



Township of  
**Leeds** and the  
**Thousand Islands**

# EMERGENCY RESPONSE PLAN

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**PART 1 – ADMINISTRATION****1.1 Emergency Quick Reference Guide**

Once Municipal Emergency Control Group has been notified:

- Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all Community departments have been notified and either activated or placed on standby. Each Municipal Emergency Control Group member is responsible for their own department.
- The Mayor must inform the Province of Ontario that the Township of Leeds and The Thousand Islands has declared an emergency and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.
- The number to use for this purpose is **(416) 314-0472**.
- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the Municipal Emergency Control Group will report and respond to immediate needs in accordance with the Operations Cycle format.

## 1.2 Introduction

The Emergency Plan for the Township of Leeds and The Thousand Islands has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

## 1.3 Aim

The Aim of this plan is to protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

## 1.4 Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix "D", which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

*Declaration of emergency:*

*4.(1) "The head of council of a municipality may declare that 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 property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O.1990,c.E.9,s. 4 (1).*

This Emergency Plan and its elements has been issued under the authority of The Township of Leeds Thousand Islands By-law No. **18-071**. A copy of the By-law is available on the Township's website and at the Municipal Offices.

### 1.5 Definition of an Emergency

“Emergency” means a situation or an impending situation that constitutes 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.

### 1.6 Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the citizens of the Township of Leeds and The Thousand Islands.

### 1.7 Requests for Outside Assistance

Assistance may be requested from the United Counties of Leeds Grenville at any time by contacting the County Warden or the County CAO. The request shall NOT be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within “Appendix A”.

### 1.8 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this 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 Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

## 1.9 Plan Maintenance

The Plan was originally written in 2004; updated annually and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly. The following shall be carried out:

- The Emergency Management Program Committee shall meet once a year to assist the CEMC with updating the plan.
- 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 Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement as per the Civil Protection Act.
- The Local Services Directory should be updated annually.
- The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend information contained within the appendices of this emergency plan on an 'as required' basis.



### **1.10 Distribution List**

- Mayor \*
- Chief Administrative Officer \*
- Administrative Assistant
- Fire Chief
- Public Works Director
- Treasurer
- CEMC \*
- Public Information Officer
- Emergency Management Ontario
- Emergency Operations Centre \*

\* = complete copy of plan with Appendices

1.11 Emergency Response Plan Amendments

<b>Amendment No.</b>	<b>Date of Amendment</b>	<b>Date Entered</b>	<b>Entered by</b>
<b>07-086</b>	<b>Dec. 17, 2007</b>	<b>Dec. 10, 2007</b>	<b>Wayne Shields</b>
<b>2</b>	<b>Sept. 10, 2009</b>	<b>Sept.10, 2009</b>	<b>Wayne Shields</b>
<b>3</b>	<b>Oct. 5, 2010</b>	<b>Oct. 5, 2010</b>	<b>Wayne Shields</b>
<b>4</b>	<b>Oct. 11, 2011</b>	<b>Oct. 11, 2011</b>	<b>Wayne Shields</b>
<b>5</b>	<b>Nov. 28, 2013</b>	<b>Nov. 28, 2013</b>	<b>Wayne Shields</b>
<b>6 – Bylaw #15-069</b>	<b>June 23, 2015</b>	<b>August 1, 2015</b>	<b>Kimberly Almeida</b>
<b>7</b>	<b>Sept. 22, 2015</b>	<b>Oct. 13, 2015</b>	<b>Kimberly Almeida</b>
<b>8</b>	<b>August 15, 2016</b>	<b>August 15, 2016</b>	<b>Kimberly Almeida</b>
<b>9</b>	<b>January 17, 2017</b>	<b>January 17, 2017</b>	<b>Kimberly Almeida</b>
<b>10</b>	<b>August 24, 2017</b>	<b>August 27, 2017</b>	<b>Kimberly Almeida</b>
<b>11</b>	<b>March 6, 2018</b>	<b>March 6, 2018</b>	<b>Kimberly Almeida</b>
<b>12</b>	<b>December 2018</b>	<b>November 29, 2018</b>	<b>Kimberly Almeida</b>

## PART 2 – EMERGENCY OPERATIONS AND PROCEDURES

### 2.1 Municipal Emergency Control Group (MECG)

#### **Membership:**

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

The Municipal Emergency Control Group is made up of the following members;

- Mayor (*or alternate*)
- Chief Administrative Officer (*or alternate*)
- Administrative Assistant (*or alternate*)
- Fire Chief (*or alternate*)
- Public Works Director (*or alternate*)
- Treasurer (*or alternate*)
- CEMC (*or alternate*)
- Public Information Officer (*or alternate*)
- Human Resources Generalist

#### **Implementation:**

Several members of the Municipal Emergency Control Group may request, through the Chief Administrative Officer, that the Emergency Plan be implemented (see responsibilities).

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The Chief Administrative Officer will immediately notify the Mayor and other members of the Control Group. Notification lists and procedures are located in Appendix A.

## 2.2 Emergency Operations Centre Procedures (EOC)

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Municipal Emergency Control Group will report to will be given. For example, members will be told that this is an emergency plan activation and they should report to the primary Emergency Operations Centre immediately. 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.

Primary EOC Location:            Leeds 1000 Islands Municipal Office  
                                                 1233 Prince Street, Lansdowne

Alternate EOC Location:        Leeds 1000 Islands Fire Training Centre  
                                                 312 Lyndhurst Road, Lyndhurst

Upon receiving notification, the Chief Administrative Officer will contact the administrative staff who have been assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Centre, each Municipal Emergency Control Group member/designate shall:

- Sign In
- Check telephone/communications devices.
- Open personal log.
- Contact their own agency and obtain a status report.
- Participate in the initial briefing.
- Participate in planning initial response/decision making process.
- Pass Municipal Emergency Control Group decisions on to member's agencies/areas of responsibility.
- Continue participation in the Emergency Operations Centre Operations Cycle.

Upon leaving the Emergency Operations Centre, each Control Group member shall:

- Conduct a hand over with the person relieving them.
- Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on a system known as an Operations Cycle.

### **Operations Guidelines:**

Each department is responsible to ensure that senior and support staff are available to support the Emergency Operations Centre (EOC) twenty-four hours a day on a weekly basis. At the same time, each department is responsible to support the emergency site and continue to provide a level of service to the unaffected areas of the municipality.

Under emergency conditions, employees of the Township of Leeds and the Thousand Islands, working in the Emergency Operations Centre, may expect to remain on duty up to ten (10) hours. A staggered release will begin after eight hours. Anyone that is required to work beyond the ten-hour schedule must have the approval of the Chief Administrative Officer. After an employee has worked under emergency conditions for three consecutive days, the employee may have the next twenty-four hours off. This regulation applies to all employees and volunteers including senior management.

In order to ensure that the eight to ten-hour rotation is maintained, some employees will be sent home on a standby basis in order to return later at an appointed time. Employees may be required to report for duty at a location other than their normal workplace depending on conditions and the location of the Emergency Operations Centre.

Should the emergency be prolonged, the Chief Administrative Officer will activate mutual assistance agreements with other municipalities or with the United Counties of Leeds and Grenville.

### **Notification of Family Members:**

All employees are responsible to inquire as to the state of their family as a result of the emergency. In addition, the family will be informed of the emergency situation and its possible duration. This shall be done during the first six hours of the emergency. Any major problem that might preclude an employee's continued presence will be discussed with the Chief

Administrative Officer within the Emergency Operations Centre or his/her supervisor outside of the Emergency Operations Centre. Every effort will be made to relieve the employee.

Should telephones not be operating, the fire department or public works department staff may check on family members at the request of an employee. Employees will verify the status of their own family members to the extent possible.

### **Emergency Telecommunications:**

The primary means of communicating outside of the Emergency Operations Centre will be by telephone (landline and cellular), text message, email, two-way radio (depending on the location) and supplemented when required through the United Counties Telecommunications Coordinator.

## **2.3 Operations Cycle**

An operations cycle is how the Municipal Emergency Control Group manages overall emergency operations. Municipal Emergency Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Municipal Emergency Control Group 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 agencies' and pass on any relevant information or directives that come out of the Control Group meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Mayor 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. The Municipal Emergency Control Group members use this time to follow up and ensure that Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for Municipal Emergency Control Group meetings. No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Municipal Emergency Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Municipal Emergency Control Group members, and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

#### 2.4 Roles of the Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advise the Head of Council regarding need for declaration or termination of an emergency.
5. Advising the Head of Council regarding requests for assistance from the County, Province, and the Federal Government.
6. Ensuring the provision of essential resources and services to support emergency response activities.
7. Coordination of services provided by outside agencies.
8. Appointing or Confirming an Emergency Site Manager.
9. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, (ie. Hydro, water, gas, closing businesses)
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem area related to the emergency, as required.

14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.



## 2.5 Role of the Mayor

The Head of Council, or alternate, is responsible for:

- a. Reviewing the Declaration of an Emergency Checklist to confirm that an Emergency should be declared. (Appendix H)
- b. Upon consultation of the Municipal Emergency Control Group, Declaration of an Emergency. (Form in Appendix I)
- c. Upon consultation of the Municipal Emergency Control Group, Termination of an Emergency. (Form in Appendix J)
- d. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency (*Contact made through Emergency Management Ontario*).
- e. Take such action and make such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Township of Leeds and The Thousand Islands.
- f. Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation. (Members of Council Phone Numbers – Appendix A)
- g. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination and kept informed of the emergency situation.
- h. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the Control Group.
- i. Maintaining a personal log. (Appendix G)

## 2.6 Role of the Chief Administrative Officer / Operations Officer

The Chief Administrative Officer is referred to as the “Operations Officer” for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

- a. Upon request for activation of The Emergency Plan, the Operations Officer will refer to Check List in consideration of a Declaration of Emergency (Appendix H).
- b. If it qualifies, activate the emergency notification system (Appendix A).
- c. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- d. Chair meetings of the Municipal Emergency Control Group.
- e. Advising the head of council on policies and procedures, as appropriate.
- f. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the Municipal Emergency Control Group.
- g. Establish and maintain a communications line between the Municipal Emergency Control Group and the Emergency Site Manager.
- h. Ensure Municipal facilities are available for evacuation or reception center purposes if required.
- i. Calling out additional staff as required.
- j. Maintaining a master record of all events and actions taken (main events board).
- k. Maintaining a personal log (Appendix G).

## 2.7 Role of the Administrative Assistant

The Administrative Assistant or alternate is responsible for:

- a. Assisting the Chief Administrative Officer and/or the Community Emergency Management Coordinator, as required.
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.
- c. Ensure that EOC is set-up for operation and that maps and status boards are kept up to date.
- d. Notifying any additional support staff 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, 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 Chief Administrative Officer and/or the Community Emergency Management Coordinator.
- i. Check that the Municipal facilities are available for evacuation or for reception center if required.
- j. Maintain a personal log (Appendix G).

## 2.8 Role of the Fire Chief

The Fire Chief, or alternate, is responsible for:

- a. Requesting activation of the emergency notification system by calling the Chief Administrative Officer.
- b. Providing the Municipal Emergency Control Group with the information and advice on the firefighting and rescue matters.
- c. Establish an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiate Mutual Aid as required.
- e. Determine if additional or specialized equipment is required ie. protective suits, Chemical, Biological, Radiological, Nuclear team (Haz-Mat), etc.
- f. Coordinate or provide assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Maintain a personal log (Appendix G)

## 2.9 Role of the Public Works Director

The Public Works Director, or alternate, is responsible for:

- a. Requesting activation of the emergency notification system by calling the Chief Administrative Officer.
- b. Providing the Municipal Emergency Control Group with information and advice on Public Works matters.
- c. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. The provision of engineering assistance
- e. The construction, maintenance and repair of public roads.
- f. Assistance with road closures and/or roadblocks.
- g. Maintenance of sanitation and a safe supply of potable water, as required.
- h. The provision of equipment for emergency pumping operations.
- i. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- j. Liaise with Electrical and Gas utilities.
- k. Providing public works vehicles and resources to any other emergency service, as required.
- l. Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- m. Providing an Emergency Site Manager if required
- n. Maintain a personal log (Appendix G).

## 2.10 Role of the Treasurer

The Treasurer (or alternate) is responsible for;

- a. Open and maintain the Main Event Board – Actions taken and by whom.
- b. Advise regarding all financial aspects of an emergency.
- c. Documentation of expenditures, accounts payable and receivable.
- d. Other duties as assigned by Chief Administrative Officer.
- e. Maintain a personal log (Appendix G).

### 2.11 Role of the Community Emergency Management Coordinator - CEMC

The Community Emergency Management Coordinator (or alternate), is responsible for:

- a. Request activation of the emergency notification system by calling the Chief Administrative Officer.
- b. Provide information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
- c. Provide direction to Emergency Operations Centre support staff as required in support of the Control Group and ensure proper set-up and operation of the Emergency Operations Centre.
- d. Maintain Emergency Response Plan in accordance with requirements of the Emergency Management and Civil Protection Act.
- e. In conjunction with the Chief Administrative Officer, coordinate a post-emergency debriefing and assist in the development of a final report to Mayor and Council.
- f. Maintain a personal log. (Appendix G)

## 2.12 Role of the Public Information Officer

The Public Information Officer, or alternate, is responsible for:

- a. Notifying information center staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and in conjunction with the Municipal Emergency Control Group.
- d. Establish and maintain media linkages with Mayor, County, Provincial and industry media officials as appropriate.
- e. Coordinate interviews and media conferences. (Appendix K)
- f. Designate a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines. (Appendix K)
- h. Coordination of public inquiries.
- i. Monitoring news coverage.
- j. Maintain copies of all media releases.
- k. Maintain personal log. (Appendix G)



### **PART 3 – EMERGENCY SUPPORT**

#### **3.1 Role of the OPP Representative**

The Ontario Provincial Police Representative or alternate is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police representative at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Coordination of evacuation routes.
- e. The protection of life and property and the provision of law and order.
- f. Ensure perimeter security and crowd control at emergency site.
- g. The provision of police services in evacuation centers, morgues, and other facilities as required.
- h. Notifying the coroner of fatalities.
- i. Liaison with external police agencies, as required.
- j. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- k. Maintain a personal log (Appendix G).

### 3.2 Role of EMS/Ambulance

The EMS/Ambulance is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
- c. Liaise with Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alert all staff using the Provincial Health Emergency Alert System.
- e. Take charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log (Appendix G).

### 3.3 Medical Officer of Health

The Medical Officer of Health, or designate, is responsible for;

- a. Acting as a coordinating link for all emergency health services at the Municipal Emergency Control Group.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with ambulance service representatives.
- d. Liaison with Community Care Access representative.
- e. Providing assistance on any matter which may adversely affect public health.
- f. Providing authoritative instructions on health and safety matters to the public through the Public 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 a emergency.
- j. Ensuring the safety of drinking water in conjunction with the public works representative.
- k. Liaison with the senior social services representative regarding health services in evacuee centers.
- l. Maintaining a personal log (Appendix G)

### 3.4 Director of Social Services

The Director of Social Services or alternate is responsible for:

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Management of reception and evacuation centers.
- c. Liaison with the Parks and Recreation Coordinator regarding use of municipal facilities for evacuation/reception centers.
- d. Liaison with the local Medical Officer of Health in areas regarding public health in evacuation centers.
- e. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centers if required.
- f. Liaison with the nursing homes and homes for the aged.
- g. Maintain a personal log (Appendix G).

### 3.5 Board of Education - Responsibilities

The local Board of Education representative is responsible for:

- a. Providing schools for reception centres as required and/or applicable.
- b. Providing schools for evacuation centres, as required and/or applicable.
- c. Providing liaison with the Director, Social Services and the Municipal Emergency Control Group.

### 3.6 Legal Advisor - Responsibilities

The municipal legal advisor is responsible for:

- a. Providing legal opinions and advice to the Municipal Emergency Control Group as required.
- b. Providing legal representation as required.