EMERGENCY RESPONSE PLAN

SIMCOE MUSKOKA DISTRICT HEALTH UNIT

Updated February 2012

Acronyms

AMOH	Associate Medical Officer of Health
ARES	Amateur Radio Emergency Service
CEMC	Community Emergency Management Coordinator
CD	Communicable Disease
ECG	Emergency Control Group
EMCPA	Emergency Management and Civil Protection Act
EMC	Emergency Management Coordinator
EMO	Emergency Management Ontario
EOC	Emergency Operation Centre
HIRA	Hazard Identification and Risk Assessment
IC	Incident Commander
IO	Information Officer
IMS	Incident Management System
MCG	Municipal Control Group
MOE	Ministry of Environment
MOH	Medical Officer of Health
MOL	Ministry of Labour
PHI	Public Health Inspector
RAC	Radio Amateurs of Canada
SMDHU	Simcoe Muskoka District Health Unit

Notice of Amendments

Revision Date	Page Number	Subject	Initial

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All Health Protection Staff
Program Assistants

Managers and Supervisors
Violence and Injury Prevention
Chronic Disease Prevention – Healthy Lifestyles
Chronic Disease Prevention – Tobacco
Healthy Schools Team
Health Connection
Program Assistants

Managers and Supervisors
Healthy Babies Healthy Children
Family Home Visitor
Reproductive Health
Child Health
Program Assistants

Managers and Supervisors
Vaccine Preventable Disease
Communicable Disease Control
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Oral Health
Program Assistants

Managers/Supervisors
Resources
Administrative
All Agency Program Assistants

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Section 1

Introduction

The Simcoe Muskoka District Health Unit (SMDHU) is committed to excellence in promoting and protecting health, and preventing disease and injury. The Simcoe Muskoka District Health Unit works with individuals, families, agencies and communities to promote and protect health, and to prevent disease and injury in our area. Occasionally, an event occurs which threatens the health, safety and welfare of a community and requires a controlled and coordinated response by a number of agencies, including the health unit.

What is an Emergency?

Emergencies are defined as situations, or the threat of impending situations, abnormally affecting property and the health, safety, and welfare of a community, which by their nature and magnitude require a controlled and coordinated response by a number of agencies, both governmental and private. Emergencies may develop slowly or occur suddenly, without warning.

Hazard Identification and Risk Assessment (HIRA)

In accordance with the Ontario Public Health Standards Public Health Emergency Preparedness protocol," health units must ensure a consistent and effective response to public health emergencies and emergencies with public health impacts. There is an expectation that boards of health identify and assess the relevant hazards and risks to public health and that the boards of health have enhanced risk-based emergency planning and programming to guide ongoing board of health preparedness efforts.

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In order to mitigate the effects of an emergency, Municipalities and Emergency Management Ontario identify potential hazards that could occur within their communities through a Hazard Identification Risk Assessment (HIRA) process. The health unit maintains a list of all HIRA conducted by municipalities within Simcoe Muskoka.

The agency further conducts a local **public health** risk assessment, on an annual basis, using a risk assessment grid model adopted by emergency management officials in Ontario (EMO). Assigning a likelihood value and an impact level to a risk and combining those two values to arrive at the level of risk completes the assessment. In general, risks with the highest assessment value should be treated first. [*Emergency Management Workbook; A tool for Emergency Management Practitioners*, Emergency Management Ontario, FEBRUARY 2006, Page 29]

As part of this hazard assessment, potential consequences resulting from the hazard are assessed. Three factors/components are considered when assessing overall impacts to public health. Three areas of impact are assessed: **the human impact, the property impact and the business impact**. An **overall impact rating** is then assigned to reflect how significantly the hazards would have on the ability of our agency to function.

The hazard identification and risk assessment process for the Simcoe Muskoka District Health Unit involves four distinct steps:

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1) Identifying and researching the risks/hazards. Research focuses on two components: a literature review for mass gathering public health implications and local community assessments with emergency planners to identify most likely hazards within Simcoe Muskoka
2) Conducting a risk assessment for each hazard identified to determine probability of occurrence and public health consequences
3) Establishing program priorities (Using a Risk Assessment Grid).
4) Development of incident specific plans for prioritized hazards.

Based on the literature review and the local community assessments common hazards are identified. These public health hazards are then ranked using an assessment grid, considering probability and consequences. (See Appendix N: Hazard Identification Risk Assessment Grid)

Priority Hazards:
The *following is a list of priority Public Health hazards for Simcoe Muskoka:*
- Infectious and Contagious Disease
- Food Related Hazards
- Animal/Vector Borne Diseases
- Environmental/Weather Related (snow/ice storms, tornadoes, Forest Fires, Smog, Earthquakes, Heat waves)
- Water Related Hazards (Low pressure, flooding, contamination of water supply)
- Hazardous Material/Chemical Spill or Explosion Incidents (spills, leaks, fires)
- Technological/Critical Infrastructure Failures (Power/utility outages, road access)

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- Bioterrorist Events (Biological Agents Only)

The identification and prioritization of potential public health hazards within our communities can assist with incident specific planning and business continuity planning. Impacts on pre-identified essential services by these hazards can be assessed to determine potential surge impacts on each service area. Once assessed, staff redeployment plans and specialized training can be provided.

For more detail on hazard identification assessments, refer to the ***Emergency Management Hazard Identification Risk Assessment for the Simcoe Muskoka District Health Unit*** document.

Goals

The Simcoe Muskoka District Health Unit's Emergency Response Plan outlines the agency's plan for organizing and deploying health unit staff and resources in the event of an emergency. The goals of the plan are:

1. To minimize the health risk to the community in the event of an emergency.
2. To establish the role of the health unit in an emergency.
3. To coordinate with other external partners including municipalities, health care providers, health and social service agencies and government ministries.
4. To describe the responsibilities of each service area and the agency staff in an emergency.
5. To establish a protocol for notification and to provide a listing of health unit staff and other resources.

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This plan focuses on generic incident management structures and systems. In support of this plan, incident specific plans will be develop to outline action plans for specific hazards (i.e. Pandemic Plan, Evacuation Shelter Response Plan).

After Hours Emergency On Call Response

The Simcoe Muskoka District Health Unit has a 24/7 response capability to respond to Public Health lead emergencies or emergencies with Public Health impacts. This system allows for communication with community partners, government agencies and the general public in the receipt of reports of emergencies, potential health hazards, or reportable diseases including institutional outbreaks. The on call system is staffed by an on call Senior Public Health Inspector (PHI) and a Communicable Disease (CD) Investigator. Calls are initially received through a central call message centre and streamed through to either the on-call Senior PHI or CD Investigator.

In the event of an emergency, on-call staff can be contacted during:

Day-time:
    Senior PHI: Pager (705) 720-8406
    CD Investigator: Relay information to CD Team at ext. 8809

After Hours:
    Through the **Call Message Centre**: 1 (888) 225-7851

Legislation

Actions taken during an emergency must be guided by a legal/legislative framework which gives authority to

emergency response agencies, such as municipalities or public health unit's to carry out appropriate responses.

The Emergency Management and Civil Protection Act provides the framework for emergency planning and preparedness in Ontario. It establishes the mandate for local municipalities to develop emergency plans and to organize the deployment of all services that may be required in an emergency.

The Health Protection and Promotion Act provides the Medical Officer of Health (MOH) with the authority to take appropriate action in the event of a health hazard to prevent, eliminate or decrease the effect of the hazard within the community.

While the primary responsibility for responding to an emergency rests with the affected municipality, the municipality may request assistance from the Province through Emergency Management Ontario. The provincial government supports the municipalities through the respective ministries.

If the MOH determines an emergency situation exceeds the ability of public health to respond effectively, the MOH may contact the Public Health Branch of the Ministry of Health and Long-Term Care to request assistance.

In any emergency the following will play a role and provide legal authority to respond to that emergency:

- Health Protection and Promotion Act R.S.O. 1990 c. H. 7 (HPPA)
- Emergency Management and Civil Protection Act R.S. O. 1990, c. E. 9

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- Personal Health Information Protection Act, 2004 S.O. 2004, c. 3 Sched. A (PHIPA)
- Occupational Health and Safety Act R.S.O. 1990 c.O.1

Health Protection and Promotion Act
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90h07_e.htm
In Ontario, the Health Protection and Promotion Act requires Boards of Health to provide or ensure provision of a minimum level of public health programs and services in specified areas such as the control of infectious and reportable diseases, health promotion, health protection and disease prevention.

The Ontario Public Health Standards with its protocols, published by the Minister of Health and Long-Term Care, set out minimum standards that must be met by Boards of Health delivering these public health programs and services.

The Health Protection and Promotion Act provides the Medical Officer of Health (MOH) with the authority to take appropriate action in the event of a health hazard to prevent, eliminate or decrease the effect of the hazard within the community.

Emergency Management and Civil Protection Act
http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90e09_e.htm
The Emergency Management and Civil Protection Act establish the requirements for emergency management programs and emergency plans in the Province of Ontario. The Act specifies what must be included in emergency management programs and emergency plans. Municipal councils are required to adopt emergency plans by by-law.

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Personal Health Information Protection Act, 2004 (PHIPA)

PHIPA regulates the collection, use and disclosure of personal health information by health information custodians (a defined term in the Act) and includes physicians, hospitals, long-term care facilities, medical officers of health and the Ministry of Health and Long-Term Care.

The Act also establishes rules for individuals and organizations receiving personal information from health information custodians. Consent is generally required to collect, use and disclose personal health information however, the Act specifies certain circumstances when it is not required. For example, the Act permits disclosure of personal health information to the Chief Medical Officer of Health or medical officer of health without the consent of the individual to whom the information relates where the disclosure is for a purpose of the Health Protection and Promotion Act. Disclosure of personal health information without consent is also permitted for the purpose of eliminating or reducing a significant risk of serious bodily harm to a person or group of persons.

Occupational Health and Safety Act

The Occupational Health and Safety Act is enforced by the Ministry of Labour. The Act imposes a general duty on employers to take all reasonable precautions to protect the health and safety of workers. The duties of workers are, generally, to work safely in accordance with the Act and regulations.

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Declaration of a Municipal/Provincial Emergency

Under the Emergency Management and Civil Protection Act, the Head of Council (Mayor, Reeve or alternate) and the Premier of Ontario, have the authority to declare that an emergency exists in the municipality and to implement the municipality's emergency plan. The Act also authorizes the Head of Council to do what he/she considers necessary to protect the health, safety and welfare of residents within the affected community. In a provincially lead emergency, the act gives the Premier the authority to direct community resources to mitigate the effects of the emergency.

Employees of a municipality may take action under the emergency plan where an emergency exists but has not been declared.

In addition, members designated on the Municipal Control Group (MCG) may alert the Head of Council that an emergency exists and act as they deem appropriate to meet the immediate needs of the municipality.

Municipal Control Group

The Municipal Control Group, also referred to as the Emergency Control Group (ECG), is usually comprised of officials who are responsible for providing services needed to minimize the effect of the emergency on the municipality.

The MCG may consist of:
  a) Head of Council or alternate
  b) Community Emergency Management Coordinator
  c) Chief Administrative Officer
  d) Police service representative
  e) Fire Chief or alternate
  f) Public Works Superintendent or alternate

g) Health Services Representative (MOH, Red Cross, Ambulance Services)
h) Other designated officials or supporting services deemed necessary

As a member of the MCG, the MOH or alternate provides expertise on matters of public health and safety and supports the decision making process regarding the declaration of an emergency or issuance of an evacuation notice. Where the Medical Officer of Health is not represented on the MCG, he/she is identified as a supporting agency. If a public health emergency or an emergency with public health impacts exist within Simcoe Muskoka, the MOH may request activation of a municipal Emergency Operation Centre (EOC). See Appendix I for details on requesting the activation of a Municipal EOC.

Simcoe County Municipality	MCG Member	Supporting Agency
Adjala-Tosorontio	✓	
Barrie		✓
Bradford-West Gwillimbury	✓	
Clearview	✓	
Collingwood		✓
County of Simcoe	✓	
Essa		✓
Innisfil	✓	
Midland		✓
New Tecumseth	✓	
Orillia		✓
Oro Medonte	✓	
Penetanguishene		✓
Ramara	✓	
Severn	✓	

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Springwater		✔
Tay		✔
Tiny		✔
Wasaga		✔

Muskoka District Municipality	MCG Member	Supporting Agency
Bracebridge	✔	
District of Muskoka	✔	
Gravenhurst	✔	
Georgian Bay	✔	
Huntsville	✔	
Lake of Bays		✔
Muskoka Lakes		✔

Section 2

Activation of the Health Unit Emergency Operation Centre and Emergency Response Plan

The MOH, for the Simcoe Muskoka District Health Unit may activate the health unit plan. In the absence of the MOH, the AMOH or covering MOH can activate the plan.

The plan may be activated in response to the following:
- an emergency, declared by the Head of Council for any municipality in Simcoe County or the District of Muskoka and/or the cities of Barrie and Orillia
- an emergency, declared by the Premier of Ontario
- an incident that requires the coordinated efforts of all or most of the health unit's staff

In the event of a public health emergency, the MOH for the Simcoe Muskoka District Health Unit would activate the Health Unit's Emergency Operation Centre (EOC) to discuss the status of the emergency, share relevant public health or emergency response information and coordinate an effective response.

The decision to activate the health unit's emergency control group lies with the Medical Officer of Health or alternate. Any member of the health unit's Emergency Control Group may contact the MOH to request activation of our agency's EOC (See Health Unit's Emergency Control Group - for list of membership).

For EOC Operational Guidelines, refer to Appendix L

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<u>Staff Notification System</u>
Upon notification of an emergency, the MOH or alternate will:

1. Notify service area Directors, the health unit Emergency Management Coordinators and designated support staff of the impending situation.

2. Directors will contact their Program Managers/ Specialists, and Managers will contact, alert or deploy staff based on the event and the health unit response required according to the Staff Fan-Out List *(Section 5).*

3. The service area Directors or their alternates, along with the Emergency Management Coordinator and designated support staff, will proceed to the Health Unit Emergency Operations Centre or alternate site as determined by the Medical Officer of Health.

4. The health unit's EOC Operations and Communications System Director will operationalize the health unit's emergency operation centre.

The MOH or alternate will also notify the following as required:
- the Ministry of Health and Long Term Care
- the Public Health Laboratory
- the Chairperson of the Board of Health
- the appropriate municipality

When fan out activation is initiated by the MOH or designate, Staff Fan Out Activation Forms (See Appendix B) shall be completed to track communications and procedures outlined within the Emergency Fan Out Notification Policy D4.909 will be followed.

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Staff Notification Via Media, During Infrastructure Failure

In the event of major infrastructure failures, power outages, telephone disruptions, etc. where normal channels of communication are affected; staff will receive instructions via main local radio stations and TV if needed. For this purpose, the health unit has negotiated with radio stations ROCK 95FM (Barrie-based with countywide reach), The Peak FM (Collingwood local), B101FM (Barrie-based with countywide reach), MORE 105.5FM (Muskoka-based), MOOSE 99.5FM (Muskoka-based), and local television station, The A-Channel (Channel 4 on Rogers Cable system) to assist us in informing and mobilizing health unit staff as required during an emergency (See Appendix K for Staff Notification During Infrastructure Failure)

Health Unit Emergency Operations Centre

The Simcoe Muskoka District Health Unit has established an emergency operations centre (EOC). Other EOC sites may be established depending on the circumstances and nature of the emergency.

The main purpose of the EOC is to serve as a single focal point and command centre for the purpose of management of emergency information, decision- making, and resource support and allocation in an emergency and recovery process.

Designated Site:
Barrie Office

Mariposa Room, 2nd Floor
15 Sperling Drive, Barrie, ON L4M 6K9
TEL: 705-721-7520
After hours emergency: 1-888-225-7851
FAX: 705-721-1495

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Access to the Barrie office requires a staff security card. Access to all health unit offices is restricted between 5 p.m. and 8 a.m. and on weekends. Only staff designated by Executive will have cards that will allow access between 11:00 p.m. and 6:00 a.m. Anyone entering the building between these hours will need to re-activate the security system upon departure. Anyone accessing the building without 24 hours accessibility capability will gain access but trigger the alarm system.

In the event of a power outage, back-up generation will automatically activate. Designated staff have been assigned an office key if the system fails to activate. If difficulty in accessing the building is encountered, contact the Corporate Services Associate Director or G.I.T.

    GIT Security Systems
    109 Bradford Street, Barrie, ON L4N 3A9
    TEL: 705-726-1222
    FAX: 705-728-4903

Alternate Health Unit EOC:
The SMDHU is currently assessing its current infrastructure to identify the most suitable alternate EOC site.

EOC Set Up
The EOC Operations and Communications System Director is responsible for all operation matters related to the EOC, including setup and continued operations and assures technological and resource supports are in place for EOC operations (See Appendix L)
EOC Operation kit is located:

Barrie Office in 2nd Floor Management Meeting Room, Emergency Response shelf

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EOC Operating Cycles:
Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The **Incident Commander** will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

Health Unit's Emergency Control Group

Upon activating the emergency plan, the ECG will convene. The ECG consists of the following persons or their delegates:
Medical Officer of Health
Associate Medical Officer of Health or Designate
Director of Health Protection
Director of Healthy Living
Director of Clinical Service
Director of Family Health
Director of Corporate Service
Director of Human Resources and Infrastructure

ECG Support Group:
Emergency Management Coordinator
Information Technology Team
EOC Documentation Officer

Role of the Emergency Control Group
The Emergency Control Group is responsible for managing the response and recovery during and following an emergency. The ECG would convene at Emergency Operations Centre (EOC). The primary functions of the ECG would be to:

SMDHU's Incident Management System
The Simcoe Muskoka District Health Unit utilizes the Incident Management System to facilitate the management

of public health services to respond to incidents or emergencies with public health impacts.   Most emergency response organizations use the ***Incident Management System (IMS)*** to permit Emergency Response organizations to work together effectively to manage multi-jurisdictional incidents. The Incident Management System improves communication, coordinates resources and facilitates cooperation and coordination between agencies. IMS is not an emergency plan; it is a framework upon which a plan can be developed and implemented. It uses a common emergency response nomenclature, identifies key emergency response functions that any agency needs to have the capacity to carry out, and reinforces use of a chain of command for decision-making.   Use of the IMS when implementing the SMDHU emergency response plan ensures that public health is an active player during any event that requires interagency collaboration.

IMS is based on the following principles:

- Provides a system of common terminology; and is flexible to allow for the functions to be can be expanded and contracted, depending on the demands of the incident;
- Provides a Comprehensive resource management to effectively maximized use of resources in required areas, and ensures accountability for resources and the health and safety of staff.
- Applicable to any agency, incident, event
- Identifies key functions; it is not based on rank or existing organizational hierarchy;
- Defines a relationship between five key functions: Command, Operations, Logistics, Planning, and Finance/Administration.

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- Specifies a chain of command and reasonable span of control
- Emphasizes support (Logistics) and decision making (Planning) as essential elements to Operations

SMDHU - Incident Management Model
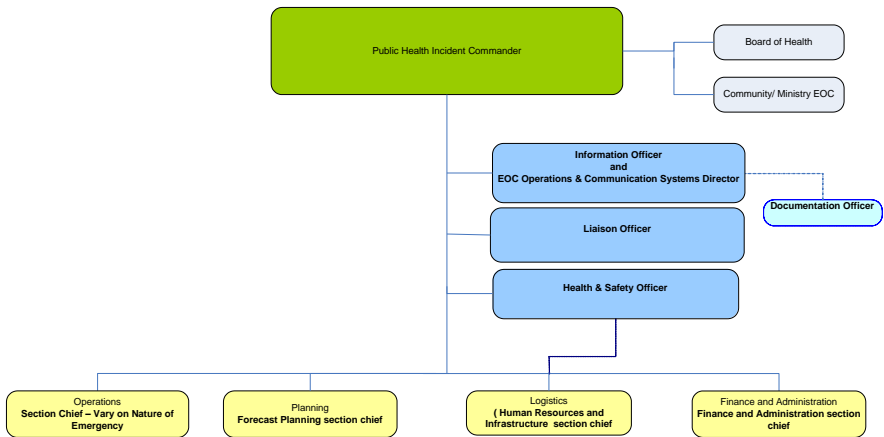
Below is a brief description of each IMS function:

- **Incident Command:** Sets the incident objectives, strategies, and priorities, and has overall responsibility at the incident or event.
- **Operations:** Conducts tactical operations to carry out the plan. Develops the defined objectives and organization, and directs all tactical resources.
- **Planning:** Collects, Collates and evaluates information relevant to the incident status and assist with forecasting. Provides feedback to operational team for modification of Incident Action Plan
- **Logistics:** Contains two functional branches: Human Resources and Infrastructure and Technology.

Provides support, resources, and all other services needed to meet the operational objectives.

- **Finance/Administration:** Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Responsibilities of the Emergency Control Group under IMS:

Public Health Incident Commander

Public Health Incident Commander

Primary: Medical Officer of Health
Alternate: Associate Medical Officer of Health, or covering Medical Officer of Health

The **Incident Commander (Team Leader i.e. MOH or designate)** is the key decision maker. The Incident Commander has overall responsibility for managing the Incident by prioritizing objectives, planning strategies and implementing specific actions for incident response.

At the EOC level the Incident Commander would be responsible for:

- Activation of the agency Emergency Notification System
- Deciding the location of health unit's Emergency Operation Center (EOC)
- Chairing the EOC meetings

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- Setting EOC Agenda and approving the Operational Cycle
- Activation of the Simcoe Muskoka Emergency Response Plan/ incident specific plan and implementing concept of operations arrangements;
- Defining the scope of the response and coordinating the expansion of IMS functions
- Managing the incident through the development of Incident Action Plan (IAP) and establishing priorities
- Defining the functions of various teams engaged in the incident/ emergency and specifying the roles and responsibilities for all teams members
- Appointing an Incident Site Manager as required
- Assuming the role of primary public health spokesperson or appointing a designate
- Approving media releases submitted by the Information Officer (IO).
- Providing medical advice in relation to public health issues.
- Overseeing/approving the provision of medical and public health related information and communication (i.e. Health FAX, teleconferences)
- Coordinating with the Ministry of Health and Long Term Care (MOHLTC) and Community Emergency Operation Centre and/or liaison through the Ministry
- Receiving directives from the Ministry and directing local implementation of public health orders/directives/advice
- Requesting assistance from the Ministry of Health and Long-Term Care
- Providing representation at local municipal Emergency Operation Center or assigning an alternate
- Notifying affected municipality of public health related emergency and potential impacts.
- Recommending activation of a Municipal EOC and/or declaration of an Emergency

- Implementation the agency's Business Continuity Plan and making decisions with respect to the reduction and/or the resumption of public health program services
- Conducting post incident/emergency debriefings
- Prepare end of shift report and present to oncoming alternate

SMDHU's Information Officer - EOC Operations & Communication System Director

The EOC Operations & Communication System Director is responsible for all operational matters related to the EOC, including setup and continued operations. This individual shares the functions of the Information Officer as the conduit for accurate information dissemination and media relations.

The Information Officer serves as the primary conduit for information dissemination to all relevant stakeholders. The information officer works with the Public Inquiry and Community Awareness Chief to ensure that there is an efficient mechanism designed for the tracking of all agency communications and ensures that the information being provided is accurate and clearly reflects a public health perspective.

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                    │          Logistics          │
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          │ Infrastructure and   │    │  Human Resources     │
          │    Technology        │    │                      │
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          ┌──────────────────────┐    ┌──────────────────────┐
          │ Facilities Infrastructure │ │  Health and Safety   │
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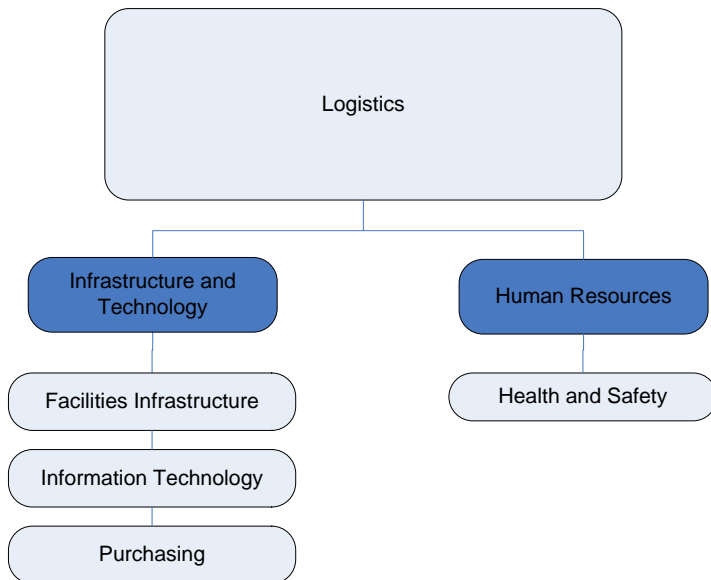
Primary: Director of Corporate Service
Alternate: Health Communications Team Lead

Operational Support:
Liaison Officer (Emergency Management Team)
EOC Documentation Officer
Health Communication Leader and Team
Information Management Lead

Responsibilities:
- Activates Emergency Operation Center and assures communication technology and resource supports are in place for EOC operations
- Chairs the EOC meetings in the absence of the Incident Commander
- Sets EOC Agenda in the absence of the Incident Commander

- Approves operational cycle of EOC in the absence of the Incident Commander and ensures adherence to operational cycle
- Assumes over all responsibility for the Liaison and Documentation Officer functions
- Assumes Responsibility for the *Information Management Lead and the* Health Communication Leader and Team (*Media Relations)*
- Liaises with Logistics (Infrastructure and Technology Branch) to ensure that technological supports are established and adequate to assist with the management of the incident.
- Maintains systems for communication with the public and staff & provides consistent and up-to-date messages to the public
- Ensures media releases are approved by the Incident Commander prior to dissemination and that hard and or electronic copies are distributed to:
  - o Media channels *through EOC Operations and Communication System Director*
  - o Municipal Control Group and First Responders through the *Liaison Officer*
  - o Health Connection Manager
  - o EOC recorder for tracking and record keeping purposes and dissemination to other EOC members
  - o Key external partners
- Deliver and disseminate public health emergency information as approved by the Incident Commander through the media, internet, and intranet
- Issue an initial incident information report to the news media (as required)
- Approve initial and updated scripts for interviews, hotlines and web sites
- Arrange for interviews, teleconferences, video conferences, satellite broadcasts, web site revisions,

broadcast faxes, etc., upon approval by Incident Commander

- Schedule routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and/or termination of the action plan.
- Records important decisions and actions taken by the ECG
- Upon direction from the Incident Commander provide communication support to the Planning Section Chief
- Informs the Logistics Section Chief of any equipment/supplies or staffing needs
- Maintains a master log of actions
- Prepare end of shift report and present to oncoming alternate

Information Management Lead
Primary: Health Communications Team Lead
Alternate: Health Promotion Specialist

Responsibilities:
- Coordinates all public health messages/ information sent out to staff and public
- Establishes systemic approach to receiving, storing and disseminating information
- Establishes electronic storage and retrieval that is accessible to users who need the information
- Informs all staff of methods to access information so that staff are kept up-to-date on the status of the emergency and public health implications
- Maintains information and ensures it is accurate and up-to-date
- Identifies key information and special instructions for dissemination to the health unit's EOC

- Identifies and communicates critical information that will directly/indirectly impact on the safety of response team
- Liaises with Section Chiefs to receive and disseminate current/critical emergency information
- Prepare end of shift report and present to oncoming alternate

Media Relations

Operational/Support Team:
Health Communication Leader and Team
Public Health Spokesperson
Planning and Evaluation Team may provide support or assistance

Responsibilities:
- Establishes a link with the site media spokesperson, the Health Connection Manager, other media coordinators involved in the event
- Contact other on-scene agencies to coordinate release of information with respective Emergency Information Officers(EIO's), and informs Liaison Officer of action
- Activate and staff the media centre
- Liaises with the ECG to obtain up-to-date information for media releases, coordinates individual interviews and organizes press conference releases
- Communicates the telephone number of the media contact person and Health Connection lines to:
  - Media
  - health unit's EOC
  - Switchboard
  - Site Media Spokesperson
  - Municipal Control Group
  - Neighboring health units
  - Health Connection Manager

- o Key external Partners
- o Information Management Lead
- Posts news releases/PSAs in a timely manner to the website and shares with the *Information Management Lead* and *EOC Operations and Communication System Director*
- Arrange for the preparation and translation of media releases, fact
- Directs media arriving at the office to the media centre and provides background information (copies of press releases)
- Monitors media releases to ensure that all information released to the media and public is accurate, timely and consistent
- Corrects erroneous information
- Tracks and records media events
- Prepare end of shift report and present to oncoming alternate

Liaison Officer (formerly Emergency Management Coordinator)

The Liaison officer serves as a point of contact for supporting organizations or agency representatives involved in the incident response.

Liaison Officer

Primary: Manager , Emergency Management
Alternate: Emergency Management Coordinators
             (EMC's)

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Responsibilities:

- Acts as a liaison between Command and other emergency response organizations involved with the incident/ emergency and assists with the coordination of services
- Keeps Lead Program Operations Chief up to date with actions of other agencies date with actions/response from other agencies and provides incident status updates
- Participates in forecast planning meetings to assist with the formulation and evaluate the Incident Action Plan (IAP).
- Monitor the incident/emergency to help identify current or potential inter-organizational problems
- Establish contact with liaison counterparts of assisting and cooperating agency/services
- Identifies key external contacts and provides corresponding contact information (e.g., Ministry of the Environment (MOE), Ministry of Labour (MOL, EMS, Municipality)
- Acts as a resource and advisor to the ECG on emergency management protocols
- Acts as a scribe for the Incident Commander at external EOC meetings
- Maintains copy of master record and logs from Documentation Officer for future planning considerations and ensures documentation is accurate
- Provides support to sub-committees (Recovery, Business Continuity)
- Assists with set up of the EOC (status boards, maps, record, minutes templates notes and action)
- Maintains a personal log of all actions
- Prepare end of shift report and present to oncoming alternate

- Maintains operational maps

EOC Documentation Officer

The Documentation Officer is the key personnel that ensure that all activities within the EOC are logged and that all documentations generated from the incident response is filed and archived.

Documentation Officer

Primary: Executive Assistant to MOH
Alternate: Administrative Assistant to AMOH's
Minute Taking Functions: Senior Program Assistant
2nd Alternate: PA (Designated by Operations Section Chief)

Responsibilities:
- Establish a work area within the public health Emergency Operations Centre (EOC)
- Arrange for equipment, and support staff (e.g., LCD projector, laptop, IT) as requested by the EOC Operations and Communications System Director
- Record the minutes from EOC discussions and identify outstanding action items to the EOC Operations and Communications System Director
- Ensures EOC status board is updated to identify priority action items for discussion by ECG members
- Communication of scheduled EOC meetings and tracking of attendees
- Review entries/records for accuracy and completeness.
- Review Incident Action Plans from Section Chiefs as appropriate

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EMERGENCY RESPONSE PLAN

- Track deadlines for IAP.
- Maintain electronic storage files and materials for post-incident use.
- Ensures documentation is accurate and records are maintained for future reference
- Compilation of master record and logs from Documentation Officer for Incident Commander for the purpose of debriefs and post-emergency reporting
- Provide a master record and logs to Liaison Officer for future planning considerations
- Prepare end of shift report and present to oncoming Documentation Officer.
- Administrative duties as assigned by the EOC Operations and Communications System Director

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Operations

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┌─────────────────────────┐
│  Operations Chief       │
│                         │
│ (Vary depending on      │
│  Nature of Emergency)   │
└─────────────────────────┘
         │
         ├──────────┤ Disease Investigation and
         │            Surveillance Section Chief
         │
         ├──────────┤ Health Protection Section
         │            Chief
         │
         ├──────────┤ Community Public Health
         │            Nursing and Support
         │            Section Chief
         │
         └──────────┤ Public Inquiry and
                      Community Awareness
                      Section Chief
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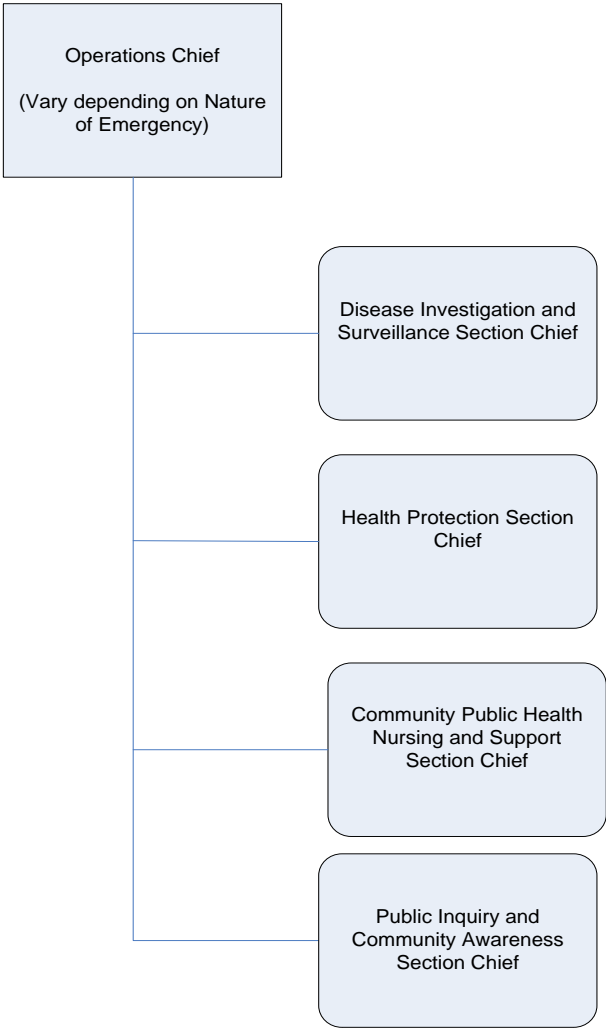
Operations Manager
General Operations Responsibilities:
- Coordinate and monitor Operations Section and available resources needed to assist with response to the incident/emergency and request resources as needed
- Communicates directives to response team and provides feedback to the EOC
- Briefs the Incident Commander routinely on the status of the Operations Section.
- Recommends the activation of the agency Business Continuity Plan in conjunction with the Logistics Section Chief to the Incident Commander
- Direct resources and equipment, determines what type of resources are needed to deal with the incident
- Maintains documentation of all actions and decisions on a continual basis; forward completed unit activity log to Documentation Officer
- Observes staff for signs of stress. Reports issues to the Safety Officer under the direction of the Logistics Section Chief
- Prepares an end of shift report and presents report to Incident Commander
- Prepare end of shift report and present to oncoming alternate Operation Chief
- Observe staff for signs of stress. Report issues to Health & Safety Officer.
- Provide rest periods and relief for staff.

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EMERGENCY RESPONSE PLAN

Operations Section Chiefs:
Additional operational support functions – Related to Incident Specific Response

1) Disease Investigation and Surveillance Section Chief

Primary: Director of Clinical Service
Alternate: Communicable Disease Manager
2nd Alternate: Vaccine Preventable Disease Manager

Operational/Support Team:
Communicable Disease Manager and Team
Sexual Health Manager and Team
Vaccine Preventable Disease Manager and Team
Oral Health Team
Epidemiologist (C.S.)
Research Officer (C.S.)

Responsibilities:
- Provide a coordinated response to infectious disease-related emergencies or anticipated epidemics
- May act as an alternate for the MOH at meetings of the MCG as required (Infectious Disease Emergencies)
- Ensures 24-hour CD Investigator on-call system and that resource information is provided
- Provides disease surveillance, outbreak control and contact tracing at emergency site and evacuation shelters as required
- Provides an emergency site manager if required
- Coordinates the storage, handling and distribution of vaccines and anti-viral/antibiotic drugs
- Maintains a local surveillance system. Provides disease/outbreak activity reports to the Province

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- Monitors other data/resources and surveillance information systems to keep health unit apprised of current emergency situation in other jurisdictions
- Develops plans to provide mass immunization and distribute vaccines and antiviral drugs
- Implements mass vaccination campaigns and distribution of antiviral/antibiotic drugs
- Maintains an inventory of potential mass immunization clinic sites and assist Logistics Section Chief in the negotiation of user agreements
- Develop Memorandums of Understandings between key stakeholders and the health unit related to security of mass vaccination clinics and vaccines and anti-viral/antibiotic pharmaceuticals
- Provides advice and consultation to the ECG on issues related to the human health emergency
- Identifies key information and special instructions for dissemination to the population affected by the emergency
- Provides important health information messages to all local partners in collaboration with the Public Information and Media Relations Coordinator
- Collaborates with Emergency Information Officer to provide advice on communicable disease related matters and precautions to the public
- Designates individual to receive and provide information to Information Management Lead
- Informs the Logistics Section Chief of any equipment/supplies or staffing needs
- Prepare end of shift report and present to oncoming alternate Section Chief

Additional operational support functions related to Evacuation shelter response are outlined within the Incident Specific Response Plan

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EMERGENCY RESPONSE PLAN

2) Health Protection Section Chief
Primary: HPS Director
Alternate: Assigned Program Manager may vary depending on nature of emergency
2nd Alternate: Assigned Program Manager may vary depending on nature of emergency

Operational/Support Team:
Water/Rabies Manager and Team
General/Food Safety Manager and Team
Health Hazards, WNv Manager and Team
Emergency Management Manager and Team
Other Program Services may be redeployed to assist

Responsibilities:
- May act as an alternate for the Medical Officer of Health at meetings of the Municipal Control Group as required (Environmental Health Emergencies)
- Ensures 24 hour Senior PHI on-call system and that resource information is provided
- Assess human health and environmental health impacts as a result of the emergency and provide information and advice on the potential health effects
- Identifies key information and special instructions for dissemination to the population affected by the emergency
- Collaborates with Emergency Information Officer to provide advice on environmental related matters and precautions to the public
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary
- Provides direction/advice to ensure the safety of food supplies and the safe disposal of waste in evacuation

centres, food establishments, food vehicles and private residences
- Liaises with Director of Public Utilities/Small Waterworks Operators within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities
- Provides ongoing surveillance/monitoring and testing of affected water systems
- Issues Drinking Water Orders and Boil Water Orders or advisories as necessary
- Provide an Emergency Site Coordinator as part of the Site Management Team, as required
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings that pose a public health threat
- Directs the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
    o accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
    o food handling, storage, preparation and service
    o general health and safety involving injury prevention
- Informs the Logistics Section Chief of any equipment/supplies or staffing needs
- Designates individual to receive and provide information to Information Management Lead
- Prepare end of shift report and present to oncoming alternate Section Chief

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Additional operational support functions will be identified within Incident Specific Response Plan

3) Community Public Health Nursing and Support Section Chief

Primary: Family Health Director
Alternate: Child Health Manager
2nd Alternate: HBHC (PHN) Manager

Operational/Support Team:
Healthy Babies Healthy Children (PHN) Manager and Team
Healthy Babies Healthy Children (FHV) Manager and Team
Reproductive Health Program Manager and Team
Child Health Manager and Team

Responsibilities:
- Acts as the Evacuation Shelter Liaison between the identified Public Health Shelter Coordinator on site and the health unit's EOC
- Communicates issues, concerns or resource needs related to shelter management to the health unit's ECG
- Coordinates with external agencies to provide residents in shelter with:
  - health assessment, support and referral
  - public health information and links to community networks
  - counseling and group sessions related to emotional stressors and coping strategies
  - facilitate the establishment of a process for locking designated medication and dispensing in accordance with College of Nurses of Ontario Practice Standard at the Evacuation Shelter

- Collaborates with external community health service providers to assist community residents not in shelters to access food, shelter and other daily necessities.
- Designate individual to receive and provide information to Information Management Lead
- Identifies key information and public health messages for dissemination to the population affected by the emergency
- Informs Logistics Section Chief of any equipment/supplies or staffing needs
- Provide assistance to the Human Resources Branch of Logistics in accessing Psycho-social supports for health unit employees
- Ensure the maintenance of essential program services in Family Health Service
- Maintain a log of actions
- Prepare end of shift report and present to oncoming alternate Section Chief

4) Public Inquiry and Community Awareness Support Section Chief

Primary: Director of Healthy Living
Alternate: CDP (H.L.) Manager
2nd Alternate: CDP (Tobacco) Manager

Operational/Support Team:
Health Connection Manager and Team

General Responsibilities:
- Works intricately with the Information Officer, *Information Management Lead and* Health Communication Leader and Team (*Media Relations)*
- Acts as the communication link between the health unit's ECG and the following:

- o Health Connection Manager
- o Reception/Switchboard and
- o On-call response staff
- o Customer Service Representatives
- Provides direction and regular updates to the Health Connection Manager, Reception, Customer Service Representatives, After-hours On-call response teams, respective program based liaisons and agency staff as necessary to ensure the most accurate and up-to-date information is disseminated to the public.
- Ensures communication is provided to respective community partners that are not routinely covered through other communication avenues and bring forward messaging needs to the Incident Commander.
- Overall Responsibility to ensure that there is an efficient mechanism designed for the tracking of all agency communications.
- Ensure that all written communications are logged and maintained for future reference
- Maintains a log of actions
- Prepare end of shift report and present to oncoming alternate Section Chief

Additional operational support functions will be identified within Incident Specific Response Plan

Planning Section Chief
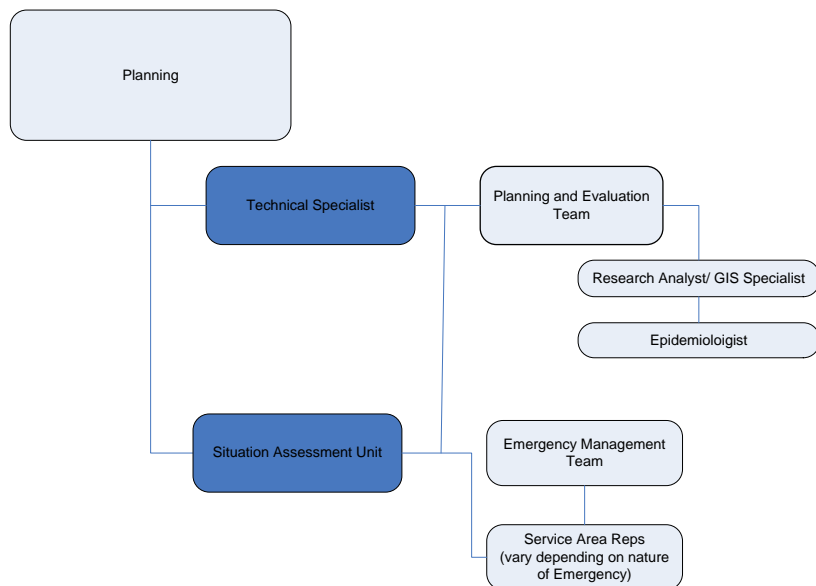
Planning Section Chief
Primary: Associate Medical Officer of Health (for the Lead Operational Team)
Alternate: Associate Medical Officer of Health

Operational/Support Team:
    Epidemiologist
    Emergency Management Team
    Planning & Evaluation Team (may be redeployed to
    Lead Team managing the emergency)
    Service Area Representative (dependent on nature of
    incident)

The Incident Commander will determine if there a need for the Planning Section. If no planning section is established the Incident Commander will perform all the planning functions.

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

The planning section is divided into 3 Units: Technical Specialist, Documentation Unit, and the Situation Unit. The Technical Specialist provides special expertise useful in incident management and response. Documentation Unit provides the duplication services including the written Incident Action Plan and maintains and archives all incident related documentation and forwards it to EOC Documentation Officer at end of incident. The Situation Unit collects and analyzes information on the current situation, prepares situation summaries and develops maps and projections.
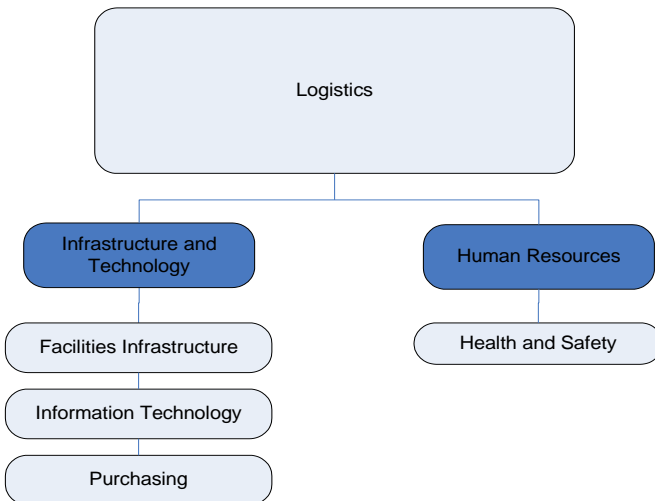
Responsibilities:
- Keeps Incident Commander updated on public health issues and responses
- Provides case management and issue assessment to Section Chiefs
- Assess the incident on a continual basis and project possible contingencies and alternative courses of action
- Continue to receive projected activity reports from section chiefs and Planning/Intelligence Section at appropriate intervals and modify Incident Action plan
- Conduct Long-range and contingency planning with information available and develop plans that forecast 72 hours ahead of current situation (appropriate support team will be designated dependent on the nature of the emergency)
- Maintain documentation of all actions and decisions on a continual basis; forward completed unit activity log to Operational Chief.
- Ensure standardization of data collection.

- Collect, interpret, and synthesize data regarding status and response of incident and provide reports to Operational Section Chief
- Provides/forwards emergency planning considerations to the ECG
  - o Assure all requests for data or plan information/status are routed/documented through the Information Officer (IO).
  - o Prepare end of shift report and present to oncoming Planning/Intelligence Section Chief.
  - o Plan for the possibility of extended deployment.
- Prepare end of shift report and present to oncoming alternate Section Chief

Logistics Section Chief

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                    │      Logistics      │
                    └─────────────────────┘
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              ┌───────────────┴───────────────┐
   ┌──────────────────────┐         ┌──────────────────────┐
   │ Infrastructure and   │         │   Human Resources    │
   │     Technology       │         └──────────────────────┘
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              │                       ┌──────────────────────┐
   ┌──────────────────────┐          │   Health and Safety  │
   │ Facilities Infrastructure │     └──────────────────────┘
   └──────────────────────┘
   ┌──────────────────────┐
   │ Information Technology │
   └──────────────────────┘
   ┌──────────────────────┐
   │      Purchasing      │
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Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Logistics Section Chief

Primary: Director of Human Resources and Infrastructure
Alternate: Infrastructure and Technology Branch lead
        Human Resources Branch alternate

Operational/Support Team:
Administrative Assistant
Human Resources Team
Information Technology Team
Facilities and Infrastructure Team
Purchasing
Health and Safety Officer: (Certified Employee
Representative & ONA Representative)

The Logistics section involves the Human Resources
Branch and the Infrastructure and Technology Branch.
The Logistics section is responsible for the acquisition of
resources including staff, equipment and supplies to support
the management of the emergency/incident.

Furthermore the Logistics Section ensures that the agency
infrastructure is maintained to support the needs of the
incident.

Not all branches may be required during an incident; they
will be established as required.

Infrastructure and Technology Branch
Primary: Information Technology Supervisor
2nd Alternate: Infrastructure and Implementation Manager
3rd Alternate: Operations & Support Supervisor

Responsibilities:

- Ensures that technological supports are established and adequate to assist with the management of an incident.
- Acquisition and management of equipment/ supplies and support services through requisitions from Section Chiefs
- Liaise with Finance to ensure the purchasing and payment of all equipment/ supplies and resources procured for the management of the incident
- Acquisition of outside services and/or equipment from other agencies or community (if required), through contracts, or pre-established agreements
- Provide inventory and location tracking of resources
- Confer with Information Officer (IO) to establish areas for media personnel
- Provides security for the SMDHU branch offices and staff
- Initiates the necessary action to ensure telephone systems at the community offices function as effectively as possible
- Maintain documentation of all actions and decisions on a continual basis. Forward completed branch activity log to Documentation Officer.
- Provides for Disaster Recovery Response (servers/ voice over IP, down data planning and recovery programs)
- Prepare end of shift report and present to oncoming alternate Section Chief

Human Resources Branch
Primary: Director of Human Resources and Infrastructure
Alternate: HR Advisor
2nd Alternate: HR Generalist

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Responsibilities:

- Establishes a contact person for staff inquiries and ensures a listing of the availability of staff and contact information is maintained
- Establishes an emergency contact line for family members of staff to get up-to-date information about the status of their family members
- Upon direction from the MOH, activates the emergency notification system through the designated media channels and the local amateur radio operators group as required
- Provides information to staff regarding the emergency and appropriate direction to staff regarding deployment
- Recommends the activation of the agency Business Continuity Plan in conjunction with the Operations Chief to the Incident Commander
- Manages staff resources. Receives requests for additional staff resources from Section Chiefs. Monitors current response capabilities and redeploys staff
- Provide for and ensures the maintenance and operation of feeding, sleeping and meeting areas at the EOC
- Ensure the provision of food and potable water for personnel working within the EOC or part of the response team (if required)
- Liaise closely with Finance to make arrange for requisitioning and delivery of supplies
- Maintain documentation of all actions and decisions on a continual basis. Forward completed unit activity log to Documentation Officer.
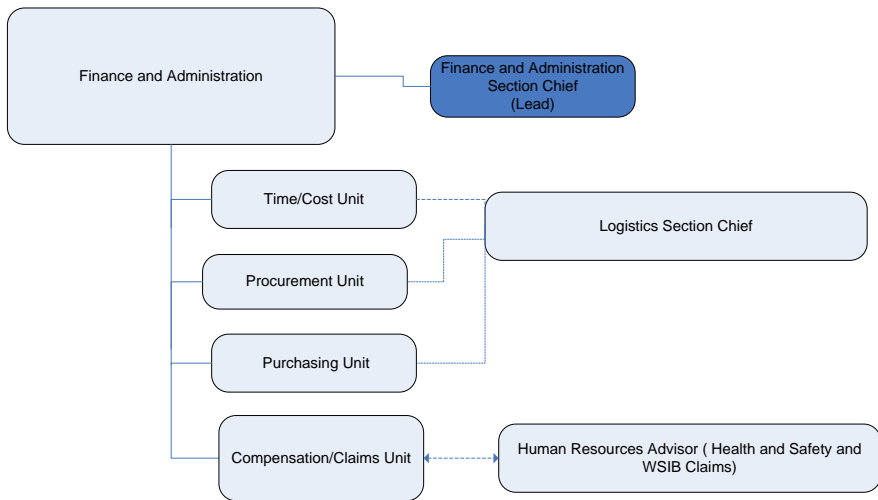
- Prepare end of shift report and present to oncoming alternate Section Chief
- Considers safety of staff and record injuries as a result of the emergency
- Facilitates the provision of Psycho-social support to health unit employees through relevant and applicable sources with the assistance of the Community Nursing and Support Coordinator
- Coordinate with the Operations Section Chief to identify hazards or unsafe conditions associated with the incident and immediately alert and inform appropriate personnel.
- Ensure provision of legal advice or assistance when needed

Health & Safety Officer
- Works with the Logistics Human Resources Branch to monitor and track safety of personnel at site
- Provide safety educational information to Information Officer for dissemination to staff
- Ensure that public health personnel responding to the incident/emergency are trained and certified in safety and health practices, including the use of Personal Protective Equipment (PPE) for designated personnel.
- Ensure that the site safety and health plan is established, reviewed, and followed
- Prepare end of shift report and present to oncoming alternate Section Chief

Finance & Administration Section Chief

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│ Finance and             │──────│ Finance and Administration│
│ Administration          │      │ Section Chief            │
│                         │      │ (Lead)                   │
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           │
           │    ┌──────────────────┐
           ├────│ Time/Cost Unit   │┄┄┄┄┐
           │    └──────────────────┘    ┊  ┌──────────────────────────┐
           │                            ┊  │ Logistics Section Chief  │
           │    ┌──────────────────┐    ┊  └──────────────────────────┘
           ├────│ Procurement Unit │┄┄┄┄┘
           │    └──────────────────┘
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           ├────│ Purchasing Unit  │
           │    └──────────────────┘
           │    ┌──────────────────┐     ┌──────────────────────────────────┐
           └────│ Compensation/    │┄┄┄┄▷│ Human Resources Advisor ( Health │
                │ Claims Unit      │     │ and Safety and WSIB Claims)      │
                └──────────────────┘     └──────────────────────────────────┘
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Finance and Administration Section Chief
Primary: Director of Corporate Service
Alternate: Finance Administrator
2nd Alternate: Finance Administrator

Operational/Support Team:
Administrative Assistant
Human Resources Advisor
Finance Team
Purchasing

The Finance and Administration Section is set up for
incident specific financial management. The section can be
further divided into several Units: Procurement Unit,
Time/Cost Unit and Compensation/Claims Unit. The
Procurement Unit is responsible for administering all
financial matters pertaining to vendor contracts, leases and

fiscal agreements. Finance purchasing Team work closely with the Logistics Section Chief to ensure that resources or equipment are purchased for use in an emergency. The Time/Cost Unit is responsible for time recording for personnel involved in the incident and collects all cost data, performs cost effectiveness analyses. The Compensation/Claims Unit is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related to activities kept for the incident.

Not all Units may be required during an incident; they will be established as required.

Responsibilities:

- Provides information and advice on financial matters as they relate to the emergency
- Authorizes expenditures related to the incident/emergency (provides payment and settlement of all legitimate invoices and claims)
- Monitors and maintains records of all expenses associated with the incident/emergency response
- Identifies cost depleted due to incident/emergency response
- Procurement authorization of resources
- Monitor and track Claims and compensation including incident related costs, maintenance and scheduling
- Facilitates compensation/over-time considerations and resolves conflicts with collective agreement issues
- Prepare end of shift report and present to oncoming alternate Section Chief

Section 3

Portable Emergency Communications System

The Simcoe Muskoka District Health Unit (SMDHU) uses Telus Portable Communication Systems. For a list of critical after-hours emergency contact numbers, please refer to Appendix C - SMDHU On-Call Roster Emergency contact numbers. Cell phone numbers for the MOH office, management and directors can be found within Appendix H.

All other cell phone contact information can be accessed through the fan out lists in Section 5.

Evaluation of the Emergency and Report Standard

During the course of an emergency, detailed logs (Appendix A) will be kept of agency actions and responses and of external events that are perceived to impact on the effectiveness of the emergency response.

Following termination of the emergency, the service area Directors will prepare a detailed report reflecting the activities of the service, addressing any concerns encountered and making recommendations for amendments to the Emergency Response Plan.

The report will contain as a minimum:
- The date and time of occurrence of the emergency
- The nature of the emergency
- The location of the emergency
- The date and time of activation of the plan
- A record of the emergency response, including dates, times, a description of activities and measures taken, as well as personnel and equipment costs
- Other agencies involved
- Ongoing activities

- Problems encountered and their resolution
- Recommendations for future prevention and improved response

Review
The Plan:

- The Emergency Response Plan is reviewed and revised annually by the Emergency Management Coordinator (EMC) in conjunction with service area Directors and forwarded to the Executive Committee for approval.
- The EMC Liaises with the MOH and service area directors to ensure the Emergency Response Plan is maintained.
- Minor administrative changes may be made directly to the plan without approval and recorded on the amendment notice at the front of the manual.
- The EMC is responsible for ensuring all manuals reflect changes made.

Community Resources and Contacts:

- The Emergency Management Coordinator is responsible for maintaining an inventory of community resources.

Equipment:

The Emergency Management Coordinator is responsible for ensuring that the emergency response kits in each office are checked every six months to ensure inventory is intact, test equipment, change batteries as necessary, and ensure mapping sets are up-to-date.

The EMC researches and recommends the acquisition of resources, equipment and supplies for the agency to function effectively in the event of an emergency.

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Fan-Out Lists:
The Emergency Management Coordinator ensures fan-out lists are updated bi-annually.

Testing
The Simcoe Muskoka District Health Unit will conduct an exercise or exercises at least annually that test all or some components of the Emergency Response Plan including its Emergency Notification System. The aim of the exercise is to assess the readiness of staff to effectively respond in an emergency.   The **Staff Fan Out Activation or Test Form** is completed to track fan out notification communications (Appendix B).

Post exercise debriefs will be conducted with exercise participants and relevant findings will be recorded and be utilized for reevaluation of agencies response capacity, future training and education of staff. The Emergency Management Coordinator will support service area Directors in orienting staff to the Emergency Response Plan and updating staff on a regular basis.

Post Emergency De-briefing and Evaluation
The Incident Commander will conduct the de-briefing, including response, business continuity and recovery following an emergency event. Reports outlining key findings will be provided and presented for the purposes of amending the emergency response plan to enhance the agency's effectiveness in responding to incidents or emergencies in Simcoe Muskoka.

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Section 4

Resource List

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Section 5

Staff Fan-Out List

Managers & Supervisors
Health Protection Coordinators
Health Protection Inspectors & Health Promoters
Program Assistants

Managers & Supervisors
Injury & Substance Misuse Prevention
Chronic Disease Prevention – Healthy Lifestyles
Chronic Disease Prevention – Tobacco
Healthy Schools Team
Health Connection
Healthy Communities Partnership Program
Program Assistants

Managers & Supervisors
Healthy Babies Healthy Children
Family Home Visitor
Reproductive Health
Child Health
Program Assistants

Managers & Supervisors
Vaccine Preventable Disease
Communicable Disease Control
Sexual Health
Oral Health
Program Assistants

Managers & Supervisors
Communications
Planning & Evaluation
Information Technology

Simcoe Muskoka District Health Unit
EMERGENCY RESPONSE PLAN

Administrative
Facilities