



SMDHU INTERNATIONAL PLOWING MATCH PREPAREDNESS AND RESPONSE PLAN

(Public Version)

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BACKGROUND

The 2014 International Plowing Match and Rural Expo (IPM) will be held in Essa Township from September 16 to 20, 2014. It is estimated that 75,000 people will be attending this event at a temporary site near the Settlement Area of Ivy. The chosen site is close to the New Barrie Fairgrounds in Essa Township and will include a giant tented city and a Recreational Vehicle (RV) Park. Mass gatherings of this magnitude have many public health risk impacts that need to be managed and controlled with a coordinated approach.

The International Plowing Match and Rural Expo (IPM) is an event organized yearly by the Ontario Plowmen's Association (OPA) with the assistance of a committee made up of local volunteers. Each year the OPA, the parent host of the IPM, partners with a local OPA Branch Association to organize and host the IPM. Plowing Matches have been part of our agricultural history in Ontario for well over a century.

These matches not only gave farmers an opportunity to display their skill in the handling of a walking plow, but to show the fine teams or horses, many of which were imported or were from imported stock. The match has many facets including horse drawn plowing contests as well as contests using the latest in tractor plowing equipment, artisans' displays, quilting displays, and many more.

Within the IPM, a giant tented city will contain more than 500 exhibitors and vendors; antiques, education booths and country lifestyles displays; including entertainment for all ages. The IPM will also include a RV park of approximately 1800 sites.

The IPM was last held in our area in 1997 (also held in Essa Township near the 2014 site). Previous events were held in Perth County (2013) and Waterloo Region (2012). The Simcoe Muskoka District Health Unit (SMDHU) has partnered with these Health Units and received additional background resource information and planning documents to help assist with our own planning.

A Map of location of IPM within Essa Township and details around map of event grounds are indicated in [Appendix 3: IPM Site Plan and Municipal Location](#)

INTRODUCTION

OVERVIEW

Planning and preparedness activities span across provincial and municipal agencies and local community stakeholders, including the Ontario Plowmen's Association (OPA) and the 2014 International Plowing Match Executive Committee. In an event of this size, measures will need to be taken to protect health, safety and time- critical services from the consequences of this event.

This plan is intended to provide a general overview of the activities involved by the SMDHU as it relates to the management and response to the 2014 International Plowing Match (IPM).

AIM

The aim of the SMDHU International Plowing Match Preparedness and Response Plan is to provide a strategic approach to public health planning and response to the IPM.

SCOPE

This plan focuses on *consequence management components of public health response where public health mandates apply and identifies mitigation and response strategies* related to possible impacts that could potentially extend to participants and/or visitors of the International Plowing Match or to the surrounding community. This document is to serve as a comprehensive guide for localized response measures and preparedness strategies.

The focus of this plan is on the mandated inspection and investigation activities, emergency management and communication structures. However, this plan also outlines health promotion strategies and activities. This plan further identifies redeployment strategies which will ensure the continuity of our time critical services and support human resource requirements to implement IPM related preparedness and response activities identified in the concept of operations section of this plan.

Mitigation and response activities outlined within this plan are based on planning assumptions. Identified roles and responsibilities may be modified depending on human resource availability and outcomes from budgeting discussions.

The overall goals of this plan are:

- To enhance public health services to prevent or mitigate potential impacts from the IPM.
- To coordinate public health services with other health-sector and community-response partners.
- To identify key public health response functions based on prioritized risks and clarify responsibilities and capabilities of public health during planning, response and recovery.
- To ensure continuity of time-critical public health services to residents within impacted areas, including the five critical public health functions:
 - Population health assessment (reporting on the burden of illness in a community).
 - Surveillance (detecting and monitoring cases and indicators of disease and illness).
 - Disease and injury prevention (developing strategies to reduce the risk for injury).
 - Health promotion (educating the public about steps they can take to stay healthy).
 - Health protection (identifying and managing environmental hazards that pose risks to public health such as safe drinking water and food supplies and smoke-free environments).
- To ensure sufficient surge capacity to cope with anticipated demands and coordination with other key community-response partners and the ad hoc health system/health planning.
- To ensure the health system can respond to any extraordinary events that may occur throughout the duration of the event.
- To identify communications and emergency management systems, along with supportive tools to assist with coordination of public health services during the IPM.
- To identify training need priorities and assist with IPM staff educational opportunities to enhance agency preparedness and understanding of public health response expectations.

PLANNING

HAZARD IDENTIFICATION AND PUBLIC HEALTH PRIORITIES

MASS GATHERING HEALTH-RELATED ASSUMPTIONS (BASED ON LITERATURE REVIEWS):

- Mass gatherings generate more injuries and illnesses than a general population equivalent in size (i.e., a mass gathering of 30,000 people will have more injuries/illnesses than a community of 30,000 people).
- Concentrated crowds place strain on public health infrastructure and increase demands for services such as infectious disease surveillance, food, water, weather event health, and campsite safety.
- This creates a surge in demand for emergency medical services, the acute-care system, and public health prevention activities.
- Mass gatherings can also be subject to unplanned accidents or events, such as floods or acts of intentional harm, and can be associated with confrontations among protesters and between protesters and police/security officials.

PUBLIC HEALTH PLANNING ASSUMPTIONS

- Food/water safety demands will increase: temporary increase in population, heightened demand for food and water consultations and assessments leading up to the event and throughout the week of the IPM.
 - Small Drinking Water Systems (SDWS):
 - Increased need to focus on SDWS inspections of new water distribution systems and existing infrastructure
 - Review of Food Safety Special Occasion Event Applications and assessment of infrastructure to support temporary food premise sites
- Demands associated with increased demand for temporary accommodation – RV camp site.
- There will be a need to maintain and possibly expand routine practices; e.g. health-hazard complaints investigations.
- Health messaging for visitors unfamiliar with the region can help mitigate the occurrence of preventable injury/illness and thus demand on more acute care: e.g. extreme heat and hydration, zoonotic and vector-borne risks, hand washing and infection control, and personal safety.
- Enhanced infectious diseases surveillance will be needed and rapid responses required.
 - Demand for surveillance data before, during and after the event.
 - Need to enhance capacity for syndromic surveillance in order to rapidly identify any emerging outbreaks consequence management will need to be coordinated,
 - Effective communication and reporting systems.

KEY PUBLIC HEALTH PLANNING PRIORITIES

Planning Priorities	
Environmental Investigation and Enforcement	Food Related Hazards Water Related Hazards Tobacco Education and Enforcement
Environmental or Weather Related	Health Hazards/Vector-borne (Hazardous Materials)
Infection Control, Disease Investigation and Surveillance	Surveillance Outbreak and Infection Control
Safety, Health Promotion and Communication	Injury Related Events Alcohol Consumption/Drug & Substance Abuse Sun Safety
Incident Management Systems & Infrastructure	IMS/EOC Activations (IPM Command and Control Centres) On-Site Command Post Communication Systems & Planning Cycles

INTERNAL PLANNING

INTERNAL PLANNING BACKGROUND

In May, 2013, the recommendation to create an internal planning committee was endorsed by executive. The Director HPS was appointed the Chair and Executive Lead for this committee. In June, 2013, the Terms of Reference for the IPM Internal Planning Committee was endorsed by executive. Four working groups were established to assist with Operational Planning for this event:

- **Environmental Inspection & Enforcement**
- **Environmental Risk Management and Incident Response**
- **Infection Control, Disease Investigation & Surveillance Safety**
- **Health Promotion and Communications.**

The main objectives in these terms of reference include the following:

1. Discuss and prioritize IPM planning and response activities.
2. Develop and present a SMDHU IPM Preparedness and Incident Response Plan, to Executive Committee.
3. Develop and propose to Executive an IPM emergency management structure, consistent with the Incident Management System (IMS).
4. Establish effective communications and emergency management systems, along with supportive tools to assist with coordination of public health services during IPM response.
5. Identify training need priorities and assist with IPM staff educational opportunities if needed to enhance agency preparedness and understanding of public health response expectations.
6. Coordinate our planning with our partner organizations, including the health sector, local municipalities, provincial agencies and other community stakeholders involved in IPM.
7. Establish effective pro-active surveillance systems for monitoring key indicators.
8. Identify injury prevention recommendations and develop an implementation plan for a range of health promotion strategies on relevant issues.

Details as to the Terms of Reference (TOR) and scope of the Internal Planning Committee are outlined in [Appendix 1: Terms of Reference and Scope of SMDHU Internal Planning Committee.](#)

COMPOSITION: IPM INTERNAL STEERING COMMITTEE

SMDHU Internal Planning/Steering Committee

Director, Health Protection Service (Chair)
Manager, Emergency Management Program (Co-Chair)
Manager, Food Safety Program (Food Safety Lead)
Manager, Safe Water Program (Drinking Water and Sewage/Wastewater Lead)
Manager of Vector-borne Disease and Rabies Programs (Environmental Risk Management and Incident response Co-Lead)
Manager, Health Hazard Program (Environmental Risk Management and Incident response Co-Lead)
Emergency Management Coordinators (Planning Leads)
Manager of Communicable Disease Program/alternate (Infection Control, Disease Investigations & Surveillance Lead)
Manager, Health Promotion & Communication (Safety, Health Promotion & Communications Lead)
HPS PHI Representative

Adhoc Members:

Medical Officer of Health
Director, Family Health Service
Director, Healthy Living Service
Director, Program Foundations and Finance (EOC Operations, Finance & Communications Systems Lead)

Working Groups:

1. Environmental Inspection & Enforcement
 - Food Safety
 - Safe Water
 - Tobacco (SFOA)
2. Environmental Risk Management and Incident Response (health Hazard, vector-borne disease and rabies)
3. Infection Control, Disease Investigation & Surveillance
4. Safety, Health Promotion and Communications (i.e. alcohol safety, sun safety, injury prevention and healthy nutrition).

EXTERNAL PLANNING

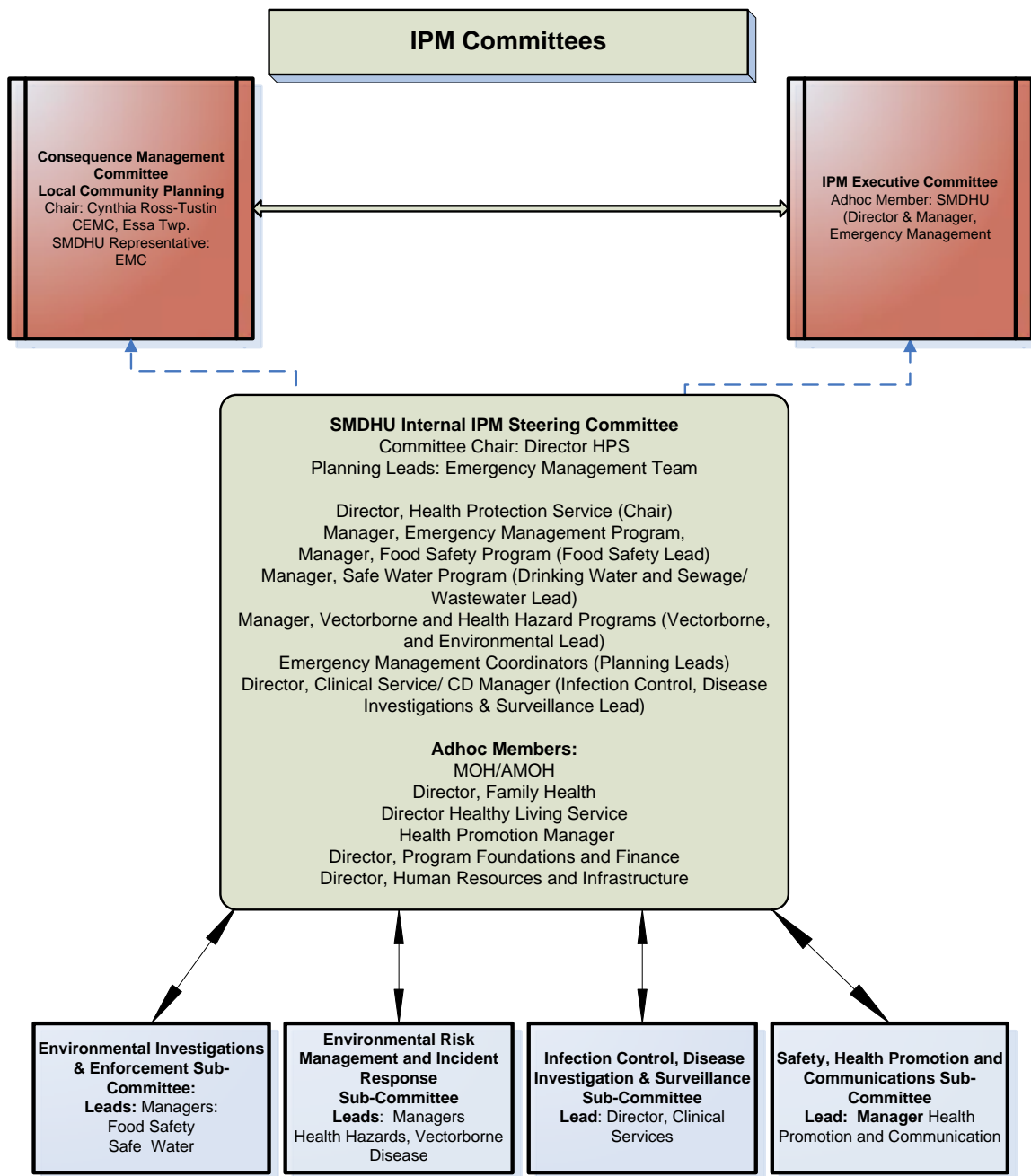
COMMUNITY BASED PLANNING

Municipalities and IPM planning partners have been working together with community response agencies to prepare for the International Plowing Match. Throughout the local planning process, the SMDHU has been involved with the development of comprehensive, community-based plans which identify local emergency management structures, communication systems and coordinated local response measures. There are two community based planning committees established for the IPM: a) The IPM Executive Committee and b) the Consequence Management Planning Committee.

The Health Unit is an adhoc member of the Executive Committee, and can provide and request information through the Consequence management Lead. The Health Unit is an active member of the Municipal Consequence Management Planning Committee.

[Figure 1: IPM Planning Committees](#) depicts internal and external planning committee structures and relationships.

FIGURE 1:IPM PLANNING COMMITTEES



INCIDENT MANAGEMENT SYSTEMS

EMERGENCY RESPONSE PLANS

Emergency management in Ontario is governed by the *Emergency Management and Civil Protection Act*, RSO, 1990, c. E.9. (*EMCPA*). Administration of the Act is assigned to the Solicitor General of Ontario under whom the Commissioner of Emergency Management Ontario (EMO) is responsible to co-ordinate, monitor, and assist in the formulation and implementation of emergency plans.¹ The *EMCPA* provides the framework for emergency planning and preparedness in Ontario. It establishes the mandate for local municipalities to develop emergency plans, and organize the deployment of all services or resources that may be required to manage the emergency. Under the *EMCPA*, all municipalities are required to have emergency plans in place to help manage emergencies within their area of jurisdiction.

ACTIVATION OF THE SMDHU IPM PREPAREDNESS AND RESPONSE PLAN

IPM preparedness activities identified within this plan will be implemented to assist with agency readiness in the months preceding the event. During the IPM, this plan will be activated to manage operational response activities outlined within the plan and to coordinate public health services with other community and event partners.

If a situation occurs that the MOH determines local response needs exceed the ability of public health to respond effectively, or an emergency event occurs during the event, the MOH may request assistance from neighbouring boards of health or municipalities. If surge response resources cannot be received locally, the MOH may contact the Emergency Management Branch of the MOHLTC to request additional assistance. Mutual assistance agreements have been pre-established with other public health units and municipalities to address anticipated surge response needs.

ACTIVATION OF LOCAL PLANS/EMERGENCY OPERATION CENTRES

Individual municipalities may activate their Emergency Operation Centre (EOC) independently depending on localized activity or upon recommendation by the Province, the County or the District to allocate resources and coordinate response locally. Local municipalities may activate their EOC to discuss the status of response, share relevant information and coordinate an effective response. If activated, the MOH or designate will be represented at a municipal EOC, as requested, to provide public health advice and to coordinate services with other community response partners.

It is anticipated that during the IPM, municipalities **will not** activate their EOC's unless an unanticipated emergency occurs. However, localized community-based planning partners will be present on site to manage incident (event) response and to coordinate services. Inter-agency coordination will be managed utilizing the Incident Management Structure (IMS) through the establishment of a unified command.

In addition, the community stakeholders activate their own emergency response plans and EOCs to assist with a coordinated health system response and to assist with the establishment of effective communication systems. Each agency will be impacted differently; therefore individual agencies may implement their plans independently or in conjunction with the health unit. It is imperative that effective communication systems are established between all partners involved in IPM response.

SMDHU EOC OPERATIONS AND COMMAND STRUCTURE

The Simcoe Muskoka District Health Unit does not plan to activate its IMS Committee during the response phase of the International Plowing Match unless a significant incident or emergency occurs. Agency response will be coordinated between on-site Incident Commanders and the IPM Internal Steering Committee. Daily teleconferences will be held to facilitate communication between the event site and the head office. Activation of the IPM Steering Committee will also enable the assessment of daily response and support needs.

Daily briefing sessions and teleconferences will be held to enable coordinated and effective response. These meetings will assist with the:

- Provision of logistical support to field responders.
- Redeployment of staff as required.
- Maintenance of agency time critical services.
- Maintenance of a communication strategy (staff, public and partners).
- Activation of the Concept of Operations Plan and implementation of activities outlined within the plan.

INCIDENT MANAGEMENT SYSTEM (IMS)

The health unit will also participate in On-site Unified Command Meetings. On-site response efforts will be coordinated utilizing an IMS model. The command post will serve as a central coordination point for field operations. It will be established as a home base for field operations for the duration of the event. This command post will assist with the provision of supplies and resources, coordination with community response partners and the facilitation of communication with the SMDHU IPM Steering Committee and partners.

The Incident Management System permits emergency response organizations to work together effectively to manage multi-jurisdictional incidents while improving communication, coordination of resources and facilitates cooperation and coordination between agencies.

The IMS structure has been adopted by Emergency Management Ontario as an operational framework for emergency management for the Government of Ontario. This structure is built around five functions: command, operation, planning, logistics and finance/administration.

The command function determines the flow of decision making and communications in the emergency setting through formal orders and directives. Command also has the overall authority to control and direct emergency resources.

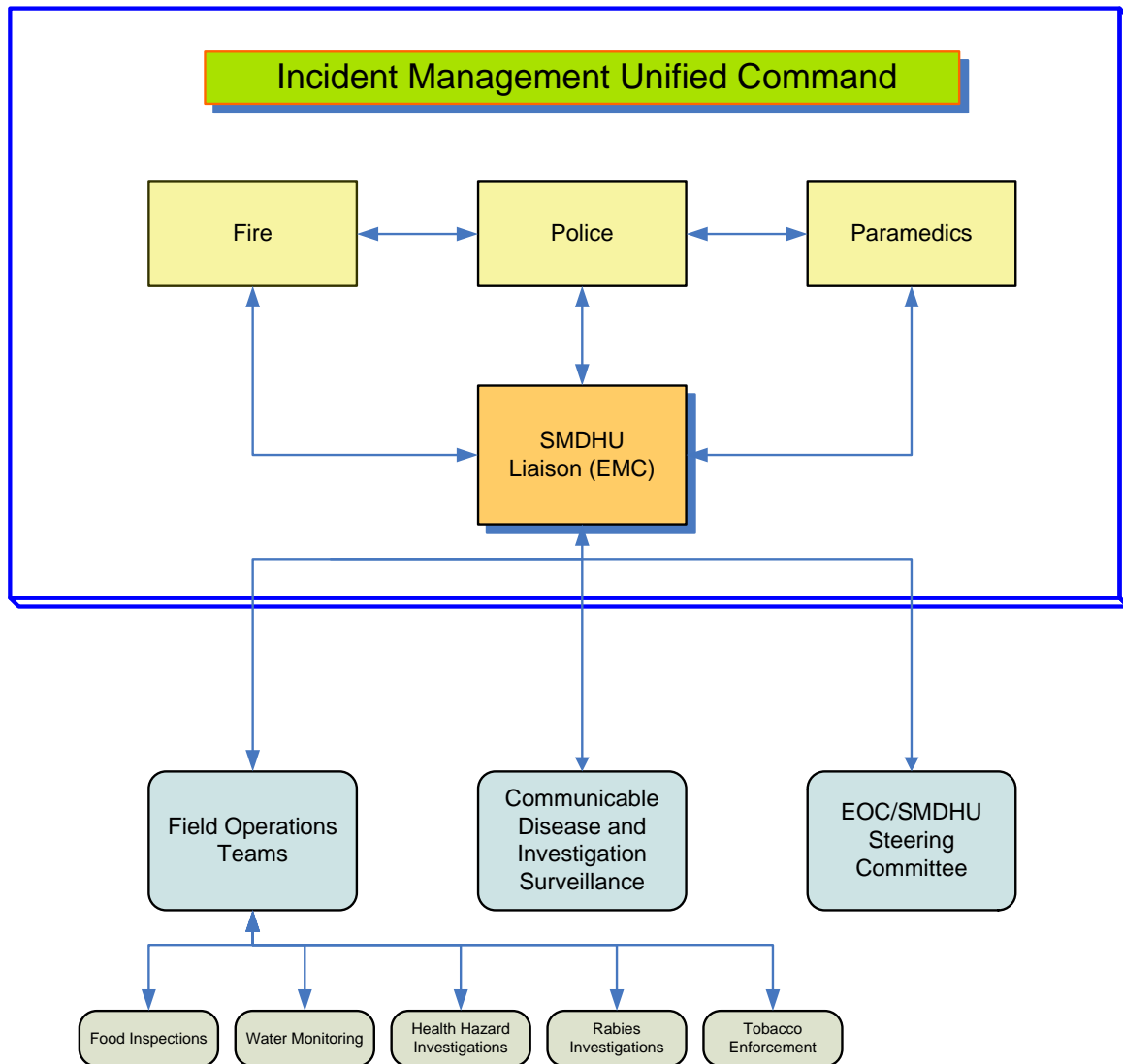
ON-SITE UNIFIED COMMAND AND IMS STRUCTURE

During the routine operation of the International Plowing Match, an on-site scaled down IMS will be utilized. This will consist of a Unified Command comprised of Consequence Management Lead Representatives from Paramedics, SMDHU, Simcoe County, and IPM Executive Lead and Possibly Fire and Police Departments.

Internal SMDHU event coordination will comprise of a less formal IPM Steering Committee, comprised of previously identified IPM Steering Committee members.

If the event of an emergency or large scale incident, the On-site Consequence Management IMS structure will expand and the agency (SMDHU) IMS will activate. The assigned Incident Commander and related Operation Leads (etc.) will depend on the nature and extent of the incident. . [Figure 2: IPM IMS Structure – Health Perspective](#) depicts the IPM Command Structure: Health Perspective

FIGURE 2: IPM IMS STRUCTURE



COMMUNICATION SYSTEMS

PUBLIC HEALTH COMMUNICATION CYCLE

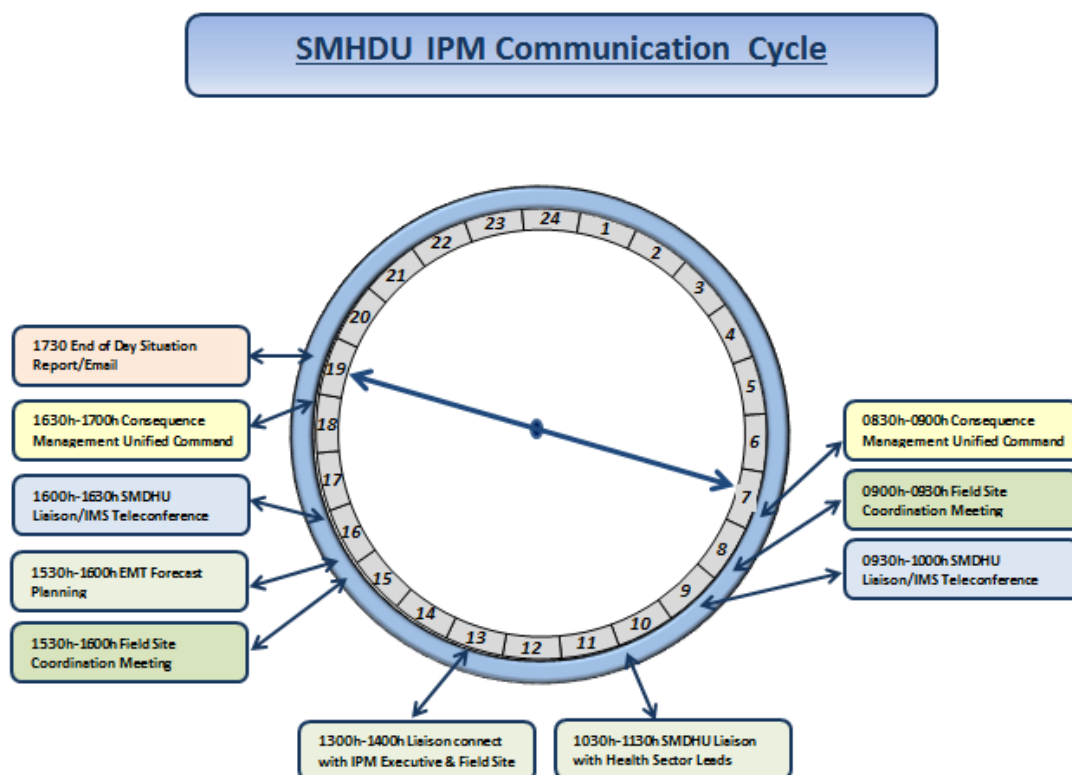
An important component of public health communications planning is the establishment of a coordinated and integrated communications approach with key partners. A communications framework has been established to provide a general overview of public health communications during the IPM. The SMDHU will be implementing a “communication cycle” during the IPM event timeframe. The purpose of the cycle is to ensure effective information sharing between front-line service providers, agencies, and the health unit

The concept of having a unified communication cycle ensures that relevant, consistent and timely information is shared among all stakeholders. [Figure 3: IPM Communication Cycle](#) identifies the types of telecommunication systems and emergency management structures being utilized by the health unit and other during the IPM. The SMDHU also retains critical emergency contact information for other stakeholders involved with IPM (See [Appendix 4: IPM External Partners Contact List](#)).

Local communication systems will be activated to facilitate communication with municipalities, community response partners, and the health-sector and lead event management organizations. A communication cycle will be used to link in with internal and external partners during the International Plowing Match. Communication systems may include participation at on-site coordination meetings, teleconferencing, email and telephone communications. Communications will be established to address key public health issues and concerns related to the event. SMDHU has created its own communications plan that provides a broad overview of activities required for a comprehensive agency communications response to this event (See [Appendix 2A: SMDHU IPM Communications Plan](#)).

For SMDHU staff on-site during the event, an internal communication strategy, along with a summary of relevant on-site contact information, will be available for staff. (See [Appendix 8: IPM Communication System and Contact Directory](#)) This document outlines the process of communicating with other SMDHU staff in office and on-site as well as with external partners such as paramedics and IPM staff.

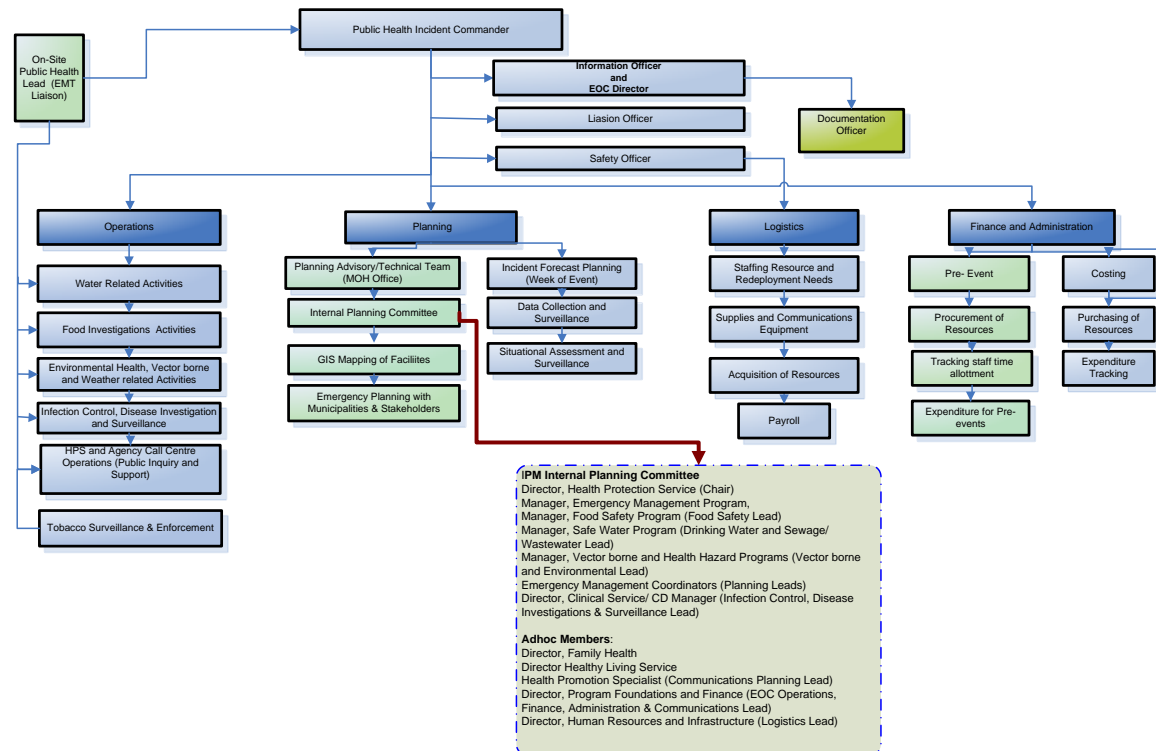
FIGURE 3: IPM COMMUNICATION CYCLE



The Communication Cycle using a clock-based model. The SMDHU communication cycle is as follows:

0830h – 0900h.....Consequence Management Unified Command On-Site Meeting
 0900h - 0930h.....SMDHU Staff Field Site Coordination Meeting
 0930h - 1000h.....SMDHU Liaison/IPM Steering Committee Teleconference
 1530h - 1600h.....SMDHU Field Site Coordination Meeting
 1530h - 1600h.....EMT Forecast Planning Meeting
 1600h - 1630h.....SMDHU Liaison/IPM Steering Committee Teleconference
 1630h - 1700h.....Consequence Management Unified Command On-Site Meeting
 1730h.....End-of-Day Email Situation/Forecast Planning Report SMDHU Internal IPM Steering Committee

SMDHU IPM IMS Command Structure if Needed



ACCESS, SECURITY & TRANSPORTATION CONSIDERATIONS

Pre-assigned parking passes will be required for SMDHU employees accessing site throughout the duration of the event. Restrictions apply to accessibility of transportation vehicles within the event site. Other than emergency vehicles, only pre-registered off-road vehicles will be permitted. The EMT will work with the IPM executive committee to coordinate assignment of dedicated golf carts on behalf of SMDHU. Details of this plan are included in the IPM Transportation and Site Access Plan ([Appendix 14](#))

All Public Health Staff on site will be required to be equipped with safety shoes, in the event that they are needed. Additional health and safety resources will be available at the Public Health trailer, including hard hats , safety goggles and gloves.. Anyone utilizing a golf cart on site will be required to undergo [golf cart safety training](#) and [sign-off on this instruction](#). Prior to use, on-site, hands-on instruction will also be provided prior to golf cart assignment.

CONCEPT OF OPERATIONS

The SMDHU Concept of Operations portion of this plan identifies mitigation and response strategies for identified risks and outlines staffing or resources needs required to implement them.

During the process of planning, the Emergency Management Team, responsible for Environmental Risk Management and Incident Response during the event, will plan with external emergency responders (Paramedics, Police and Fire) for processes in the event of an emergency. This team will also be responsible for communicating back to the IPM Steering Committee at SMDHU and coordinating communication between the various committees, IPM executive; as well as collating and organizing this information into report form.

The **Environmental Investigation and Enforcement** committee is responsible for mandated activities during the event, including Food, Water, Rabies and Tobacco. The Food Team is prescreening food vendors prior to the event ([Appendix 10](#)), inspecting vendors during the event, and investigating food related complaints and food borne illnesses. The Water Team is working with IPM planners to ensure that the water design and capacity of the system is in compliance with regulations to ensure safe public water supply for the many locations at the event. ([Appendix 9A: IPM Drinking Water Summary](#)) The Water Team is also ensuring that grey water disposal and sewage disposal does not create any hazardous situation. ([Appendix 9B: IPM Grey Water Removal Assessment](#)) The tobacco team will be promoting a smoke free environment within the IPM event location and enforcing Smoke Free Ontario Act during the event. ([Appendix 13: IPM Smoke-Free Work Plan](#)).

The **Environmental Risk Management and Incident Response** Committee will be doing a pre-site assessment to identify potentially hazardous materials and the potential health implications associated with these chemicals. ([IPM Appendix 7A: IPM Hazardous Chemical Assessment](#)). They are also ensuring safe solid waste disposal plans are in place for the duration of the event. ([Appendix 7B: IPM Solid Waste Management Assessment](#)). During the event, the Health Hazards Team will be monitoring the weather for adverse weather events. The Rabies team will be promoting best practices for animal handling on site as well as be establishing a communication process between security, animal control, IPM exec and police, ([Appendix 12A: IPM Animal Bite Investigation Process](#)) and will be investigating any animal bite exposures and the general inspectors will be ensuring good sanitation and hygiene in the animal education centre ([Appendix 12B: IPM Animal Education Centre](#)).

The **Infection Control, Disease Investigation and Surveillance** committee will develop a reporting structure for paramedics to notify SMDHU staff on-site. ([Appendix 5: IPM CD Flowchart](#)) If it has been identified that a report should be made to the health unit, a Communicable Disease Intake report ([Appendix 6B](#)) will be provided to the paramedics to forward to the CD team for further investigation. The CD team will also engage in disease surveillance throughout and after the event and provide assistance to outbreak response if needed.

The **Safety, Health Promotion and Communications** committee will create an action plan to communicate health promotion messages to identified populations attending the event and to promote Health Unit initiatives healthy public policy such as shade structures, cooling stations, and breastfeeding locations. They will be working with each of the other sub-committees to ensure that resources available on site as well as key messages for IPM printed resources reflect Health Unit key messages. ([Appendix 2A: Communication Plan](#)). The committee will also be responsible for ensuring that SMDHU staff are aware of what is going on at the event, health promotion resources that have been created and available for distribution on site, and that SMDHU has a clear presence on site. ([Appendix 2D: Blogs](#)).

On-site inspections and investigations will be conducted by Public Health Inspectors specialized within their area of expertise, but will provide assistance to inspectors cross-program, as needed. (Appendix: Schedule) Inspectors selected for on-site attendance will be specifically chosen based on multi-disciplinary experience and geographic familiarity. Table 1 summarizes below the activities of the various committees at SMDHU in planning and response to the IPM.

TABLE 1.

Operational activities	Operational Details	Resources and Schedule needs
Incident Management (Environmental Risk Management and Incident Response) (DURING EVENT)		
Pre-Event	Coordinate SMDHU IPM Planning Facilitate Development of IPM Plan Represent Health Unit at External Planning Meetings Co-Chair Internal Planning Meetings Consult with IPM Executive Planning Partners	Routine Work Load
Public Health Steering Committee Activation	Operating M-F 0900-0930 1600-1630 Planning & organization of EOC Setting of operational cycles/delegation of duties/ Staff fan out notification initiated Set Operational Cycles Set response Cycles	Steering Committee Leads/Chair Director HPS Water Manager/Food Coordinator Manager HH/Manager Vector-borne/Rabies& HC HP & Communication Manager Manager of Emergency Management
On-Site Command Post	Attend Consequence Management Unified Command Post Meeting Coordinate on-site Inspectors and all SMDHU personnel- dedicated communication lead Liaise with IPM exec On-Site Representative of SMDHU Steering Committee (Teleconference) Coordinate all Public Health Response needs and resource allocation	2 FTE EMC Liaison M-F Coverage 7am-7pm
On-Call Support-Emergency Response	Ability to respond to emergency issues, outbreaks, recalls, extreme weather events, power outage. Support for response- roll-out.	On-Call Support Systems: On-Call Back-Up: HPS On-Call
Enhanced Public Inquiry Lines	CD Phone line response	In emergency state: Enhanced phone line CD Phone Line Coverage- 1 FTE additional Thursday, Friday (Event) and Monday, Tuesday (Post Event)

ENVIRONMENTAL INVESTIGATION AND ENFORCEMENT		
FOOD SAFETY		
Pre-Event	<p>Temporary Food Vendor Permit Application Review</p> <p>Food Source Suppliers</p> <p>Proton Food Safety Training- September 9th Session (Volunteer Food Handlers/Boxed Lunches)</p>	<p>Incorporated into routine PHI responsibilities (Early August to Start of Event)</p> <p>0.5 FTE PA support for week prior to event (incorporated into routine work)</p> <p>0.5 FTE incorporated into routine work for Food Coordinator (for two weeks prior to event)</p>
Event:	<p>Food Safety Training</p> <p>BMO Breakfast</p> <p>Volunteer/Competitor/Judges Boxed Lunch Audits</p> <p>Tented City Food Vendors Compliance Inspections and Permit Distribution</p> <p>Food Premise and Enteric Complaint Investigations and Enforcement Follow-up</p> <p>RV Park Food Caterer Inspections</p> <p>Assess on-going operational and logistical support needs by participating in twice daily steering committee update meetings</p>	<p>Monday On-Site Consultations</p> <p>Saturday September 20</p> <p>Monday- Saturday</p> <p>M-T Initial Inspections W-F Follow up and Complaint Investigations</p> <p>As needed</p> <p>Total On-Site PHI requirements Monday (4.0 FTE PHI) Tuesday (2.0-4.0 FTE PHI) Wednesday- Friday (1.0-2.0 FTE PHI)</p> <p>0.2 FTE for both Food Coordinator and Food Supervisor during week of event</p> <p>0.5 FTE PA support for duration of event (incorporated into routine work)</p>

WATER		
Pre-Event	Drinking Water- Re-Assessments and Compliance Monitoring <ul style="list-style-type: none"> • Nitrate Levels • Source • Treatment • Sampling history On-Site assessment of water system infrastructure	Early-Mid August 2014. On site evaluation and monitoring by Safe Water PHI Operational and Routine 0.1 FTE as part of routine work
Event	Drinking Water- Assessments and Compliance Monitoring Tent City/RV Park Water Systems Sewage & Grey Water Management	Daily on-site monitoring by designated Water On-Site Inspector 0.25 FTE daily for duration of event Daily on-site monitoring by designated Water On-Site Inspector 0.25 FTE daily for duration of event Daily assessment of waste water processes. On demand. On-Site PHI responsibility
TOBACCO		
Pre-Event	Health Promotion and Legislative Awareness with IPM staff, Executive and consultants	July-Start of Event. Incorporated into routine work
Event	Assist with Setting up and posting Non-Smoking Signs, Monitoring and Assistant with IPM smoke free policy and Enforcement of Smoke Free Ontario Act	On-Site 1.0 FTE TEO M 2.0 FTE T-Thurs 2.0 FTE F-Sat if required

ENVIRONMENTAL RISK MANAGEMENT AND INCIDENT RESPONSE		
HEALTH HAZARD		
Pre-Event	<p>Attend Steering Committees & working group and follow-up on tasks</p> <p>Assess hazardous substances and research health impacts</p>	<p>.1 FTE (Mid-July to event).</p> <p>Minimal/routine to HH PHI.</p>
Event	<p>Assess solid waste disposal</p> <p>Monitor weather</p> <p>Health hazard assessment, investigation & complaint response</p> <p>Extreme Heat Assessment & Response</p> <p>Petting Zoos</p> <p>Vector-borne illnesses (Rabies/WNV, Lyme)</p> <p>Air Quality & Dust Control</p> <p>Solid Waste Management (Garbage & Recycling)</p> <p>Hazardous Material Incidents/Bioterrorist Events (EMT)</p> <ul style="list-style-type: none"> Heightened Preparedness/Response-HAZMAT Events Chemical & Fuel Storage Sites 	<p>Component of on-site PHI responsibilities.</p> <p>HH/VBD Coordinator .2 FTE (During event).</p> <p>As needed – routine for HH PHI.</p>
VECTOR-BORNE DISEASE		
Pre-event	<p>Attend Steering Committee and sub-group meetings and follow-up on action items</p> <p>Consult with IPM rep responsible for animal education centre re: rabies/zoonotic disease and infection control</p> <p>Work with surveillance sub-group on process for receiving and following up on animal exposures</p> <p>Work with Essa Twp. re: process for dealing with vicious animals and quarantines if necessary</p> <p>Develop key public messages re: VBD and Rabies</p>	<p>Minor. Shared responsibility with HH Manager</p> <p>Minimal. Acting in a consulting role.</p> <p>Minimal. CD manager is lead for working with health systems group.</p> <p>Minimal. Need to confirm process with township and by-law/animal control.</p> <p>Minor. Use canned messaging for issues. VBD/Rabies Manager, HH/VDB Coordinator, Health Promoter. Complete.</p>

Event	Investigate animal exposure incidents	On demand. On-site PHI responsibility. Rabies team available for consultation and/or PEP recommendations if needed. On-call PHI after hours.
	Respond to issues re: rabies/ infection control in animal education centre	On demand. On-site PHI responsibility. VBD/Rabies Manager and HH/VBD Coordinator available for consult. On-call PHI available afterhours.
	Receive calls/complaints re: IPM	On demand. HC PHI, On-site PHI, On-call PHI
INFECTION CONTROL, DISEASE INVESTIGATION AND SURVEILLANCE		
Pre-Event	Develop a Disease Reporting Mechanisms to be used by On-site paramedics and EMT Liaison Develop Case and Contact Management process	Routine Work Load
Event	Disease Surveillance (Active, Passive and Syndromic Surveillance) Outbreak Response if needed	Routine Work Load No Anticipated On-Site CD Staff 1.0 FTE Additional CD Phone line staff scheduled for Thursday, Friday of week of event and following Monday On-Demand response available if needed
SAFETY, HEALTH PROMOTION AND COMMUNICATION		
Pre-Event	Develop a communications plan that sets out the following: Target audiences PH risks/issues Key messages based on identified risks/issues Communications strategies and vehicles Coordinate communications activities with external IPM committee as required and Identify health promotion policy recommendations (i.e. shade structures, cooling stations, breastfeeding stations, bike racks)	Routine Work load
Event	Simcoe County Booth Promotional information provided Promotional Information printed in IPM Event Resources	Routine Workload Spokesperson On-Demand if Media Requests

IPM PUBLIC HEALTH SCHEDULING

The identification and prioritization of potential public health hazards within our communities can also assist with ensuring consistent delivery of service within the Health Unit. Activities carried out to address these hazards will have an impact on the agency's capability to deliver other routine activities.

Our agency has developed a staff redeployment plan, specific to the IPM, to ensure that employees are protected and to minimize program and service disruptions. We continue to work toward the assurance for the provision of essential services, including telecommunications and financial and public program delivery services.

The demand for public health services may be affected due to the IPM, the demand for some services may increase. It is critical that our agency assesses potential surge impacts on each service area. Once assessed, staff redeployment plans and specialized training can be finalized and implemented.

Service area directors, together with each service area has identified and prioritized key services, critical positions. If required, our agency's Business Continuity Plan may be activated.

IPM SCHEDULING ASSIGNMENTS

Updated Sep 11, 2014

Date	Time	Staff	Program	Activities
On-Site				
Saturday and Sunday Sept 13, 14	As Needed	(S-A)	Emergency Management	Respond to Emergency or major Incident
	As Needed	(S-C)	General	Food, Water, Rabies Follow-up

Date	Time	Staff	Program	Activities
On-Site				
Monday September 15	8am – 3pm	A	Command Post Emergency Management	IMS and Communication/Planning Cycles Staff Check-In
	1030am – 530pm	B	Command Post Emergency Management	IMS and Communication/Planning Cycles
	9am – 4pm	D	General	Primary – Safe Food Handling session A.M: Boxed Lunch Preparations- Baxter P.M: Food inspections, complaints, rabies, HH
	1030am – 530pm	E F G	General	Food inspections, complaints, rabies, HH
	9am – 4pm	H	Water	Primary - Water assessments Food inspections, complaints, rabies, HH
	9am -12am	I J	Tobacco	SFO Setup - Kuhn and Bryant
SMDHU Office				
	830am – 430pm	K	Health Hazards	Available for consultations as required
		L	CD	
		M	Water	
		N	Food	
		O	Rabies	
		I	Tobacco	
		P	Emergency Management	
	4pm -430pm	IPM Steering Committee Leads	IPM Steering Committee Briefing Meeting	

Date	Time	Staff	Program	Activities
On-Site				
Tuesday September 16	8am – 3pm	B	Command Post Emergency Management	IMS and Communication/Planning Cycles Staff Check-In
	130pm – 530pm	A	Command Post Emergency Management	IMS and Communication/Planning Cycles
	9am – 4pm	D	General	A.M: Boxed Lunch Preparations- Baxter P.M: Food inspections, complaints, rabies, HH Food inspections, complaints, rabies, HH
	9am -12pm (S- 12-4pm)	Q	General	Food inspections, complaints, rabies, HH
	9am – 4pm	R	Water	Primary - Water assessments Food inspections, complaints, rabies, HH
	9am – 4pm	J S	Tobacco	SFO Compliance Inspections
SMDHU Office				
	830am – 430pm	K	Health Hazards	Available for consultations as required
		L	CD	
		M	Water	
		N	Food	
		O	Rabies	
		I	Tobacco	
		P	Emergency Management	
	930am- 10am 4pm -430pm	IPM Steering Committee Leads	IPM Steering Committee Briefing Meeting	

Date	Time	Staff	Program	Activities
On-Site				
Wednesday September 17	8am – 3pm	B	Command Post Emergency Management	IMS and Communication/Planning Cycles Staff Check-In
	1pm – 530pm	A	Command Post Emergency Management	IMS and Communication/Planning Cycles
	9am – 4pm	G (S-E)	General	Food inspections, complaints, rabies, HH
	9am – 4pm	H	Water	Primary - Water assessments Food inspections, complaints, rabies, HH
	9am – 4pm	J T	Tobacco	SFO Compliance Inspections
SMDHU Office				
	830am – 430pm	K	Health Hazards	Available for consultations as required
		L	CD	
		M	Water	
		N	Food	
		O	Rabies	
		I	Tobacco	
		P	Emergency Management	
	930am - 10am 4pm -430pm	IPM Steering Committee Leads	IPM Steering Committee Briefing Meeting	

Date	Time	Staff	Program	Activities
On-Site				
Thursday September 18	8am – 3pm	B	Command Post Emergency Management	IMS and Communication/Planning Cycles Staff Check-In
	1pm – 530pm	A	Command Post Emergency Management	IMS and Communication/Planning Cycles
	<u>(S- 9-12)</u> 12pm – 4pm	G	General	Food inspections, complaints, rabies, HH
	<u>(S- 9-12)</u> 12pm – 4pm	C	Water	Primary - Water assessments Food inspections, complaints, rabies, HH
	9am – 4pm	J S	Tobacco	SFO Compliance Inspections
		SMDHU Office		
	830am – 430pm	K	Health Hazards	Available for consultations as required
		L	CD	
		M	Water	
		U	Food	
		O	Rabies	
		I	Tobacco	
		P	Emergency Management	
	930am - 10am 4pm -430pm	IPM Steering Committee Leads	IPM Steering Committee Briefing Meeting	

Date	Time	Staff	Program	Activities
On-Site				
Friday September 19	8am – 3pm	B	Command Post Emergency Management	IMS and Communication/Planning Cycles Staff Check-In
	1pm– 530pm	A	Command Post Emergency Management	IMS and Communication/Planning Cycles
	9am – 4pm	(S-D) (S2- E)	General	Food inspections, complaints, rabies, HH
	9am – 4pm	C	Water	Primary - Water assessments Food inspections, complaints, rabies, HH
	9am – 4pm	(S-J) (S-I)	Tobacco	SFO Compliance Inspections
		SMDHU Office		
	830am – 430pm	K	Health Hazards	Available for consultations as required
		L	CD	
		M	Water	
		U	Food	
		O	Rabies	
		I	Tobacco	
		P	Emergency Management	
	930am - 10am 4pm -430pm	IPM Steering Committee Leads	IPM Steering Committee Briefing Meeting	

Date	Time	Staff	Program	Activities
On-Site				
Saturday September 20	As Needed	(S-B)	Emergency Management	Respond to Emergency or major Incident
	830am-10am (And As Needed)	D	General	Pancake Breakfast Food, Water, Rabies Follow-up
	As Needed	(S-J) (S-I)	Tobacco	SFO Compliance Inspections

APPENDIX 1: TERMS OF REFERENCE AND SCOPE OF SMDHU INTERNAL PLANNING COMMITTEE

Terms of Reference

International Plowing Match (IPM) Internal Planning Committee

Purpose:

This committee is established to prepare and plan for a coordinated public health response to the 2014 International Plowing Match (IPM).

Objectives:

1. Discuss and prioritize IPM planning and response activities.
2. Develop and present a SMDHU IPM Preparedness and Incident Response Plan, to Executive Committee.
3. Develop and propose to Executive an IPM emergency management structure, consistent with the Incident Management System (IMS).
4. Establish effective communications and emergency management systems, along with supportive tools to assist with coordination of public health services during IPM response.
5. Identify training need priorities and assist with IPM staff educational opportunities if needed to enhance agency preparedness and understanding of public health response expectations.
6. Coordinate our planning with our partner organizations, including the health sector, local municipalities, provincial agencies and other community stakeholders involved in IPM.
7. Establish effective pro-active surveillance systems for monitoring key Indicators.
8. Identify injury prevention recommendations and develop an implementation plan for a range of health promotion strategies on relevant issues.

Composition:

Director, Health Protection Service (Chair)
Manager, Emergency Management Program (Co-Chair)
Manager, Food Safety Program (Food Safety Lead)
Manager, Safe Water Program (Drinking Water and Sewage/Wastewater Lead)
Manager of Vector-borne Disease and Rabies Programs (Environmental Risk Management and Incident response Co-Lead)
Manager, Health Hazard Program (Environmental Risk Management and Incident response Co-Lead)
Emergency Management Coordinators (Planning Leads)
Manager of Communicable Disease Program/alternate (Infection Control, Disease Investigations & Surveillance Lead)
Manager, Health Promotion & Communication (Safety, Health Promotion & Communications Lead)
HPS PHI Representative

Adhoc Members:

Medical Officer of Health
Director, Family Health Service
Director, Healthy Living Service
Director, Program Foundations and Finance (EOC Operations, Finance & Communications Systems Lead)
Director, Human Resources and Infrastructure (Administration & Logistics Lead)
Epidemiologist, Program Foundations and Finance

Workgroups:

1. Environmental Inspection & Enforcement
 - Food Safety
 - Safe Water
 - Tobacco (SFOA)
2. Environmental Risk Management and Incident Response (Health Hazard, Vector-borne Disease, Rabies)
3. Infection Control, Disease Investigation & Surveillance

4. Safety, Health Promotion and Communications (i.e. alcohol safety, sun safety, injury prevention, healthy nutrition)

Role of Members:

- Participate in meeting the objectives of the Committee
- Review comments and recommendations that come forward from Executive and the MOH office and make appropriate modifications to the plan prior to its approval by the Executive Committee
- Lead, assist in and/or facilitate the completion of outstanding items through the development of Sub-Committee work plans
- Report on progress toward completion of assigned activities identified within the IPM Preparedness and Incident Response Plan
- Assist with health sector and community-based planning

Role of Chair:

- Provide leadership for agency IPM Planning
- Conduct the meetings and facilitate the discussion of the agenda items seeking action-oriented resolution
- Arrange for an alternate Chair to conduct the meeting if unable to attend
- Report to executive on prioritized activities consideration and endorsement
- Work with the Secretary to:
 - Prepare the agenda
 - Prepare the minutes of meetings for approval of the group
 - Prepare any additional technical supports or print materials for the meeting
 - Schedule meetings as necessary

Role of the Secretary:

- Record the minutes and update previous minutes based on the group's feedback
- Book the meeting room and equipment as needed
- Distribute minutes in a timely manner
- Maintain Committee electronic files/resources
- Communication of scheduled meetings and tracking of attendees
- Administrative duties as assigned by the Chair

Role of the Workgroups:

- Assist in the development of the SMDHU International Plowing Match Preparedness and Incident Response Plan
- Implement the Plan
- Assist in the development of the final summary report

Meeting Frequency and Duration:

- Monthly or as required
- Meeting schedule to be based upon mutually agreed upon times
- Duration: 90 minute meetings

Duration of Committee

July 2013 to October 2014

Minutes Distribution

- The Secretary will save the approved minutes in the S:\Health Unit\Emergency Response\IPM Planning\Internal Planning\Internal IPM Planning Committee folder

Reporting Relationships

The Chair communicates the activities of the planning group to Executive Committee

Date Committee Formed

June 2013

Review of Terms of Reference

Working Group Roles and Responsibilities:

1. Environmental Inspection & Enforcement

Co- Lead : Managers of Food Safety & Safe Water Programs

Roles and Responsibilities:

- Food Safety
 - Heightened Surveillance/Compliance Monitoring
 - Temporary Food Vendors and Event Permits
 - Tent City (food storage, handling and service)
 - Volunteer Food Handlers
 - Food Source Suppliers
 - Food Demonstration Sites
 - Food Safety Training
- Safe Water
 - Drinking Water and Sewage/Wastewater Lead
 - Drinking Water - Assessments and Compliance Monitoring
 - Tent City Water Systems
 - Sewage & Grey Water Management
- Tobacco
 - Compliance with SFOA

2. Environmental Risk Management and Incident Response

Co- Leads:

Manager of Health Hazards Program

Manager of Vector-borne Disease and Rabies

Roles and Responsibilities:

- Extreme Heat Assessment & Response
- Petting Zoos
- Vector-borne Illnesses (Rabies/WNV, Lyme)
- Air Quality and Dust Control
- Solid Waste Management (Garbage and Recycling)
- Hazardous Material Incidents/Bioterrorist Events
 - Heightened Preparedness/Response - HAZMAT Events
 - Chemical & Fuel Storage Sites

3. Infection Control, Disease Investigation & Surveillance

Lead : CD Manager or Designate

Roles and Responsibilities:

- Disease Surveillance (Active, Passive and Syndromic Surveillance)
- Disease Reporting Mechanisms
- Case and Contact Management
- Outbreak Response
- Hand-washing
- General Sanitation

4. Safety, Health Promotion and Communications

Lead: Manager, Health Promotion & Communications Manager

Roles and Responsibilities:

Development and implementation of health promotion messages and strategies for the following relevant issues:

- Alcohol and other Drugs
- Sun Safety
- Injury Prevention
- Tobacco

- Healthy Nutrition
- Physical Activity
- Infection Control
- Extreme Heat

Other Planning Responsibilities:

Co- Lead: Director, Health Protection Service & Manager, Emergency Management Program

Roles and Responsibilities:

- IPM Plan Development
- Inter- agency Communications and Community- Based Planning
- Communication and Emergency Management System Development
- Sub-Committee Planning Coordination
- IMS/EOC Activation (IPM Command and Control Centres)
- On-Site Command Post
- Crisis Communication Planning (Joint Messaging)
- Scheduling and Redeployment Planning

Revised Membership List

Chair: Steve Rebellato

Members:

Kelly Magnusson

Shannon Kelly

Tanya Fehr

Fran Gelder

Marina Whelan

Brenda Armstrong

Ann Corner

Megan Williams

Grant LafontaineDr.

Charles Gardner

Carolyn Shoreman

Joyce Fox

Sandy Horney

Bruce Parker

John Barbaro

Secretary:

HPS program assistant

Approval/Revisions:

June 26, 2013 Approved

April 9, 2014 Revised

July 15, 2014 Revised

APPENDIX 2A: SMDHU IPM INTERNAL PLANNING COMMUNICATIONS PLAN

INTERNATIONAL PLOWING MATCH 2014 Health Promotion & Communications Plan

CAMPAIGN GOAL: To provide a safe and healthy experience for visitors, participants and vendors/exhibitors to the 2014 International Plowing Match through health promotion and illness prevention communications.

CAMPAIGN OBJECTIVES:

To inform target audiences about key public health issues and messages.

To ensure access to and availability of health information via a variety of communications channels and vehicles.

To provide awareness of public health services.

To work with the IPM Committee to ensure collaborative and effective communications.

TIMELINE: June 1 – September 30, 2014

BUDGET: \$3000 from Global Health Promotion

PRIMARY AUDIENCE:

General Public (residents, visitors) attending the IPM

Vendors/Exhibitors at the IPM

Participants of the IPM

SECONDARY AUDIENCE:



Partners/Stakeholders (primary care providers, Essa municipal staff, County of Simcoe, City of Barrie, IPM organizing committee (EMS as a partner), contractors)

SMDHU Staff & Board of Health

SUPPORTING DOCUMENTS:

G8

PUBLIC HEALTH RISK/ISSUE	KEY MESSAGES
Extreme Heat	<ul style="list-style-type: none"> • Drink plenty of fluids – water is best (avoid alcoholic & caffeine beverages) • Wear lightweight, loose-fitting clothing and a hat • Use sunscreen with an SPF 15 or higher. Apply 30 minutes before going outside and every 2 hours or after skin becomes wet from water or sweating. Sunscreen is not recommended for babies under the age of 6 months. • Rest in cool, shaded areas often • If you experience any symptoms of heat related illness visit the medical tent immediately: <ul style="list-style-type: none"> ○ Heavy sweating, hot and flushed skin ○ Severe cramps in the hands, calves or feet ○ Fatigue and or feel faint ○ Nausea ○ Headaches or dizziness ○ Excessive thirst
Waste Disposal	<p>The County of Simcoe has a mobile education unit that can provide education and recycling bins at special events. Is this happening here? http://www.simcoe.ca/dpt/swm/events/meu/index.htm#.U6BY1XbpeCU</p>
Food Safety/Hazards	Service area to provide direct contact with IPM
Water Safety/Hazards	Service area to provide direct contact with IPM
Preventing Illness	Service area to provide direct contact with IPM

Infection control	<ol style="list-style-type: none"> 1. Hand Washing: To prevent yourself from getting sick and to stop the spread of germs wash your hands. Use soap and running water for 15 seconds if your hands are dirty with soil, grease, or grime. Use hand sanitizer for 15 seconds if there is no soil, grime or grease on your hands. If there is no running water available use wet towelettes (i.e. Wet Naps) to remove the soil and then use hand sanitizer for 15 seconds. <div data-bbox="459 254 1555 627">  <p>The illustration shows five steps for hand washing with soap and water:</p> <ol style="list-style-type: none"> 1. Wet hands with water. 2. Add soap and rub briskly to lather. 3. Rub hands, wrists and under fingernails for at least 15 seconds. 4. Rinse hands under running water. 5. Dry with a paper towel and turn off tap with the towel. </div> <div data-bbox="459 653 1572 1029">  <p>The illustration shows four steps for hand sanitizer use:</p> <ol style="list-style-type: none"> 1. Apply a loonie-sized amount of hand rub to the palms. 2. Rub hands together, covering all areas including the backs of hands; do not use water. 3. Rub fingertips of each hand in the opposite palm. 4. Rub until hands are dry; paper towels are not needed. </div> <ol style="list-style-type: none"> 2. If you become ill with diarrhea, vomiting, rash, and or fever please go to the paramedic station for triage. If your illness lasts many days or becomes worse or begins days after you have attended the event seek medical attention with your local health care provider or local hospital and tell them you attended the event. 3. Cover your cough and if you become ill with respiratory symptoms such as a New cough with/without fever please go to the paramedic station for triage. <p>Vaccination against Tetanus is recommended for everyone especially those who regularly come in contact with soil and farm equipment. Talk to your local health care provider about protecting yourself from Tetanus and other Vaccine Preventable Diseases.</p>
Outbreak control	<ol style="list-style-type: none"> 1. CDSU staff (Liaisons) will be working with local Acute Care Facilities IPAC staff to coordinate routine surveillance as per norm within the emergency departments to monitor for any increases of enteric or respiratory symptoms. Hospitals already have syndromal surveillance systems in place that are linked to the health unit that monitors changes (increase in specific symptomology). Alert systems are already in place at all acute care facilities and all physician and FHT offices are required under the HPPA to report illnesses and clusters of illness both suspect and confirmed over the course of the week during event and after event as per routine. 2. CDIU Manager will provide outbreak documentation in September to lead on-site paramedics for triage of symptomatic cases presenting at event. Outbreak surveillance logs, definitions for enteric and respiratory outbreaks. Triage chart will also be created with the help of Health Protection to incorporate all infectious source exposure (animals, insects, food, water, soil, and sewage) and symptomology surveillance.

Sexual health	<p><u>Blood Borne Exposures (BBE)</u> In the event of an exposure to the blood or body fluids of another person, it is recommended that you be assessed for risk of potential transmission of a blood borne disease. You should be assessed as soon as possible after the exposure at the local emergency department, after-hours clinic or personal health care provider. If you have questions please call the health unit.</p> <p><u>Emergency Contraceptive Pill (ECP)</u> You can take ECP up to five days after unprotected sex, although the sooner you use it, the better it works. ECP is available at your local health unit office, after-hours clinics, pharmacies and your health care provider. (link to ECP factsheet on the SMDHU website)</p> <p><u>Condoms</u> If you have sex you are at risk for sexually transmitted infections (STI) and pregnancy. Protect yourself by using condoms every time you have sex. Free condoms are available at your local health unit office. (link to condom factsheet on the SMDHU website)</p> <p><u>Harm Reduction Program Exchange Works</u> Harm Reduction Programs provide access to varying sizes of needles, spoons (cookers), alcohol swabs, water, tourniquets, vitamin C, safe inhalation supplies (crack pipes) and condoms. Some sites may offer Naloxone kits, counselling, education, health care and referrals to community services as needed. Needle disposal containers are provided to individuals and in various locations in the community for safe disposal of used needles.</p>
West Nile Virus	<p>-If outside when mosquitoes are most active (dusk to dawn) wear light-coloured, long-sleeved shirts, long pants and use a repellent</p> <p>-Apply repellent sparingly on any exposed skin (do not apply underneath clothes), avoiding your eyes; if you do get repellent in your eyes, rinse with water immediately</p>
Rabies	<p>-Remind children that you can't always tell if an animal is friendly or has rabies so they should tell a parent or adult if they are bitten or scratched by any animal</p> <p>-Report any bites/scratches to the medical tent</p> <p>-Clean your hands after petting the animals (see below for proper handwashing and hand sanitizing steps)</p> <p>-Do not eat or drink near the animals</p> <p>Handwashing Wash your hands after washroom breaks, petting animals or when you have participated in events, and always before eating.</p> <ul style="list-style-type: none"> • Proper Handwashing Steps • Proper Hand sanitizing Steps

	Topic	Public Key Message	Strategy Key Message	Supportive Resources	How to Communicate
Preventing Injuries -Outdoor safety -Falls prevention	(Sun Safety) General Public and Event Organizers	-Limit the time spent in the sun during the hours of 11 a.m. and 4 p.m. -Seek shade from trees, umbrellas, and awnings for outdoor activity. -Use sunscreen with an SPF of 15 or higher. -Wear loose clothing to protect skin as much as possible. -Wear a wide brimmed hat to protect the ears, neck and face. -Wear sunglasses with 100% UVA/UVB or UV400 protection.	-Create sun-safe policies. -Create or enhance sun safe physical environments (i.e. trees or shade structures). -Ensure natural or man made shade structures are placed strategically where public will naturally gather. -Provide outdoor workers with natural or man made shade opportunities close to their area of work. -Recognize that sun exposure can be an occupational hazard for employees who spend time outdoors and take steps to limit their exposure. -Conduct sun safety training for staff. -Minimize sun exposure when planning outdoor events.	Provide "Fortune teller" resource http://www.cancer.ca/en/support-and-services/resources/publications/?region=on in children's areas. Should organizers request support, SMDHU has a variety of staff training resources/videos for outdoor workers.	Exhibitor letter – messages for outdoor workers Welcome Guide – sunscreen and clothing recommendations **wish list item** Request sunscreen samples from various suppliers and have bins of them at entrance or cooling stations
	Road Safety	Car crashes are the number one cause of death and injury in youth and young adults	Driving any type of motorized vehicle while impaired (by fatigue, marijuana, alcohol or other drugs) or while distracted is a serious risk for injury or death.	Ministry of Transportation	
	Pedestrian safety	Distracted walking is dangerous	Be careful in parking lots – be aware of vehicles moving in parking lots- where there are no sidewalks, walk facing traffic. Stop in a safe place to text and keep eyes focused on surroundings		
	Farm Equipment/ practice	Farm equipment can be a danger for children	Supervise children closely and do not allow them close to farm equipment when it is in operation.	Farm Safety	
	Falls Prevention	Falls are predictable and preventable	Watch your step – prevent slips, trips and falls caused by uneven ground or other obstacles.	Fall Prevention Resources Signage, safe environmental design, ie. Lighting, vehicle travel, etc.	
	Alcohol and Other Drugs	Alcohol consumption may lead to injuries, violence and chronic diseases like cardiovascular disease and some forms of cancer.	If you choose to drink, drink responsibly and in moderation (i.e. within low risk alcohol drinking guidelines) to reduce injuries and chronic diseases associated with alcohol.	Low Risk Drinking Guidelines	Print materials, web pages

Substance Use -Alcohol -Other drugs		Drinking alcohol and caffeine together can put you at greater risk of harm than drinking alcohol alone	Alcohol impairs your body, judgment and reaction time no matter how alert the caffeine, sugar and other ingredients in Energy drinks make you feel	Alcohol and Energy Drinks	
	(venue/organizers)	Ensure that staff or volunteers at places where alcohol is purchased/served, are monitoring consumption. ie smart serve for all servers, checking for ID, etc. This is best accomplished when alcohol is served in designated/confined areas only	Post signs in locations where alcohol is served to advise re. Low Risk drinking guidelines, Sandy's Law, and safe transportation options	Signs on premises, plan in place for safe transportation	
Tobacco -SFOA -Exposure to second-hand smoke (designated smoking areas) -Chew tobacco -Cessation supports	Prevention/Protection	Tobacco use kills one half of all long term users. To keep your loved ones safe and to role model tobacco-free living, make the places you live and play smoke-free: -Take tobacco outside – make your home and vehicle smoke-free -Ask for tobacco-free events in your community Get involved and join the movement. Encourage your team to <i>Play, Live, Be Tobacco free</i> and adopt a tobacco free policy. Visit www.playlivebetobaccofree.ca for information and support	www.playlivebetobaccofree.ca		Welcome letter

	Protection/ Enforcement	<p>A. For entrances to Tented City and to parking we suggest:</p> <p><i>No Smoking Allowed in Tented City Thank you for keeping our venue smoke-free and healthy</i></p> <p>B. For online and printed resources we recommend the following:</p> <p><i>In accordance with the Smoke-Free Ontario Act as enforced by the Simcoe Muskoka District Health Unit, the International Plowing Match & Rural Expo prohibits smoking inside covered public place and workplace areas including vehicles. Further, Tented City is a smoke-free zone as per IPM Executive Committee policy.</i></p>	<ul style="list-style-type: none"> • SFOA • IPM policy • Agency/SFOA print resources <p>Signage (Martin)</p>		<p>At shared display booth (pamphlets / banner)</p> <p>In printed materials by IPM SC, IPM website and social media?</p> <p>SFOA Enforcement Staff during inspection using agency approved resources</p> <p>Signage</p>
	Cessation	<p>Quitting tobacco takes practice and support. It can take many tries before becoming tobacco free for good. But whatever you do, Don't Quit Quitting! Contact Smokers' Helpline at www.smokershelpline.ca or your local Public Health Unit for information and support.</p>	<p>Smokers' Helpline -Agency print resources</p>		<p>Welcome Letter Program Website?</p> <p>Shared booth – resources</p> <p>SFOA Enforcement Staff during inspection using agency approved resources</p>

Family Health -Baby friendly -Alcohol & pregnancy -Water & formula prep (can this be identified by HPS so that there is no confusion with our message regarding Breastfeeding) . Positive Parenting	Families, General Public Event Organizers	Exposure to certain everyday substances in homes, workplaces and outdoor environment can have harmful effects during pregnancy and childhood. Avoiding harmful environmental substances is especially important for pregnant women and young children– adopt a precautionary approach of “better safe than sorry”		www.healthyeenvironmentforkids.ca	
		During pregnancy there is no safe time, no safe kind, and no safe amount of alcohol. In fact, it is best to stop drinking before pregnancy		SMDHU website ‘Pregnancy and Before’ Prenatal and Breastfeeding Help and Support tear pad and webpage Sensible Guide to a Healthy Pregnancy	
		Everyone benefits from breastfeeding: mothers, babies, families and society. Breastfeeding is a healthy sustainable food source		http://www.babyfriendlynl.ca/2013/03/05/edgy-humorous-informative-new-breast-feeding-support-videos/	
		All parents struggle at times with their child's or teen's behaviour The Triple P Positive Parenting Program and other parenting programs can support parents in their role.	Five key components of Positive Parenting are: -Ensuring a safe and engaging environment -Creating a positive learning environment -Using assertive discipline -Having realistic expectations -Taking care of yourself as a parent.	Triple P Website	

Physical Activity	General Public Event Organizers	<p>Build physical activity into your everyday routine. Consider cycling and walking. (Primary message)</p> <p>Be involved and learn more about active transportation in your community. Contact the Simcoe Muskoka District Health Unit at 1-705-721-7520 (secondary message)</p>	<p>-Provide incentives to encourage transit use.</p> <p>-Promote the use of public transit to the event.</p> <p>-Provide secure bicycle parking in visible locations.</p> <p>-Ensure the site is designed to support walking, cycling and wheeling with well-connected, accessible and maintained walkways, trails, and pathways.</p>	<p>Agency print materials.</p> <p>Fact sheet series can be found at http://www.simcoemuskokahealth.org/JFY/OurCommunity/healthyplaces/creatinghealthyplaces.aspx</p>	<p>How to Communicate</p> <p>Promote transit on IPM website, print materials media releases and paid advertising.</p> <p>Welcome Guide – Public key messages (ask Naomi about a fun suggestion for incorporating health messages into the guide)</p>
Healthy Eating	<p>General Public</p> <p>-Event Organizers</p> <p>-School Groups</p> <p>-Vendors/ Exhibitors</p>	<p>-Community food programs (i.e. Good Food Box/Fresh Food Basket, Farm-to-School) link people with farmers and support the use of local foods.</p> <p>-Support community food programs and food access initiatives through community partnerships.</p> <p>-Select Ontario-grown food products whenever possible, especially foods that come from Simcoe Muskoka farms and businesses.</p> <p>-Endorse the Simcoe County Food and Agriculture Charter at www.fpa.simcoe.ca (primary message)</p> <p>Keeping money spent on food in the community supports local farmers and others in the food sector by creating jobs, income and security</p>	<p>-Food Charter: Work with the Food Partners Alliance Simcoe County to implement the principles in the Food and Agriculture Charter.</p> <p>-Food Security: Work with community and municipal partners to identify, promote and assist with taking action on food security initiatives. SMDHU has developed research-based reference documents for use by staff and fact sheets for use with community partners (i.e. municipalities, schools, agencies) related to various food security topics.</p> <p>-Create supportive environments that make it easy to choose foods from each of the four food groups at every meal and snack. (secondary message)</p> <p>-Develop food and nutrition policies that create and support healthy eating environments.</p> <p>-Allow fewer vendors that offer ONLY unhealthy food choices i.e. mini donuts, funnel cakes, cotton candy, etc.</p> <p>-Ensure vendors offer small portion sizes for unhealthy foods such as French fries, slushie drinks and cotton candy, etc.</p>	<p>Food Partners Alliance Simcoe County – Simcoe County Food and Agriculture Charter http://fpa.simcoe.ca/home</p> <p>Special Events Healthy Foods Considerations fact sheet</p> <p>SMDHU Focus on Food Fact sheet series</p>	<p>Provide links to Food Partners Alliance Simcoe County and other local food security groups on IPM website.</p> <p>For School Page on IPM website as well as school/teacher resource package (if available): Consider links to:</p> <p>Ontario Edible Education Network http://sustainontario.com/initiatives/ontario-edible-education-network</p> <p>Nutrition Tools for Schools http://www.nutritiontoolsforschools.ca/</p> <p>Dairy Farmers of Canada – Teach Nutrition Website http://ontario.teachnutrition.org/home.aspx</p> <p>My Food Guide Interactive Tool http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/myguide-monguide/index-eng.php</p>

AUDIENCE	ACTIVITY	DETAILS	TIMELINE
INTERNAL			
SMDHU staff	-Inform staff of key IPM planning and communications activities	-Post blogs with updates of IPM planning -Emails as required -Reps on sub-committee to report back to their teams/programs at team meetings	Blog postings: -Aug 15 -Sept 8
	-Designate key spokespeople	-Have key spokesperson designated for each pertinent program -Provide key messages -Provide media training if required	
Board of Health	-Provide communications updates as required		
Exec & Agency Management	-Provide communications updates as required		
Health Connection	-Provide HC with key messages and any resources created	-Provide key messages for each program area	
	-Communications cycle		
EXTERNAL			
General Public	-Create key messages		6 June
	-Create IPM website page	-Post hot issue with promo page and links to pertinent interior and exterior pages	Create – August Post – 2 Sept
	-Use social media channels to post key messages	-Investigate IPM social media (hashtags, etc.) -Use SMDHU FB and Twitter for key message dissemination	
	-IPM Welcome Guide		Draft – by June 25 Review & approvals – by July 4 Submit – July 7
	-Souvenir Program		As above for Welcome Guide
	-IPM Website		
	-Mass gathering information		
	-IPM Education Committee space -SMDHU will be in paramedics tent (limited space??)	-Paid booth - \$550 – needs to be manned -What resources? What staffing capacity do we have?	
	-Family friendly space	-Shaded area for breastfeeding, relief from sun, family area, etc.	
	-Handwashing stations	-Availability of washing areas -Signage for handwashing etiquette	
	-Signage for alcohol areas	-Awareness signage re: pregnancy and drinking, responsible/LRDG drinking, etc.	
	-Safe pedestrian areas	-Ensuring areas with vehicles accommodate pedestrians	
	-Bike storage	-To encourage active transportation to the event	
	-Smoke free Tented City	-Signage re: awareness and regulation required -SFO signage is available and ready -Could create signage that promotes IPMs decision to go smoke free	

AUDIENCE	ACTIVITY	DETAILS	TIMELINE
Vendors/ Exhibitors			
Participants			
Partners/ Stakeholders	-HealthFAX (if required for PCP)		

KEY TASKS/CHANNELS/STRATEGIES and CONSIDERATIONS TO INCLUDE:

Key vehicles:

- Welcome Guide & Souvenir Program (articles)
- Simcoe County Booth (resources)
- SMDHU Website Presence for IPM (key messages and links)
- Facebook & Twitter Presence for IPM (key messages and links)
- Signage (Tobacco, Baby Friendly, Handwashing)
- IPM Website (include link to SMDHU website)

CONSIDERATIONS:

- What needs to be printed?
- Other advertising opportunities?

APPENDIX 2B: KEY MESSAGES: IPM PUBLICATIONS

Food Access:

From Farm to Table: Access to Local Food Important in Simcoe Muskoka, Across Ontario

Buying food that is grown and/or produced in the community supports local farmers and others in the food sector by creating jobs, income and providing food security for residents. Here are some ways you can support access to healthy, local food in your community:

- Endorse or participate in drafting a local food charter. The Simcoe County Food and Agriculture Charter can be endorsed at fpa.simcoe.ca while the Muskoka charter is still under development muskokafoodandagcharter.ca.
- Select Ontario-grown food products whenever possible, especially foods that come from Simcoe Muskoka farms and businesses.
- Support community food programs, like the Good Food Box/Fresh Food Basket or Farm-to-School, that link people in the community with local farmers and support the use of local foods. Visit nsmhealthline.ca/listServices.aspx?id=10978 for a full program list.

Smoke Free:

The International Plowing Match & Rural Expo (IPM) is going smoke-free!

For the first time in its 100+ year history, Tented City at the IPM will be 100% smoke-free, protecting all employees, volunteers and visitors to the event from the serious health consequences of second-hand smoke.

- While the Smoke-Free Ontario Act prohibits smoking under the tented enclosures, this new IPM policy goes a step further by including the entire grounds of Tented City. Please note the “no smoking” signs posted around Tented City, and thank you for keeping Tented City smoke-free.
- The Simcoe Muskoka District Health Unit commends the IPM for taking this bold step to protect the health of everyone attending this historic event. For more information about the health impacts of tobacco and quitting smoking, please visit <http://www.simcoemuskokahealth.org/Topics/Tobacco.aspx>.

Shade Sun Safety Hydration:

When the Temperature Rises, Stay Hydrated and Protect Yourself from the Sun

Whether you're enjoying the International Plowing Match & Rural Expo (IPM) as a visitor or working as an exhibitor or volunteer, it is important to stay cool and hydrated, and to protect yourself from the sun.

Here are some tips to use throughout the day:

- Drink plenty of fluids – water is the best choice – limit your intake of alcoholic and/or caffeinated beverages.
- Wear lightweight, loose-fitting clothing, a hat, and sunglasses with 100% UVA/UVB or UV400 protection.
- Use sunscreen with SPF 15 or higher, applying 30 minutes before going outside and reapplying every two hours.
- Take the time to rest in cool, shaded areas as often as you can, especially with young children or while breastfeeding.

- If you experience any symptoms of heat-related illness (i.e. sweating, cramps, fatigue, etc.), visit the medical tent immediately.

Protection and Prevention:

Stay Safe and Healthy at the International Plowing Match & Rural Expo

The 2014 International Plowing Match & Rural Expo (IPM) is expected to host about 20,000 people each day.

With that many people in one place, it is important to keep you and your loved ones safe and healthy:

- Prevent the spread of germs by washing your hands for 15 seconds with soap and running water whenever they get dirty.
- Wash your hands or use hand sanitizer after washroom breaks, after participating in events, and always before eating.
- Distracted walking is dangerous – pay attention when walking in parking lots or other areas with moving vehicles.
- Watch your step – prevent slips, trips and falls caused by uneven ground or other obstacles.
- If you develop a new cough with fever, vomiting and/or diarrhea, visit the medical tent immediately.
- Clean your hands after petting the animals and report any bites or scratches to the medical tent immediately.
- If you choose to consume alcohol in permitted areas, drink responsibly and in moderation.

APPENDIX 2C: SMDHU BLOG MESSAGES

SMDHU intranet staff Blog

The International Plowing Match is Coming

15 Aug 2014

The International Plowing Match and Rural Expo (IPM) is an annual event organized by the Ontario Plowmen's Association (OPA) with the assistance of a committee of local volunteers. Each year the OPA partners with a local branch association organize and host the IPM. Plowing matches have been part of our agricultural history in Ontario for well over a century, and the IPM was last held in our area in 1997.

The IPM will be held in Essa Township from September 16–20. It is estimated that 75,000 people will be attending this event at a temporary site near Ivy. The chosen site is close to the new Barrie Fairgrounds in Essa Township and will include a giant tented city and a recreational vehicle park. Mass gatherings of this magnitude have many public health risk impacts that need to be managed and controlled with a coordinated approach.

With any mass gathering event, there are many public health risks that need to be managed and controlled, including but not limited to: food safety, infection control, safe water, injury prevention, environmental factors, infrastructure failures and emergency management and planning. Mass gatherings also give public health the opportunity to reach thousands of people through health promotion and communications strategies.

An internal steering committee and four supporting working groups were established in July 2013 to facilitate planning and coordination efforts. The four established working groups are:

- Environmental Inspection & Enforcement;
- Environmental Risk Management and Incident Response;
- Infection Control, Disease Investigation & Surveillance; and
- Safety, Health Promotion and Communications.

There are also two community-based planning committees that the health unit is involved with - the IPM Executive Committee and the Municipal Consequence Management Planning Committee. The health unit has also developed an IPM Preparedness and Response Plan to guide our agency through the preparation for, and duration of, this event.

During the IPM, public health inspectors and tobacco enforcement officers will be on-site, while site coordination will be handled by emergency management coordinators. While response and support needs will be closely monitored during IPM, IMS will not be activated unless required.

SMDHU internet public Blog
2014 International Plowing Match
9 September 2014

The [International Plowing Match and Rural Expo \(IPM\)](#) is an annual event organized by the [Ontario Plowmen's Association \(OPA\)](#) with the assistance of a committee of local volunteers. Plowing matches have been part of our agricultural history in Ontario for well over a century, and the IPM was last held in our area in 1997.

The 2014 IPM will be held in Essa Township from **September 16–20**. It is estimated that 75,000 people will be attending this event at a temporary site near Ivy, close to the new Barrie Fairgrounds in Essa Township.

If you're planning to attend, here are some things that will make your visit healthy and enjoyable:

- [Tips for Being Healthy Outdoors](#)
 - Tented City will be 100% Smoke-Free at the IPM for the first time ever!
 - Drink plenty of liquids, especially on hot days. Water is your best choice.
 - There will be shaded areas to rest from the heat, particularly with young children or if you are breastfeeding.
 - Use sunscreen with SPF 15 or higher, applying 30 minutes before going outside and reapplying every two hours.
 - If you experience any heat-related symptoms, visit the medical tent immediately.
- [Tips to Prevent Illness](#)
 - Prevent yourself from getting sick and spreading germs by washing your hands regularly with soap and water and use hand sanitizer as needed.
 - If you become sick with diarrhea, vomiting, rash and/or fever, visit the medical tent immediately.
- [Tips to Prevent Injuries](#)
 - Distracted walking is dangerous – pay attention when walking in parking lots or other areas with moving vehicles.
 - Watch your step - prevent slips, trips and falls caused by uneven ground or other obstacles.
 - If you choose to drink alcohol in permitted areas, drink responsibly and in moderation.

SMH DU intranet staff Blog

Public Health Progress at the International Plowing Match

12 Sep 2014

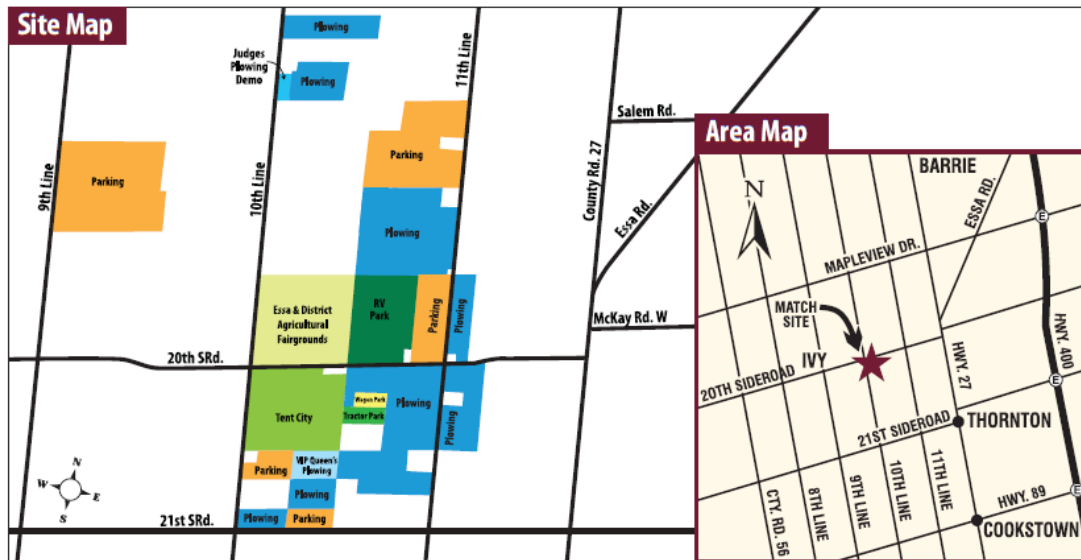
The International Plowing Match (IPM) is less than a week away and many health unit employees have been hard at work ensuring the event will be safe for those attending, working and volunteering at the event.

While the last blog touched on a number of public health risks that need to be managed and controlled at mass gatherings, it did not mention some of the ways public health has made progress with the external IPM Executive Committee this year through collaboration and partnership. Here are some examples of where SMDHU has made inroads for public health:

- Tented City at the IPM will be 100% smoke-free. This goes beyond the Smoke-Free Ontario Act legislation to further protect the public and denormalize smoking.
- The concept of Baby Friendly was introduced to the IPM, and they have designated both breastfeeding and baby friendly locations around Tented City.
- Staff worked with IPM to ensure shade structures will be in place and confirmed the availability of free bottled water throughout the event. Discussions were also started to have water refill stations at future IPM sites, as well as finding a sunscreen partner to provide samples at future events.
- External IPM planning provided new opportunities to collaborate with our emergency response partners (i.e. County of Simcoe, fire, paramedics and police).

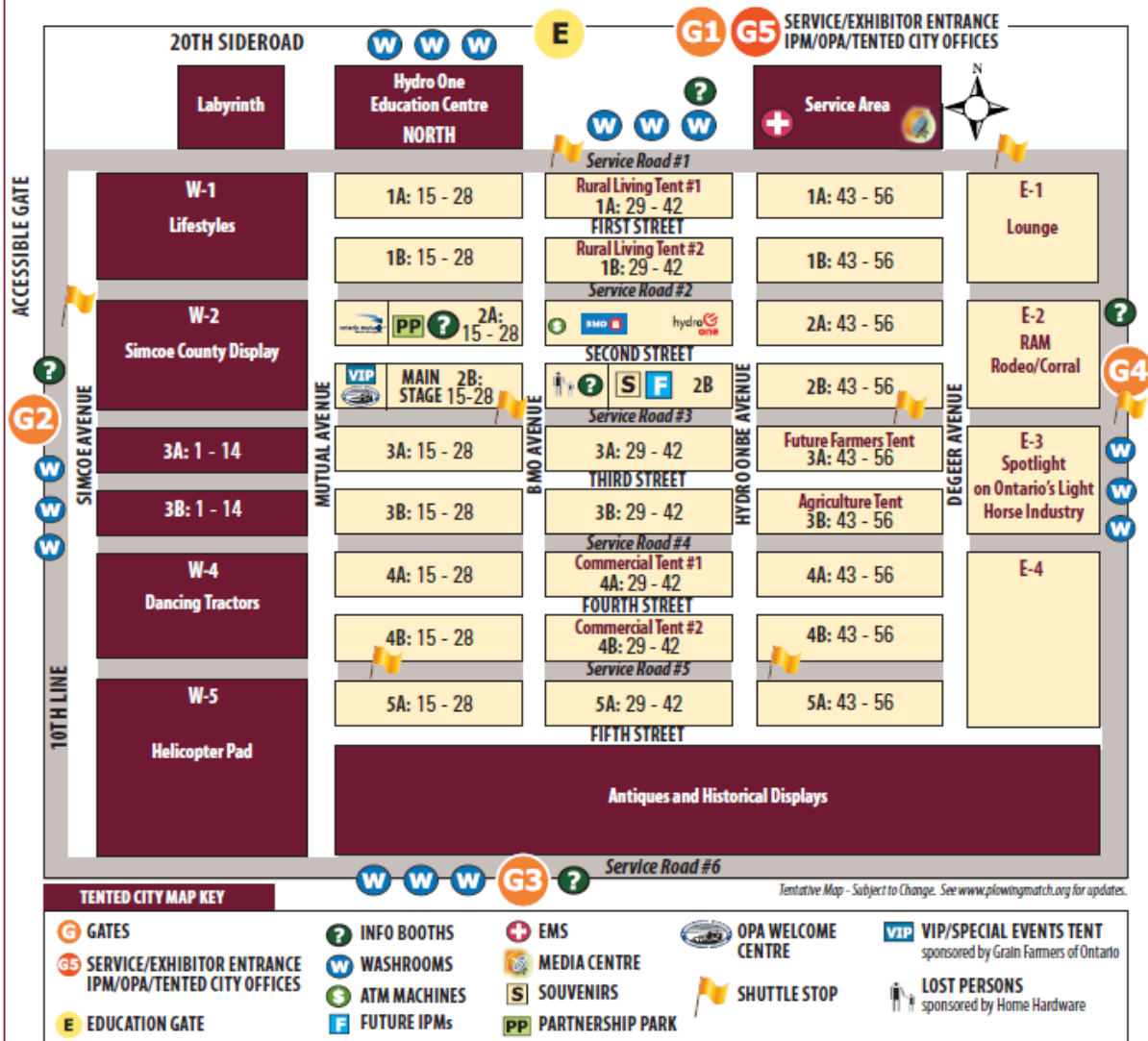
These examples, along with all of the public health risks that need to be managed at mass gatherings, further benefit the public at large, as well as public health units who will work with the IPM in the future. All public health gains will be documented in a final report, which will help in planning for future IPMs and other large scale events.

APPENDIX 3: IPM SITE PLAN AND MUNICIPAL LOCATION



2014 INTERNATIONAL PLOWING MATCH & RURAL EXPO

TUESDAY, SEPT. 16 TO SATURDAY, SEPT. 20, 2014
IVY, ONTARIO



APPENDIX 4: IPM EXTERNAL PARTNERS CONTACT LIST

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APPENDIX 5: IPM CD FLOW CHART FOR PARAMEDICS REFERRAL



APPENDIX 6: IPM CD INTAKE REPORT

International Ploughing Match Communicable Disease Intake Report - 2014

Caller Information	
Report taken by:	Date & time: YYYY/MM/DD: time
Name & title of caller:	Contact Number: ()
Forwarded to:	Date & time: YYYY/MM/DD: time
Case Demographics	
Patient's Name:	Birthdate: YYYY/MM/DD Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Permanent Address: Site address in RV Park, if staying onsite:	
Home Telephone/Cell: () () Other while attending the IPM: ()	Business Telephone: ()
Parent/Guardian/Next of Kin:	
Patient Occupation: Primary Activities during attendance at the IPM:	
Disease Report Information	
Disease being reported:	Date of Onset of first symptoms YYYY/MM/DD
Date of Presentation: YY/MM/DD	
Travel History:	
Signs and Symptoms (tick all that apply and specify dates of presentation if known): <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Anorexia <input type="checkbox"/> Arthralgia <input type="checkbox"/> Bilateral red eyes <input type="checkbox"/> Chest tightness <input type="checkbox"/> Chills <input type="checkbox"/> Coma <input type="checkbox"/> Confusion <input type="checkbox"/> Cough <input type="checkbox"/> Cramps (Abdominal) <input type="checkbox"/> Dehydration </div> <div style="width: 50%;"> <input type="checkbox"/> Diaphoresis <input type="checkbox"/> Diarrhea <input type="checkbox"/> Bloody <input type="checkbox"/> Watery <input type="checkbox"/> Dizziness <input type="checkbox"/> Drowsiness <input type="checkbox"/> Fatigue <input type="checkbox"/> Fever <input type="checkbox"/> Haemolytic uraemic syndrome <input type="checkbox"/> Headache </div> <div style="width: 50%;"> <input type="checkbox"/> Hemoptysis <input type="checkbox"/> Loss of Appetite <input type="checkbox"/> Malaise <input type="checkbox"/> Myalgia <input type="checkbox"/> Nausea <input type="checkbox"/> Photophobia <input type="checkbox"/> Pneumonia <input type="checkbox"/> Rash </div> <div style="width: 50%;"> <input type="checkbox"/> Respiratory Symptoms: <input type="checkbox"/> Upper Tract <input type="checkbox"/> Lower Tract <input type="checkbox"/> Runny Nose <input type="checkbox"/> Sore Throat <input type="checkbox"/> Stiff Neck <input type="checkbox"/> Vomiting <input type="checkbox"/> Weight loss <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____ </div> </div>	
Outcome: <input type="checkbox"/> Treated and sent on their way <input type="checkbox"/> Referred to see HCP asap <input type="checkbox"/> Transported to hospital Name of Hospital: _____ <input type="checkbox"/> Referred to local afterhours clinic	
Family Physician: Telephone:	Health Insurance Number:

APPENDIX 7A: IPM HAZARDOUS CHEMICAL ASSESSMENT

An assessment of the hazardous substances onsite during the IPM was completed by the Health Hazards team prior to the event.

Chemicals on site

The hazardous chemicals stored on site include:

- Diesel* will be stored in a tank which holds 300 gallons adjacent to service area behind private residence.
- Gasoline* will be stored in a tank which holds 300 gallons adjacent to service area behind private residence.
- Propane* will be stored at various food vendors found in the *Tented City*.
- Sodium hypochlorite* will be stored in the water treatment trailer.

Chemical Name	Diesel	Soline	Propane	Sodium hypo-chlorite
ERG Guide #	128	127	115	154
UN #	1202 1993	3475	1958	1749
Categories	Chemical Class 3 – Flammable Liquids	Chemical Class 3 – Flammable Liquids	Chemical Class 2 – Gases Division 2.1 – Flammable gases	Chemical Class 8 – Corrosive substances
PPE	Wear chemical protective gloves, boots and goggles.	Wear goggles, rubber gloves. Chemical cartridge respiration. Wear coveralls	Wear appropriate chemical protective gloves, boots and goggles. Face Shield Wear appropriate clothing/ gloves to prevent freezing/ frostbite. Self-containing breathing apparatus or supplied-air respirator with a	Wear appropriate chemical protective gloves, boots and goggles.

			full face piece that is operated in a pressure-demand or other positive-pressure mode.	
Critical properties including reactivity (explosive, inhalation hazard, flammability, skin irritant etc.)	<p>Substances likely to explode.</p> <p>Substances hazardous when inhaled or irritate or burn skin and eyes.</p>	<p>Aspiration hazard. Vapour irritating to eyes, nose, and throat.</p> <p>Liquid irritating to skin and eyes. Inhaling or swallowing large amounts of gasoline can cause death (10,000-20,000 ppm when breathed in or 750 ml when swallowed).</p>	<p>Substances likely to explode.</p> <p>Inhalation hazard.</p>	<p>Irritant to mucous membranes (eyes, nose and throat).</p> <p>May cause burns which increase in severity as chlorine concentration increases.</p> <p>May trigger wheezing and other respiratory symptoms particularly in those with preexisting diseases such as asthma or COPD.</p> <p>Ingestion may cause esophageal and gastric burns.</p>
Toxic Combination or Reactivity	When heated to decomp, it emits acrid smoke and fumes.	Can react vigorously with oxidizing materials.	<p>If burned with kerosene with heat will produce NO_x in potentially toxic concentrations.</p> <p>With sufficient oxygen, it burns to CO₂ and H₂O With no oxygen, it burns to CO₂.</p>	Releases chlorine when heated above 35°C
Hazard/ Exposure routes	Contact may cause: irritation or burns to skin.	Contact may cause: irritation or burns to skin.	Vapors may cause dizziness or asphyxiation without warning.	May be fatal if inhaled or absorbed through skin. Contact with liquid or gas may cause: burns, severe injury and/or frostbite.
Protective Distance/ Evacuation Zone	<p>Isolate spill or leak area for at least 50 metres in all directions.</p> <p>Large spill: Consider initial</p>	<p>Isolate spill or leak area for at least 50 metres in all directions.</p> <p>Large spill: Consider initial</p>	Isolate spill or leak for 100 m in all directions. Stay upwind and out of low areas	Small spill: Isolate spill or leak for 50 m in all directions.

	<p>downwind for at least 300 m.</p> <p>Fire:If tank involved in fire,</p> <ul style="list-style-type: none"> Isolate for 800 metres in all direction; <p>Consider initial evacuation for 800 metres in all directions.</p>	<p>downwind for at least 300 m.</p> <p>Fire:If tank involved in fire,</p> <ul style="list-style-type: none"> Isolate for 800 mettrds in all direction; <p>Consider initial evacuation for 800 metres in all directions..</p>	<p>Large spill:</p> <p>Consider initial downwind for at least 800 metres.</p> <p>Fire:If tank is involved in fire,</p> <p>Isolate for 1600 metres in all direction;</p> <p>Consider initial evacuation for 1600 metres in all directions.</p>	<p>Fire:If tank involved in fire,</p> <ul style="list-style-type: none"> Isolate for 800 metres in all direction; Consider initial evacuation for 800 metres in all directions.
Public Health Impact	<p>Will volatilize over a short period of time from moist and dry soils as wells as surface waters.</p> <p>Other chemicals in diesel can dissolve into water to surface waters but breakdown over time through natural processes.</p> <p>Chemicals that attach to soil or other matter (marsh sediment may remain in environment for more than a decade.</p>	<p>Biggest impact is that of explosion.</p> <p>Will volatilize over a short period of time from moist and dry soils as wells as surface waters.</p> <p>Other chemicals in gasoline can dissolve in water to surface waters but breakdown quickly by natural processes.</p> <p>Most chemicals do not build up to high levels in plants or animals.</p> <p>Pneumonitis after aspiration is common and main route of injury.</p>	<p>Volatizes rapidly from water surfaces as well as dry and moist soil.</p> <p>Avoid breathing vapours.</p> <p>Keep upwind.</p> <p>Approach fire with caution.</p>	<p>When released into air, it breaks down by sunlight into compounds found in the air.</p> <p>In water and soil, sodium hypochlorite separates into sodium and hypochlorite ions which may react with other substances found in water.</p> <p>Do not accumulate in the food chain.</p>
Location	Purposely left blank	Purposely left blank	Purposely left blank	Purposely left blank
Quantity	300 gallon tank	300 gallon tank.	unknown	unknown

APPENDIX 7B: IPM SOLID WASTE MANAGEMENT ASSESSMENT

The solid waste management at the 2014 International Plowing Match was reviewed by the Health Hazards team.

Who is responsible?

The County of Simcoe is responsible for solid waste management at the 2014 IPM. The contact person is Laura Barrett who may be contacted at 705-726-9300, extension 1078.

During the IPM event

The County of Simcoe will be onsite, two weeks prior to the IPM, the week of the IPM and a couple of days after the IPM for tear down.

Enquiries related to waste management during the IPM, are to be directed to the staff at the County of Simcoe Booth called Managing Your Waste.

Collection of Solid Waste

There will be 400 solid waste stations with recycle bins and garbage containers. The recycling will be collected in blue boxes and garbage will be collected in open barrels. Both will be lined with clear plastic liners. Garbage and recycling will be collected multiple times each day using rhinos with trailers and collected with roll off trucks. The IPM will close at 5 pm each day. A final last clean up and removal of garbage and recycling will take place after 6 pm each day leaving the containers empty for the night. This should minimize the risk of animals and insects (wasp/bees) from being attracted to the solid waste stations.

APPENDIX 8: IPM COMMUNICATION SYSTEM AND CONTACT DIRECTORY

Communication System for SMDHU On-Site Staff

The Emergency Management Coordinator (EMC) will act at a communication liaison for the IPM between SMDHU staff on-site and SMDHU management at the office.

Process: EMC to SMDHU IPM Steering Committee

1. The EMC will have twice daily teleconferences with the SMDHU IPM Steering committee at **9:30am and 4:00pm every day**. Updates from on-site SMDHU staff will be relayed to IPM steering committee at that time. The Steering Committee consists of managers and directors for all applicable operation team lead.
2. Any urgent updates, questions, requests or concerns will be relayed through the EMC to the respective Operational Team Lead (SMDHU Manager/Director) as the need arises throughout the day. The EMC will contact the Operational Team Lead by:
 - a. Calling the desk extension.
 - b. If no contact, texting the cellphone.
 - c. If no response after 10 minutes, then telephoning the cellphone.
 - d. If no immediate response, contact will be made with the Manager of Emergency or other applicable SMDHU management.

Process: EMC to SMDHU On-Site Staff

1. The EMC will have two daily touch-base meetings with **all** SMDHU staff on-site at **9 am and 3:30 pm every day**. SMDHU staff are expected to check in when they arrive and check out before they leave the IPM property at the designated SMDHU trailer (**Trailer #18252** identified with the *SMDHU banner* located within the Health Services and Emergency responders area). This to ensure staff safety and for potential staff reassignment for urgent public health issues or additional back up.
2. Issues that arise throughout the day are to be relayed to the EMC on-site via face-to-face conversations or by agency cell phone. Staff may use agency assigned cell phones to communicate with each other. On-site staff are to have their agency assigned cell phones charged, turned on and with them. Notify the EMC as soon as possible of updates.

The EMC will also act as a communication liaison between SMDHU on-site staff and IPM on-site contacts such as security, RV park management and tented city organizers.

Process: EMC to IPM on-site support

1. Operational concerns which should be addressed by on-site IPM staff are to be relayed to the on-site EMC for appropriate re-direction and contracted employees and volunteers.
2. Operational concerns which need to be addressed by on-site IPM staff should be relayed to the EMC for appropriate re-direction to IPM executive including contracted employees and volunteers.

The exception to this is the SMDHU Water Inspector. This inspector can contact designated OCWA lead directly for immediate response. The EMT should be notified as soon as possible to ensure SMDHU is aware of situation.

3. The EMC will have a **contact lists** (cell phone and portable radio frequency) for each respective lead on-site at the IPM.
4. **When contacting the IPM executive**, the EMC will communicate (in the following order)
 - a. By portable radio (using the dedicated portable radio frequency)
 - b. cell phone.
5. **When contacting the operational on-site leads** (security, paramedics, police, etc.), the EMC will communicate (in the following order):
 - a. Face-to-face.
 - b. By portable radio (using the dedicated portable radio frequency).
 - c. By cell phone.

Media Requests:

Media requests directed to EMC on-site will be handled as follows:

1. Information requested by media will be recorded by EMC
2. EMC will contact Media Coordinator
 - a. Contact info purposely left blank
3. Media Coordinator will direct call as appropriate
4. Emergency Management related questions and general SMDHU agency questions will be handled on-site by EMC after consultation with Media Coordinator and EM manager.

On-Site Contact Information:

Purposely Left Blank

APPENDIX 9A: IPM DRINKING WATER SUMMARY

The following is a synopsis of the IPM drinking water system, construction, commissioning and operation:

Purposely left blank

Installation and Commission of the Water System

Purposely left blank

Operational activities

Purposely left blank

APPENDIX 9B: IPM GREY WATER REMOVAL ASSESSMENT

SMDHU is assessing greywater removal from the IPM site to ensure proper disposal and elimination of potential health hazards.

SMDHU has established contact with “X” Environmental Services and ensured the adequate storage and removal of greywater and sewage at both the RV Park and Tented City.

RV Park:

There is a designated Sewage Dump Station in the south-east corner of the RV Park, where there are two large buried holding tanks (2’ x 8’ x16’ each) which are gravity-fed disposal of for the RV’s. The set up will allow for trailers to dump at the same time. These two holding tanks will be pump fed into a larger 6,000 gallon tank for holding to ensure adequate storage space. The large holding tank will be emptied at the end of each day or more as necessary.

There are 40 portable toilets within the RV Park, provided with hand sanitizer. The portable toilet(s) at the handicap accessible camp sites are provided with running water handwash stations. These hand wash stations will be filled daily or more often as needed.

These portable toilets and handwash holding tanks will be emptied daily or more often as needed.

“X” Environmental will be on site for any additional services that may be required as needed.

Tented City:

Tented City is providing twelve 2,000 gallon holding tanks for the food vendors to empty and hold their greywater into. These external holding tanks will be sitting on the ground behind the food vendors and will be emptied daily (at the end of the day) by “X” Environmental.

A trailer will be set up with two washrooms with water flush toilets and sinks with running water. Multiple portable toilets will be provided with either pump handwash stations with a supply of paper towels and liquid soap in a dispenser or hand sanitizers set up throughout the event. Portapoties and holding tank for toilets will be emptied daily, and more often as needed. The water and supplies for the handwash stations will be refilled daily, or more often as needed.

APPENDIX 10: SMDHU IPM EVENT MANUAL FOR STAFF ON-SITE

Manual Content:

1. Map x3 (Direction to Location, Site Plan Map, Site Map with Food Vendors)
2. IPM Scheduling Assignments
3. IPM Communication System and Contact Directory
4. IPM Transportation and Site Access Plan
5. IPM Animal Bite Investigation Process
6. Master list of food vendors (with map location)

Simcoe Muskoka District Health Unit

IPM 2014 SPECIAL EVENT PACKAGE

Food Vendor Requirements International Plowing Match 2014



Dear Food Vendor:

To operate as a food vendor at the upcoming International Plowing Match, held in Simcoe County, please be aware that each food vendor must complete and submit a Special Event Permit Application (attached) and a proposed food menu to the Simcoe Muskoka District Health Unit (SMDHU) **at least 30 days (by August 15, 2014)** prior to the event. A floor plan of the booth should also be attached to the Special Event Permit Application.

It is important that all special event permit applications are received within the required time frame as it will allow sufficient time for a Public Health Inspector to review the forms and discuss any questions or concerns with you. The Simcoe Muskoka District Health Unit will conduct site inspection(s) at various times during the event.

It is strongly recommended that the information in this package be reviewed with all of your food handlers. This package has been developed to assist food vendors in the operation of their food booths to prevent food-borne illness. Please refer to the information in the accompanying guideline of this package. Please ensure you have included all of the required information on the Special Event Permit Application prior to submitting it to the Simcoe Muskoka District Health Unit.

Should you have any questions or require further resources or information, please contact Health Connection at 705-721-7520 (1-877-721-7520) ext. 8811 to speak with a public health inspector.

Special Events Guidelines

IF YOU'RE NOT EXEMPTED FROM THE FOOD PREMISES REGULATIONS OR YOU'RE NOT SURE SEE BACK OF THIS SHEET FOR DETAILS.

APPROVED SOURCES/TRANSPORTATION

- ✓ All food must originate from an inspected food premise.
- ✓ Vendors from other jurisdictions must provide documentation indicating the source of all food products.
- ✓ Transport food in insulated coolers or refrigerated units to ensure food is kept chilled to proper temperatures.
- ✓ Raw food preparation - Ontario Food Premises Regulation 562 applies.

FOOD TEMPERATURES

- ✓ **"Keep Cold Foods Cold and Hot Foods Hot"** (cold foods 4°C or colder, hot foods 60°C or hotter).
- ✓ Always keep hazardous food (i.e. Meat, Poultry, Fish and Eggs) below 4°C or above 60°C.
- ✓ Use probe thermometer (sanitized with alcohol swab between uses) to confirm final cooking temperatures.
- ✓ Provide storage thermometers inside all cold holding units.

FOOD PROTECTION

- ✓ Provide single-use utensils (i.e. disposable plates and cups) for customers.
- ✓ Cover food to protect it from potential contamination.
- ✓ Prevent cross-contamination by separating raw from ready-to-eat food (i.e. separate surfaces and utensils).
- ✓ Keep all food in clean, washable, sealable containers stored off the ground.
- ✓ Protect food from contamination due to outdoor conditions (i.e. rain, wind, dust, insects, and rodents).
- ✓ Ensure food is stored 6 inches or 15 centimeters off the ground.

FOOD HANDLER HYGIENE AND HAND WASHING *(see attached)*

- ✓ MUST provide designated hand washing station in food preparation area supplied with liquid soap, potable water under pressure and paper towels.
- ✓ Wash hands often - before preparing food; after handling meat and after washroom & smoking breaks. Gloves and hand sanitizers do not replace regular hand washing.
- ✓ Wear clean outer garments and keep hair confined.
- ✓ Handle food with utensils to minimize direct hand contact.

CLEANING AND SANITIZING

- ✓ Provide test strips and sanitizing solution in a properly labelled spray bottle or bucket for sanitizing food contact surfaces. (i.e. 5ml of bleach for 1L of water)
- ✓ A two-compartment sink is required for washing and sanitizing utensils *(see back of sheet)*.

OTHER REQUIREMENTS

- ✓ Provide adequate, durable, leak-proof garbage containers with lids (i.e. tamper proof containers).
- ✓ Water supply must be from a potable (safe) source. Use only food grade hoses.
- ✓ Wastewater must be disposed of in a sanitary manner (i.e. toilets/sewers).
- ✓ Smoking is prohibited in food prep area.

Special Events Guidelines

All food vendors at Special Events within Simcoe Muskoka must fall into one of the following categories.

- 1) Vendors preparing and selling raw hazardous products (i.e. burgers, chicken, beef) – Must be in full compliance with food premise regulations. A copy of the food premise regulations can be found at http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900562_e.htm
- 2) Vendors operating more than 14 days within a calendar year and preparing and selling pre-cooked hazardous products and non-hazardous products (i.e. precooked sausage, precooked burgers, sliced fruit, cotton candy) must comply with the [food premise regulations](#) (this includes the [Street Food Vending Cart Guidelines](#)). **Note:** *Section 3 (1) of the Food Premise Regulations list certain non-hazardous foods that are exempt from the hand basin and utensil washing sink requirements.*
- 3) Vendors operating less than 14 days within a calendar year and sell only pre-cooked products and non-hazardous foods (i.e. pre-cooked sausage, pre-cooked hamburgers, and sliced fruit). Vendors will be required to have a temporary hand sink (i.e. jug with spigot and bucket to capture grey water), liquid hand soap and paper towel. If operator has enough cooking utensils to operate safely through a working day, a two compartment sink is not required. A two compartment sink is required if it is determined that the number of utensils is not adequate for a working day.
- 4) Existing food premises may prepare and sell food in front of their premises for 14 days or less per calendar year as long as they provide a temporary hand basin.
- 5) Local service clubs, religious or fraternal organizations are exempt from the food premise regulations as long as a sign is posted indicating they are not inspected by the Simcoe Muskoka District Health Unit.

If you are still unsure or require further explanation please call Health Connection 705-721-7520 (1-877-721-7520) ext. 8811 to speak with a public health inspector.

Application for Special Event Permit

This application must be submitted 10 days prior to any event. Complete and sign form. Submit to any Simcoe Muskoka District Health Unit office. If you require assistance, please call *Health Connection* at 705-721-7520 (1-877-721-7520) ext.8811

EVENT INFORMATION			
Name of Event			
Location			
Date of Event	From: DD / MM / YYYY To: DD / MM / YYYY	Time	
Event Coordinators Info	Name:	Phone #:	Email:
APPLICANT INFORMATION			
Name			
Address			
Telephone #		Fax #	
Email			
TYPE OF EQUIPMENT AT EVENT			
Water supply source: <input type="checkbox"/> Municipality (City/Town) _____ <input type="checkbox"/> Well Address _____ <input type="checkbox"/> Hauled Municipal Water – Name _____ Phone # _____			
Power supply: <input type="checkbox"/> Municipal (City/Town) _____ <input type="checkbox"/> Generator <input type="checkbox"/> N/A			
How will food be transported to the event? <input type="checkbox"/> Insulated container <input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Cooler with ice <input type="checkbox"/> Other _____			
Cold Holding Equipment <input type="checkbox"/> N/A <input type="checkbox"/> Cooler with ice (4C or lower) <input type="checkbox"/> Chest Freezer (-18C or lower) <input type="checkbox"/> Refrigerator (4C or lower) <input type="checkbox"/> Other _____			
Cooking Equipment <input type="checkbox"/> N/A <input type="checkbox"/> BBQ/grill <input type="checkbox"/> Deep Fryer <input type="checkbox"/> Stove <input type="checkbox"/> Oven <input type="checkbox"/> Microwave <input type="checkbox"/> Other _____			
Hot Holding Equipment <input type="checkbox"/> N/A <input type="checkbox"/> BBQ/grill <input type="checkbox"/> Steam table <input type="checkbox"/> Chafing Dish <input type="checkbox"/> Other _____			

TYPE OF FOOD PREMISE AT EVENT

☐ Mobile Premise ☐ Inspected Restaurant ☐ Street food Vending Cart ☐ Temporary Booth

☐ **Request For Exemption From Regulations (*Religious, Fraternal Organizations or Service club*)**

NOTE: a donors list must be provided if exempted from regulations and accepting food from an un-inspected source.

Food Handler Name: _____ **Is Food handler certified?** ____Yes ____No

FOOD LIST**FOOD SOURCE**

EQUIPMENT LAYOUT & PHOTOS – Maybe required

Provide an equipment layout for your booth at the special event. The layout can be hand drawn in the space below or attached to this application.

Name(print):

FOR OFFICE USE ONLY

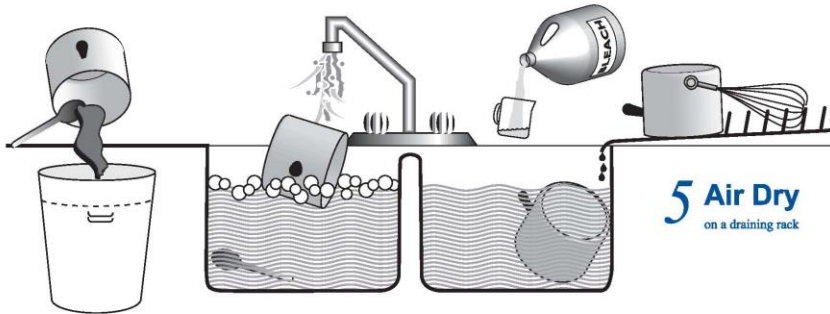
Office:

PHI:

Date:

Inspectors Notes:

Two Sink Dishwashing Method



1 Scrape
food from utensils
and pots

2 Wash
in clean, hot, soapy water

3 Rinse
under warm running water

4 Sanitize

- use clean, warm water with household bleach [2.5 ml (1/2 tsp) of chlorine bleach to 1 litre (4 cups) of warm water]
- or
- Quaternary Ammonium to make a mixture no weaker than 200ppm
- let soak for at least 45 seconds

5 Air Dry
on a draining rack



WASH YOUR HANDS



Wet hands with water



Add soap and rub
briskly to lather



Rub hands, wrists
and under fingernails
for at least 15 seconds



Rinse hands under
running water



Dry with a paper
towel and turn off tap
with the towel



APPENDIX 12A: IPM ANIMAL BITE INVESTIGATION PROCESS

The International Plowing Match is a pet-free event. However, since service animals are permitted on the entire site and pets are allowed within the RV park, it is a possibility that animal bites may occur. There will also be a number of farm animals and educational animals available for interactions with attendees.

If an animal bite occurs while on site, the health unit could be notified of such incident by IPM staff, Paramedics or the usual reporting means through the Health Connection intake line.

All bites, involving animals at the IPM will be directed to the EMC onsite.

1. The EMC will assess the incident and assign General PHI staff to assist with investigation, as necessary.
2. **Victim**
 - a. If the victim is on-site, the EMC (or designate) will complete the rabies intake form at the Paramedics Tent or SMDHU trailer.
 - b. If the the victim is off-site, the incident will be referred to Health Connection by the EMC (or designate).
3. **Animal**
 - a. *Isolation*
 - i. If the animal is on-site, the General PHI will immediately track down animal to ensure health status of animal involved.
 - ii. If Animal is located within RV Park, assistance will be obtained through mutual agreement with RV Park Coordinator through IPM Executive. IPM Executive will provide information to SMDHU including all registered RV campers with cats and/or dogs for further investigation as needed.
 - iii. If the animal is off-site, the General PHI will refer the incident to Health Connection
 - b. *Release*
 - i. The assigned General PHI will forward incident as required for cross-jurisdictional release and victim follow-up as necessary.

APPENDIX 12B: IPM ANIMAL EDUCATION CENTRE

The International Plowing Match will be providing an animal education area, geared towards educating school aged children about farm animals. Since there is an opportunity for interaction with the animals and attendees, it is important to stress hand hygiene in and around these areas.

The SMDHU has been working with the Education Committee of the IPM to ensure readily accessible handwash facilities in the immediate area around the Animal Education Area.

Hand Sanitizer will be available mounted on wood posts at this location and throughout the event – at all locations where animals are present. Full handwash sinks, supplied with running water, soap and paper towel will also be available within the immediate area of the animal education centre.

In an effort to increase awareness of general hand safety in this area, the Health Unit is providing coloring pages for the attendees and child-focused hand cleaning and food safety signage in bright colors at child focused locations within this area.

The Health Unit will be attending this location sporatically throughout the course of the event to ensure that the area is maintained in a sanitary manner and constantly supplied with necessary hand cleaning supplies.

APPENDIX 13: IPM SMOKE-FREE PLAN

IPM Smoke-Free Work Plan

The Healthy Living Services will be ensuring that the Chronic Disease Prevention team will promote this event as a smoke free event and will be also enforcing the *Smoke-Free Ontario Act*.

The Tobacco Program Supervisor (TPS) attends IPM planning meetings as appropriate. Health promotion activities by CDP with IPM executive result in a decision to make IPM Tented City 'Smoke Free' and HLS reciprocates with the following areas of support:

- SMDHU will create, prepare and provide "Smoke Free" signage for this event – specifically vinyl banners designed, purchased and published for Tented City by SMDHU plus normal Smoke-Free Ontario Act (SFOA) signs. Tobacco enforcement officers will post smoke-free (SF) signage throughout event on weekend prior to event at all entrances into tented city and will ensure that all tents and covered areas and also provided with smoke-free signs.



- HLS will provide onsite support for tobacco enforcement on first three public event days (and as needed based on risk assessment for remaining two days) to assist event staff, volunteers and emergency response in promoting SF Tented City. This will be in the form of two (2) TEO's walking through tented city during hours of event with clearly identifiable TEO clothing.

In the planning stages, the TPS, in addition to establishing contact with IPM exec for the purpose of planning and promoting smoke free messages, will also attend the volunteer orientation one week prior to the main event. Speaking with volunteer ensure that they are clearly aware of Smoke Free Tented City and SFOA rules in all buildings/structures.

During the event, the TPS will attend with two TEOs on first public event day (Tuesday) including lead TEO to ensure tobacco enforcement are oriented with SMDHU coordination and remain in contact with TPS and SMDHU site coordinator (EMC) for day. Lead TEO and support TEO will attend Wednesday and Thursday of event. TPS and Lead TEO on standby for Friday and Saturday as needed. At all times tobacco enforcement will have BlackBerry phones to remain in contact with each other, TPS and SMDHU site

coordinator. TEOs will report in with EMC at start and end of day to ensure occupational health and safety and scheduling requirements met. TEOs will request that visitors not smoke within Tented City boundaries if persons are seen smoking withing buildings/structures as per normal SFOA legislated requirements. IPM incident reports to be provided to TEOs for situations which require higher level of intervention to obtain compliance. OPP and Commissionaires will be available onsite to assist with enforcement. TEOs can enforce SFOA related to smoking inside buildings and standing IPM work vehicles and will obtain assistance from onsite security to assist with SF Tented City boundaries where visitors are smoking outside in violation of the IPM executive's SF requirement. TEOs will use their good judgment and a progressive enforcement approach when responding to non-compliance at the IPM. TEOs will document as per normal practice and complete the IPM's incident report as needed.

APPENDIX 14: IPM TRANSPORTATION AND SITE ACCESS PLAN

The Transportation Plan for SMDHU staff at the 2014 International Plowing Match includes transportation to the IPM site in compliance with SMDHU policy and transportation of staff on-site at the IPM event.

Transportation to IPM site

The EMC will distribute the parking passes a week prior to the IPM. Staff are expected to carpool whenever possible as per [Policy FR0101](#). Be sure not to idle vehicles as per [Policy OP0109](#). Staff schedules have been arranged to allow for staff to carpool into the IPM site as there are limited number of on-site parking passes available (Red Passes). Staff with the same shift should arrange to meet at a mutually agreeable location and carpool to the IPM site.

In situations where staff are working on different shifts and do not have a parking pass, identify yourself at the gate with Health Unit identification. If gate staff will not allow admission free of charge, please contact EMC to make arrangements.

Parking on site will be available for staff immediately outside the SMDHU trailer which is located at: *4715 20th Side Road, Essa Township between the 10th and 11th Side Roads*. Follow the road past the gate staff (SMDHU trailer will be on right side). Drive approximately 100 metres, turn right and immediately right again into the Emergency Services Trailer area

SMDHU Trailer (Trailer #18252) will be approximately third trailer on right hand side. We are sharing the trailer with Security. SMDHU has the larger of two sections which may be accessed on the north side of trailer.

Transportation within IPM site

Two (2) Golf carts have been allocated to SMDHU staff for their use during the event.

- One (1) golf cart will be used by designated Core Water PHI. The Core Water PHI will make arrangements with Tobacco for drop off and pick up to various locations within IPM event.
- One (1) golf cart will be available for EMC. EMC will make arrangement with General PHIs for drop off and pick up at various locations within IPM.
- Whenever possible, Golf cart driving should be limited to the EMC or Core Water PHI. Staff operating a golf cart must receive safety training for operating a golf cart and must operate golf cart in a safe manner. Staff who are uncomfortable to operate a golf cart are not expected to do so. The event site is completely pedestrian friendly so active transportation is encouraged with golf carts being used for assistance on an as needed basis.
- Staff onsite may contact the designated driver by cell phone for a ride.

Golf Cart Safety Instructions

- **Golf cart safety is a high priority.** Safety is of paramount importance. Recently, there have been an increase in the number of golf cart accidents with some ending in fatalities. It is important to drive safe to minimize accidents.
- **Mind your driving speed.** Adjust your speed to conditions (pedestrian traffic, path conditions). Do not drive at maximum speed. Use your best judgment. Like regular cars, adverse conditions will affect your speed limit. Reduce your speed when making sharp turns or when carrying a heavy load.
- **Keep to designated paths and roadways.** Be sure to use designated paths and roadways. Some paths will be shared by pedestrians so be sure to keep a safe distance between you and those around you. Stay alert.
- **Pedestrians have the right of way.** Pedestrians always have the right of way so maintain a safe speed, usually equivalent to a brisk walk. Be prepared to stop at all times.
- **Carry only the number of passengers the cart is designed for.** If there are only x number of seats, then only x number of passengers can safely board. It is unsafe and many golf cart accidents have been caused by excess passengers on board. Let your passengers know if you are about to make an abrupt stop or sharp turn.
- **Keep hands, feet, and other body parts inside the vehicle.** Keep your limbs inside the cart while it's moving.
- **Always come to a complete stop before exiting the cart.**
- **Always use the brake lock when leaving the cart.**
- **Always remove the key when leaving the cart unattended.**
- **Immediately report damaged equipment to EMC.** Lockout and tag damaged equipment and do not use.
- **Look, Listen, and Drive.** Look around and be aware of driving signs and warnings. These signs are designed to make your drive easier, regardless of what type of vehicle you are operating. Being aware of dips, speed bumps, and other driving warnings will keep you safe.

Listen for warnings and other things that might affect your driving -- emergency vehicle sirens, kids playing, other vehicles, etc... Being aware of your surroundings while driving allows you to anticipate and respond appropriately to obstructions or other interferences.

APPENDIX 15: GOLF CART TRAINING SIGN-OFF

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