adequate food preparation facilities, and
  - 5) Individual and family services to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- e) Contacting and providing direction to volunteer groups able to assist in welfare functions, when so directed by the MECG;
- f) In consultation with Director of Public Health and Emergency planning, establish an “outreach program” for the victims of the emergency;
- g) Maintain a record of actions taken.

**CANADIAN RED CROSS**

The Canadian Red Cross will assist the community in an emergency in the form of a registration and inquiry service as described in the Department of National Health and Welfare “Registration and Inquiry Manual”. This service will assist the public in locating immediate relatives who have left their homes as a result of the emergency. Inquiry services may be operated from outside the disaster area in accordance with Red Cross standard operating procedures and may involve the assistance of the Amateur Radio

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emergency Service. When an inquiry service is activated, the Red Cross will arrange that the telephone number (s) to be used by relatives making inquiries is publicized thorough the media under the supervision of the Director of Social Services and Housing.

The Red Cross will also provide trained volunteers to organize and equip a shelter or reception centre in conjunction with Social Services, Public Health and as documented by Health Canada. Food service within the shelter is delivered under the direction of Public Health and also a supply of individual comfort kits (personal hygiene items, blankets, etc.) will be maintained by the organization

## **CONSERVATION AUTHORITIES**

There are two conservation authorities in the Township of Blandford-Blenheim. They are:

- Upper Thames River Conservation Authority (UTRCA)
- Grand River Conservation Authority (GRCA)

Their function is to maintain a flood warning system, stimulate coordinated contingency plan with Township and to keep the local Ministry of Natural Resources informed of events with regard to the emergency.

## **AMATEUR RADIO GROUP (R.E.A.C.T.)**

The Field Representative of the Amateur Radio Group and REACT) as assigned by the Senior Police Official) will receive requests for support from the Police. The responsibilities of the Field Representative or alternate during an emergency are to: ensure the Group's emergency alert system is activated, communicate with and take requests from the CAO at the Emergency Operations Centre, act as liaison with the On-Site Coordinator to determine his/her communications needs, act as liaison with regional and provincial amateur emergency communications coordinators, provide lists of amateur radio operators and their communications resources to the Emergency Site Coordinator, coordinate the deployment of amateur radio operators and resources according to the directions of the CAO, ensure volunteer amateur radio operators are properly registered so that WSIB coverage is provided during an emergency, provide additional assistance when required, and maintain a log of all actions taken.

## **SALVATION ARMY**

The Salvation Army has an emergency capability in welfare, short term accommodation, clothing and feeding and will respond within their budgetary capabilities when requested by the MECG under the supervision of the Director of Human Services.

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## **SCHOOL BOARDS**

The Thames Valley District School Board and the London District Catholic School Board is responsible for the following duties under the supervision of the Director of Human Services:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre as designated by the MCEG.
- b) Upon being contacted by the Human Services representative, providing a school board representative (s) to coordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres; and
- c) In the event of an emergency during normal school hours the principals of the affected school (s) until directed otherwise are responsible for;
  - 1) implementing a school stay-put emergency plan; or,
  - 2) Implementing the school Evacuation Plan depending on the nature and scope of the emergency.

## **VICTIM ASSISTANCE SERVICES OF OXFORD COUNTY (VASOC)**

At the time of a crisis Victim Assistance Services of Oxford County will offer emotional support, practical assistance and community referral at the scene, over the phone, at the hospital or at the EOC in teams of two volunteers. Support from VASOC volunteers should free up the first response/emergency personnel to attend to their duties at the scene, knowing that the victim's needs are being cared for. Services can be activated by contacting VASOC at (519) 421 5038.

## **ST JOHN AMBULANCE**

The St. John Ambulance will receive requests for support from the County Manager of Emergency Services. The responsibilities of the Superintendent or alternate of the St. John Ambulance during an emergency are to: activate the Division's emergency alert system, coordinate the Division's response in cooperation with the Oxford County EMS Operations Supervisor, establish first aid posts at reception and evacuation centres as required, assist in casualty evacuation, provide additional assistance when required, ensure volunteers are properly registered so that Workers Compensation coverage is provided during an emergency, and maintain a log of all actions taken.

**HOSPITALS** (local – Woodstock, Ingersoll, Tillsonburg, Brantford)  
(Major trauma – London and Hamilton)

The area receiving hospitals are responsible for:

- a) implementing their respective Hospital Emergency Plan;
  - b) liaison with the Oxford County Director of Public Health and Emergency Services and the Manager of Emergency Services with respect to hospital and medical matters, as required;
  - c) evaluate requests for the provision of medical site teams/medical triage teams;
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- d) Liaison with the Ministry of Health and Long-Term Care.

## OTHER SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the ECG;

- a) Director of Finance
- b) Roads Dept Lead hand
- c) Manager of Building Services/CBO
- d) Drainage Superintendent
- e) Manager of Community Services
- f) Clerical Staff

### Individual Responsibilities:

- a) Director of Finance

1. Initiating the opening, operation and maintaining the EOC and staffing of telephones at the Township office, as the situation dictates.
  2. Initiating the opening and operation of the printing services at the Township office, or making arrangements to find alternate printing facilities, as the situation dictates, for press releases/information flyers to citizens still located in their residences or at evacuation centres.
  3. Co-ordinating the provision of clerical staff to assist in the EOC, as required.
  4. Direction from the Mayor, ensuring that members of the Township Council are advised of the declaration and termination of the emergency
  5. Upon direction by the Mayor, arranging a special meeting(s) of Township Council, as required and advising members of Council of the time, date and location of the meeting.
  6. Provision of information and advice on financial matters as they relate to the emergency and capabilities of the Township.
  7. Provision and securing of equipment and supplies not owned by the Township, as required by members of the MCEG and the Support Advisory Staff, to mitigate the effects of the emergency.
  8. The treasurer/collector has concerns with authorization for expenditures that may contravene purchasing by-laws, and then contact will be established with the CAO to resolve the matter.
  9. That records of expenses are maintained for future claim purposes
  10. Liaising with the provincial officials with respect to the utilization of provincial emergency relief funds if applicable, as outlined in Part IV
  11. Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds.
  12. Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
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13. Providing identification cards to MEEG members and support staff
14. Co-ordinating the maintenance and operation of feeding, sleeping and meeting areas at the EOC, as required.
15. Maintaining a log of all actions taken

c) Manager of Building Services/CBO

1. The provision of advice to any member of the EOC and Support and Advisory Staff as pertains to building code information.
2. Maintaining a log of all actions taken.

d) Drainage Superintendent

1. The provision of advice to any member of the EOC and Support and Advisory Staff as pertains to municipal drainage information.
2. Maintaining a log of all actions taken.

e) Manager of Community Services

1. Arranging for the opening and maintenance of any other Township owned facility(s), as required
2. Procuring staff to assist as required.
3. Maintaining a log of all actions taken.

d) Clerical Staff

1. Assisting the CAO as required.
  2. Ensuring that decisions made and actions taken by the MEEG are recorded appropriately.
  3. Receiving and maintaining all completed volunteer registration forms. Completed volunteer registration forms and other human resource information must be communicated to the CAO as soon as possible. After the termination of an emergency, this information must be delivered within 24 hours to the CAO.
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## **ASSISTANCE AND COMPENSATION**

### **County Assistance**

When the support and assistance of county services are needed in an emergency, the Mayor may contact the Warden or the CAO of the County to request such assistance or request activation of the County of Oxford Emergency Plan.

### **Provincial Assistance**

Under certain circumstances, the departments and agencies responding to an emergency according to the Township's Emergency Plan may require assistance from ministries and agencies of the Province of Ontario. A request for these services shall not be deemed to be a request that the Province of Ontario assume authority and control of the emergency. It is highly recommended that Emergency Management Ontario (EMO) be contacted immediately in an emergency or impending emergency situation. It is the mandate of the EMO to co-ordinate emergencies and co-ordinate the request for assistance from provincial ministries and agencies.

In addition, a staff member of EMO can be dispatched immediately to assist the MEEG. If an emergency is declared, notify the Minister of Community Safety and Correctional Services immediately by contacting EMO. To report emergencies 24/7 call toll free at 1-866-314-0472.

The Ontario Disaster Relief Assistance Program (ODRAP) is available to municipalities seeking assistance for their residents. The municipality must request a "disaster area declaration" from the Minister of Municipal Affairs with the passage of a resolution to be submitted to the Minister within 14 working days of the date of the disaster. Upon the declaration of a "disaster area" by the Minister, under the authority of ODRAP, the Council of Blandford-Blenheim will immediately appoint members to a disaster relief committee to administer ODRAP as required. Financial assistance under ODRAP is a contribution up to \$2 for every local dollar raised to an amount necessary to settle all the eligible claims up to 90% of all eligible costs. Further information on this program is available from the local Municipal Services Office in London by calling (519) 873-4020.

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## **EMERGENCY PLAN MAINTENANCE**

### **Annual Review**

This plan will be reviewed annually and where necessary, revised by a meeting of the MECG. Each time this plan is revised, it must be forwarded to Council for approval. However, revisions to the appendixes and minor administrative changes can be made without resubmitting the plan to Council for approval each time. It is the responsibility of each person, agency, service or department named within this emergency plan to provide timely notification of any revisions to the appendixes or administrative changes to the Community Emergency Planning Coordinator.

### **Testing of Plan**

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the MECG. Resulting recommendations from such exercises should be incorporated in this plan in a timely manner.

### **Internal Procedures**

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

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