



The Town of Minto Annual Exercise After Action Report 2016

In accordance with the Emergency Management and Civil Protection Act, R.S.O., 1990, the Town of Minto Municipal Emergency Control Group (MECG) conducted an exercise as required by Regulation 380/04 Section 12 (6) of the Emergency Management and Civil Protection Act. Recommendations from the exercise debrief are also included in this report.

1. DATE:

February 8, 2016

2. TIME:

1:00pm

3. LOCATION:

Primary EOC at the Town of Minto Office
5941 Hwy 89
Harriston, Ontario

4. PARTICIPANTS - EOC

Bill White – CAO/Clerk- Town of Minto
George Bridge – Mayor – Town of Minto
Gordon Duff – Treasurer – Town of Minto
Brian Hensen – Public Works Director – Town of Minto
Matthew Lubbers – Recreation Services Manager – Town of Minto
Annilene McRobb – Scribe – Town of Minto
Lindsay Mitchell – Scribe – Town of Minto

Linda Dickson – CEMC – County of Wellington
Chris Harrow – Alternate CEMC – Minto Fire Chief
Heather Lawson – EM Assistant – County of Wellington
Fred Lehmann – Communications Manager – County of Wellington
David George – Public Health
Donna Manser – Public Health

PARTICIPANTS – SITE

Jackie Hymers – Scribe –Town of Minto
Water Operators

FACILITATORS

Bridgette Francis, Darrell Buehler, Wayne Metzger

5. TYPE OF EXERCISE:

Table – Top Exercise

6. OBJECTIVE:

- i) The activation of the Emergency Response Plan to a water situation.
- ii) The Incident Management System will be implemented and tested during the course of the exercise.
- iii) Test internal/external communications and Emergency Information procedures between the municipality, involved agencies, and the public during an emergency situation.

This exercise also served as the Water/Waste Water department's annual exercise for the year as required by the DWQMS.

7. SCENARIO:

The annual emergency management exercise involved a Municipal water emergency where a private well contaminated the public water system leading to a boil Water Advisory for the community of Clifford for several weeks. The Water Department began their exercise at 12:00pm in the Minto's Public Works Building next to the Minto Town office and it involved testing their own procedures.

8. EXERCISE OBSERVATIONS AND RECOMMENDATIONS:

- i) The activation of the Emergency Response Plan to a water situation**
More clear roles of Public Health and MCEG in a water emergency event.
- ii) Use of the Incident Management System Response in the EOC**
It has been noted that some of the support staff would like more IMS training. Emergency Management Team will ensure Town of Minto staff is notified of any upcoming IMS training.
- iii) Emergency Information Procedures between the municipality, involved agencies, and the public during an emergency situation**
It was recommended in a Boil Water Advisory emergency related to a water incident where Water Operators have to go door to door that a Communication card be printed for the operators to give residents. Public health has a standard message that could be utilized.

iv) Observations from the water exercise

- Overall good communication internally and externally
- Kept the goals of getting the factual information out to the public as soon as possible

v) Recommended improvement/ action items

- It has been noted for future training that a Public Health Information Session would be beneficial to fully understand their lead role in a public health emergency and how they would collaborate with MCEG in particular with public messaging communications.
- Recommend an exercise that has real input messaging such as an actual press conference and actual phone calls.

vi) Public Services – Water Department

- Private Wells fall under the Source Protection Act and further need for identifying the private wells that are not securely capped off to prevent a public system contamination. However, the Town of Minto's installation of water meters has provided them with a visible tool to read for reverse flows in order to mitigate and respond quickly to possible contamination emergencies.
- The exercise provided the water operators with more knowledge and direction of the Emergency Operations Control Group and their roles in a large water emergency.
- Emergency Photo Badges are needed for some employees- Public Works clerk will find out where to get these
- Training
 - IMS is needed for some Public Works operators
 - IMS training for specific roles
 - Scribe training needed for Public Works Clerk