

THE NATION MUNICIPALITY



**EMERGENCY
MANAGEMENT PLAN**

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Emergency Management Plan

1. Foreword

The Emergency Management Act requires each municipality in Ontario to develop, implement and maintain an emergency management program. Ontario is subject to numerous identifiable hazards that fall under the categories of natural, technological and human-caused. An emergency is a situation caused by forces of nature, an accident or act, intentional or otherwise, that constitutes a danger of major proportions to life or property. Emergencies related to these hazards can occur at any time and in any place with or without warning.

The reason for an emergency management program is to improve public safety through the creation of disaster resilient communities. A risk-based emergency management program will save lives and money, protect the environment, promote economic stability and help assure the continuance of service of critical assets.

This Emergency Management Plan is formulated to assign responsibilities and to guide the actions of key officials after the onset of an emergency. All parties must be aware of the provisions of this plan and every official and department must be prepared to carry out the duties assigned to them during an emergency.

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2. The Nation Municipality Community Profile

The Nation Municipality, which is situated in the United Counties of Prescott and Russell in Eastern Ontario, has an area of 661 square kilometres and a population of approximately 12,000. The Nation was formed on January 1st, 1998, with the amalgamation of the Townships of Cambridge, South Plantagenet, Caledonia and the Village of St. Isidore. It is comprised of the communities of Limoges, Cambridge Forest Estates, Forest Park, St. Albert, St. Isidore, Fournier, St. Bernardin, Riceville, Ste. Rose de Prescott, Caledonia Springs, McAlpine, Routhier, Ettyville, Pendleton, Westminster, Lemieux, Seguinbourg and the outskirts of Casselman. It was an ominous beginning, the Ice Storm of the Century hit in January 1998 causing a massive power outage in the whole area. In spite of this disaster, there was a positive outcome in that it created a situation where team work was essential in order to provide help to the general population. The Nation Municipality is situated close to several large centres. The Quebec border near the City of Montreal is a twenty minute drive to the east, the City of Cornwall and the American border are a 35 minute drive to the south and the City of Ottawa, Canada's Capital is just to the west.

Several fully bilingual services are offered such as libraries, community centres and halls, senior citizens homes, banking institutions and emergency services. The Nation Municipality's staff is also fully bilingual.

Several tourist attractions make this a great place to visit and to live. The Larose Forest, being 11,000 hectares in size, is the second most important man made forest in North America. There are walking trails, cross country ski trails, snowmobile trails and bicycle trails in Larose Forest. The Moose Creek Bog and the Alfred Bog are also of significant importance. The Alfred Bog offers walking paths to observe the rare aquatic flora and the fauna of this important natural resource. There are two golf courses within The Nation Municipality, an 18 hole located near Casselman and a 9 hole located in Fournier. Calypso is probably one of the biggest tourist attraction in the area with its majestic water park and attract hundreds of thousands of tourist every summer. We also have camping sites, such as Kittawa in Limoges and Summer's Nest on County Road 8, offering a variety of services and rent options. We boast very active Recreation Associations who work hard to promote the well-being of the community. There are activities organised throughout the year in different villages such as carnivals, summer festivals and community dinners just to name a few. Some of these activities have become quite renowned. The "Festival de la Curd" in St. Albert attracts large crowds every year. The fair sponsored by the Riceville Agricultural Society is one of the oldest fairs in Ontario.

Several residential developments are located in attractive settings and many are serviced with municipal water and sewers. The Nation Municipality is also made up of large areas of rich agricultural lands which support agricultural industries such as the St. Albert Cheese Factory which is renowned for its delicious cheese and other milk products. Some villages such as Limoges also have a fully serviced industrial park.

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3. Definitions

- 3.1. **"Activation"** means action taken to implement a plan or procedure.
- 3.2. **"Approved"** means acceptable to the authority having jurisdiction.
- 3.3. **"Clerk"** means the Clerk of the Corporation of The Nation Municipality.
- 3.4. **"Community"** means a political body/organization, within a defined boundary, having authority to adopt and enforce laws and provide services and leadership to its residents.
- 3.5. **"Community Control Group"** (CCG) means a group with staff trained in emergency response that is prepared and may be called upon to respond as part of the coordinated response to an emergency situation.
- 3.6. **"Community Emergency Management Coordinator"** (CEMC) means an individual officially designated by a community who is responsible and accountable for the community's emergency management program. The CEMC must be, by definition, a municipal employee as defined in the Municipal Act.

- 3.7. **“Declared Emergency”** means a signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.
- 3.8. **“Emergency”** means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life and property and which abnormally affects property, health, safety and welfare of the community, which, by its nature or magnitude requires a co-ordinated response by a number of agencies, both governmental and private under the direction of the Emergency Operations Control Group. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.
- 3.9. **“Emergency Information Officer”** (EIO) means the appointed Media Coordinator of the Emergency Operations Control Group.
- 3.10. **“Emergency Management”** means an 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 of disasters.
- 3.11. **“Emergency Management Plan”** is a risk based plan developed and maintained to respond to an emergency.
- 3.12. **“Emergency Management Program Committee”** is a management team to oversee the development, implementation and maintenance of an emergency management program.
- 3.13. **“Emergency Operations Centre”** (EOC) means a facility where the Emergency Operations Control Group assembles to manage an emergency.
- 3.14. **“Fire Chief”** means the Fire Chief for the Corporation of The Nation Municipality.
- 3.15. **“Head of Council”** means the Mayor of the Corporation of The Nation Municipality.
- 3.16. **“Inquiry Centre”** means an area near the EOC, but not in it, or dedicated phone numbers where the members of the public may make inquiries about the emergency situation or missing loved ones.
- 3.17. **“Media Centre”** means a large area designated for the gathering of media personnel located near the EOC but not in it.
- 3.18. **“Medical Officer of Health”** means the Medical Officer of the Eastern Ontario Health Unit.

- 3.19. **“Mitigation Plan”** means, based on the community risk assessment, each community’s strategy and plan to eliminate hazards or mitigate the effects of a hazard that cannot be eliminated. A mitigation plan should contain details of activities planned to eliminate or reduce the degree of risk to life, property, and environment from the identified hazards.
- 3.20. **“Municipality”** means the Corporation of The Nation Municipality.
- 3.21. **“OFMEM”** means the Ontario Fire Marshall Emergency Management responsible for monitoring, coordinating and assisting in emergency management programs in Ontario.
- 3.22. **“OPP Detachment Commander”** means the Detachment Commander of the Hawkesbury or Russell O.P.P. Detachment or both depending on the location of the emergency area.
- 3.23. **“Site Commander”** means a 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.
- 3.24. **“Social and Family Services Administrator”** means the Social and Family Services Administrator of the United Counties of Prescott and Russell.
- 3.25. **“Telecommunication”** means the transmission or reception of signs, images, sound or intelligence of any kind over wires, by radio waves or other technical systems.

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4. Acronyms

- CEMC: Community Emergency Management Coordinator
- EOC: Emergency Operations Centre
- CCG: Community Control Group
- OFMEM: Ontario Fire Marshall Emergency Management
- OPP: Ontario Provincial Police
- EIO: Emergency Information Officer
- EMPC: Emergency Management Program Committee

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5. Operations

5.1. Introduction

An emergency is partly defined as a situation or an impending situation (threat) caused by the forces of nature, an accident and/or an intentional act or otherwise that constitutes a danger of major proportions to life and property.

These are measured in the Risk Assessment on a probability scale with #5 being “Almost certain” and # 1 being “Rare”. They are also measured on a Consequence Scale with #1 being “Insignificant” and #5 being “Severe”. They are then given a Vulnerability Ranking with # 1 being “Low” and #4 being “Extreme”. The rankings are listed beside each type of hazard. Vulnerability is defined as the likelihood of the event occurring within The Nation Municipality.

The most likely types of emergencies which could occur are, in order of probability:

	Hazard Situation	Vulnerability Ranking
1	Drought/extreme heat	3
2	Water emergencies	2
3	Forest fires, urban interface	3
4	Fog	1
5	Snowstorms/blizzards	2
6	Ice/sleet storms	2
7	Hurricanes/windstorms	2
8	Tornadoes	2
9	Extreme cold	2
10	Earthquakes	1
11	Erosion	2
12	Landslides/mudslides	2
13	Human health emergencies and epidemics	3
14	Agriculture and food emergencies	2
15	Floods	2
16	Building/structural collapse	1
17	Explosions/fires	2
18	Hazardous materials- fixed sites	2
19	Hazardous materials- transportation accident	2
20	Transportation accidents (passenger, road, rail, air, marine)	3
21	Critical infrastructure failure	2
22	Energy emergencies	3
23	Radiological	2
24	Space object crash	1
25	Terrorism	2
26	Sabotage	2
27	Civil disorder	1
28	Special events	1
29	War and international emergencies	2

The responsibility for mitigating an emergency is in the following order of priority:

- 1) Municipal
- 2) County
- 3) Provincial
- 4) Federal

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5.2. Composition of the Community Control Group (CCG) (ANNEX “A”)

All emergency operations will be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency in The Nation Municipality. These officials will be known collectively as the Community Control Group (CCG) and will be chaired by the Clerk or his alternate as depicted in this plan. The CCG will be made up of the following:

- Mayor
- Clerk
- Media Coordinator
- Police Department
- Fire Chief
- Land Ambulance Divisional Manager
- Medical Officer of Health
- Public Works
- Social Services Manager
- Emergency Information Officer
- Telecommunications Officer
- Community Care Access Centre Director

Depending upon the nature of the emergency, it may not be necessary to call upon all of the members of the CCG; however, all members will be notified of an emergency whether or not their presence is required.

As required, the Clerk or Community Emergency Management Coordinator will be responsible for calling the following for support:

- Engineering, Environmental and Construction Services Manager
- Finance Manager
- Human Resources Manager
- Planning and Housing Manager
- Municipal Solicitor
- Representatives from other agencies
- Other persons as required

The CCG is responsible for direct operational control of the emergency and the collection and dissemination of emergency information to the Clerk. The CCG will meet at the EOC as often as required depending on the type of emergency.

The Clerk will chair the CCG and frequently brief the Mayor. The Community Emergency Management Coordinator will liaise between the CCG, the Mayor and the Provincial Emergency Management representative to ensure a constant passage of information and decisions.

Officials listed as members of the CCG shall have an alternate who will take over in the event the Official is absent or incapacitated.

Note:

Ultimate authority and responsibility for municipal emergency management rests with the Mayor.

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5.3. Aim of the Emergency Management Plan

The aim of The Nation Municipality Emergency Management Plan is to lay down a plan of action for the most efficient deployment of all municipal emergency services in the event of an emergency.

This Emergency Management Plan covers:

- 5.3.1. Declaration of state of emergency;
- 5.3.2. The earliest possible response to an emergency by all municipal emergency services that may be required at the scene, and the establishment of overall control of emergency operations;
- 5.3.3. Immediate action to eliminate all sources of potential danger within the incident;
- 5.3.4. The rescue of persons affected by the incident;
- 5.3.5. Immediate first aid treatment at the scene and an orderly distribution of casualties to the designated sites;
- 5.3.6. Crowd control at the scene so that emergency operations are not impeded and additional casualties are prevented;
- 5.3.7. The distribution of factual information at the earliest possible time to:
 - 1. All officials involved in emergency operations;
 - 2. The news media so information can be provided to the public;
 - 3. Concerned individuals seeking personal information.
- 5.3.8. The evacuation of any building, considered to be in a hazardous situation;
- 5.3.9. Total or partial evacuation of the area if necessary;
- 5.3.10. The availability of Social Services assistance and facilities as required by persons affected by the incident and by the emergency response personnel;

- 5.3.11. Assistance from other government and volunteer agencies, the private sector and other groups;
- 5.3.12. The authorization of expenditures;
- 5.3.13. The restoration of normal service.

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5.4. Activation of the Emergency Management Plan

The activation of The Nation Municipality Emergency Management Plan will result in the CCG convening in the EOC. The following will be taken into consideration when an emergency has occurred or is likely to occur:

5.4.1. Only the following 6 designated officials may activate The Nation Municipality Emergency Management Plan:

- i) Mayor
- ii) Clerk/CEMC (or alternate)
- iii) Medical Officer of Health
- iv) O.P.P. Commander
- v) Fire Chief
- vi) Division Manager of Emergency Medical Services

5.4.2. The plan may be activated in whole or in part.

5.4.3. Where the size or seriousness of the emergency seems beyond the capacity of the agency most directly involved in the response to the emergency, the Emergency Management Plan should be activated.

5.4.4. The Nation Municipality shall establish an internal call-out system in order to notify key personnel of the emergency. Refer to Annex "A" for phone fan-out list.

Note: It is not necessary to declare an emergency to activate this Emergency Management Plan.

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5.5. Annex "A"

The list of resources listed in Annex "A" shall form part of this Emergency Management Plan. It is understood that the telephone numbers and names listed in Annex "A" are confidential and shall be amended from time to time and no formal amendment to this Emergency Management Plan shall be required. The Emergency Management Program Committee is responsible for updating and approving Annex "A" and will inform the holders of this plan of any changes in telephone numbers or names listed for insertion in their copy of the plan. This clause shall be authorisation for making these amendments.

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5.6. Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC) is the designated location where the CCG convenes to manage the emergency. The EOC shall be outfitted with generator, individual secure telephone lines, radios, directories, flip charts, maps and all necessary stationery supplies. In the event that the EOC is unusable, there shall be two alternate locations.

Locations of Emergency Operations Centre (EOC)

Main Location: The Nation Municipality Main Office
958 Route 500 West,
Casselman, Ont. K0A 1M0
Phone: 613-764-5444

Alternate Location #1: The Nation Municipality Satellite Office
3248 County Road #9,
Fournier, Ont. K0B 1G0
Phone: 613-524-2932

Alternate Location #2: Village of Casselman Municipal Office
751 St. Jean Street,
Casselman, Ont. K0A 1M0
Phone: 613-764-3139

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5.7. Declaration of an emergency

- 5.7.1. Prior to declaring a municipal emergency, the Mayor or his/her alternate may consult with the CCG chairperson or his/her alternate to determine whether or not an emergency exists.
- 5.7.2. The Mayor or his/her alternate may officially declare an emergency to exist, and may designate any municipal area as an emergency area.
- 5.7.3. Once an emergency has been declared the Mayor or his/her alternate will notify the Solicitor General of Ontario and The Nation Municipality Council.
- 5.7.4. It is not necessary to declare an emergency to activate the Emergency Management Plan.
- 5.7.5. If an emergency is declared, it may be done before, during or after activation of the Emergency Management Plan.
- 5.7.6. In the event of such a declaration the Mayor may authorize any expenditure of funds he/she deems necessary.

5.7.7. The Mayor may also authorise any action he/she deems necessary for the protection of life, health, safety, welfare, property and the environment.

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The following format shall be used for the declaration of an emergency:

DECLARATION OF AN EMERGENCY

WHEREAS, the area herein described is or may soon be encountering an emergency that requires prompt action to prevent harm or damage to the safety, health or welfare of persons or to prevent damage;

EMERGENCY AREA:

The Nation Municipality, United Counties of Prescott, Russell, Province of Ontario (herein referred to as the "Municipality")

NATURE OF THE EMERGENCY: _____

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 4(1) of the Emergency Management Act, R.S.O. 1990 as amended exists or may exist in the Municipality noted above;

AND WHEREAS, the Council of the Municipality is unable to act;

AND WHEREAS the undersigned has consulted with a majority of the members of the Emergency Operations Control Group (EOCG);

THEREFORE THE UNDERSIGNED HEREBY DECLARES that pursuant to Section 4(1) of the Emergency Management Act, R.S.O. 1990 as amended a state of local emergency in The Nation Municipality as of and from _____ in the a.m/p.m. of this _____ day of _____, 20____.

DATED at _____, in the United Counties of Prescott/Russell, Province of Ontario, this _____ day of _____, 20____.

Mayor, The Nation Municipality

5.8. Termination of an emergency

5.8.1. Prior to terminating the municipal emergency, the Mayor shall consult with the CCG.

5.8.2. A municipal emergency may be declared terminated at any time by the Mayor of The Nation Municipality, the Municipal Council or the Premier of Ontario.

5.8.3. Upon termination of a municipal emergency, the Mayor shall notify the Solicitor General of Ontario and The Nation Municipality Council.

5.8.4. Upon termination of a municipal emergency, the Mayor shall also notify all concerned agencies and personnel.

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The following format shall be used for the declaration of an emergency:

TERMINATION OF THE EMERGENCY

WHEREAS, as The Nation Municipality has been under a state of emergency since _____ a.m./p.m. on the _____ day of _____, 20____.

AND WHEREAS, the undersigned has been advised by the Emergency Operations Control Group (EOCG) that the state of emergency should be terminated.

NOW THEREFORE, the undersigned hereby declares, pursuant to Section 4 (2) of the Emergency Management Act, R.S.O. 1990 as amended, that the state of emergency in The Nation Municipality be hereby terminated as of _____ a.m./p.m. on this _____ day of _____ 20____.

DATED at _____, in the United Counties of Prescott-Russell, Province of Ontario, this _____ day of _____, 20____.

Mayor, The Nation Municipality

5.9. Inquiry Centre

An Inquiry Centre will be established during an emergency under the authority of the Clerk. The Inquiry Centre shall be outfitted with telephone lines, inquiry forms, stationery supplies, etc.

The Inquiry Centre telephone number: 613-764-5444 or 800-475-2855
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The Inquiry Centre will be staffed by the necessary support personnel called in by the Clerk to handle requests for information from the general public, including information regarding casualties, evacuees, missing persons and other related subjects.

Inquiry Centre staff will work in close consultation with the CCG.

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5.10. Emergency Command Vehicle

The Emergency Command Vehicle shall be the headquarters for the Site Commander.

If required, the Emergency Command Vehicle shall function as a self-sufficient mobile operations centre.

Under the direction of the Site Commander, the senior representatives from the main agencies at the emergency site will meet periodically in the vehicle to ensure an exchange of information among responding agencies and a coordinated approach to the emergency situation.

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5.11. Lead Agency

The Mayor, on the advice of the CCG, will appoint the agency most directly concerned with the mitigation of the emergency as the Lead Agency. This agency in turn designates its senior on-site official as the Site Commander.

The Site Commander divests himself/herself of individual agency responsibilities and assumes ultimate authority at the emergency site. The Site Commander reports directly to the CCG and not to his/her normal superiors.

The Site Commander is located at the Emergency Command Vehicle, and is responsible for liaising with senior personnel from organisations at the emergency site and exercising command and control of operations at the site. The Site Commander also provides coordination of emergency site activities.

The following table is intended as a quick guide only. Final authority regarding the appointment of the Lead Agency rests with the Mayor at the time of the declaration of the emergency or potential emergency.

Type of Emergency	Probable Lead Agency
Chemical Emergency	Fire Department
Fire Emergency	Fire Department
Evacuation	Police Department
Tornado	Fire Department
Snow Storm	Public Works Department
Flood	Public Works Department
Earthquake	Police Department
Air Crash	Fire Department
Power Failure	Public Works Department
Mass Casualty	Ambulance Department
Epidemic	Health Unit

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5.12. Location of Emergency Shelters

- 1) **St-Albert:** Centre communautaire de St-Albert
201, rue Principale
St-Albert, ON K0A 3C0
Tel.: 613-987-5529 Cell.: 613-808-5081
Capacity: Main Floor – 569; Seniors' Hall – 50

- 2) **Limoges:** Centre communautaire de Limoges
205, chemin Limoges
Limoges, ON K0A 2M0
Tel.: 613-443-6649 Cell.: 613-316-1509
Capacity: 450

- 3) **St-Isidore:** Centre récréatif de St-Isidore
20, rue de l'Aréna
St-Isidore, ON K0C 2B0
Tel.: 613-524-2522 Cell.: 613-282-9349
Capacity: Main Hall upstairs – 469; Bowling Hall – 46;
Seniors' Hall – 75

- 4) **Fournier:** South Plantagenet Hall
3210, County Road 9
Fournier, ON K0B 1G0
Tel.: 613-524-2932 Evenings & Weekends: 613-808-6835
Capacity: 149

- 5) **St-Bernardin:** Caledonia Community Centre
6900, County Road 22
St-Bernardin, ON K0B 1N0
Tel.: 613-678-3605 Pager: 613-808-6835
Capacity: Main Hall – 452; Small Hall – 75;
Seniors' Hall – 75

6. Responsibilities

6.1. Community Control Group (CCG)

Each member of the CCG is responsible for calling or mobilizing the emergency service or agency under his/her jurisdiction. The group members shall ensure the co-ordination and direction of services necessary to mitigate any effects of the emergency, provided these actions are not contrary to law. Each member is also responsible for notifying service agencies under his/her jurisdiction of the declaration and termination of the emergency. Records shall be kept of all actions taken during the emergency and shall be submitted to the Clerk upon termination of the emergency. Each member must attend the debriefing following the emergency.

Listed below are some of the actions/decisions which may have to be made by the CCG: (NOTE: This is not intended to limit the scope of decisions or actions taken)

- 6.1.1. Advising the Mayor whether or not to declare an emergency;
- 6.1.2. Considering designating an area an “Emergency Area”;
- 6.1.3. Authorizing the expenditure of funds;
- 6.1.4. Advising the Mayor on appointing the Lead Agency;
- 6.1.5. Determining if volunteer agencies are required and when to appeal for volunteers;
- 6.1.6. Ensuring that all pertinent information is disseminated to the Media Co-ordinator to keep the public and media informed;
- 6.1.7. Requesting the assistance of neighbouring municipalities, Provincial Government or Federal Government;
- 6.1.8. Evacuating buildings or areas which are considered dangerous, or where the occupants are considered to be in danger from other sources;
- 6.1.9. Dispersing people not directly connected with the operations of the emergency and who, by their presence, may be in danger or may hinder the efficient functioning of the emergency operations;
- 6.1.10. Cutting off utilities or services provided by public or private companies when continuation of said utilities or services constitutes a hazard to public safety within an emergency area;
- 6.1.11. Arranging for accommodation on a temporary basis of displaced residents as a result of emergency;
- 6.1.12. Calling in of municipal personnel and equipment which is required for the emergency;

- 6.1.13. Arranging for services and equipment from local agencies not under municipal jurisdiction;
- 6.1.14. Determining if the composition of the Community Control Group is appropriate.

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6.2. Mayor or alternate

- 6.2.1. Activate the Emergency Management Plan if not already activated.
- 6.2.2. Report to the Emergency Operations Centre.
- 6.2.3. Contact EMO Provincial Emergency Operations Centre, local MP, MPP and other Heads of Council.
- 6.2.4. Open a log to record all actions taken. Begin with date and time of notification of event. If so desired, arrange for Mayor's secretary to act as scribe recording all information received and actions taken by the Mayor.
- 6.2.5. Obtain initial briefing from the CCG chairperson and ensure that the CCG chairperson is briefed on all political matters, information, actions and decisions.
- 6.2.6. If necessary, declare a State of Emergency. (See form of Declaration in Section 5.7). Mayor may wish to consult with the CCG chairperson prior to declaring an emergency.
- 6.2.7. On the advice of the CCG appoint the lead agency responsible for providing the Site Commander.
- 6.2.8. On the advice of the CCG, request additional personnel to the Emergency Operations Centre.
- 6.2.9. Make decisions, determine priorities and issue operational directions through the CCG chairperson.
- 6.2.10. On the advice of the CCG authorize the following, if necessary:
 - Any expenditure deemed necessary for the protection of life, health, safety, welfare, property and the environment;
 - Expenditures for food and beverages and any other item deemed essential for response personnel;
 - The evacuation of those buildings within the emergency area which are considered dangerous or in which the occupants are considered to be in danger;
 - The evacuation of the emergency area itself;
 - The dispersal of persons not directly connected with the response operations, or who by their presence are considered to be in danger or hindering the response operations;
 - The discontinuation of any service if it constitutes a public hazard;
 - Arrangements for the accommodation and maintenance, on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
 - The deployment of any municipal equipment and personnel;
 - The allocation of available resources, services, personnel and equipment in response to the emergency situation and/or requests for assistance

from municipal, private, voluntary and other agencies, or the provincial and/or federal governments;

- Requests for assistance (resources, services, personnel or equipment) to private, voluntary and other agencies not under municipal control, or the provincial and/or federal governments;

6.2.11. Approve news releases and public announcements via the CCG at regular intervals;

6.2.12. Keep the Provincial Government continually informed of the emergency situation;

6.2.13. Terminate the state of emergency at the appropriate time and notify the Provincial Government and all other involved organizations. (See form of Termination in Section 5.8)

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6.3. Scribe to the Emergency Operations Centre (EOC)

- 6.3.1. Report to the Emergency Operations Centre. (The Clerk herself/himself is responsible for Scribing in the EOC or must designate someone to the position.)
- 6.3.2. Keep a detailed log of all information received and disseminated in the EOC by the CCG and/or guests, and all requests, orders and actions.
- 6.3.3. Record minutes of all meetings and ensure that they are transcribed for the following meeting for distribution.
- 6.3.4. After closure of the EOC, ensure that this log and any minutes are typed and given to the CEMC or alternate for filing and safekeeping.

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6.4. Clerk

- 6.4.1. Report to the Emergency Operations Centre.
- 6.4.2. Activate the Emergency Management Plan if not already activated.
- 6.4.3. Open a log to record all actions taken. Begin with date and time of notification of event.
- 6.4.4. Ensure that all CCG members have been notified.
- 6.4.5. Chair the CCG.
- 6.4.6. Obtain an initial briefing from response department heads.
- 6.4.7. Obtain an initial briefing from Site Commander.
- 6.4.8. Ensure that new arrivals to the Emergency Operations Centre (EOC) are briefed. In conjunction with the CEMC ensure access within the EOC is controlled consisting only of the Mayor, CCG members and invited guests.
- 6.4.9. Provide an initial briefing for the Mayor and ensure the Mayor is frequently briefed.
- 6.4.10. Make available all necessary municipal facilities, equipment and staff.
- 6.4.11. Responsible for the overall coordination of all Municipal operations involved or potentially involved in the emergency response.
- 6.4.12. In conjunction with the Emergency Information Officer and the CEMC, obtain, disseminate and display information, on a regular basis, to other CCG members.
- 6.4.13. Establish a regular and frequent meeting and briefing cycle with CCG members and the Site Commander.
- 6.4.14. Advise other CCG members on municipal administrative matters.
- 6.4.15. Responsible for submitting the necessary information to the Emergency Information Officer for the preparation of regular media updates at regular intervals.
- 6.4.16. If required, in conjunction with the Emergency Information Officer, open the Inquiry Centre.

Revised: October 14, 2011

6.5. Emergency Information Officer (EIO)

- 6.5.1. Report to the Emergency Operations Centre.
- 6.5.2. Open a log to record all actions taken. Begin with the date and time of notification of event.
- 6.5.3. Establish the off site Media Center, where briefings will be held. Ensure it contains: telephones, flip charts, markers, stationery supplies.
- 6.5.4. If required, check that the Clerk opens the Inquiry Centre.
- 6.5.5. Act as main spokesperson on behalf of the Municipality. (Media point of contact).
- 6.5.6. Information to the Media Coordinator is given by the Clerk or Mayor for dissemination. Inform the CCG on media requests.
- 6.5.7. Exchange information with the CCG Chairperson.
- 6.5.8. Write all the instructions and information to all the media and the general public in press release format.
- 6.5.9. Ensure that the Mayor approves all information releases.
- 6.5.10. Number and post all press releases in the EOC and the Media Centre.
- 6.5.11. Arrange for emergency officials to make statements as required.
- 6.5.12. Advise other CCG members on media, public information matters.

Revised: October 14, 2011

6.6. Police (Senior Officer)

- 6.6.1. Activate the Emergency Management Plan if not already activated.
- 6.6.2. Report to the Emergency Operations Centre.
- 6.6.3. Open a log to record all actions taken. Begin with date and time of notification of event.
- 6.6.4. Ensure that the Police Services have been notified.
- 6.6.5. Obtain department status report.
- 6.6.6. Liaise with the senior police official on site.
- 6.6.7. Arrange for additional police assistance if necessary.
- 6.6.8. If police is the lead agency, ensure that the Emergency Command Vehicle has been dispatched to the emergency site.
- 6.6.9. Exchange information with the CCG Chairperson.
- 6.6.10. Advise other CCG members on police matters.

Police Detachment

- 6.6.11. Upon notification by any member of the CCG, the Officer in charge will activate the Emergency Management Plan.
- 6.6.12. Liaise with the Emergency Information Officer via the CCG, confirming notification to the public of the emergency situation and the suggested course of action the public should take.
- 6.6.13. Dispatch officers to the emergency area to assess the situation and report, by radio, to the Police Communications Centre at the police station, and to the police representative in the EOC.
- 6.6.14. Report blocked intersections to other emergency services through the EOC.
- 6.6.15. Control, and if necessary, disperse crowds in the emergency area.
- 6.6.16. Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.
- 6.6.17. If required, provide security at the Emergency Operations Centre.
- 6.6.18. Conduct the evacuation of buildings as required by the emergency.
- 6.6.19. Establish evacuation routes in the event of a major evacuation.
- 6.6.20. Ensure the protection of property within the emergency area.
- 6.6.21. Advise the Coroner in the event of fatalities.

- 6.6.22. Upon request by the Mayor, appoint a Site Commander to exercise overall command and control of operations at the emergency site.
- 6.6.23. The Police Senior Officer or alternate will represent the Police Service in the EOC and will advise other CCG members on police matters.

Revised: October 14, 2011

6.7. Fire Chief

- 6.7.1. Activate Emergency Management Plan if not already activated.
- 6.7.2. Report to the Emergency Operations Centre.
- 6.7.3. Open a log to record all actions taken. Begin with date and time of notification of event.
- 6.7.4. Ensure that the Fire Department has been notified.
- 6.7.5. If Fire is the lead agency, ensure that the Emergency Command Vehicle has been dispatched to the emergency site.
- 6.7.6. Obtain department status report.
- 6.7.7. Liaise with the senior official on site.
- 6.7.8. Activate mutual aid for the provision of additional fighting personnel and equipment, if required.
- 6.7.9. Brief the CCG Chairperson.
- 6.7.10. Liaise with utility companies (electricity, gas, telephone) and advise other CCG members on the need to discontinue any utility service, when required.
- 6.7.11. Advise other CCG members on emergency matters within the realm of fire department expertise.

Fire Department

- 6.7.12. If required, implement the Emergency Management Plan.
- 6.7.13. Dispatch the Emergency Command Vehicle to the emergency site.
- 6.7.14. Conduct all operations connected with the incident e.g. search and rescue, first aid, casualty collection, evacuation, handling hazardous materials, etc.
- 6.7.15. Determine if additional special equipment or supplies (i.e., air packs, special clothing) will be required, and if so, make the necessary arrangements for procurement, either through direct operational authority or by request to the CCG.
- 6.7.16. Upon request by the Mayor, appoint a Site Commander to exercise overall command and control of operations at the emergency site.
- 6.7.17. The Fire Chief or alternate will represent the Fire Department in the EOC and will advise other CCG members on emergency matters within the realm of fire department expertise.

Revised: October 14, 2011

6.8. Ambulance Divisional Manager

- 6.8.1. Activate the Emergency Management Plan if not already activated.
- 6.8.2. Report to the Emergency Operations Centre.
- 6.8.3. Open a log to record all actions taken. Begin with the date and time of notification of event.
- 6.8.4. Obtain department status report.
- 6.8.5. If ambulance (Emergency Medical Services) is the lead agency, ensure that the Emergency Command Vehicle has been dispatched to the emergency site.
- 6.8.6. Liaise with the senior ambulance official on site.
- 6.8.7. Liaise with the Medical Officer of Health.
- 6.8.8. Liaise with the Fire Chief.
- 6.8.9. Liaise with Central Ambulance Communications Centre and provide additional ambulance personnel, if required.
- 6.8.10. Exchange information with CCG Chairperson.
- 6.8.11. Advise other CCG members on ambulance matters.

Ambulance Service

- 6.8.12. Notify Hospital of the emergency situation.
- 6.8.13. Set-up emergency triage.
- 6.8.14. Liaise with on site medical team(s).
- 6.8.15. Maintain regular communications with personnel from the Emergency Departments and the Medical Officer of Health or alternate in the Emergency Operations Centre (EOC).
- 6.8.16. Provide medical care & first aid at the emergency site.
- 6.8.17. Transport casualties from the emergency site to hospital and/or other designated sites.
- 6.8.18. Upon request by the Mayor, appoint a Site Commander to exercise overall command and control of operations at the emergency site.
- 6.8.19. The Ambulance Manager or Alternate will represent the Ambulance Service in the EOC and will advise the CCG on ambulance service matters.

Revised: October 14, 2011

6.9. Emergency Services

- 6.9.1. Each emergency service is responsible for mobilizing and responding to the emergency, and ensuring that any actions necessary for mitigation of the emergency are taken, provided they are not contrary to law. These actions are usually those which the service or organization normally undertakes on a day to day basis.
- 6.9.2. Each emergency service is responsible for liaising with the EOC and/or the Emergency Command Vehicle, to share information and advice on action taken.
- 6.9.3. Each emergency service is responsible for keeping a log of all actions taken.
- 6.9.4. Each emergency service is responsible for participating in the debriefing following the emergency.

Revised: October 14, 2011

6.10. Medical Officer of Health

- 6.10.1. Activate the Emergency Management Plan if not already activated.
- 6.10.2. Report to the Emergency Operations Centre.
- 6.10.3. Open a log to record all actions taken. Begin with date and time of notification of event.
- 6.10.4. Ensure that the Eastern Ontario Health Unit has been notified.
- 6.10.5. Obtain Department status report.
- 6.10.6. Liaise with the senior health official on site and /or at the health unit.
- 6.10.7. Liaise with the Ontario Ministry of Health and Long Term Care, Public Health Branch.
- 6.10.8. Check with the area hospitals to determine any unusual problems or needs.
- 6.10.9. Liaise with Land Ambulance Divisional Manager in the Emergency Operations Centre.
- 6.10.10. Liaise between Ambulance, Hospitals, Community Care Access Centre and/or other Community Health Services.
- 6.10.11. Alert health-care of residential facilities in the immediate area of the emergency.
- 6.10.12. Order the evacuation of those buildings or areas posing a hazard to health.
- 6.10.13. Exchange information with the CCG Chairperson.
- 6.10.14. Advise other CCG members on public health matters.

Revised: October 14, 2011

6.11. Communications Officer

- 6.11.1. Report to the Emergency Operations Centre for status and then to the Communications Centre.
- 6.11.2. Open log to record all actions taken. Begin with date and time of notification of event.
- 6.11.3. Establish and maintain radio communication with the Emergency Command Vehicle on site.
- 6.11.4. Coordinate the provision of radio operators and equipment to furnish communications to emergency agencies and organisations.
- 6.11.5. Establish and supervise the Telecommunications Centre. All messages are to be logged and copies retained.
- 6.11.6. All in and out radio messages are to be directed through the Telecommunications Centre.
- 6.11.7. Provide Back-up communications.
- 6.11.8. Coordinate radio frequencies used.
- 6.11.9. Provide liaison with local Amateur Radio.
- 6.11.10. Exchange information with the CCG on communication matters.

Revised: October 14, 2011

6.12. Public Utilities

Power

- 6.12.1. Hydro One will discontinue service to those areas where electrical power constitutes a public hazard.
- 6.12.2. Upon request by the CCG, Hydro One will send a representative to the EOC to liaise with the CCG and provide advice on electrical power matters. (Refer to Secondary Resource Group Annex "B")

Gas

- 6.12.3. Enbridge Gas will discontinue service to areas where natural gas constitutes a public hazard.
- 6.12.4. Upon request by the CCG, Enbridge Gas will send a representative to the EOC to liaise with the CCG and provide advice on natural gas matters. (Refer to Secondary Resource Group Annex "B")

Telephone

- 6.12.5. Upon request by the CCG, Bell Canada will implement Line Load Control.
- 6.12.6. In the event of telephone service disruption, Bell Canada will work to restore service to essential services first.
- 6.12.7. Upon request by the CCG, Bell Canada will send a representative to EOC to liaise with the CCG and provide advice on telephone service matters, and assist in the installation of additional telephone lines where needed. (Refer to Secondary Resource Group Annex "B")

School Board

- 6.12.8. The school boards having jurisdiction in our municipality have control of the children during school hours, school buildings and school buses.
- 6.12.9. The Director of Education or his/her alternate of each school board will liaise with the CCG in the event schools and/or buses controlled or contracted by the respective school boards are requested by the CCG.
- 6.12.10. Upon request by the CCG, each school board will send a representative to the EOC to liaise with the CCG and provide advice on school board matters.

Revised: October 14, 2011

6.13. Site Commander

- 6.13.1. Report to the Emergency Command Vehicle.
- 6.13.2. Open a log to record all actions taken. Begin with date and time of notification of event.
- 6.13.3. Report the location of the Emergency Command Vehicle to the EOC.
- 6.13.4. Assume overall command and control of the emergency site, and ensure others are informed of his/her presence.
- 6.13.5. Liaise with senior response agency officials at the Emergency Command Vehicle, to acquire and exchange information and to coordinate emergency site activities.
- 6.13.6. Evaluate the situation, define priorities and make decisions to coordinate response efforts at the site.
- 6.13.7. Establish a staging area for personnel, vehicles and other equipment.
- 6.13.8. Limit site access to essential personnel.
- 6.13.9. In coordination with site media coordinator, ensure the set up of a Media Centre.
- 6.13.10. Establish a regular meeting and briefing cycle with senior representatives of agencies involved in the site operations.
- 6.13.11. Maintain regular communications with the chair of the CCG or alternate at the EOC.

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