

**2021**

---

TOWNSHIP OF SOUTHGATE EMERGENCY PLAN

# Emergency Plan

# Township of Southgate Emergency Management Plan - 2021

## Table of Contents

<b>Appendices .....</b>	<b>4</b>
<b>**The appendices titles are included for information purposes only and do not form part of the Emergency Plan. They may or may not be attached to distributed copies.** .....</b>	<b>4</b>
<b>Foreword .....</b>	<b>5</b>
<b>Glossary of Terms.....</b>	<b>7</b>
<b>Steps Leading to the Declaration of an Emergency.....</b>	<b>10</b>
<b>Control Group Structure .....</b>	<b>15</b>
<b>1.0 Introduction.....</b>	<b>16</b>
1.1 Authority for the Emergency Plan.....	16
1.2 Protection From Personal Liability & Compensation.....	17
1.3 Definition of an Emergency .....	17
<b>2.0 Aim .....</b>	<b>18</b>
<b>3.0 Notification System.....</b>	<b>21</b>
3.1 Responsibility .....	21
3.2 Notification System .....	21
3.3 Message .....	21
<b>4.0 Requests for Assistance.....</b>	<b>22</b>
<b>5.0 Emergency Control Group .....</b>	<b>23</b>
5.1 Composition .....	23
5.2 Notification .....	23
5.3 Joint Control Group .....	25
<b>6.0 Implementation &amp; Procedures .....</b>	<b>25</b>
<b>7.0 Emergency Operations Centre.....</b>	<b>25</b>
<b>8.0 Municipal Control Group Operations.....</b>	<b>27</b>
<b>9.0 General .....</b>	<b>27</b>
9.1 Decision Making Process .....	27
9.2 Operations Cycle.....	27
<b>10.0 Communications &amp; Co-ordination.....</b>	<b>28</b>
<b>11.0 Group Responsibilities .....</b>	<b>28</b>
11.1 Emergency Control Group .....	28
11.2 Head of Council .....	29

## **Township of Southgate Emergency Management Plan - 2021**

---

11.3 Chief Administrative Officer/Alternate .....	30
11.4 Grey County Detachment Commander/Alternate .....	30
The Detachment Commander or alternate is responsible to: .....	30
11.5 Fire Chief(s)/Alternate(s) .....	31
11.6 Public Works Manager .....	32
11.7 Head of Health Services/Alternate .....	32
11.8 Director of Social Services/Alternate .....	33
11.9 EMS Manager/Alternate .....	34
11.10 Emergency Information Officer/Media Coordinator .....	34
11.11 Community Emergency Management Coordinator .....	34
<b>12.0 Termination of a Municipal Emergency .....</b>	<b>36</b>
12.1 Termination Declared .....	36
12.2 Notification of Termination .....	36
<b>13.0 Recovery Plan Implementation .....</b>	<b>36</b>
<b>14.0 Plan Maintenance &amp; Revision .....</b>	<b>36</b>
<b>15.0 Internal Procedures .....</b>	<b>37</b>

## **Township of Southgate Emergency Management Plan - 2021**

### **Appendices**

Appendix 1 .....	Emergency Notification Procedure
Appendix 2 .....	Request for Provincial/Federal Assistance
Appendix 3 .....	Quick Guide to Emergencies
Appendix 4 .....	Resource Directory
Appendix 5 .....	Concept of an Emergency Site Manager
Appendix 6 .....	Recovery Plan
Appendix 7 .....	Distribution List
Appendix 8 .....	Municipal Officials
Appendix 9 .....	Municipal Maps
Appendix 10.....	Community Risk Profile
Appendix 11.....	Municipal Critical Infrastructure
Appendix 12.....	Hazard Information Sheets
Appendix 13.....	Emergency Declaration & Termination Sheets
Appendix 14.....	Evacuation Plan
Appendix 15.....	Evacuation Centres & E.O.C. Layouts
Appendix 16.....	Grey-Bruce Pandemic Plan
Appendix 17.....	Emergency Management Act
Appendix 18.....	Service Log
Appendix 19.....	Emergency Response Plan
Appendix 20.....	Spill Contingency Plan
Appendix 21.....	Foreign Animal Disease Contingency Plan
Appendix 22.....	Municipal Hazardous & Special Waste Operations Manual
Appendix 23.....	E2 Plan
Appendix 24.....	Grey County Emergency Fan-Out List
Appendix 25.....	Southgate Facility Survey Information

**\*\*The appendices titles are included for information purposes only and do not form part of the Emergency Plan. They may or may not be attached to distributed copies\*\***

## Township of Southgate Emergency Management Plan - 2021

### Foreword

**Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property.** They affect public safety, meaning the health, welfare and property as well as the environmental and economic health of the Township of Southgate.

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

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

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Southgate's Emergency Management Plan may be viewed at the Administration Centre. For more information, please contact:

Derek Malynyk  
Community Emergency Management Coordinator  
Township of Southgate  
85 Dundalk Street  
Dundalk ON N0C 1B0  
Phone: (519) 923-2402  
Mobile: (519) 373-1139  
Toll Free 1-888-560-6607  
Fax: (519) 923-0287  
E-mail: [firechief@southgate.ca](mailto:firechief@southgate.ca)

**Township of Southgate Emergency Management Plan - 2021**

**Record of Amendments**

Modification	Page(s)
Linked Media Coordinator and Emergency Information Officer (EIO)	2, 7, 22, 23
Updated municipal address (removed RR)	4, 24
Included acronyms for positions	6
Formatting and renumbering	throughout
Update contact information for CEMC	4

## Township of Southgate Emergency Management Plan - 2021

### Glossary of Terms

**Chief Administrative Officer (CAO):** During an emergency, the Chief Administrative Officer or designated alternate will act as the Administrative Official of the Emergency.

**Citizen Inquiry Representative:** During an emergency, the Director of Social Services or Alternate will be responsible for appointing and notifying a Citizen Inquiry Representative who will then establish and maintain a Citizen Inquiry Service which will respond to and redirect inquiries and reports to the public.

**Community Emergency Management Coordinator (CEMC):** The Community Emergency Management Coordinator or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as co-ordinating emergency exercises and meetings of the Emergency Management Committee.

**Control Group:** The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the municipality and ensures co-ordination between all agencies involved.

**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 and confidence in government. For greater specificity, there are eight sectors of critical infrastructure:

Food and water	Gas/oil/chemical industries
Electricity	Transportation
Telecommunications	Continuity of government services
Financial institutions	Public safety and security

**Community Volunteer:** An individual who willingly responds to a request from the Township to assist with response and recovery efforts during a declared County Emergency. Community Volunteers act under the direction and supervision of the CEMC. Community Volunteers are not considered Township employees except for matters pertaining to Workplace Safety and Insurance coverage, as dictated by the *Workplace Safety and Insurance Act*.

**Designated Senior Municipal Official:** A Senior Municipal Official, usually the CAO, designated by the Mayor or Acting Mayor to participate on the Emergency Management Program Committee of the Municipal Emergency Management Control Group, in place of the Mayor or Acting Mayor.

**Emergency (as defined in the *Emergency Management and Civil Protection Act*):** "A situation or impending situation caused by the forces of nature, an accident, 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

## **Township of Southgate Emergency Management Plan - 2021**

---

---

environment, property, critical infrastructure, and economic stability.

**Emergency Control Group:** The group of individuals directing activities necessary to address the effects of the emergency.

**Emergency Information Officer (EIO):** (also referred to as the Media Coordinator) The EIO is responsible for overseeing the dissemination of all information to the media and the public from the Information Centre.

**Emergency Operations Centre (EOC):** The Emergency Operations Centre (EOC) is where the Emergency Control Group and other support personnel assemble to share information, evaluate options and make decisions regarding the administration of the emergency, and provide support to the emergency site.

**Emergency Site:** The area in which the emergency exists.

**Emergency Site Manager:** The person who ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager provides the Control Group with necessary information on the site operation.

**Evacuation Centre:** An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency. Persons may be sent to an evacuation centre after registering with Registration and Inquiry services, or at the evacuation centre directly.

**Fire Chief of Affected Municipality:** The Chief of the Fire Department or alternate of the Area Municipality(ies) directly affected by the emergency.

**Hazard:** An event or physical condition that has the potential to cause fatalities, injuries, property damage, critical infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

**Head of Council:** The Mayor of the Township shall be deemed Head of Council.

**Inner Perimeter:** The area designated to enclose the actual emergency site.

**Mayor of Affected Local Municipality:** The Head of Council or Acting Mayor of a Local Municipality directly affected by the emergency.

**Media Coordinator:** The Emergency Information Officer is the Media Coordinator and is responsible for co-ordinating and executing the Media Control Centre. The main task for the Coordinator is to ensure that the release of information to the public is done in a timely and truthful fashion and that only the Mayor or otherwise appointed elected official makes such announcements.



---

## Township of Southgate Emergency Management Plan - 2021

---

**Media Information Centre:** As established by the Media Co-ordinator, the location where members of the media can gather to collect updated information and releases and will also be the site at which the Mayor or otherwise appointed elected official will conduct interviews.

**Perimeter (Inner):** A restricted area in the immediate vicinity of the Emergency Site as established by the Emergency Site Manager. Access to the Inner Perimeter is restricted and subject to the approval of the Emergency Site Manager.

**Perimeter (Outer):** The geographic area surrounding the Inner Perimeter. This area will serve as a 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 and will include first-aid station and casualty clearing station.

**Provincial Emergency Operations Centre (PEOC):** Monitors' evolving situations inside and outside of Ontario and the key function is to coordinate the Ontario Government response to major emergencies. This is done by staffing the PEOC 24/7/365 to provide assistance to municipalities and First Nations with a single point of contact for provincial assistance in times of crisis.

**Recovery Committee:** The Recovery Committee shall be composed of Local Municipal and County officials representing the Township of Southgate's Finance, Health, Social and Community Services, Public Works, and Communications areas. The committee will provide direction and coordinate activities addressing the recovery needs of residents in the Township.

**Red Cross Director of Operations:** The Director of Operations of the Local Red Cross Branch is responsible for supervising and coordinating all activities of the Red Cross Branch during an emergency.

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

**U.C.R.T.:** The **U**SAR (Urban Search and Rescue) **C**BRNE (Chemical, Biological, Radiological, Nuclear and Explosives) **R**esponse **T**eam (U.C.R.T.) is a unit of highly trained specialists created to deal with the various threats and emergencies in Ontario. Activation of this team is done (requested) through the Provincial Emergency Operations Centre (PEOC).

## **Township of Southgate Emergency Management Plan - 2021**

### **Steps Leading to the Declaration of an Emergency**

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will contact the CEMC to request that the municipal emergency notification system be activated. The CEMC will notify, or cause to have notified, the Fire Chief, the Chief Administrative Officer and the Head of Council. Upon notification, it is the responsibility of these members to assemble and assess the situation using the procedures set-out in the municipal emergency plan.

### **DECLARATION OF AN EMERGENCY**

#### **Action Prior to Declaration of an Emergency**

When an emergency exists, but has not yet been declared to exist, Municipal or County employees may take such action(s) under this emergency response plan as may be necessary to protect the lives and property of the residents and businesses of the Township.

#### **Local Municipal Emergency**

The Mayor of a Local Municipality, as the Head of Council, has the authority to declare a Local Municipal emergency to exist within the boundaries of that Local Municipality. This decision is made in consultation with other members of the Local Municipal Emergency Control Group.

Upon such declaration, the Mayor will notify:

- (i) The County Warden;
- (ii) The Solicitor General and Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer;
- (iii) The Local Municipal Council;
- (iv) Public; and
- (v) Neighbouring community officials, as required.

### **TERMINATION OF AN EMERGENCY**

#### **Local Municipal Emergency**

A Local Municipal Emergency may be terminated at any time by one of the following:

- (i) Mayor or Acting Mayor;
- (ii) Area Local Municipal Council; or
- (iii) The Premier of Ontario.

Upon termination of a Local Municipal Emergency the Mayor will notify the:

- (i) County Warden

## **Township of Southgate Emergency Management Plan - 2021**

- (ii) Solicitor General and OFMEM, Ministry of Community Safety and Correctional Services, through the Provincial Emergency Operations Centre Duty Officer;
- (iii) Local Municipal Council;
- (iv) Public; and
- (v) Neighbouring community officials, as required.

### **PLAN MAINTENANCE, REVISION, AND TESTING**

#### **Plan Maintenance and Revision(s)**

The Emergency Management Plan (EMP) has been developed and is maintained by the Community Emergency Management Coordinator at the Township of Southgate under the authority of Municipal By-Law No. 2018-020 and in accordance with the *EMCPA*.

Each time major revisions are made to the plan, it must be forwarded to Township Council for approval. Revisions to the annexes, appendices, attachments, and minor administrative changes to the plan, however, can be made by the appropriate department or agency for approval by the CEMC.

It is the responsibility of each person, agency, service, or department named within this emergency plan to notify the CEMC of any required revisions to the appendices or administrative changes.

This Plan has been filed with OFMEM, Ministry of Community Safety and Correctional Services, as required by the *EMCPA*.

#### **Testing of Plan**

An annual exercise will be conducted to test the overall effectiveness of this emergency plan and provide training to emergency response and recovery stakeholders in the Township of Southgate. Revisions to this plan should incorporate recommendations stemming from such exercises.

### **EMERGENCY MANAGEMENT PRINCIPLES AND ASSUMPTIONS**

#### **Emergency Management Principles**

During a potential, imminent, or actual emergency, the following principles will be adhered to:

- (i) The application of systematic notification procedures for assembling all required emergency response personnel and key decision makers with responsibilities under applicable County, Local Municipal, or agency emergency plans.
- (ii) The development of plans based on clearly assigned responsibilities and accountabilities for specific components and procedures.
- (iii) The development of checklists for emergency response personnel and decision makers to effectively implement this plan and any other emergency plans or

## Township of Southgate Emergency Management Plan - 2021

procedures.

- (iv) The development of an emergency plan that incorporates coordination of general response capabilities.
- (v) The development of an emergency plan that incorporates coordination with local media to maintain an information flow to the public and Township stakeholders.
- (vi) The development of an emergency plan that incorporates regular testing to provide reasonable assurance that the emergency procedures contained in the plan are effective and in good working order.
- (vii) The development of plans that consider the needs of individuals with disabilities or special needs.
- (viii) The development of plans that include a degree of built-in redundancy (i.e. designated alternates for key staff, alternate operations centres, etc.).

### Emergency Management Assumptions

For the SCERP, the following assumptions were made:

- (i) Many emergencies/disasters can occur with little or no warning allowing little time for preparedness management.
- (ii) Local Municipalities will respond to, and may oversee, emergencies within their jurisdictional boundaries and may request support from Township of Southgate.
- (iii) If one or more Local Municipality(ies) is overwhelmed by an emergency, upon consultation with the County Chair, a County emergency may be declared.
- (iv) Local Municipalities have designated Community Emergency Management Coordinators (CEMCs) who will execute their assigned responsibilities under this plan and the *EMCPA*. (The term 'County Community Emergency Management Coordinator' is used when referring to the CEMC specific to County of Grey and "Local CEMC" is used to refer to those in the Local Municipalities).
- (v) All Local Municipal and agency emergency planning and coordination will be compatible with the policies and procedures of County plans and in accordance with the *EMCPA*.
- (vi) The primary and supporting agencies of each emergency support function have developed emergency operating procedures for their own staff.
- (vii) Local emergency response personnel could experience damage or loss to their homes and personal property and could themselves be the victims of disaster.
- (viii) Citizens and response organizations from other jurisdictions may send available resources in response to the emergency if requested.
- (ix) Existing County plans that provide additional resources, prearranged

---

## **Township of Southgate Emergency Management Plan - 2021**

---

agreements, or additional procedures may be activated to support the emergency response effort.

- (x) Local Municipalities and Township of Southgate will work in conjunction on such issues as emergency declarations or terminations, media releases, and the provisions of public information during an emergency.

## Township of Southgate Emergency Management Plan - 2021

### SOUTHGATE COMMUNITY EMERGENCY RESPONSE PLAN

#### Purpose

The Southgate Community Emergency Response Plan (SCERP), with its supporting plans, was developed as a multi-hazard plan for Township of Southgate and is based on the Hazard Identification and Risk Analysis (HIRA). This Plan establishes a framework for an effective emergency management system for the following purposes:

- (i) To reduce the vulnerability of residents to the loss of life, to the loss of critical infrastructure, and to the adverse effects resulting from a natural, human-caused or technological event.
- (ii) To ensure the preservation of essential municipal services and the economic base within Township of Southgate.
- (iii) To prepare for prompt and efficient response and recovery activities for the protection of the lives, property, and critical infrastructure affected by the emergency.
- (iv) To respond to all emergencies using all existing systems and resources necessary to preserve the health, safety, and welfare of residents affected by the emergency.

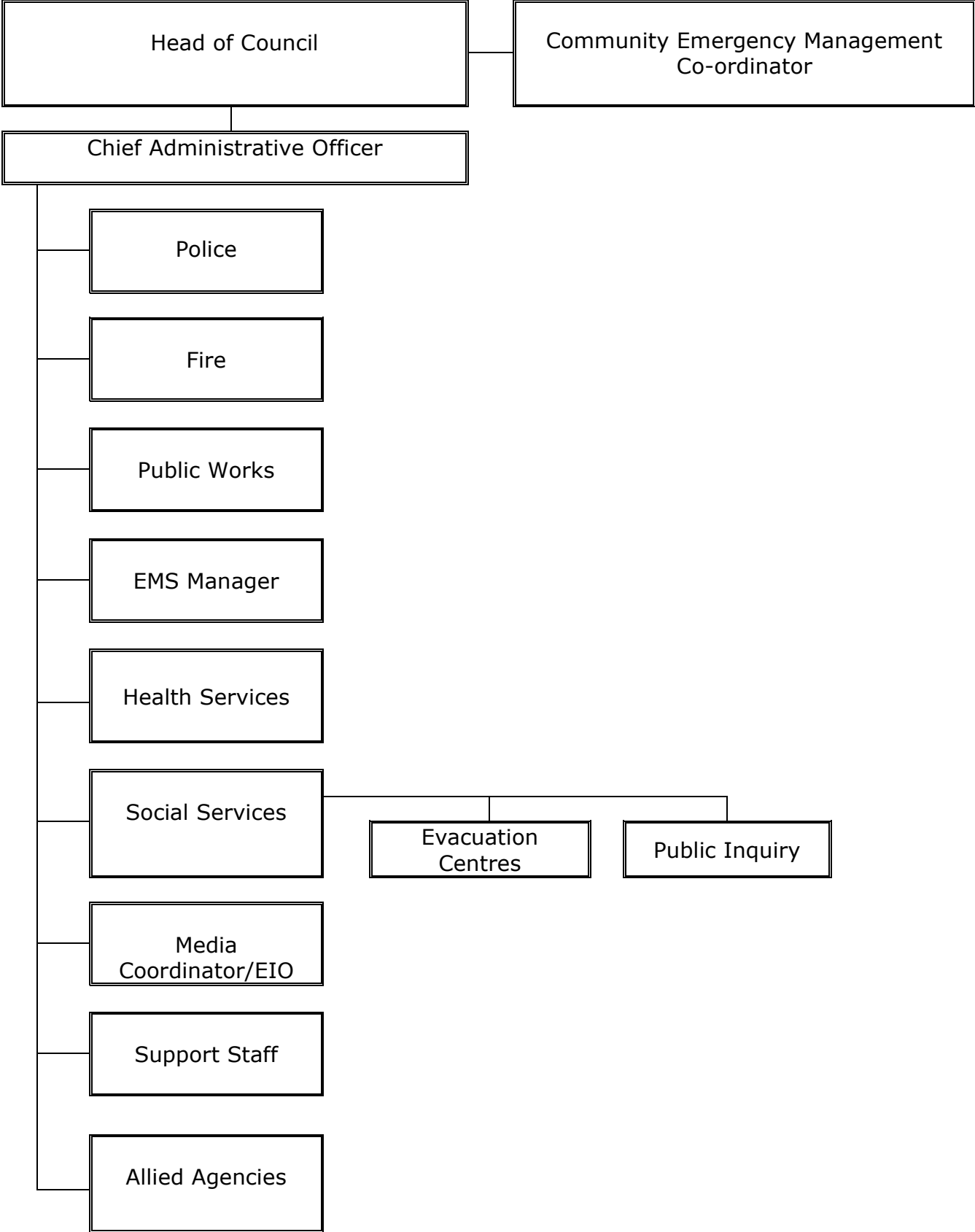
#### Scope

The SCERP is designed to prepare for any type of emergency that could affect the residents of Township of Southgate. The SCERP also establishes Township of Southgate's emergency management structure under which Township of Southgate will respond to and recover from natural or human-caused emergencies by:

- (i) Using a consistent and coordinated approach to the management of emergency operations.
- (ii) Using the Local Municipal, County, and other agency coordination mechanisms.
- (iii) Assigning specific functional responsibilities to appropriate County Departments, Local Municipalities, and other agencies that outline methods of coordination with the private sector and volunteer organizations.
- (iv) Identifying the actions that Township of Southgate, the Local Municipalities, and other agencies will take in coordination with provincial and federal counterparts as appropriate.

# Township of Southgate Emergency Management Plan - 2021

## Control Group Structure



# Township of Southgate Emergency Management Plan - 2021

## 1.0 Introduction

### 1.1 Authority for the Emergency Plan

The Emergency Management and Civil Protection Act (EMCPA) requires municipalities, provincial ministries, and designated agencies, boards, commissions, and other branches of government to develop and implement emergency management programs consisting of emergency plans, training, exercises, public education, and any other elements prescribed by Regulation.

This document, the Southgate Community Emergency Response Plan (SCERP), has been prepared to provide key officials, agencies, and departments within the Township of Southgate with an overview of their collective and individual responsibilities during a potential, imminent, or actual emergency.

The SCERP is designed to facilitate a timely and effective response to and recovery from those hazards to which the Township of Southgate is particularly vulnerable. This plan also sets out how the Township of Southgate may provide emergency support services to other municipalities.

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

The *EMCPA* 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 other health risk, an accident, or an act whether intentional or otherwise.*

These situations could threaten public safety, public health, the environment, property, critical infrastructure, and economic stability.

The *EMCPA* requires each municipality in Ontario to develop and establish, by by-law, an Emergency Management program that consists of:

- (i) An emergency response plan;
- (ii) Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (iii) Public education on risks to public safety and on public emergency preparedness;
- (iv) Any other elements required by the standards for emergency management



## Township of Southgate Emergency Management Plan - 2021

---

programs;

Specifically, an emergency response plan shall:

- (i) Assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan
- (ii) Set out the procedures for notifying members of the Municipal Emergency Control Group of the emergency

The *EMCPA* further 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/she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.*

As required by the *EMCPA*, the SCERP has been:

As enabled by the Emergency Management Act, this emergency management plan and its' elements have been:

- issued under the Township of Southgate By-law No. 49-2005, and
- filed with Emergency Management Ontario, Ministry of Community Safety & Correctional Services.

### **1.2 Protection from Personal Liability & Compensation**

With respect to personal liability and compensation, the Emergency Management Act further states that:

*"No actions or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency."*

### **1.3 Definition of an Emergency**

The Emergency Management Act defines an emergency as:

"An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

## Township of Southgate Emergency Management Plan - 2021

While many emergencies could occur within the Township of Southgate, and, based upon risk analysis, potentially: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof have the highest probability of occurrence.

### 2.0 Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Southgate when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies in the Township of Southgate, and meets the legislated requirements of the Emergency Management Act.

The goal of the Township of Southgate's emergency management program is to create, maintain, and coordinate an effective community structure that provides for the safety and well-being of the residents of Southgate. The Township's Emergency Management staff coordinates projects and activities that support the five components of a comprehensive emergency management program:

- (i) **Prevention** – acting to prevent emergencies from happening
- (ii) **Mitigation** – initiating education and awareness activities and/or implementing measures to reduce or prevent the impact of emergencies
- (iii) **Preparedness** – developing emergency response plans, conducting training and exercises, and educating the public
- (iv) **Response** – managing emergency situations and providing timely, relevant, and accurate emergency information to the public
- (v) **Recovery** – developing and implementing measures that expedite a return to normal activities and the recovery of losses

A fundamental assumption of the program is that documented plans alone are not effective unless they are supported by a process that coordinates the participation of all community emergency management stakeholders. Township of Southgate applies an integrated emergency management system as the conceptual framework to all emergency management activities to increase prevention, mitigation, preparedness, response, and recovery capabilities. Networking, coordination, partnerships, and creative thinking about the most effective use of resources facilitates cohesiveness and interoperability.


Central to Township of Southgate's comprehensive emergency management program is the use of risk management principles to promote resilience to hazards (ref. Part III – County Hazard Identification and Risk Analysis). At the community level, resilience

---

## **Township of Southgate Emergency Management Plan - 2021**

---

describes a capacity to maintain levels of functioning during and after an emergency using available resources. The ability to coordinate resources is a significant predictor of a community's capacity to adapt to unforeseen circumstances. The program, therefore, develops strategies to promote the adoption and maintenance of hazard preparedness measures and activities.



## Township of Southgate Emergency Management Plan - 2021

### LOCAL HAZARD IDENTIFICATION AND RISK ANALYSIS - HIRA

A hazard is an event or physical condition that has the potential to cause fatalities, injuries, damage to critical infrastructure, property, or the environment, agricultural loss, interruption of business, or other types of harm or loss. Natural hazards are events related to naturally occurring elements and conditions including, but not limited to, floods, tornadoes, and ice and snow storms that pose a threat to lives, property, and other assets. Human-caused hazards are either technological or intentional. Technological hazards are caused by the tools, machines, and equipment that are commonly utilized to support the personal, financial, and economic well-being of a community. Intentional hazards are deliberately caused by people attacking or damaging what a community finds valuable.

The Township of Southgate consists of twenty-three (23) communities and villages and covers a land area of approximately 644.35 square km with a population of approximately 7,354 (2016 est.) residing in 2,987 households. The majority of residents are located in the East portion of the Township along Highway 10 and road transportation.

The Township of Southgate is vulnerable to a variety of natural and human-caused hazards. A systematic review of potential risks to the Township has identified the following hazards as having the greatest possibility and greatest impact:

- Freezing rain/ice storm
- Tornado
- Flood – urban
- Critical infrastructure failure
- Energy emergency (supply)
- Flood – rural
- Extreme temperatures – cold wave
- Windstorm
- Transportation emergency - road

These emergencies may vary in size and severity and may affect localized businesses, residential areas, and the general welfare of the residents of Township of Southgate. Although management of a localized emergency typically falls within the purview of an affected Local Municipality, it is possible that the event could escalate to a situation that requires utilization of County wide emergency management and response resources. Normally the frequency of a particular hazard is inversely proportional to its magnitude. As a result, large-scale devastating emergencies occur very rarely. Regardless, the potential impact of these emergencies requires the development of comprehensive risk-based response plans to address their specific response and recovery implications.

**Please see Hazard Identification and Risk Assessment Workbook for assessment tools.**

## **Township of Southgate Emergency Management Plan - 2021**

### **2.0 Notification System**

#### **3.1 Responsibility**

Upon receipt of a warning of a real or potential emergency, the initial responding agency, service or department will immediately contact the CEMC to request that the municipal emergency notification system be activated.

The CEMC will notify, or cause to have notified, the Fire Chief, the Chief Administrative Officer, or the Head of Council. Upon notification, it is the responsibility of these members to assemble and assess the situation using procedures set out in the Municipal Emergency Management Plan.

#### **3.2 Notification System**

Upon such declaration, the Mayor of the municipality will notify:

- a) the Solicitor General of Ontario via EMO
- b) the Municipal Council
- c) all local School Boards
- d) the public
- e) neighbouring municipal officials, including Grey County\*, as required
- f) the media.

\*As part of this Emergency Plan, the Warden of the County shall be notified of an emergency or impending emergency. The Warden shall then notify or cause to have notified members of the County Community Emergency Control Group (CECG), allowing that group's members to become aware of and to discuss the situation at the County level.

#### **3.3 Message**

The content of messages transferred by the CEMC during emergency notification procedures will be standardized and as brief as possible, and include the following:

- a) reason for call: describe (pending) emergency
- b) status of notification: "Stand-By" or "Call to Assemble"
- c) location of Emergency Operations Centre
- d) special precautions to take (routes to Emergency Operations Centre, hazards etc.)
- e) reminder and instructions concerning notification fan-out
- f) request to repeat message to ensure information is understood.

## **Township of Southgate Emergency Management Plan - 2021**

---

---

### **4.0 Requests for Assistance**

Assistance may be requested from the county or adjoining municipalities at any time. A request for County assistance (staff resources) shall not always be deemed a request for implementation of the County-level emergency plan, but an opportunity to become aware of the situation and to ensure that resources are ready and in place to assist, if required.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

## **Township of Southgate Emergency Management Plan - 2021**

### **5.0 Emergency Control Group**

#### **5.1 Composition**

Emergency operations will be directed and controlled by the elected and appointed officials listed hereunder who will assemble for this purpose at an Emergency Operations Centre. This group will be known as the Control Group and will be composed of:

<b><u>CONTROL GROUP MEMBER</u></b>	<b><u>RESPONSIBILITY</u></b>
a) Head of Council	Municipal spokesperson
b) Chief Administrative Officer	Director of Control Group
c) OPP Detachment Commander	Police Co-ordinator
d) Fire Chief(s)	Fire Dep't Operations Co-ordination
e) Public Works Manager	Public Works Co-ordination
f) Health Services	Health Services Co-ordinator
g) Director of Social Services	Social Services Co-ordinator
h) EMS Manager	Medical Transportation Co-ordinator
i) CEMC	EOC Operations
j) Media Coordinator	Media Relations
k) Support Staff	

#### **5.2 Notification**

The Control Group (CG) may be alerted to an emergency by many means. The following notification system will be used to alert members and activate the Emergency Management Plan:

- a request for assistance shall be made to the Community Emergency Management Co-ordinator; the Fire Chief, Chief Administrative Official, Head of Council or their alternates
- when notified, Community Emergency Management Co-ordinator, Fire Chief, Chief Administrative Official, Head of Council who is contacted shall notify the other three;
- the Community Emergency Management Co-ordinator, Fire Chief, Chief Administrative Official, Head of Council, or alternates shall monitor the situation;
- after assessing the situation, if it is deemed necessary that the Control Group be alerted and placed on stand-by, or that the Emergency Management Plan be activated, the members of the Control Group shall be notified as follows:

## Township of Southgate Emergency Management Plan - 2021

Head of Council/Alternate	<b>CONTACTS</b>	Chief Administrative Officer CEMC Adjacent Municipalities Emergency Management Ontario Medical Officer of Health
---------------------------	-----------------	--

Chief Administrative Officer or Alternate	<b>CONTACTS</b>	Head of Council CEMC Operations Manager Social Services Media Relations Officer
---	-----------------	---

Community Emergency Management Co-ordinator or Alternate	<b>CONTACTS</b>	Head of Council Chief Administrative Officer Municipal Clerk Support Staff Police, Fire & Ambulance Health Services
--	-----------------	--

### In turn

Public Works Manager or Alternate	<b>CONTACTS</b>	Supervisory Staff (as required) Bell Telephone (as required) Other Utilities (as required)
-----------------------------------	-----------------	--

Social Services	<b>CONTACTS</b>	Red Cross School Board (as required)
-----------------	-----------------	---

Health Services	<b>CONTACTS</b>	Public Health Unit CCAC Other Health Care Facilities
-----------------	-----------------	--

Police	<b>CONTACTS</b>	Victim Assistance Program 911 Services Staff & Volunteers
--------	-----------------	---

Fire Chief/Alternate	<b>CONTACTS</b>	Staff & Volunteers Mutual Aid 911 Services
----------------------	-----------------	--

EMS (Ambulance) Manager	<b>CONTACTS</b>	Staff & Volunteers Other Area Providers
-------------------------	-----------------	--

Media Coordinator/Alternate	<b>CONTACTS</b>	Media Fan-out List
-----------------------------	-----------------	--------------------



## **Township of Southgate Emergency Management Plan - 2021**

### **Refer to Appendix 1 – Emergency Alert Procedure**

#### **5.3 Joint Control Group**

If necessary, the Head of Council of the affected municipality(s) may decide to combine their Municipal Control Groups as one Joint Control Group.

### **6.0 Implementation & Procedures**

Emergencies could arise with or without warning; this plan considers and is intended to deal with the worst case, a situation that develops without warning.

An emergency will usually be reported or discovered by either police or fire services that would, in any event, be among the first to be called to the scene of a potential emergency. A senior member of the police or fire department or possibly some other member of the Control Group should personally assume control at the site of an emergency or arrange for an agency co-ordinator to take charge immediately and then, depending upon the situation, he may decide to alert and assemble the Control Group in accordance with the procedure as outlined in Appendix 1.

### **7.0 Emergency Operations Centre**

This plan provides for the designation of a Municipal Emergency Operations Centre and alternate location, should such facilities be required. The Municipal Emergency Operations Centre is located at the:

**Township of Southgate  
Fire Station Headquarters  
85 Dundalk Street  
Dundalk Ontario N0C 1B0**

In the event this Emergency Operation Centre cannot be used, the secondary location for the Municipal Emergency Operations Centre will be:

**Township of Southgate  
Operations Centre  
185667 Grey Road 9  
Dundalk Ontario N0C 1B0**

**or:**

**other facilities where emergency exists.**

The Municipal Control Group, support and advisory staff and many other groups will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Community Emergency Management Coordinator is responsible for the co-ordination of all operations within the Municipal


## **Township of Southgate Emergency Management Plan - 2021**

---

---

Emergency Operations Centre.

The Emergency Operations Centre may consist of:

- a) a meeting room for the Municipal Control Group
  - b) a communications room
  - c) a room for the Health and Social Services support groups
  - d) rooms for support and advisory staff and other groups as required
  - e) a media information room.
- 

## **Township of Southgate Emergency Management Plan - 2021**

### **8.0 Municipal Control Group Operations**

Upon assembling, the Head of Council, with the advice of other members of the Municipal Control Group, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

### **9.0 General**

#### **9.1 Decision Making Process**

The decision-making process can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problem areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres.

However, from time to time, it may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the Mayor to determine that the Township will have the greater commitment and to appoint an Emergency Site Manager accordingly. Thereafter, until emergency operations conclude, other departments will act in support of whichever department is exercising Emergency Site Co-ordination of operations. The Dundalk Fire Department or Public Works shall provide radio communications for all operations. As requested, radios on separate frequencies shall be made available to the Social and Family Services Emergency operational needs.

#### **9.2 Operations Cycle**

Members of the Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agency items will be established by the Chief Administrative Officer. Meetings will be kept as brief as possible to allow members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up-to-date by support staff.

## **Township of Southgate Emergency Management Plan - 2021**

### **10.0 Communications & Co-ordination**

An important function of every department is to provide timely information for the benefit of the decision-making process. This will necessitate reliable systems of communication between the emergency site and the EOC, for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the Emergency Operations Centre must have a multiplicity of lines and instruments. Additionally, the Emergency Operations Centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the Municipal Control Group to function.

Once decisions have been taken by the Mayor, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. This vital function will be the responsibility of the CAO who will be responsible for co-ordinating the activities of the operations centre and ensuring good communication between all agencies involved in emergency operations. The Media Coordinator will be responsible for ensuring good communication from the EOC to the public via the Mayor.

### **11.0 Group Responsibilities**

#### **11.1 Emergency Control Group**

Some or all the following actions/decisions may have to be considered and dealt with by the Municipal Control Group:

- a) assess the situation and gather information
- b) declare an "emergency to exist"
- c) designate any area in the municipality as an "emergency area";
- d) authorization for municipal employees to take appropriate action before formal declaration of an emergency
- e) designate other members of council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his inability to act
- f) determine if the location and composition of the Municipal Control Group is appropriate
- g) ensure that an Emergency Site Manager is appointed
- h) obtain and distribute materials, equipment and supplies during an emergency
- i) such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency
- j) determine the need to establish advisory group(s) and/or subcommittees
- k) authorize expenditures of funds for implementing the emergency plan
- l) evacuate those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants

## Township of Southgate Emergency Management Plan - 2021

- are considered to be in danger from some other source
- m) casualty collection and evacuation in support of emergency health care authorities
- n) disperse people not directly connected with the operations who by their presence hinders in any way the efficient functioning of emergency operations
- o) "discontinue utilities" or services provided by public or private concerns without reference to any consumers in the municipality, or when continuation of such utilities or services constitutes a hazard to public safety within an emergency area
- p) arrange for accommodation, on a temporary basis, of any residents who need assistance due to displacement as a result of the emergency
- q) call in and deployment of any municipal personnel and equipment which is required in the emergency
- r) arrange for services and equipment from local agencies not under municipal control, i.e. private contractors, volunteer agencies, services clubs, etc.
- s) arrange assistance from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency
- t) establish an information centre for issuance of accurate releases to the news media and for issuance of authoritative instructions to the public in conjunction with the media co-ordinator.
- u) establish a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency in conjunction with the media co-ordinator.
- v) maintain a log outlining decision made and actions taken during the emergency response.
- w) initiate and follow through with emergency recovery and victim assistance.

### 11.2 Head of Council

Head of Council or alternate will perform the following responsibilities:

- a) activate the emergency notification system
- b) implementation of this plan
- c) declare an emergency to exist within the designated area
- d) ensure the Solicitor General of Ontario has been notified via Emergency Management Ontario of the declaration of an emergency
- e) ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency
- f) make decisions, determine priorities and issue operational direction through the Chief Administrative Officer and the heads of municipal departments
- g) request assistance from neighbouring municipalities and/or from senior levels of government, when required

## **Township of Southgate Emergency Management Plan - 2021**

---

- h) approve news releases and public announcements
- i) terminate the emergency at the appropriate time and ensure all concerned have been notified
- j) initiate and follow through with emergency recovery and victim assistance.

### **11.3 Chief Administrative Officer/Alternate**

The Chief Administrative Officer or alternate is responsible to:

- a) activate the emergency notification system
- b) arrange and co-ordinate the communications system
- c) delegate duties to the Media Coordinator and instruct location of Media Centre
- d) ensure that the Emergency Operations Centre is equipped and staffed to handle public enquiries
- e) call out additional municipal staff to provide assistance, as required
- f) ensure that a communication link is established between the Municipal Control Group and the Emergency Site Manager
- g) organize and supervise the Emergency Operations Centre and, in particular, make arrangements for obtaining and displaying up-to-date information at all times
- h) advise the Mayor on administrative matters
- i) determine frequency of meetings
- j) maintain a record of all major decisions, actions and instructions issued
- k) maintain a record of all expenditures for later cost recovery if warranted
- l) to aid the Media Coordinator in organizing and to supervise releases to media and media accommodation
- m) initiate and co-ordinate recovery plan
- n) organize and conduct initial debriefing of Emergency Control Group
- o) prepare a formal debriefing including report to Council for the individuals, agencies and organizations involved.
- p) recommend alternative courses of action/changes to plan.

### **11.3 Grey County Detachment Commander/Alternate**

The Detachment Commander or alternate is responsible to:

- a) activate the emergency notification system
- b) provide the Head of Council with information and advise on law enforcement matters
- c) if appropriate, appoint an agency coordinator to control operations at the scene of an emergency
- d) provisions of traffic control to facilitate the movement of emergency vehicles
- e) establish an ongoing communication link with the Senior Police official at the scene of the emergency
- f) the establishment of an inner perimeter within the emergency area
- g) the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and to restrict access to

## Township of Southgate Emergency Management Plan - 2021

- all but essential emergency personnel and equipment
- h) seal off the area of concern
- i) control and, if necessary, disperse crowds within the "emergency area"
- j) control the movement of emergency vehicles to and from the site of the emergency
- k) co-ordinate police operations and arrange for additional supplies and equipment when needed, i.e. barriers and flashers, etc
- l) alert persons endangered by the emergency and co-ordinate evacuation of buildings or areas when ordered by Head of Council
- m) arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres
- n) protect property in the emergency area and the provision and maintenance of law and order
- o) liaison with the Social Services Administrator regarding the establishment and operation of evacuation and reception centers
- p) arrange for additional "police assistance" in evacuee centres, morgues and other facilities if required
- q) advise the Coroner in the event of fatalities and perform whatever additional responsibilities that be necessary under the Coroners Act
- r) providing an Emergency Site Manager, if required
- s) initiate and follow through with emergency recovery and victim assistance.

### 11.4 Fire Chief(s)/Alternate(s)

The Fire Chief(s) or Alternate(s) are responsible to:

- a) activate the emergency notification system
- b) provide Head of Council with information and advice on firefighting and rescue matters
- c) develop and maintain a system for alerting Municipal Control Group members in an emergency
- d) establish an ongoing communications link with the senior fire official at the scene of the emergency
- e) if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- f) trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed
- g) liaison with Ministry of Environment & Energy on fires involving potentially dangerous materials
- h) informing Mutual Aid Fire Coordinator of additional fire-fighting personnel and equipment that may be needed
- i) determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.

## **Township of Southgate Emergency Management Plan - 2021**

---

- j) aid other municipal departments and agencies and be prepared to contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, etc.
- k) provide an Emergency Site Manager, if required
- l) initiate and follow through with emergency recovery and victim assistance.

### **11.5 Public Works Manager**

The Public Works Manager or Alternate is responsible to:

- a) activate the emergency notification system
- b) provide Head of Council & CAO with information and advice on engineering, road related matters and Engineering/Public Works assistance
- c) if appropriate, appoint an "agency coordinator" to control operations at the scene of an emergency
- d) maintain liaison with Senior Public Works officials from local neighbouring municipalities to ensure a coordinated response
- e) maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief and preventative operations
- f) liaison with fire chiefs concerning emergency water supplies for fire-fighting purposes and pumping operations assistance, etc.
- g) provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.
- h) provide radio communications equipment and resources to the Municipal Control Group
- i) assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- j) provide Public Works vehicles and equipment as required by other emergency services
- k) ensure that municipal roads are accessible as possible
- l) maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety and arrange for the provision of alternate services or functions
- m) make recommendations and demolish unsafe structures if ordered by Head of Council
- n) re-establish essential services at the end of an emergency
- o) initiate and follow through with emergency recovery and victim assistance.

### **11.6 Head of Health Services/Alternate**

The Head of Health Services, or alternate, is responsible to:

- a) provide advice to the Head of Council and the Municipal Control Group on all matters relating to the health of the population and to report on potential health impacts related to the emergency situations
- b) liaison with the ambulance service representatives
- c) liaison with the Medical Officer of Health
- d) ensure the co-ordination of care for bed-ridden, invalid and infirm citizens at home and in evacuation centres during an emergency; by liaising with



## Township of Southgate Emergency Management Plan - 2021

- e) Community Care Access Centre ensure liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- f) ensure co-ordination of all efforts to prevent and control the spread of disease during an emergency
- g) liaison with Social Services Administrator on areas of mutual concern regarding health services in evacuee centres
- h) initiate and follow through with emergency recovery and victim assistance.

### 11.7 Director of Social Services/Alternate

The Social Services Director or alternate will perform the following functions:

- a) activate the emergency notification system
- b) provide advice to Head of Council and other members of the Municipal Control Group
- c) according to the nature of the emergency, ensure the survival and well-being of the people during and following a major emergency by arranging for:
  - i. **emergency clothing** to provide adequate protection from the elements
  - ii. **emergency lodging** to provide adequate temporary accommodation for the homeless
  - iii. **reception and information** to welcome and assist evacuees upon arrival at the reception/evacuation centre and to provide information about the evacuation centre to evacuees.
  - iv. **family Reunification** to collect information about missing disaster evacuees, to assist in reuniting families separated by the disaster and to answer inquiries concerning the whereabouts of disaster evacuees.
  - v. **emergency feeding** to sustain those without food or adequate food preparation facilities; and
  - vi. **personal services** to assist and counsel individuals and families in need and to provide special care to unattached children and dependent adults.
- d) supervise the opening and operation of temporary and/or long term evacuee centres, and ensuring the same areas are adequately staffed and have the necessary food
- e) liaison with the CEMC with respect to the pre-designation of evacuee centres which can be opened on short notice
- f) ensure that a representative of the Grey County Board of Education and the four Mennonite schools are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing school facilities coordinate activities with the Board's representatives
- g) liaison with public and private nursing/care homes in the Township as required

## **Township of Southgate Emergency Management Plan - 2021**

- h) liaison with Health Unit and Grey-Bruce County Health Centre on areas of mutual concern regarding operations in evacuee centres
- i) initiate and follow through with emergency recovery and victim assistance.

### **11.8 EMS Manager/Alternate**

The Senior EMS Manager or alternate will perform the following functions:

- a) activate departmental notification
- b) establish communications link with EMS Coordinator
- c) establish communications link with Ambulance Dispatch Centre
- d) provide to Head of Municipal Control Group, information and advise on emergency supplies
- e) participate in briefing sessions and inform Municipal Control Group members on the progress of his/her agency
- f) determine if additional or special equipment is required
- g) advise Municipal Control Group on numbers of injured, deceased, etc.
- h) provide assistance to other agencies, if necessary
- i) provide an Emergency Site Manager, if required
- j) initiate and follow through with emergency recovery and victim assistance.

### **11.9 Media Coordinator**

The media coordinator will perform the following functions:

- a) co-ordinate and execute the Media Control Centre under direction of the CAO
- b) ensure that the release of information to the public is done in a timely and truthful fashion
- c) ensure only the Mayor or otherwise appointed elected official makes any public announcements
- d) update social media and web communications regularly
- e) schedule news releases and public announcements with media outlets
- f) assist in drafting press releases

### **11.10 Community Emergency Management Coordinator**


The CEMC or designated alternate is responsible for the maintenance, revision and distribution of this plan, as well as coordinating emergency exercises and meetings of the Emergency Management Committee. The CEMC will perform the following functions during a declared or pending emergency:

- a) act as the main link on a regular basis with Emergency Management Ontario
- b) activate the emergency notification system
- c) activate and arrange the EOC
- d) arrange for the identification and registration of Community Control Group members

## **Township of Southgate Emergency Management Plan - 2021**

---

---

- e) ensure all members of the CCG have necessary plans, resources, supplies, maps and equipment
  - f) provide advice and clarification about the implementation details of this plan
  - g) liaise with volunteer agencies and other groups which may be able to assist in emergency social service functions (i.e. Red Cross)
  - h) arrange for refreshments and feeding of EOC personnel
  - i) ensure accurate documentation is maintained and kept for future reference.
- 

## **Township of Southgate Emergency Management Plan - 2021**

### **12.0 Termination of a Municipal Emergency**

#### **12.1 Termination Declared**

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

- a) the Mayor or designated alternate
- b) the Township Council
- c) the Premier of Ontario

#### **12.2 Notification of Termination**

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

- a) the Solicitor General of Ontario
- b) the Township Council
- c) the public
- d) neighboring municipal officials, as required, and
- e) the Media

### **13.0 Recovery Plan Implementation**

Upon the completion of the notification of termination of a Municipal Emergency, the municipality shall implement and co-ordinate a comprehensive recovery plan. This plan entails all members of the ECG and any involved agencies/individuals to continue emergency response in their respective capacities to facilitate the re-establishment of normal living conditions in the area. These living conditions will include:

- a) the orderly disestablishment of emergency shelters
- b) re-establishing public utilities, services and passageways
- c) victim assistance

The Township of Southgate's Emergency Recovery Plan is outlined in Appendix 6 of this plan.

### **14.0 Plan Maintenance & Revision**

This plan will be reviewed annually and, where necessary, revised by the Community Emergency Management Coordinator and the Emergency Control Group. Each time the plan is revised, it must be forwarded to Council for approval. However, revisions to the appendices and minor administrative changes can be made without resubmitting the plan to Council each time.

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

---

## **Township of Southgate Emergency Management Plan - 2021**

---

---

### **15.0 Internal Procedures**

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how each 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.