# EMERGENCY RESPONSE PLAN

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**Appendices**

# Part 1


# Administration

## QUICK REFERENCE GUIDE

⇒      The 5 key members of the Municipal Emergency Control Group are the Head of Council, Operations Officer (CAO), Public Works Manager, Police Representative and Fire Chief.  Once the majority of these persons have arrived at the EOC the Municipal Emergency Control Group may initiate its function.

⇒      Ensure that all Community departments have been notified and either activated or placed on standby.  MECG members are responsible for their own department.

⇒      Review role of MECG.   Ensure MECG meeting Scribe (Municipal Clerk) is selected and major event log commenced.

⇒      Review roles and responsibilities of each member, reassigning responsibilities as required.  Remind all to keep personal log.

⇒      Start with report from agency who initiated calls to MECG.

⇒      Request individual reports from MECG members (status and needs within area of responsibility) following Operations Cycle format.  MECG to provide input and direction as required.  Consider additional membership given nature of emergency and expertise needed at the table.

⇒      The Head of Council must inform the Emergency Management Ontario (866-314-0472) when the Township has declared an emergency, and specify the nature of the emergency situation.  Review Declaration checklist before making declaration.

⇒      Repeat Operations Cycle format until immediate emergency resolved.

⇒      Consider Termination of Emergency only after all recovery costs have been expensed and community has generally returned to normal operations.

## INTRODUCTION

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

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

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The Tay Valley Township Emergency Management Program Committee developed this Emergency Response Plan to assist them in fulfilling that obligation. The Emergency Response Plan has been prepared to provide key officials, agencies and departments of Tay Valley Township important emergency response information related to roles and responsibilities during an emergency and pre-authorized arrangements for services and equipment which may be required.

It is important that residents, businesses and affected agencies be aware of the Plan's provisions. Copies of the Tay Valley Township Emergency Response Plan are available at the Township Office, 217 Harper Road and on the Township website at https://www.tayvalleytwp.ca/

Questions and/or concerns about the Emergency Response Plan should be directed to the Community Emergency Management Coordinator for Tay Valley Township.

Physical Location and Mailing Address
Tay Valley Township
217 Harper Road
Perth, ON  K7H 3C6

Email Address: firechief@dnetv.com
Phone: 613-267-2596
Fax: 613-264-8561

## AIM

The aim of the Emergency Response Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of Tay Valley Township when faced with an emergency.

The Plan enables a centralized, controlled and coordinated response to emergencies in the Township and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Tay Valley Township Emergency Response Plan reflects an enhanced level approach to emergency management as defined by Emergency Management Ontario and will, over time, incorporate subordinate plans as annexes, which provide detailed response procedures for the most likely hazards which confront Tay Valley Township.  These hazards have been determined through the undertaking of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Community Emergency Management Program Committee.

For more information about the Community Emergency Management Program Committee please contact the Chief Administrative Officer for Tay Valley Township at:

Physical Location and Mailing Address
Tay Valley Township
217 Harper Road
Perth, ON  K7H 3C6

Email Address: cao@tayvalleytwp.ca
Phone: 613-267-5353 x123
Fax: 613-264-8516

## GLOSSARY OF TERMS

**Term**          **Definition**

**CBRN**          Chemical, Biological, Radiological and Nuclear

**MECG**          The Municipal Emergency Control Group is the group responsible
                  for managing the emergency situation on a        community wide
                  basis. The membership, as detailed in the Response Plan, consists
                  of all key decision makers and officials who have the authority to
                  direct or coordinate human and material resources within the
                  community.

**CEMC**          Community Emergency Management Coordinator
                  The person responsible and accountable for the development and
                  implementation of their communities emergency management
                  program.

**CEMPC**         Community Emergency Management Program Committee.  The
                  critical management team that oversees the development,
                  implementation and maintenance of a community emergency
                  management program.

**CERV**          Community Emergency Response Volunteer.

**CISM**          Critical Incident Stress Management.

**Critical Infrastructure**
                  Interdependent, interactive, interconnected networks of institutions,
                  services, systems and processes that meet vital human needs,
                  sustain the economy, (protect public safety and security), and
                  maintain continuity of and confidence in government.

**Disaster**      A widespread or severe emergency that seriously incapacitates a
                  community.

**Emergency**     Emergency is defined as a situation
                  caused by a natural, accidental or intentional act, or otherwise, that
                  constitutes an actual or impending danger to life or property.

**Emergency Management**

Organized and comprehensive program and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

**Emergency Management Ontario**

EMO is an organization within the Ministry of Community Safety and Correctional Services, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

**Emergency Management Program**

A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

**Emergency Operations Centre (EOC)**

An EOC is the structure/facility wherein **(EOC)** the Control Group conducts its Emergency Management functions. There is a primary and secondary EOC identified to ensure operational viability.

**Epidemic** A widespread occurrence of a disease in a community at a particular time.

**ESM /IC** Emergency Site Manager / Incident Commander Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

**Evacuation Centre**

The centre is a facility set up to provide Emergency shelter, food, recreation and Basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

**Exercise** A simulated drill or sequence of events to evaluate plans and procedures.

**HIRA**      Hazard Identification and Risk Assessment  Identification of hazards or risks to public safety, public health, the environment, property, critical  infrastructure and economic stability from natural, human-caused and technological sources/activities,  and evaluation of the importance of the activity to the continued  operation of the community. The vulnerability of the community to each activity should also be evaluated.

**Incident Management System**
The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively respond to an incident or emergency/disaster.

**Information Centre**
A facility set up to brief and inform the media

**Mitigation**   Actions taken to reduce or eliminate the effects of an emergency or disaster.

**Mutual Aid Agreements**
An agreement developed between two or more emergency services to render aid to the parties of the agreement. These type of agreements can include the private sector emergency services when appropriate.

**Mutual Assistance Agreement**
An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

**Operations Officer**
The Operations Officer role is generally filled by the most senior officer of the municipality whose responsibilities and authorities include direction and delegation of duties of all support staff in the organization.  During an emergency, the Operations Officer manages the EOC, communicating and directing implementation of MECG decisions between meeting cycles.

**ODRAP**      Ontario Disaster Relief Assistance Program – a provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural disaster, such as a severe windstorm, tornado, flood, forest fire or ice storm.

**Provincial Emergency Response Team (PERT)**
An emergency response team that is dispatched to a community to coordinate provincial emergency response.

**Preparedness**
Actions taken prior to an emergency or disaster to ensure an effective response.  These actions include the formulation of an emergency response plan, a business continuity plan, training, exercises, and public awareness and education

**Public Awareness Program**
Provides generic information to the broader public to raise awareness about emergency management and suggests ways to reduce the risk of loss of life and property damage in the event of an emergency.

**Public Education Program**
Provides focused information to a target audience to educate about protective actions to reduce the risk of life and property damage, in the event of an emergency. For example, for communities located in a high-risk flood area, the public should know what measures should be taken in the event of a flood.

**Reception Centre**
The centre is a facility which is set up for  the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and if necessary direct them to an evacuation centres as required.

**Recovery**      Actions taken to recover from an emergency or disaster.

**Terrorism**      It is the unlawful and intentional use of force against persons or property to intimidate or coerce a government, a civilian population or any segment thereof, in the furtherance of political or social objectives.

## FORMAT

The Emergency Response Plan has been divided into four (4) Parts and eighteen (18) Appendices. It has been structured in such a way as to allow the individual use, review or re-write of any individual part or appendices. Individual Municipal Emergency Control Group members and the agencies they represent are responsible for the development of their own plans and notification systems that will enable them to fulfill their specific duties relevant to this Response Plan.

Over time the intent is to prepare and incorporate specialized response protocols for specific types of events e.g. evacuation protocol, flood response protocol. When written and approved these protocols will be added to the Plan as annexes.

## AUTHORITY

The *Emergency Management and Civil Protection Act* (Act) is the legal authority for this Emergency Response Plan. The Act state:

> *"The head of Council of a municipality may declare an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the health, safety and welfare of the inhabitants of the emergency area."*

As enabled by the Act, this Emergency Response Plan and its elements have been:

- Issued under the authority of Tay Valley Township By-law; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

The Act defines an emergency as:

> *"A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."*

This Emergency Response Plan enables the notification of key decision, the establishment of an operations centre for the purpose of managing an emergency, communicating with the public and continuing essential municipal services.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Any personal information collected under the authority of this Emergency Response Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the *Emergency Management and Civil Protection Act*, and the release of information under this Emergency Response Plan shall be made in compliance with the *Municipal Freedom of Information and Protection of Privacy Act.*

## PLAN MAINTENANCE

The Plan was originally written in 2003 and it is essential that it be kept current and viable by adherence to a maintenance schedule.  In the Plan was revised to offer a format in closer harmony with the Plan adopted by the Township of Drummond/North Elmsley.  The harmonization exercise was undertaken in recognition of the reporting responsibility the Community Emergency Management Coordinator (CEMC) shares with both Tay Valley and Drummond/North Elmsley Townships.  Responsibility for maintenance of the Plan rests with the CEMC who may delegate tasks accordingly.

As a minimum:

- The emergency telephone numbers will be reviewed on an annual basis.

- The notification system will be tested annually.

- The Plan will be exercised once every year as a minimum requirement.

- The Municipal Emergency Control Group will receive training or participate in an exercise, once every year

- The Vital Services Directory will be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend information contained within the Appendices of this Plan on an as required basis.

## DISTRIBUTION LIST

| Position/Location | Number of Copies |
|---|---|

**MUNICIPAL EMERGENCY CONTROL GROUP MEMBERS**

| | |
|---|---|
| Head of Council | 1 |
| Operations Officer (CAO) | 1 |
| Public Works Manager | 1 |
| Police Services | 0 |
| Fire Chief | 1 |

**MECG CRITICAL SUPPORT**

| | |
|---|---|
| Clerk | 1 |
| Treasurer | 1 |
| Emergency Information Officer | 1 |
| Medical Officer of Health | 1 |
| County Director of Social Services | 0 |
| County Emergency Services Coordinator | 0 |
| Emergency Management Ontario | 1 |
| Other agencies as required | |

**OTHER**

| | |
|---|---|
| Primary Emergency Operations Centre (Township Office) | 5 |
| Alternate EOCs (BBDE and South Sherbrooke Fire Halls) | 2 |

*The Plan distributed shall consist of Emergency Response Plan Notification System and Contact Lists only, the appendices will be provided for the CEMC, Chief Administrative Officer and Emergency Management Ontario, and the Emergency Operations Centres. **Recipients are reminded of their obligation to keep personal information in the Contact Lists confidential and shall only use it for emergency purposes**.*

**Emergency Response Plan Updates**

| Amendment No. | Date of Amendment | Date Entered | Entered by |
|---|---|---|---|
| Original Adoption | September 2003 | September 9, 2003 | K C-Dewey |
| 001 | October 2006 | October 26, 2006 | K C-Dewey |
| 002 | December 2009 | December 24, 2009 | K C-Dewey |
| Full Revision and Re-adoption | January 2011 | January 11, 2011 | K C-Dewey |
| Table of Contents<br>Part 1<br>Part 2<br>Appendix #1 – MECG Contact List<br>Appendix #1 – Emergency Plan Alert<br>Appendix #3 – Corporate Contacts<br>Appendix #4 – Council & Staff Directory<br>Appendix #8 – EOC Kit - Content List & Locations<br>Appendix #8 – Primary EOC – Equipment List<br>Appendix #8 – Computer/GEMS/CGIS - Access<br>Appendix #14 – Media Release - Form | January 2012 | January 20, 2012 | A. Mabo |
| Part 1 | January 2016 | Fall 2015 | A. Mabo |
| Full Update/Revision | July 2019 | July 18, 2019 | J. White |

| Amendment No. | Date of Amendment | Date Entered | Entered by |
|---|---|---|---|
| Change Community Control Group to Municipal Emergency Control Group<br><br>MECG Membership<br><br>Added Appendix #19 - Resources: Tay Valley Flood Impact and Recovery Guide | November 2019 | November 19, 2019 | A. Mabo |

# Part 2

# Emergency Operations & Procedures

## Part 2      Emergency Operations and Procedures

### Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this Emergency Response Plan as may be required to protect property and health, safety and welfare of Tay Valley Township residents.  If necessary actions may be taken in whole or in part in the absence of a formal declaration.

### Plan Activation

Any member of the Municipal Emergency Control Group may request, through the CAO, that the Emergency Response Plan be initiated.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the Emergency Response Plan should be initiated through the Notification process.  If the scope or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Response Plan will be activated.  The Emergency Response Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO will immediately ensure all members of the Municipal Emergency Control Group and the critical support members are contacted.  Notification lists and procedures are located in Appendix 1.

### MECG Membership

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG is made up of the following members;

Head of Council *(or Deputy Reeve)*
Operations Officer (CAO) *(or Clerk)*
Public Works Manager *(or Lead Hand)*
Police Representative
Fire Chief *(or Deputy Fire Chief)*

> *(Note: Consider activating the Lanark County MECG should both the Head of Council and their alternate are unavailable)*

The following persons/positions offer critical support to the MECG and are to be called out on Plan activation.

Duty Officer (Clerk) *(or Corporate Assistant)*
Treasurer *(or Deputy Treasurer)*
Emergency Information Officer (Planner) *(or Clerk)*
Medical Officer of Health *(or alternate)*
County Director of Social Services *(or alternate)*
Community Emergency Management Coordinator (CEMC) *(or alternate)*
Contact Information in Appendix 1


## Emergency Operations Centre (EOC) Location

The Emergency Operations Centre (EOC) has a primary and two secondary or alternate locations. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational. In addition, an agreement among all Lanark County municipalities allows for a request to utilize the facilities of neighbouring municipalities should the nature of the emergency require an alternate location. During the notification process, direction as to which location members of the MECG should report will be given. For example, members will be told that this is an Emergency Response Plan activation call and the member should report to a named location at a specified date and time.

Primary EOC Location;
    Tay Valley Township Municipal Office
    217 Harper Road
    Perth, ON
    613-267-5353

Alternate EOC Locations
    BBDE Fire Station                  South Sherbrooke Fire Station
    14 Sherbrooke St East              22110 Hwy#7
    Perth, ON                          Maberly, ON
    613-267-2596                       613-268-2077

In addition to the specific locations noted above Agreement has been reached with all municipalities in Lanark County for the reciprocal use of Emergency Operations Centres established throughout the region. (See Appendix )

Upon receiving notification the Operations Officer (CAO) will direct administrative staff to set up the EOC. The EOC will be set up and operational in a timely manner. The Operations Officer (CAO) will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member will;
- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MECG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each MECG member will;
- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, the Operations Officer (CAO) shall put routines into place for effective MECG meetings. The MECG functions most efficiently on a system known as an Operations Cycle.

**Operations Cycle**

An operations cycle is how the MECG manages overall emergency operations. MECG members will come together usually around a planning board or map at which time they will in turn report their agency's status to the Head of Council and Operations Officer (CAO). It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agency(s) and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the Operations Officer (CAO) in conjunction with the Head of Council, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls are suppose to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MECG members, and EOC critical support staff should have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer (CAO).

## Municipal Emergency Control Group (MECG) Responsibilities

The MECG is responsible for the following:

1.      Implementing the Emergency Response Plan in whole or in part to respond to an impending, potential, or existing emergency.

2.      Coordinating and directing of community resources used to mitigate the effects of an emergency.

3.      Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.

4.      Advising the Head of Council regarding requests for assistance from the Province and the Federal Government.

5.      Ensuring the provision of essential resources and services to support emergency response activities.

6.      Coordinating services provided by outside agencies.

7.      Appointing an Emergency Site Manager / Incident Commander (ESM/IC).

8.      Ensuring that the Emergency Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.

9.      Coordinating the evacuation of citizens who may be in danger.

10.     Discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing businesses or malls.

11.     Appealing for volunteers and ensuring all volunteers are provided appropriate training. (*Note: Volunteers are only covered by WSIB after declaration and are then treated as employees requiring due diligence in selection and training*)

12.     Establishing advisory subcommittees to work on specific problem areas related to the emergency, as required.

13.     Authorizing expenditures during the emergency; providing for the tracking cost and facilitating cost recovery.

14.     Maintaining an operational log detailing the group's decisions and activities.

15.     Deactivating the Emergency Response Plan, and notifying all of those who had been notified of its activation.

16. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

## 2.1 Head of Council

*(Note: Consider activating the Lanark County MECG should both the Head of Council and their alternate be unavailable)*

The Head of Council is responsible for:

a. Declaring an Emergency

b. Terminating an Emergency.

c. Notifying the Solicitor General of Ontario of the declaration of emergency, and termination of the emergency.

d. Ensuring the members of Council are advised of the declaration and termination of an emergency, and as time permits the response activities during the emergency.

e. Ensuring that the local MPP and MP are advised of the declaration and termination, and kept informed of the situation as time permits.

f. Maintaining a personal log.

Contact Information in Appendix 1

## 2.2    Operations Officer (CAO)

The Chief Administrative Officer (CAO) is referred to as the "Operations Officer" for emergency purposes.  The Operations Officer (CAO) is responsible for:

a.    Activating the emergency notification system.

b.    Obtaining and communicating status briefings from ESM and responding agencies

c.    Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.

d.    Ensuring that a communication link is established between the MECG and the ESM/IC.

e.    Determining  telecommunications status of each department

f.    Advising the Head of Council on policies and procedures, as appropriate.

g.    Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the MECG.

h.    Chairing meetings of the Municipal Emergency Control Group.

i.    Calling out and coordinating additional staff as required.

j.    Communicating termination of emergency to all participants

k.    Collecting all records of event for reporting and follow-up

l.    Maintaining personal log.

Contact Information in Appendix 1

### 2.3    Public Works Manager

The Public Works Manager is responsible for:

a.    Requesting activation of the emergency notification system through the Operations Officer (CAO)

b.    Providing the Municipal Emergency Control Group with information and advice on Public Works matters.

c.    Ensuring Municipal facilities are available for evacuation or reception center purposes if required.

d.    Liaising with the senior public works officers from the neighboring community(s) to ensure a coordinated response.

e.    Providing engineering assistance.

f.    Constructing, maintaining and repairing critically required public roads.

g.    Assisting with road closures and/or roadblocks.

h.    Maintaining sanitation and a safe supply of potable water, as required.

i.    Acquiring equipment for emergency pumping operations.

j.    Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.

k.    Liaising with electrical and gas utilities.

l.    Providing public works vehicles and resources to any other emergency service, as required.

m.    Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.

n.    Providing an ESM/IC if required.

o.    Maintaining a personal log.

Contact Information in Appendix 1

## 2.4    Police Representative

The Police Representative is responsible for:

a.    Requesting activation of the emergency notification system through the Operations Officer (CAO).

b.    Establishing and maintaining ongoing communications with the senior police at the emergency site.

c.    Providing traffic control to facilitate the movement of emergency vehicles.

d.    Coordinating and implementing evacuation procedures, if required.

e.    Protecting life and property and the provision of law and order.

f.    The providing of police services in evacuation centres, morgues, and other facilities as required.

g.    Ensuring perimeter security and crowd control at emergency site.

h.    Notifying the coroner of fatalities.

i.    Liaising with external police agencies, as required.

j.    Providing an ESM/IC if requested.

k.    Maintaining a personal log.

Contact Information in Appendix 1

## 2.5    Fire Chief

The Fire Chief is responsible for:

a.    Requesting the activation of the emergency notification system through the Operations Officer (CAO).

b.    Providing the MECG with the information and advice on fire fighting and rescue matters.

c.    Establishing an ongoing communications link with the senior fire official at the scene of the emergency.

d.    Initiating Mutual Aid as required.

e.    Determining if additional or specialized equipment is required ie. protective suits etc.

f.    Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.

g.    Providing an ESM/IC as required.

h.    Maintaining a personal log.


Contact Information in Appendix 1

## 2.6    Duty Officer (Clerk)

The Duty Officer (Clerk) is responsible for:

a.      Opening of EOC including name tags and place cards for Municipal Emergency Control Group members and critical support staff, ensuring easy identification

b.      Ensuring that sign-in sheets, contact lists, maps, major events log / status boards are kept up to date.

c.      Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.

d.      Assisting Emergency Information Officer with compilation and distribution of Media Release(s)

d.      Arranging for printing of material, as required;

e.      Assisting the Operations Officer (CAO) and Head of Council, as required

f.      Maintaining a personal log

Contact Information in Appendix 1

## 2.7    Treasurer

The Treasurer is responsible for:

a.    Providing advice on all financial matters involved in the emergency

b.    Recording all expenditures authorized by the MECG and any other costs associated with the emergency operation

c.    Maintaining a personal log

Contact Information in Appendix 1

## 2.8    Medical Officer of Health

The Medical Officer of Health is responsible for:

a.    Acting as a coordinating link for all emergency health services at the MECG.

b.    Liaising with the Ontario Ministry of Health, Public Health Branch.

c.    Liaising with the ambulance service representatives.

d.    Liaising with the Community Care Access representative.

e.    Providing advice on any matters that may adversely affect public health.

f.    Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.

g.    Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.

h.    Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.

i.    Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.

j.     Ensuring the safety of drinking water in conjunction with the public works representative.

k.    Liaising with the senior social services representative regarding health services in evacuee centres.

l.    Maintaining a personal log.
Contact Information in Appendix 1

## 2.9    Director of Social Services

The Director of Social Services is responsible for;

a.    Ensuring for the care, feeding and shelter of evacuees.

b.    Designating and operating reception and evacuation centres.
      (Including evacuation centre staffing)

c.    Liaising with the police regarding the pre-designation of evacuation centres which can
      be opened on short notice.

d.    Liaising with the MOH in areas regarding public health in evacuation centres.

e.    Liaising with the public and separate school boards regarding the use of school
      facilities for reception and evacuation centres.

f.    Liaising with the nursing homes and homes for the aged.

g.    Maintaining a personal log.

Contact Information in Appendix 1

## 2.10 Emergency Information Officer (See Part 4 as well)

The Emergency Information Officer is responsible for;

a. Ensuring that a Media Centre is set up and operational

b. Liaising with MECG to obtain up-to-date information for media releases / conferences and providing a summary of public questions / concerns to MECG

c. Initiating press releases, subject to approval by the Head of Council and Operations Officer (CAO).

d. Establishing and maintaining linkages with provincial, county and industry media officials as appropriate.

     i. Ensuring that the following are advised of the telephone number of the media centre:
     ii. Media
     iii. Emergency Services Dispatch
     iv. Neighboring Communities
     v. Any other appropriate persons, agencies or businesses.

e. Coordinating interviews and press conferences.

f. Designating a site media spokesperson as appropriate.

g. Ensuring set up and staffing of public inquiry lines.

h. Updating media centre staff.

i. Coordinating public inquiries.

j. Monitoring news coverage and correcting any erroneous messages.

k. Maintaining copies of all internal media releases and any external media articles of the incident

l. Maintaining a personal log.

Contact Information in Appendix 1

## 2.11 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator role is one which takes place primarily before and after an emergency, rather than during the emergency.

The CEMC is responsible for:

a.     Providing information, advice and assistance to Council and senior staff on Emergency Management programs, plans and principles.

b.     Researching and preparing for the quick and effective set up of an EOC, including equipment purchase / storage and training of staff in its relocation and operation.

c.     Maintaining the Emergency Response Plan in accordance with requirements of the Act.

d.     In conjunction with the Operations Officer (CAO), coordinating a post-emergency debriefing and assisting in the development of a final report to the Mayor and Council.

e.     Conducting annual training exercise

f.     Complying with minimum requirements of the *Emergency Management and Civil Protection Act.*

# Part 3


# Emergency Support

**Part 3        Emergency Support**

**3.0    Clergy**

a.      Provide for multi-denominational religious observances.

b.      Establish visitations to evacuees in evacuation centres on a scheduled basis.

c.      Provide guidance to the MECG regarding matters of a religious nature.

d.      Provide advice regarding care of the deceased in areas that relate to religious observances.

e.      Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

**3.1    Boards of Education**

a.      Provide schools for reception centres as required and/or available.

b.      Provide schools for evacuation centres as required and/or available.

c.      Provide liaison with the Director, Social Services and the MECG.

**3.2    Legal Advisor**

a.      Provide legal opinions and advice to the MECG as required.

b.      Provide legal representation as required.

### 3.3  Other Municipal Support Staff

a.    Assisting the Operations Officer (CAO) and CEMC, as required.

b.    Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.

c.    Ensuring that contact lists, maps and status boards are kept up to date.

d.    Notifying any additional support staff / volunteers required to assist.

e.    Arranging for printing of material, as required;

f.    Coordinating the provision of clerical staff to assist in the Emergency Operations Centre and/or Reception Centre(s), as required.

g.    Ensuring identification cards are issued to authorized Municipal Emergency Control Group members and Support Staff for access to Emergency Operations Centre.

h.    Other duties as assigned by the Operations Officer (CAO) and/or CEMC.

### 3.3.1  External Resources (government, agency, private industry, personal)

In the event of a declared emergency, the MECG will engage with any number of external contacts believed to be in a position to bring necessary resources to the community.   All requisitions for services shall be approved, recorded and managed through the MECG directly or through delegated authority.

# Part 4


# Guide to Emergency Media Relations

**Part 4       Guide to Emergency Media Relations**

**Emergency Information Plan**

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following position has been established:

>Emergency Information Officer
>Contact Information in Appendix 1

The Emergency Information Officer reports to the Municipal Emergency Control Group (MECG) and is responsible for the actions and activities in section 2.10 of the Plan.

A location and specific area (separate from public access area(s) of the Emergency Media Centre (EIC) will be designated by the Emergency Information Officer at the time of emergency, with location of emergency, safety of participants, ease of access and parking, telecommunication capabilities to be considered.  The designated EOC's of neighbouring municipalities or of the County might be appropriate locations worthy of consideration. *(See appendix for Municipal Contacts)*

Media representatives will be permitted to assemble at the Media Centre prior to any scheduled News Conferences.  The Emergency Information Officer will verify credentials of those assembled and will provide an outline or briefing of the News Conference as soon as practicable before the News Conference is scheduled to commence.

At or before the initial News Conference, the Emergency Information Officer shall provide appropriate background outlining the community profile and key contact information. *(See appendix for Community Profile)*