



**TOWNSHIP  
OF  
ALFRED AND PLANTAGENET**

EMERGENCY RESPONSE  
PLAN

**March 31<sup>st</sup>, 2015**

Note: This document was written in English. In the event of discrepancy between the English and French versions, the English version will have precedence.



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## RECORD OF REVISIONS

Before inserting the revision, check that its number follows, in sequence, the last number recorded below. If not in sequence and if not accounted for by an annotation on the Transmittal on hand, do not insert until you have asked for and received the missing revision number from the CEMC

Emergency Plan Manual Number
Assigned to

Transmittal or Insert No.	Date inserted	Inserted by	Transmittal or Insert No.	Date inserted	Inserted by	Transmittal or Insert No.	Date inserted	Inserted by
001	08 Sept 04		021	31 mar 15		1		
002	20 Sept 04		2			2		
003	26 Oct 04		3			3		
004	08 Nov 04		4			4		
005	09 Mar 05		5			5		
006	14 May 05		6			6		
007	27 Jul 05		7			7		
008	08 Sep 05		8			8		
009	22 Sep 05		9			9		
010	30 Sep 05		0			0		
011	03 Dec 05		1			1		
012	30 Jan 06		2			2		
013	29 May 06		3			3		
014	23 May 06		4			4		
015	28 Jun 06		5			5		
029	24 Oct 06		6			6		
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## SECTION 1 PREFACE

### INTRODUCTION

**Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes 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 the Township of Alfred-Plantagenet.

The current population of the Township of Alfred-Plantagenet is **8620** residents.

In order to protect residents, businesses and visitors, the Township of Alfred-Plantagenet requires a coordinated emergency response by a number of agencies under the direction of the **Community Control Group**. These are distinct arrangements and procedures from the normal, day-to-day operations, carried out by emergency services.

The Township of Alfred-Plantagenet's **Emergency Management Committee** developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Alfred-Plantagenet important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Alfred-Plantagenet Emergency Response Plan may be viewed at the Township Hall and Library or on-line at [www.Alfred-Plantagenet.com](http://www.Alfred-Plantagenet.com).

For more information, please contact:

Community Emergency Management Coordinator  
c/o Township of Alfred-Plantagenet  
205 Old Highway 17,  
Plantagenet ON K0B 1L0  
(613) 673-4797



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### SECTION 3 AIM

The aim of this 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 the Township of Alfred-Plantagenet when faced with an emergency.

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

While many emergencies can occur within the Township of Alfred-Plantagenet, a thorough Hazard Identification and Risk Assessment (HIRA) has determined that those most likely to occur are: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air crashes, earthquake, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, health emergencies, agricultural emergencies or any combination thereof.

The Hazard Identification and Risk Assessment process takes into consideration the probability and consequences to the community of each possible event and forms the basis for establishing a community risk profile.

For further details, please contact the Community Emergency Management Coordinator.



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## SECTION 4 AUTHORITY

The *Emergency Management and Civil Protection Act*, (*EMCPA*) is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states:

“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)**

As enabled by the *Emergency Management and Civil Protection Act, 1990*, this emergency response plan and its' elements have been:

Issued under the authority of Township of Alfred-Plantagenet By-law **NO. 2004-66** and revised by By-law **No, 2007-64**, and  
Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### a) Definition of an Emergency

The EMA defines an emergency as:

“An 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 or property.” **R.S.O 1990, c. E. 9, s. 1**

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, maintaining services to the community and supporting the emergency site.

### b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, township 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 residents of the Township of Alfred-Plantagenet.



THE CORPORATION OF THE  
TOWNSHIP OF ALFRED AND PLANTAGENET

By-Law Number 2004-66

Being a By-Law to implement an emergency management program for the protection of public safety and health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community

REFERENCE: Subsection 2.1(1) of the *Emergency Management Act*

WHEREAS the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program by the Council of a municipality;

WHEREAS the Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

WHEREAS the Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the council of the Corporation of the Township of Alfred and Plantagenet hereby enacts as follows:

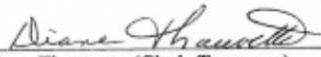
1. THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario and based on international best practices.
2. THAT the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan.
3. THAT certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.



4. THAT the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.
5. AND THAT the emergency response plan attached hereto as Schedule "A" of this By-Law is hereby adopted.

READ a first, second and third time and duly adopted this 20<sup>th</sup> day of September, 2004.

  
\_\_\_\_\_  
Jean-Yves Lalonde (Mayor)

  
\_\_\_\_\_  
Diane Thauvette (Clerk-Treasurer)



**CORPORATION OF THE  
TOWNSHIP OF ALFRED AND PLANTAGENET**

**By-Law Number 2007-64**

**Being a By-Law to amend By-law Number 2004-66 implementing an emergency management program for the protection of public safety and health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community.**

**WHEREAS** By-law 2004-66 was adopted by the Municipality on September 20, 2004;

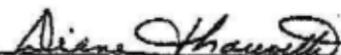
**AND WHEREAS** the legislative authority for emergency management in Ontario has been amended;

**NOW THEREFORE** the Council of the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1. That the reference to "Subsection 2.1(1) of the *Emergency Management Act*" be amended to read "Subsection 2.1(1) of the *Emergency Management and Civil Protection Act*".

**READ A FIRST, SECOND AND THIRD TIME** and finally passed this 17th day of September 2007.

  
Jean-Yves Lalonde (Mayor)

  
Diane Thauvette (Clerk-Treasurer)

2007-64 - AmendEmergencyManagement.wpd

## SECTION 5 EMERGENCY NOTIFICATION PROCEDURES

This plan may be implemented, in whole or in part, as soon as an emergency which is considered to be of such a magnitude as to warrant its being implemented occurs or is expected. Only a member of the Community Control Group (CCG) may initiate the notification procedure.

Any member of the CCG wishing to initiate the Emergency Notification System must first contact and obtain the concurrence of either the Clerk-Treasurer or the Community Emergency Management Coordinator (CEMC). Further, if either the Clerk-Treasurer or the CEMC wishes to initiate the activation of the notification procedures, he/she must obtain concurrence from the other.

When a member of the CCG receives a warning of a real or potential emergency, and the above procedures have been followed, that member will immediately contact the Hawkesbury Fire Service Dispatch Office and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet) as part of the notification procedure.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

The Hawkesbury Fire Service dispatcher must record the date and time each CCG member was contacted on the appropriate form.

### a) Requests for Assistance

The Mayor may request assistance from the United Counties of Prescott-Russell at any time by contacting the Counties Warden. The request shall not be deemed to be a request that the Counties assume authority and control of the emergency.

The Mayor may also request assistance from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario (EMO).

### b) A Declared Community Emergency

The Mayor of the Township of Alfred-Plantagenet, or in his absence an alternate approved by council, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG. ***R.S.O 1990, c. E. 9, s. 4(1)***

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).



A community emergency may be terminated at any time by:

- The Mayor; or
- Township Council; or
- The Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Township Council;
- Counties Warden, as appropriate;
- Public; - Via the Emergency Information Officer
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## SECTION 6 EMERGENCY COMMUNITY CONTROL GROUP

### a) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG), a group of officials who is responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Mayor of the Township of Alfred-Plantagenet, or alternate;
- Chief Administrative Officer (CAO), or alternate, who becomes the Operations Officer in the EOC;
- Community Emergency Management Coordinator (CEMC), or alternate;
- Emergency Information Officer or alternate;
- Ontario Provincial Police, Hawkesbury detachment commander or alternate;
- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Medical Officer of Health, or alternate;
- Emergency Medical Services (EMS) Director from the United Counties of Prescott & Russell, or alternate;
- Social Services Director from the United Counties of Prescott & Russell, or alternate;

Additional personnel called or added to the CCG may include:

- Emergency Management Ontario Representative;
- Liaison staff from provincial ministries;
- Telecommunications Coordinator;
- Local electrical utility representative, or alternate, if required or available;
- The Canadian Red Cross
- The sewer and water systems operator
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG ***must*** be notified.

### b) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk-Treasurer (C-T) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The C-T's assistant will maintain status board and maps which will be prominently displayed and kept up to date.



### c) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and/or equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the Emergency Operations Centre location and the current composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the Township as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional *registered* volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk-Treasurer/Operations Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Prepare submissions for funding under the Ontario government programs for disaster recovery

## SECTION 7 MANAGING AN EMERGENCY

### a) The individual responsibilities of the Community Control Group

#### Mayor

The Mayor or his designated alternate is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council or the Premier of Ontario may also terminate the emergency);
- Notifying Emergency Management Ontario, the Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring that Members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Maintain a personal record of all decisions or actions taken.

#### Chief Administrative Officer / Operations Officer

The CAO becomes the Operations Officer for the Township of Alfred-Plantagenet and is responsible for:

- In concert with the Community Emergency Management Coordinator (CEMC), activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Community Control Group (CCG), authorize the activation of the emergency notification system;
- Opening and arranging the Emergency Operations Centre;
- Initiating the EOC Support Staff call-up;
- Chairing the CCG;
- Ensuring liaison with the OPP representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Incident Commander (IC);
- Calling out additional township staff to provide assistance, as required;
- Maintain a personal record of all decisions or actions taken.



## Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator (CEMC) or Alternate is responsible for:

- In concert with the Chief Administrative Officer, activating the emergency notification system through the Hawkesbury Fire Service Dispatch Office;
- In concert with another member of the Community Control Group (CCG), authorize the activation of the emergency notification system;
- Ensuring the identification and registration of CCG members as they arrive;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Oversee the maintaining of the various records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal record of all decisions or actions taken.

## Ontario Provincial Police Representative

The Ontario Provincial Police representative is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Community Control Group (CCG);
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- In concert with other members of the CCG, provide an Incident Commander as required;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other township, provincial and federal police agencies, as required;
- Maintain a personal record of all decisions or actions taken.

## Fire Chief

The Fire Chief is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Community Control Group (CCG);
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- In concert with other members of the CCG, provide an Incident Commander as required
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other township departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintain a personal record of all decisions or actions taken.



## Public Works Director

The Public Works Director is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency, assign a temporary Incident Commander and notify the Community Control Group (CCG);
- Establishing an ongoing communications link with the senior Public Works official at the scene of the emergency;
- In concert with other members of the CCG, provide an Incident Commander as required
- Providing the CCG with information and advice on engineering and public works matters;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring construction, maintenance and repair of Township roads;
- Liaising with the sewer and water operator to ensure the continued maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any residence, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works staff, vehicles and equipment as required by any other emergency services;
- Ensuring that a record is maintained of drivers and operators involved.
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies as required;
- Maintain a personal record of all decisions or actions taken.

## Medical Officer of Health

The Medical Officer of Health is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring liaison with the Prescott-Russell Emergency Medical Services (ambulance) representatives;
- Ensuring Liaison with senior management of the Hawkesbury General Hospital;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination with the Community Care Access Centre for the Eastern Counties (CCAC) for the care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for increasing and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for drinking water supplies and sanitation facilities;
- Ensuring liaison with Prescott-Russell Social Services representative on areas of mutual concern regarding health services in evacuee centres.
- Ensuring health and hygiene standards are maintained in the evacuation centres;
- Order the evacuation of those buildings or areas posing a health hazard;
- Maintain a personal record of all decisions or actions taken.



## United Counties of Prescott & Russell Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Community Control Group (CCG);
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- In concert with other members of the CCG, provide an Incident Commander as required;
- Ensuring emergency medical services at the emergency site;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation are required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal record of all decisions or actions taken.

## United Counties of Prescott & Russell Social Services Director

The Social Services Director is responsible for:

- In concert with either the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator (CEMC), activating the emergency notification system, through the Hawkesbury Fire Service Dispatch Office;
- Depending on the nature of the emergency assign a temporary Incident Commander and notify the Community Control Group (CCG);
- In concert with the Canadian Red Cross, ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feed, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Depending on the nature of the emergency assign a temporary Incident Commander in reception and evacuation centres and notify the Community Control Group (CCG);
- Ensuring liaison with the OPP representative with respect to the pre-designation of reception and evacuation centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the various school boards are notified when facilities are required as evacuee reception centres, and that staff utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with the various senior citizen residences and nursing homes as required;
- Making arrangements for meals for the staff/volunteers at the evacuation centres and the Site;
- Maintain a personal record of all decisions or actions taken.

## b) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG:

### 1. Deputy Clerk

The Deputy Clerk is responsible for:

- Assisting the Chief Administrative Officer and Clerk, as required;
- Ensuring all important decisions made and actions taken by the Community Control Group (CCG) are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of telephones at the Township offices, as the situation dictates, and ensuring operators are available;
- Initiating the necessary action to ensure the telephone system at the Township offices and in the EOC functions as effectively as possible.
- Ensures that staff are informed of CCG members' telephone numbers in the EOC, as the situation dictates;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, and Township offices as required;
- Upon direction by the Mayor, ensuring that all Members of Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of Council, as required, and advising Members of Council of the time, date, and location of the meetings;
- Maintain a personal record of all decisions or actions taken.

### 2. Treasurer

The Treasurer is responsible for:

- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring that attendance records for the emergency are kept for payroll purposes;
- Providing information and advice on financial matters as they relate to the emergency;
- Liaising, if necessary, with the treasurers of neighbouring communities;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Tracking of equipment and supplies not owned by the Township of Alfred-Plantagenet;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Coordinating and processing requests for human resources;
- Selecting the most appropriate site(s) for the registration of human resources (CCG);
- Ensuring identification cards are issued to temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Maintain a personal record of all decisions or actions taken.



### 3. Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is responsible for the preparation and dissemination of news and information to the media for the public.

While the Mayor is usually the spokesperson for the CCG and the municipality, he/she will normally prepare all outgoing communications with the EIO.

All EOC personnel who meet or speak with the media or the public, must obtain the EIO's and/or the Mayor's approval prior to giving out any information.

Maintain a personal record of all decisions or actions taken.

### 4. Township Solicitor

The Township Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Alfred-Plantagenet in its response to the emergency, as requested;
- Maintain a personal record of all decisions or actions taken.

### 5. Hydro 2000 Inc. Representative

The Hydro 2000 inc. representative is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

### 6. Telecommunications (PR-ARES) Coordinator

The Telecommunications Coordinator reports to the Community Emergency Management Coordinator (CEMC) and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintain a personal record of all decisions or actions taken.

### 7. School Boards

The School Boards are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the Township as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;

## 8. Hawkesbury General Hospital Administrator

The Hawkesbury District General Hospital Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Maintain a personal record of all decisions or actions taken.

## 9. Coordinator of Volunteers

The Coordinator of Volunteers will be responsible for:

- Maintaining an up to date list of people in the community who have volunteered and trained for tasks during an emergency.
- Coordinating offers of, and appeals for, volunteers for the support of the CCG;
- Seeking and registering volunteers as they arrive during an emergency
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Township records (CCG);
- Ensuring identification cards are issued to volunteers where practical;
- Assigning volunteers to various areas and departments as required
- Maintain a personal record of all decisions or actions taken.

## 10. Disaster Relief Committee

As the Ontario Disaster Relief Assistance Program (ODRAP) uses a matching funds formula, the Township must undertake fundraising activities to be able to obtain financial assistance from the Province. A Disaster Recovery Fundraising Committee must be struck and will;

- Be made up of community volunteers
- Have representation from the township
- Develop a fundraising plan
- Maintain bank accounts to be used for this purpose during the recovery from an emergency
- Organise fundraising events
- Act as a liaison to media for fundraising purposes
- Place advertising
- Maintain a record of all decisions or actions taken.

ODRAP is intended to alleviate hardships 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.

ODRAP does not provide full cost recovery for all damages resulting from a disaster: it helps eligible recipients restore essential furnishings and property only to pre-disaster condition.

ODRAP provides funds to those who have sustained heavy losses for essential items such as shelter or other "necessities of life." **Municipalities may also receive assistance under ODRAP, although the process is somewhat different.**



In the event of a natural disaster, individuals are expected to bear the initial responsibility for their losses. If the losses are so extensive that individuals cannot cope on their own, the municipality and the community at large are expected to provide support through fundraising activities.

If municipalities have experienced extraordinary damage to public infrastructure due to a natural disaster, they should contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing (see page 11) to determine if sustained damages may be eligible for assistance.

Municipalities can refer to the Disaster Checklist, Appendix 1, page 12, for a list of the first things to do in the event of a disaster.

The Minister of Municipal Affairs and Housing is authorized to declare a “disaster area” for the purposes of the ODRAP program. The municipal council asking for assistance under the ODRAP program must first adopt a resolution outlining the following:

The municipality’s request for a disaster area declaration and  
Whether all or a specified portion of the municipality is to be declared a disaster area.

Once the Minister declares a disaster area, the municipal council of the affected municipality must then appoint a Disaster Relief Committee (DRC) as quickly as possible to deal with private and non-profit losses and damages.

The purpose of the DRC is twofold: to raise funds for the benefit of disaster victims, and to settle the eligible claims of these victims, private and non-profit, as efficiently as possible. The province will contribute up to two dollars for every local dollar raised to an amount necessary to settle all the eligible claims - up to 90 per cent of all eligible claims. Therefore, no surplus funds are created.

All contributions to the fund must be unconditional; that is to say that no contributions to the fund may be earmarked for a particular person, group of persons or geographic area.

The municipal council appoints the DRC members from among its citizens and chooses persons from different backgrounds, excluding members of council. The DRC’s work will usually take from six months to one year to complete.

One of the first tasks of the DRC is to appoint a fundraising subcommittee. The fundraising subcommittee will solicit contributions and collect money for the disaster relief fund, organize fundraising events and activities, act as a liaison to media for fundraising purposes and place advertising. Experience demonstrates that timing is critical in any effort to raise funds. Accordingly, the sooner the fundraising subcommittee is established, the greater its chances of meeting its financial goal. In addition, claims cannot be settled until fundraising activities have been concluded, except in extreme hardship cases.

A copy of the Fundraising Toolkit - Guidelines for Disaster Relief Committees can be found at [www.mah.gov.on.ca](http://www.mah.gov.on.ca).

## 11. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Agencies that might be called upon to support the Township in an emergency could include:

- Provincial Ministries
- Canadian Red Cross
- St-John Ambulance
- Salvation Army
- Churches
- Service Clubs
- Lions
- Optimist
- Richelieu
- Rotary
- Scouts
- Girl Guides



### C) Relationship between the Community Control Group (CCG) and the Incident Commander (IC)

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the CCG relationship with the IC is to offer and provide support with equipment, staff and other resources as required.

The IC has jurisdiction over all operations within the **Hot Zone**, which is the immediate emergency site and the **Inner Perimeter**, which is the area immediately outside the Hot Zone and is used for the staging of supplies and services required at the site.

The CCG has jurisdiction for the **Outer Perimeter**, the area surrounding the above-mentioned areas of the emergency site. THE CCG will also ensure that the rest of the Township maintains municipal services.

### d) Relationship between IC, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the IC, so as to establish the manner and process to the emergency.

### e) IC Responsibilities

Although not a member of the Community Control Group the IC performs a vital function. His/her purpose is to locate victims, save lives, reduce pain and suffering, and mitigate damage. Once appointed, the IC is responsible for overall management and control of the emergency response at the site, including:

- Establishing his/her authority at the site (within the inner perimeter).
- Establishing communications with the EOC
- Ensuring inner and outer perimeters are established.
- Ensuring staging areas are established.
- Ensuring in and out routes are established.
- Ensuring coordination of response agencies.
- Developing a consolidated plan of action to mitigate the effects of the emergency.
- Approving all requests for ordering and releasing key resources.
- Supervising all ground operations.
- Supervising air operations, if necessary.
- Maintain a log of all actions taken.
- At the termination of the emergency, collect all logbooks/diaries and hand them over to the Chief Administrative Officer.
- Participate in the debriefing following the emergency.