

*MUNICIPAL CORPORATION  
OF THE TOWNSHIP OF*

*\* KILLALOE / HAGARTY / RICHARDS \**

COMMUNITY EMERGENCY RESPONSE PLAN

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**TAB 1 PART 1 PROFILE**

**MUNICIPAL CORPORATION TOWNSHIP OF KILLALOE, HAGARTY, RICHARDS**

The newly amalgamated Township has a varied cultural base. Irish, German, Polish

**HISTORICAL NOTES**

This area was opened up with roads and railway due mainly to the logging industry. This industry is still viable today with many small, medium and large family owned and run operations. The first road through this area was the Opeongo trail. This road is in existence and also used today.

**LAND BASE**

The new corporation has “Algonquin Park as the northern boarder”, on “the east from Algonquin Park boundary in a straight line due S.S.W., that passes through part of Wagner Rd. between White Church Rd. and Long Meadows Rd. and then on to pass through the western tip of Golden Lake and on to intersect Gorman Rd.”, on “the west from Algonquin Park boundary due SSW to most eastern part of Paugh Lake Rd. and then on to Wilno North/South Rd., then to intersect the extension of Sheridan Rd. in the bush” and on “the south, part of Gorman Rd. to Rocheford and continuing (WWS) straight on Sheridan Rd. and then straight through bush at “T” intersection when Sheridan Rd. technically continues into bush.

**ELECTORAL RIDINGS**

Federal – Renfrew, Pembroke, Nipissing.  
Provincial – Renfrew, Pembroke, Nipissing.  
Local Government – Municipal Corporation of the Townships of Killaloe, Hagarty and Richards.

**INDUSTRIES**

-- Logging, Machine shop, Artists, Tourism

**EDUCATIONAL FACILITIES**

-- Elementary Schools, Killaloe St. Andrew’s Catholic School  
Killaloe Public School  
St. Mary’s Catholic School – Wilno  
St. Casimirs Catholic School – Round Lake

**COMMUNICATIONS**

Killaloe Radio Station CHCR 102.9, Killaloe Cable Station  
Barry’s Bay This Week – news paper OPP Communications  
Eganville Leader – news paper  
Valley Gazette- news paper  
Web Page [www.killaloe-hagarty-richards.ca](http://www.killaloe-hagarty-richards.ca)

**UTILITIES**

Killaloe Water & Sewage Plants, (Operated by Ontario Clean Water Agency)  
Ottawa River Power Corporation- Village of Killaloe  
Hydro One- Hagarty & Richards Township

**TAB 1            PART 1            PREFACE**

1. The **EMERGENCY PREPAREDNESS RESPONSE COMMITTEE** of council consists of;
  - The Mayor
  - The Community Emergency Management Coordinator (CEMC)
  - Three Council Members
  
2. Responsibilities of the **EMERGENCY PREPAREDNESS RESPONSE COMMITTEE** include but are not restricted to;
  - Preparation and maintenance of the Community Emergency Response Plan and ensure it is updated annually
  - Develop a training and education program and conduct a small exercise yearly,
  - Design and conduct a major exercise once every five (5) years.
  - Comply with legislated regulations to complete essential, enhanced and comprehensive components of the legislation
  
3. The **EMERGENCY OPERATIONS CONTROL GROUP (EOCG)** consists of:
  - Mayor or alternate
  - Community Emergency Management Coordinator
  - CAO Clerk-Treasurer
  - Office Administrator
  - Fire Chief
  - Works Superintendent
  - Senior Health Services
  - Senior Police Representative
  - Community Services / Evacuation Representative
  - Public Information Officer

➤ **When it is determined that there is a threat or an actual impending emergency**

  - The EOCG committee will form when an emergency occurs or is thought to occur at The Emergency Operation Centre (EOC) if possible.
  - The Mayor or alternate will chair the Emergency Operation Control Group.

***THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY & RICHARDS***  
By-law No. 33-2004

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

WHEREAS, the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title— *Emergency Management and Civil Protection Act*) by the Council of a municipality:

AND WHEREAS this 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;

AND WHEREAS this 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;

AND 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 be it resolved:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with 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 recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule "A" of this By-Law is hereby adopted.

Read a first and second time this 06 day of October, 2004.

Read a third time and finally passed this 06 day of October, 2004.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO Clerk-Treasurer

**TAB 2            PART 2   PLAN PREPARATION AND MAINTENANCE**

➤ **PREAMBLE;**

The CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS Community Emergency Response Plan has been prepared by the Emergency Preparedness Committee, to provide a prompt and coordinated response to all types of emergencies affecting this Community.

For this Community Emergency Response Plan to be affective, it is important that all concerned be made aware of its provisions and be prepared to carry out their assigned functions and responsibilities in an emergency. Department Heads are also required to develop and maintain their own emergency plans, including the callout system, name list, phone numbers and the alternates of various positions within the department.

*It is recognized that some positions named in this plan and those responsibilities, are listed, though the human resources required to fill these positions are not available to our community at the present time. These responsibilities will be delegated to others at a time when required and are listed so that these responsibilities will not be lost and in fact filled as resources become available.*

➤ **INTRODUCTION;**

1. **EMERGENCY DEFINITION;**

An emergency is as a situation or an impending situation that by its nature or magnitude affects the health, safety, welfare and property of a community which requires prompt, controlled and coordinated response by one or more agencies and is beyond the normal response capability of a community.

2. **TYPES OF EMERGENCIES >>> HAZARD ANALYSIS;**

While many emergencies could occur within our Community, those most likely to occur are; floods, forest fires, transportation accidents involving dangerous goods, breakdown in flow of essential services / supplies, storms including wind, rain and winter weather, air crashes, electrical power outage or any combination thereof. (See TAB “9” - Hazard Identification/Risk Assessment)

3. **ABOUT THE EMERGENCY PLAN;**

This Emergency Plan has been developed to establish the actions that will be taken to deal with a real or potential emergency or disaster.

4. **IMPORTANT MEASURES ENABLED UNDER THIS LEGISLATION AND WHICH FORMS PART OF THIS EMERGENCY PLAN ARE;**

- ✓ Extra powers to the leaders of the CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS to mitigate emergency,
- ✓ Once emergency is declared financial assistance available.

5. **ACTION PRIOR TO DECLARATION;**

When an emergency exists but has yet to be declared to exist, community employees may take such action(s) under this Emergency Plan as may be required to protect the lives and property of the our Community in consultation with one or more Emergency Operation Control Group members.

## TAB 2 PART 2 PLAN PREPARATION AND MAINTENANCE (Con't)

### ➤ **AUTHORITY;**

The Emergency Management and Civil Protection Act is the legal authority for this emergency response plan in Ontario.

The *Emergency Management and Civil Protection Act* states that the:

“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.”

As enabled by the Emergency Management and Civil Protection Act, 2003 this emergency response plan and its' elements have been:

- Issued under the authority of the Corporation of the Township of Killaloe, Hagarty and Richards By-Law 33-2004; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### ➤ **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 and property of the inhabitants of this Community when faced with an emergency whether real or perceived to be real.

### ➤ **REQUESTS FOR ASSISTANCE;**

- a) Assistance may be requested from the Province of Ontario at any time without any loss of control or authority.
- b) Such requests can be made by contacting Emergency Management Ontario
- c) In the event of an emergency, Emergency Management Ontario will assist the Community in any way it can. For example, it can coordinate assistance from a number of other private agencies, provincial agencies and the federal agencies. Emergency Management Ontario is also prepared to send a Community Emergency Preparedness Advisor or a Provincial Liaison team to provide advice and assistance.



**TAB 2            PART 2   PLAN PREPARATION AND MAINTENANCE (Con't)**

➤ **PLAN MAINTENANCE AND REVISION;**

This Community Emergency Preparedness Response Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Preparedness Committee

Each time this Community Emergency Response Plan is revised, it must be forwarded to Council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the Community Emergency Response Plan to Council each time.

It is the responsibility of each person, agency, service or department named within this Community Emergency Response Plan to notify the Community Emergency Management Coordinator (CEMC) forthwith, of any revisions to the annexes, or administrative changes.

➤ **TESTING OF PLAN;**

An annual exercise will be conducted in order to test the overall effectiveness of this Community Emergency Response Plan and provision of training to the Emergency Operations Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises. Tests of the notification system should be conducted several times each year.

➤ **INTERNAL PROCEDURES;**

Each service involved with this Community Emergency Response Plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures and guidelines.

**TAB 3          PART 3          PREPARATION FOR EMERGENCY RESPONSE**

**ACTION PRIOR TO EMERGENCY >>> pre planning**

**1. EMERGENCY PREPAREDNESS RESPONSE COMMITTEE** (consisting of)

- ✓ The Mayor
- ✓ Three Members of Council
- ✓ Community Emergency Management Coordinator

**RESPONSIBILITIES INCLUDE;**

- (a) Exercise over all responsibility of planning and coordination of Emergency Management in the Township of Killaloe, Hagarty and Richards,
- (b) May borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Community Emergency Response Committee,
- (c) Authorize the expenditure of community funds during an emergency or disaster,
- (d) Submission to Mayor and Council estimates of expenditures for the maintenance and operation of the Emergency Management Committee,
- (e) Submission to Mayor and Council on a progress report of activities,
- (f) Submission to Mayor and Council, for approval, of a Community Emergency Plan.

**2. EMERGENCY OPERATION CONTROL GROUP (EOCG)** may consist of the following:

- ✓ Mayor
- ✓ Community Emergency Management Coordinator
- ✓ Fire Chief
- ✓ Senior Works Superintendent
- ✓ Police Service Representative
- ✓ Senior Health Representative
- ✓ Community Social Services Director / Evacuation Director
- ✓ Public Information Director
- ✓ CAO Clerk– Treasurer
- ✓ Barry’s Bay and Area Home Support and Community Resource Centre
- ✓ Ontario Clean Water Agency

**RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO);**

- (a) Development of and preparation of the Community Emergency Response Plan,
- (b) Develop a training and education program,
- (c) Design and conduct a small exercise per year to test The Plan and suggest corrections as required,
- (d) Design and conduct a major exercise every five (5) years to test The Plan and suggest corrections as required,
- (e) Ensure someone is given direction to maintain The Plan,
- (f) Ensure that funding from the Joint Emergency Preparedness Program (JEPP) is utilized yearly.

**TAB 3          PART 3          PREPARATION FOR EMERGENCY RESPONSE (Con't)**

**3. ACTIVATION OF PLAN WITHOUT DECLARING AN EMERGENCY**

When an emergency exists but has not yet been declared to exist, the community members of the EOCG may take such action(s) under this emergency plan as may be required to protect lives and property in this Community in consultation with one or more members of the EOCG.

**4. DECLARATION AND TERMINATION OF AN EMERGENCY**

*The Mayor or designated alternate of the Township of Killaloe, Hagarty and Richards is responsible for declaring that an emergency exists. This decision is usually made in consultation with other members of the Emergency Operations Control Group (EOCG). A sample declaration of the form used is attached as ANNEX F.*

**UPON SUCH DECLARATION** the MAYOR (or alternate) will notify;

- (a) The Council of the Township of Killaloe, Hagarty and Richards,
- (b) Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- (c) Neighboring community officials, as required,
- (d) The County of Renfrew, as appropriate,
- (e) The media, as appropriate,
- (f) Other provincial ministries ie. Ministry of Natural Resources, Ministry of Transportation;
- (g) Local MPP/MP;
- (h) Public

**UPON TERMINATION** of an emergency the Mayor (or alternate) will notify;

- (a) The Council of the Township of Killaloe, Hagarty and Richards,
- (b) Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- (c) Neighboring community officials, as required;
- (d) The County of Renfrew, as appropriate;
- (e) The media, as appropriate,
- (f) Other provincial ministries ie. Ministry of Natural Resources, Ministry of Transportation.
- (g) Local MPP/MP
- (h) Public

**TAB 3          PART 3          PREPARATION FOR EMERGENCY RESPONSE (Con't)**

**5. EMERGENCY OPERATIONS CENTRE ( EOC )**

The Emergency Operations Control Group (EOCG) will report to the Emergency Operations Centre ( EOC ). In the event that this EOC cannot be used, then the secondary location will be utilized. A third location of the EOC not within the CORPORATION boundary is located in a neighbouring township.

*A community should select a primary, secondary and out of community location in the event any location is adversely affected by the emergency, thereby providing quick response to the emergency.*

**Layout and equipment of the Emergency Operations Centre ( EOC ) are detailed in ANNEX C.**

**6. NOTIFICATION SYSTEM**

- Upon receipt of a warning of a real or a potential emergency, any member of the Emergency Operations Control Group (EOCG) may activate the notification system.
- The First Person to activate the call-out, will designate a person to call out the remainder of the Emergency Operations Control Group (EOCG).
- *Upon being notified, it is the responsibility of ALL EOCG members to notify their staff and volunteer organizations respectively, and assemble at the Emergency Operations Centre.*
- Where the threat of an emergency exists, the EOCG will be notified and placed on standby.
- A Log or Record of notification and the times notified will be maintained.

**The Emergency Notification System / EOCG List is attached as ANNEX B.**

## **TAB 4 PART 4 EMERGENCY OPERATIONS CONTROL GROUP (EOCG)**

*All emergency or disaster response will be directed and controlled by the Emergency Operations Control Group who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.*

This group is known as The **Emergency Operations Control Group (EOCG)**, comprised of;

- ✓ Mayor or Acting Mayor,
- ✓ Community
- ✓ CAO Clerk-Treasurer, or alternate,
- ✓ Senior Police representative,
- ✓ Senior Fire representative,
- ✓ Senior Public Works representative,
- ✓ Senior Health Services representative,
- ✓ Community Social Services / Evacuation coordinator, or alternate,
- ✓ Emergency Response Coordinator,
- ✓ Public Information Coordinator.

Additional Personnel called upon or added to the EOCG may include;

- ✓ Representative of neighboring community such as an Elected Official,
- ✓ Representative from receiving community in the event of an evacuation,
- ✓ Other Emergency Coordinators,
- ✓ Advisor from Emergency Management Ontario,
- ✓ Representative from other Police Services,
- ✓ Representatives from provincial Ministries,
- ✓ Public Utilities ie. Hydro, Telephone, Gas etc.,
- ✓ Barry's Bay and Area Home Support and Community Resource Centre
- ✓ Any other officials, experts, contractors or representatives deemed necessary by the EOCG.

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

*The EOCG should appoint a person to keep information flowing and provide assistance to the family members of the EOCG while members of the EOCG are performing their duties, during a real or potential emergency or disaster. This will ensure the needs of family members are being looked after and thereby allowing, full attention, to be dedicated toward the emergency response.*

*When an emergency involves the evacuation of our community to another community, a representative from our community should attend the EOCG meetings of the receiving community. This will ensure any preconceived issues will be addressed.*

*(Note: This statement should be part of an original agreement (mutual aid agreement see ANNEX H with other communities).*

## **TAB 4 PART 4 EMERGENCY OPERATIONS CONTROL GROUP ( EOCG ) (Con't)**

The actions / decisions which the members of the EOCG are likely to be collectively responsible for are;

- ✓ Calling out and mobilizing their emergency services, agencies and 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 composition and location of the EOCG are appropriate,
- ✓ Advising the Mayor whether the declaration of an emergency is recommended,
- ✓ Designating an area in the community as an “emergency area”,
- ✓ Ensuring that an Emergency Site Manager ( ESM ) is appointed,
- ✓ Dispatching a community leader(s) from the community being evacuated, to the Emergency Operations Control Group and Evacuation Centre of the community receiving the evacuees,
- ✓ Ordering, coordinating and/or overseeing evacuation of inhabitants considered to be in danger,
- ✓ Discontinuing utilities or other services provided by public or private concerns, i.e. electric power, water, gas, closing down stores,
- ✓ Arranging for services and equipment from local agencies not under community control I.e. private contractors, volunteer agencies, service clubs,
- ✓ Requesting assistance from and / or liaison with neighboring communities, various levels of government and any public or private agencies not under community control, as considered necessary,
- ✓ Determining if additional volunteers are required and if appeals for volunteers are warranted, (ANNEX H).
- ✓ Appoint a person to monitor EOCG family members.
- ✓ Determining if additional transportation is required for evacuation, persons and/or supplies,
- ✓ Communication link i.e. Public Information Coordinator and Community Inquiry supervisor,
- ✓ Authorizing expenditure of money required to deal with the emergency,
- ✓ Notifying the service, agency or group under their direction, of the termination of the emergency,
- ✓ Maintain records of decisions taken and submit summary to Administrator within one week of the termination,
- ✓ Participating in the debriefing following the emergency
- ✓ Advise the Mayor or Designate of any necessary actions that should be taken and are not covered in the Emergency Plan, to minimize the effects of an emergency or disaster,
- ✓ Maintaining a record of volunteers ie; to ensure coverage of Workers Compensation Board.

### **STANDING OPERATING PROCEDURES;**

1. Ensure all members of the EOCG are notified,
2. Ensure your individual departments are notified and at minimum placed on stand-by,
3. Immediately go to Emergency Operations Centre,
4. Ensure Mayor or Alternate is Notified,
5. Ensure an Emergency Site Manager is appointed and dispatched.

### **➤ BUSINESS CYCLE;**

*Members of the EOCG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Chair or the CAO Clerk–Treasurer or his/her delegate. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CAO Clerk–Treasurer or his/her delegate.*

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES**

### **The Mayor or Alternate is responsible for;**

- Ensuring the EOCG is notified,
- As a member of the EOCG support the directions and decisions that are being taken as a group,
- Upon the recommendation of the EOCG declare that a state of emergency exists,
- Upon the recommendation of the EOCG declare that the state of emergency is terminated or renew every seven days,
- Notify the Solicitor General of Ontario of an emergency or impending emergency,
- Authorize the expenditure of funds required to minimize the effects of the emergency
- Ensure members of Council are advised of the declaration and termination of the emergency,
- Request and or approve mutual aid assistance from other Communities, Municipalities, Provincial and Federal Government agencies,
- Authority to exercise all powers necessary as conferred by the Provincial Emergency Management and Civil Protection Act , once a declaration has been made,
- When it is safe and appropriate, visit emergency site,
- When required brief media at the media information centre,
- When necessary inform public of important or significant developments occurring,
- Maintain log of all actions taken

### **STANDING OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency or disaster the Mayor will;

- a) Occupy the Mayors office in the Emergency Operations Centre,
- b) If required make and sign declaration / termination of the state of emergency,
- c) Advise and continually update community and the public of the current emergency situation,
- d) If necessary activate Emergency Plan without declaring an Emergency and maintain log.

### **The CAO Clerk-Treasurer or Alternate is responsible for;**

- Ensuring the EOCG is notified,
- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings and chairing them,
- Advising the Mayor on policies and procedures, as appropriate,
- Approving in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Coordinator, in consultation with the EOCG,
- Ensuring the telecommunication link is established between the EOCG and the Emergency Site Manager,
- Calling out additional staff to provide assistance, as required,
- Ensure a list of volunteers is maintained and available,
- Maintain a log of all actions taken.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **STANDING OPERATING PROCEDURES**

On receipt of a real or potential emergency or disaster the CAO Clerk–Treasurer will;

- a) Activate the Emergency Operations Control Group emergency alerting system in whole or in part,
- b) Report to the Emergency Operations Centre,
- c) Appoint an agency / person to manage the Emergency Site(s),
- d) Coordinate Community response agencies,

#### **SENIOR POLICE OR ALTERNATE**

The Senior Police Representative or Alternate is responsible for;

- Ensuring that the Mayor and/or CAO Clerk–Treasurer of the Township of Killaloe, Hagarty, Richards is notified and that the O.P.P.'s alerting system is activated when necessary;
- Notification if necessary of other emergency and community services, as required;
- The establishment of a site command post with communications to/at the EOC;
- Establishment of an ongoing telecommunications link with the Senior Police Official at the scene of the emergency;
- The establishment and direction of an inner and outer perimeter within the emergency area (s);
- The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- The provision of traffic control to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- A) The designation and opening of evacuee centers, as required. Conduct the evacuation of building and/or residential areas authorized by EOCG;
- Liaison with the Evacuation Coordinator regarding the establishment and operation of evacuation and reception centers; (*Note: This statement relates to the security issues of these facilities*).
- The protection of life and property and the provision of law and order;
- The provision of police service in evacuee centers, morgues, and other facilities;
- Notifying and provide assistance to the Coroner in respect to fatalities;
- Liaison with other Municipal, Provincial and Federal Police agencies, as required;
- Control and if necessary, disperse crowds within the emergency or disaster site (s);
- Act as liaison with other Police agencies;
- Provide security and prevent looting of evacuated areas;
- Provide storm and river watch;
- Provide assistance in search and rescue operations;
- Recommend to the EOC Manager the activation of mutual aid if required;
- Act as liaison with Humane Society when animal control is required; and
- Maintain a log of all actions taken.

#### **STANDING OPERATING PROCEDURES**

On receipt of a real or potential emergency or disaster the Police representative shall;

- a) Activate police emergency alert system
- b) report to the Emergency Operations Centre;
- c) activate the O.P.P. emergency plan;
- d) co-ordinate police operations.



## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **SENIOR FIRE OR ALTERNATE**

The responsibilities of the Fire Chief or the alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring the EOCG is notified;
- Activate departments emergency plan;
- Providing the EOCG with information and advice on fire fighting and rescue matters;
- Provide search and rescue when necessary within the scope of fire fighting services or co-operate with the Search and Rescue Group when requested by the EOCG;
- Establish an ongoing telecommunications link with the Senior Fire Official at the scene of the emergency;
- Informing and/or initiating Mutual Aid arrangements for the provision of additional fire fighting manpower and equipment, if needed or recommending to the EOCG to do so;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, etc.;
- Providing assistance to other community departments and agencies and being prepared to take charge of, or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc., when asked to do so by the EOCG;
- Ensure that Dangerous Goods Agencies are notified/contacted when necessary;
- Advise the EOCG when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Fire Department);
- Maintain a log of all actions taken.

### **STANDING OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency or disaster the Fire Chief will:

- a) Activate the department emergency alert system;
- b) report to the Emergency Operations Centre;
- c) activate the department's emergency plan; and
- d) co-ordinate fire fighting operations.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **SENIOR WORKS SUPERINTENDENT OR ALTERNATE**

The responsibilities of the Senior public Works/Roads Representative or alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring the CAO Clerk–Treasurer is notified;
- Activate the departments emergency plan;
- Providing the EOCG with information and advice on engineering matters;
- Liaison with the Senior Public Works Officer from the neighboring community(s) to ensure a coordinated response;
- The provision of engineering assistance;
- To construct, repair and provide maintenance for community roads;
- Liaison with Ontario Clean Water Agency for the maintenance of sanitary sewage and water supply/systems;
- The provision of equipment for emergency pumping operations;
- Liaison with the Fire Chief concerning emergency water supplies for Fire Fighting purposes;
- The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Senior Health Services Representative;
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate;
- Liaison with public utilities to disconnect any services representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Maintaining liaison with food control, conservation and environmental agencies and being prepared to take preventative action;
- Provide assistance with clean up operations and repair damage where there is community responsibility;
- Advise the EOCG when sustained damages to buildings exceed safe limits (within the knowledge and scope of the Works/Roads Department);
- Provide in conjunction with Health Services the supply of drinking water when required;
- Provide barricades and construction flashers;
- Assist search and rescue operations when applicable;
- Restore essential road services
- maintain a log of all actions taken.

### **STANDING OPERATING PROCEDURES**

*On receipt of the warning of a real or potential emergency or disaster the Public Works/Roads representative shall:*

- a) activate the department's emergency alert system;
- b) report to the Emergency Operations Centre;
- c) activate the department's emergency plan; and
- d) co-ordinate the response of the Public Works/Roads and associated agencies.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **SENIOR HEALTH SERVICES REPRESENTATIVE or ALTERNATE**

*Note: the selection of the Senior Health Services Representative will vary between communities. Normally only one health representative is a member of the EOCG, and it can be the Medical Officer of Health, a Public Health Nurse or someone from the ambulance service.*

The responsibilities of the Senior Health Services Representative or alternate during a real or potential emergency or disaster are:

- Activate the departments emergency alert system;
- Ensuring that the CAO Clerk – Treasurer is notified;
- Acting as a coordinating link for all emergency health services at the EOCG;
- Liaison with the Ontario Ministry of Health, Public Health Branch and Health and Welfare Canada, as appropriate;
- Liaison with the Ambulance Service Representative;
- Providing advice on any matters which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Public Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
- Ensuring coordination of care for bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control disease during an emergency;
- Notifying the appropriate official regarding the need for potable water supplies and sanitation facilities;
- Liaison with the Evacuation Coordinator on areas of mutual concern regarding operations in evacuee centers;
- Provide for mass immunization if required;
- Oversee water quality checks;
- Oversee prepared food or preparation of food for evacuees and workers to see food quality meets Ontario health Standings;
- Authorize the evacuation of buildings or areas for health reasons;
- Maintain communication with outside agencies such as Renfrew County Health Unit;
- Maintain a log of all actions taken

### **STANDING OPERATING PROCEDURES**

*On receipt of the warning of a real or potential emergency or disaster the Senior Health Services representative shall:*

- a) Activate the department's emergency alert system;
- b) Report to the Emergency Operations Centre;
- c) Activate the department's emergency plan; and
- d) Co-ordinate the response of Health Services.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **COMMUNITY SERVICE / EVACUATION COORDINATOR or ALTERNATE**

*The responsibilities of the Community Service/Evacuation Coordinator or alternate during a real or potential emergency or disaster are:*

- Activate the department's emergency alert system;
- Ensuring that the CAO Clerk – Treasurer is notified;
- Ensuring that the well-being of persons who have been displaced from the home by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long term evacuee centers, and ensuring that they are adequately staffed;
- Liaison with the police and other community officials with respect to the predestination of evacuee centers which can be opened on short notice;
- Liaison with the Senior Health Services Representative on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the Community Boards of Education and/or Roman Catholic Separate School Board and/or Renfrew County Board of Education is/are notified when a facility (s) is/are required as evacuee reception center (s), and the staff and volunteers utilizing the school facility (s) take direction from the Board representative (s) with respect to its/their maintenance, use and operation.

*When the community must be evacuated, the Community Service/Evacuation Coordinator will ensure that:*

- A representative(s) from the community being evacuated is dispatched to attend the receiving EOCG to help prepare for the arrival of the evacuees;
- That community leaders accompany the evacuees to the reception community, to help them settle in the evacuee center;
- That the evacuees take the appropriate belongings with them such as medications if time allows;
- That coordination takes place between the community, officials or agencies to prepare the list of evacuees to be transported, ensuring the sick, elderly and families with children are given priority (ensuring the receiving community is advised of the number of evacuees to be expected);
- That the appropriate interpreters accompany evacuees to the reception community, as required;

**Note: a more detailed evacuee plan/procedure should be prepared and attached as Annex "D"**

### **SECURITY SERVICES COORDINATOR or ALTERNATE > if and when available**

*The responsibilities of the Security Services Coordinator or alternate during a real or potential emergency or disaster are:*

- 1) Ensuring crowd control;
- 2) Securing evacuated buildings;
- 3) Liaison with Senior Police Representative;
- 4) Maintain a log of all actions taken.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **STANDING OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency the Security Services Coordinator will:

- a) Activate the group's emergency alert system;
- b) Report to the Emergency Operations Centre;
- c) Co-ordinate security services with other agencies such as Ontario Provincial Police.

### **EMERGENCY RESPONSE COORDINATOR and/or EMERGENCY MANAGEMENT ORGANIZATION COORDINATOR or ALTERNATE**

*The responsibilities of the Emergency Response Coordinator and/or The Emergency Management Organization Coordinator or the alternate during a real or potential emergency or disaster are:*

- Activate the Emergency Management Organization's emergency alert system;
- Prior to an emergency, coordinating and maintaining the Community Emergency Plan, including the resource directory;
- Monitoring and passing on information regarding real or potential emergencies (such as floods, forest fires, and severe weather);
- Liaison with other provincial ministries and agencies to obtain and update information on the emergency situation;
- Recommending to the Mayor, Council, and EOCG how the Community should respond to the emergency, as appropriate;
- Provide emergency response equipment;
- Act as liaison with Emergency Management Organizations;
- Make arrangements to support the Emergency Operations Control Group;
- Make arrangements with the O.P.P. or Police Representative for the dispatch of the ESM command post;
- Provide lists of resources, advisors and provincial or federal emergency response agencies;
- Recommend to the Emergency Operations Center Manager the activation of mutual aid when required;
- Act as the EOC Operations Officer;
- Alert and co-ordinate the response of radiological teams, and
- Maintain a log of all actions taken.

### **STANDING OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency or disaster the Coordinator shall:

- a) Activate the Emergency Management Organization's emergency alert system;
- b) Report to the Emergency Operations Center;
- c) Activate the volunteer organization's emergency plans;
- d) Ensure the dispatch of the ESM post; and
- e) Alert and co-ordinate the response of the volunteer organizations as required.

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **EMERGENCY SITE MANAGER – (ESM) or ALTERNATE**

The responsibilities of the Emergency Site Manager during a real or potential emergency or disaster are:

- If not already on the scene, move to the emergency site and assume the management of the site;
- Establish liaison with the agency control officers;
- Assess the situation, establish an aim and determine the site operational plan;
- Establish a site layout;
- Establish telecommunications with the Emergency Operations Centre;
- Advise and continuously update the EOC Manager of the current emergency situations;
- Determine if resources are adequate or if additional resources are required;
- Action requests of agency control officers to obtain resources that are not held within their respective agencies;
- Continuously update the agency control officers of site operations;
- Request public information support as required;
- Take such action as is necessary to minimize the effects of the emergency or disaster; and
- Maintain a log of all actions taken.

#### **STANDING OPERATING PROCEDURES**

On appointment as the Emergency Site Manager;

- a) Assume the management of the emergency site;
- b) Assess the situation, establish an aim and determine the site operational plan;
- c) Co-ordinate site operations.

#### **PUBLIC INFORMATION OFFICER or ALTERNATE**

The Public Information Coordinator or Alternate is responsible to;

- Ensures that the EOCG is notified,
- Upon arrival at the EOC, reports to the CAO Clerk–Treasurer to be briefed on the emergency situation,
- Establish a communication link with the Site Media spokesperson (if one is appointed), the Community Inquiry Supervisor and any other Media Coordinator(s) ( i.e. provincial, federal, private industry, etc. ) involved in the incident, and will ensure that all information released to the media and the community is consistent and accurate.
- Ensure all media releases have been checked by The Mayor,
- Ensuring the Media centre is set up and staffed,
- Liaison with the EOCG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences,
- Ensuring that the following are advised of the telephone number of the media centre;
  - (a) Media, (b) EOCG, (c) Switchboard (community & emergency services), (d) Site Media Spokesperson and/or Police Public Relations Officer, (e) Neighboring Communities, (f) Community Inquiry Advisor, (g) County of Renfrew, (h) Any other appropriate persons, agencies or businesses

## **TAB 5 PART 5 EOCG INDIVIDUAL RESPONSIBILITIES (Con't)**

### **PUBLIC INFORMATION OFFICER or ALTERNATE**

- Providing direction and regular updates to the Community Inquiry Supervisor, to ensure that the most accurate and up-to-date information is disseminated to the public,
- Ensuring that the Media releases are approved by the CAO Clerk–Treasurer (in consultation with the Mayor) prior to dissemination, and distributing of hard copies of the media releases to the Public Information Centre, the EOCG, Community Inquiry Supervisor and other key persons handling inquiries from the media,
- Monitoring news coverage, and correcting any erroneous information,
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

### **STANDING OPERATING PROCEDURES;**

- (a) Ensure EOCG are informed and report to EOC
- (b) Ensure media releases are approved by The Mayor and are accurate
- (c) Ensure Media Centre is open and operational.

## **SUPPORT AND ADVISORY STAFF RESPONSIBILITIES**

### **ASSISTANT ADMINISTRATOR**

The Assistant Administrator is responsible for;

- Assisting the CAO Clerk–Treasurer, as required
- Ensuring all important decisions made and actions taken by the EOCG are recorded,
- Upon direction from the CAO Clerk–Treasurer, 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 the switchboard at the community office, as the situation dictates, and ensuring operators are informed of EOCG member's telephone numbers in the EOC,
- Assuming the responsibilities of the Community Inquiry Supervisor,
- Arranging for printing of materials, as required,
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Upon direction from the Mayor, ensuring that all Council are advised of the Declaration and the Termination of the Declaration of the emergency,
- Upon direction by the Mayor, arranging a special meeting(s) of Council, as required, and advising Council of the time, date, and location of the meeting,
- Procuring staff to assist, as required,
- Maintain log of all actions taken.

## **TAB 5 PART 5 EOCG SUPPORT AND ADVISORY STAFF (Con't)**

### **PURCHASING OFFICER**

- The provision of information and advice on financial matters as they relate to the emergency,
- The provision and securing of equipment and supplies not owned by the Community,
- Liaison, if necessary, with the Treasurer(s) of neighboring community,
- Liaison with purchasing agents of the neighbouring communities, if necessary,
- Ensuring that records of expenses are maintained for future claim purposes,
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment during emergencies,
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency,
- Maintain a log of all actions taken.

### **PROPERTY MANAGER**

- Opening and maintaining the Community Municipal Office,
- Providing security for the Community Municipal Office, as required,
- Providing identification cards to EOCG members and support staff,
- Coordinating the maintenance and operation of feeding, sleeping and meeting areas at the EOC, as required,
- Procuring staff to assist, as required.

### **LEGAL SERVICES ADVISOR**

- The provision of advice to any member of the Emergency Operations Control Group on matters of a legal nature as they may apply to the actions of the Community in its response to the emergency, as required.

### **HUMAN RESOURCE COORDINATOR**

- Coordinating and processing requests for human resources,
- Under the direction of the EOCG, coordinating offers of, and appeals for, volunteers,
- Selecting the most appropriate site(s) for the registration of human resources,
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed,
- When volunteers are involved, ensuring that a Volunteer Registration Form is completed by the volunteer (**blank form in ANNEX J # 1**), and a copy of the volunteer registration is retained for community records,
- Ensuring identification cards are issued to volunteers and temporary employees, where practical,
- Arranging for transportation of human resources to and from site(s),
- Arranging for food and accommodation for the volunteers,
- Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- Delegate the listing of volunteers when necessary and directing of volunteers.



**TAB 5 PART 5 EOCG SUPPORT AND ADVISORY STAFF (Con't)**

**TRANSPORTATION COORDINATOR**

- Coordinating the acquisition, distribution and scheduling of various modes of transport (ie; public transit, school buses, private taxi, aircraft and trucks as appropriate) for the purpose of transporting persons and/or supplies, as required, by members of the EOCG and the support and advisory staff,
- Procuring staff to assist, as required,
- Ensuring that a record is maintained of drivers and operators involved,
- Maintaining log of all actions taken.

**TELECOMMUNICATION COORDINATOR**

- Activating the emergency notification system of the local amateur radio operations group,
- Initiating the necessary action to ensure the telephone system at the Municipal Office functions as effectively as possible, as the situation dictates,
- Ensuring that the emergency telecommunications centre is properly equipped and staffed, and working to correct any problems which may arise,
- Maintaining an inventory of community telecommunications equipment and facilities which could be used to augment existing telecommunications systems,
- Making arrangements to acquire additional telecommunications resources during an emergency,
- Maintain a log of all actions taken.