

VILLAGE OF NEWBURY

EMERGENCY RESPONSE PLAN

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EMERGENCY PLAN DISTRIBUTION LIST**

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VILLAGE OF NEWBURY
EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN

FOREWORD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in the first critical hours after the onset of an emergency in the Village of Newbury

This plan has been adopted through By-Law No125-04 passed on September 13th under the legal authority of The Emergency Management Act R.S.O. 1990, CHAPTER E.9

It is essential that all concerned are aware of its provisions and that every official and service be prepared to carry out their assigned functions and responsibilities in an emergency. Municipal services are to review this plan on a regular basis and keep up to date their own procedures for handling emergencies.

Dated at Newbury Ontario, this 13th day of September, 2004

Reeve Diane Brewer

Clerk-Treasurer Betty D. Gordon

VILLAGE OF NEWBURY
EMERGENCY RESPONSE PLAN

INTRODUCTION

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

The population of the Village of Newbury is 422 residents.

2. In order to protect residents, businesses and visitors, the Village of Newbury 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.

When an emergency situation can be handled successfully by the emergency services responding; that is Fire Departments, EMS, the Ontario Provincial Police and the Public Works Department, they will, and are authorized to carry out their respective responsibilities in so doing without delay. When, in the judgment of Members of Council or of Fire, Police, or Works authorities on the spot, an emergency situation requires additional resources beyond those available to the emergency services, or calls for resources or services that will commit the Municipality to major expense, they will recommend the immediate activation of this emergency response plan.

3. The Village of Newbury Emergency Management Program 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 Village of Newbury important 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 provision. Copies of the Emergency Response Plan may be viewed at the Municipality Office as well as on the municipal website, www.newbury.ca.

Some information in the document may not be available to the public due to security or confidentiality reason.

For more information, please contact: The Municipal Office at:
22910 Hagerty Road, Newbury, Ontario N0L 1Z0
693-4941 or vnewbury@on.aibn.com.

AUTHORITY

4. As enabled by the Emergency Management Act (EMA) this emergency response plan and its elements have been:
 - Issued under the authority of the Village of Newbury By-law # 125-04 and
 - Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services

5. The Emergency Management Act R.S.O. 1990 Chapter E.9 is the legal authority for this emergency response plan in Ontario and is the primary authority enabling passage of the by-law formulating this emergency response plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures under and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which form part of this plan are:
 - a. Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
 - b. Specifying procedures to be taken for the safety and/or evacuation of persons in an emergency area;
 - c. Designating other Members of Council who may exercise powers and perform the duties of the Head of Council under the emergency response plan during the absence of the Reeve;
 - d. Obtaining materials, equipment and supplies for use in managing the emergency;
 - e. Establishing committees and designating employees to be responsible for reviewing the emergency response plan, for training employees in their functions and for implementing the emergency response plan during an actual emergency;
 - f. The expenditure of monies associated with the upkeep and implementation of the plan; and
 - g. Such other measures as are considered necessary in implementing the emergency response plan.

6. Deleted as per instruction

AIM

7. The aim of the plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Village of Newbury when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Village of Newbury, and meets the legislated requirements of the Emergency Management Act.

Emergencies can occur within the Village of Newbury and the most likely are:

Tornadoes during the April to October Tornado Season, Windstorms, Snowstorms/Blizzards, Ice/Sleet Storms, Hailstorms, Lightning Storms, Hazardous Materials-Transportation Incidents, Critical Infrastructure Failure, Energy Emergencies, Petroleum / Gas Pipeline Emergencies, Fires /Explosions, Human Health Emergencies and Epidemics and Agriculture & Food Emergencies.

MUNICIPAL TASKS

8. Municipal Tasks are:
- a. Response - the earliest possible recognition of and response to the emergency by all services that may be required;
 - b. Control - the earliest possible establishment of overall control of emergency operations by local government authority;
 - c. Crowd Convergence - the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and additional casualties are prevented;
 - d. Evacuation - assessment of potential danger to the residents and the evacuation of personnel if necessary. Such evacuation will likely require the establishment of a reception centre and the provision of Registration and Inquiry Services;

- e. Rescue - the rescue of trapped or incapacitated persons and the provision of First Aid at the site;
- f. Casualties - the provision of controlled evacuation and appropriate distribution of casualties to hospitals;
- g. Emergency Social Services - the provision where necessary of such essential social services as may be required for persons effected by the incident as well as the emergency services personnel involved;
- h. Public Information - to make available as early as possible accurate official information to:
 - (i) EMO Provincial Operations Centre upon the declaration and termination of an emergency at 1-866-314-0474 and Fax (416) -314-0474
 - (ii) The County Warden and adjacent Municipalities;
 - (iii) Other officials involved in emergency operations including appropriate senior government agencies;
 - (iv) The news media to allay public anxiety and to reduce the number of curious bystanders at the scene; and
 - (v) Concerned individuals seeking personal information;
- i. Recording of Emergency/Disaster Costs - to ensure that a cost record of emergency/disaster consequences is compiled to:
 - (i) Aid in the preparation of municipal claims which might arise from Provincially directed assistance to another municipality pursuant to the provisions of Section 7(4) of The Emergency Management Act, R.S.O. 1990,c,E.9 and
 - (ii) Aid in the preparation of requests for compensation from Provincial or Federal Governments in the event of a major local disaster that might be eligible for such assistance. (Reference should be made to the "Ontario Disaster Relief Assistance Program" where required).

EMERGENCY SITE MANAGEMENT

Relationship between CCG and Emergency Site Manager (ESM)

9. Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.
The CCG will also ensure that the rest of the Community maintains municipal services.

Relationship between ESM, and command and control structures of emergency responders.

10. The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefing will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process of handling the emergency.
11. In any emergency the emergency services will be at the scene from the outset responding to the situation as it exists. The senior member of the emergency service responsible for operations at the emergency site will act as Emergency Site Manager until such time as the CCG decides that the nature of the emergency dictates a change in this appointment. There may be a need for an on-site "command post" at the scene; if so this will be established as soon as practicable by the Emergency Site Manager to bring together all emergency service elements operating at the scene for coordinated action. The situation may require more than one Emergency Site Manager and command post where more than one emergency site or major function during an emergency exists.
12. If the situation warrants, the Emergency Site Manager will establish an inner and outer perimeter to define the area around the site and control access. The inner perimeter will define the area within which only emergency response personnel are permitted for reasons of safety, preservation of evidence and security of the scene. The outer perimeter will define the limit within which spectators are not permitted. The area between the inner and outer perimeter will likely contain some or all of the following sites:
- a. a site command post;
 - b. a triage area;
 - c. a staging area; and
 - d. traffic control posts.
13. Depending on the type of emergency a variety of outside agencies will respond to the emergency. They should all report to the on-site command post on arrival.

COMMUNITY CONTROL GROUP

14. When it has been decided to activate this EMERGENCY RESPONSE PLAN, the emergency operations will be controlled by the officials listed below who will form the Community Control Group (CCG) for the municipality. The CCG should not be located with the on-site command post at the scene of the emergency.

The CCG will report to the primary Emergency Operations Centre located at the Waste Water Treatment Plant, 37 Wellington St. W. In the event this operations centre cannot be used, then the alternate location will be used at the Municipal Services Office at 22910 Hagerly Rd. The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are 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:

- a. Reeve;
- b. Councillor, as alternate for the Reeve
- c. Clerk-Treasurer or alternate
- d. Emergency Information Officer (EIO) (designated by council).
- e. Road Superintendent;
- f. Fire Chief or Deputy Fire Chief;
- g. Emergency Medical Services (EMS), or alternate;
- h. Middlesex OPP
- i. Community Emergency Management Coordinator; or alternate
- j. Social Services Representative, or alternate
- k. Public Health Unit Representative

Additional personnel called or added to the CCG may include:

- a. Telecommunications Coordinator;
- b. Local electric utility representative (Newbury Power Inc.)
- c. Emergency Management Ontario Representative;
- d. ST. Clair Region Conservation Authority;
- e. Liaison staff from provincial ministries;
- f. Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG 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.

SUPPORT AND ADVISORY STAFF

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

- a. Clerical Assistants
- b. Legal Services Representative
- c. Telecommunication (ARES) Coordinator
- d. Citizen Inquiry Supervisor
- e. Community spokespersons
- f. Other Agencies
- g. County Boards
- h. School Boards/ Separate, Public and Private

OPERATING CYCLE

15. Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk Treasurer 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 Clerical Assistants will maintain status board and maps and which will be displayed and kept up to date.

PRIMARY EMERGENCY OPERATIONS CENTRE AND ALTERNATE EMERGENCY OPERATIONS CENTRE

16. The CCG when alerted will assemble at the Newbury Municipal Services Office that will be known as the primary Emergency Operations Centre (EOC) during the emergency. The Clerk-Treasurer is responsible for the readiness of the EOC or alternate site. Details of the EOC requirements are at Annex B. In the event the Municipal Office is untenable, the Newbury Waste Water Treatment Plant at 37 Wellington St. will be a second alternate location for the EOC.

ALTERNATES

17. Alternates are designated for CCG appointments having specific responsibility under this plan. The alternate will act for the member in his/her absence during an emergency or during a prolonged emergency to provide relief for the incumbent. The designated Councillor will act for the Reeve when the Reeve is not available. When neither the Reeve nor the designated councilor is available, the Member of Council so designated in the Municipal Appointments By-Law will assume the responsibility of Head of Council for purposes of this plan.

TELECOMMUNICATION

18. Adequate communications between the emergency site and the Emergency Operations Centre will be essential. Some or all of the following communications means may be used:
- a. OPP, Fire Department, EMS & Works Department radio links from their on-site representative to their CCG member;
 - b. The closest operating telephone to the emergency location may be utilized if practicable;
 - c. Cellular phones; and
 - d. The Amateur Radio Emergency Service (ARES) is prepared to help with mobile radio equipment and volunteer operators, and can be contacted through the OPP/ARES co-ordinator or Red Cross.
19. The Fire representative who will join the CCG in the emergency will be arranged for by the Fire Chief responsible for fire fighting operations at the emergency site. The Fire Chief, will decide, based on the situation existing, either to join the CCG in person or to send a senior member of the Department.
20. The CCG will need the advice and support of the Medical Officer of Health in any emergency situation. The Reeve at the outset will contact the Medical Officer of Health and, if the situation warrants it, the Medical Officer of Health will provide a Health representative to join the CCG as soon as possible.
21. The County Social Services Administrator may be requested to provide a Social Services representative to assist with this responsibility
22. A Councillor has been designated to act as the Emergency Information Officer to the CCG. The Reeve must approve the release of any announcements or news releases.

23. Additional CCG members may need to be drawn from various sources to provide specialist knowledge, advice and support; these might include representatives from the County Administration, or from Provincial Ministries.
24. When the emergency situation calls for close coordination with a neighbouring municipality, the Reeve may request the Head of Council of the neighboring municipality to appoint a representative to join the CCG to assist in mutual support matters.

CCG ALERTING SYSTEM/FANOUT SYSTEM

25. A serious emergency situation will usually be first identified by the emergency services that will be among the first on the scene. If the senior on-site Police, Fire, EMS or Public Works representative is satisfied that a serious potential emergency situation exists, he/she will so advise the respective Fire Chief or OPP Supervisor (or designate) who will then consider the advisability of assembling the Community Control Group designated at section 14 . A decision to assemble the CCG may be taken by any two of the designated members of the CCG, or in the absence of a designated member, by any of the alternates identified in this plan. When a member decides that the CCG should be called together, he/she will contact the Municipal Services Office who will initiate the telephone alerting procedure.

COMMUNITY CONTROL GROUP OPERATIONS

26. When a working majority of members of the CCG are present at the EOC (Newbury Municipal Services Office), the Reeve will convene an initial briefing of the CCG at which each member will report on information learned about the emergency situation and will make recommendations on action that should be considered by the CCG. The Reeve, with the advice of the members, may then make a decision to implement this plan and to take action to support the emergency services working at the emergency site and/or action to provide for the safety and welfare of residents and the protection of property in the Municipality. If it is decided that the CCG should remain in place to control/monitor the emergency situation, the Reeve will call the Group into conference session approximately every half hour for brief reports by each member and for discussion of action required, followed by a break to permit members to direct steps to be taken by Municipal services, to contact outside agencies and to develop plans. The responsibilities of the CCG will in most situations be carried out by Group assessment of events as they occur, leading to agreement on the action to be taken by Municipal authorities and services.

DECLARATION OF AN EMERGENCY

Definition of an emergency

27. 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.”

Emergency Notification Procedure

28. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.
29. Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Municipal Services Office to request that the notification system be activated. Upon receipt of the warning, the Municipal staff will notify the Reeve, and all members and all alternates of the CCG. Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations.

Activating the Emergency Operations Centre

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

A Declared Community Emergency

Where serious and extensive steps to protect property and the health and safety of residents are deemed necessary to cope with emergency conditions, the Reeve may, on the advice of the other members of the CCG, call for a formal declaration that an emergency exists under the provisions of The Emergency Management Act, R.S.O. 1990,c E.9, s.4 (1) states that "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 response plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area". The Reeve will notify Emergency Management Ontario at (1-866-314-0472) when a declaration of an emergency is made. The Reeve should also notify the Warden of the County, adjacent Municipalities and the Public.

31. The Reeve of the Village of Newbury should carefully assess the situation prior to making a decision to declare an emergency. The Reeve should ensure that,
- a. the information received as to the seriousness of the a situation has been confirmed;

- b. the situation involves an extended evacuation, or a significant degree of damage, loss of life or threat to the environment; and
- c. additional resources of personnel or equipment are required to support the emergency services.

Note: A checklist in Consideration of a Declaration of an Emergency is included in Annex M

A formal declaration of a state of emergency will,

- a. invoke the Emergency Management Act and provide for protection from personal liability;
- b. provide authority to expend funds without reference to council; and
- c. provide coverage under the WSIB for registered volunteers.

A Declared Community Emergency

- 32.** The Reeve or Acting Reeve, as the Head of Council, is responsible for declaring an emergency. This decision is made in consultation with other members of the CCG.

Upon declaring an emergency, the Reeve will notify:

- a. Emergency Management Ontario
- b. Village Council
- c. County Warden
- d. Public;
- e. Neighbouring community officials, as required;
- f. Local Member of the Provincial Parliament (MPP);
- g. Local Member of Parliament (MP)

A community emergency may be terminated at any time by:

- a. Reeve or Acting Reeve; or
- b. Village Council; or
- c. Premier of Ontario

When terminating an emergency, the Reeve will notify:

- a. Emergency Management Ontario,
- b. Village Council
- c. County Warden, as appropriate;
- d. Public;
- e. Neighbouring community officials, as required;
- f. Local Member of the Provincial Parliament (MPP);
- g. Local Member of Parliament (MP)

Request for assistance

33. Assistance may be requested from the county at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assumes authority and control of the emergency.

Community Control Group Responsibility

34. The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:
- a. Calling out and mobilizing their emergency services, agencies and equipment;
 - b. Coordinating and directing their service and ensuring that any action necessary for the mitigation of the effects of the emergency is taken, provided they are not contrary to law;
 - c. Determining if the location place and composition of the CCG are appropriate;
 - d. Advising the Reeve as to whether the declaration of an emergency is recommended;
 - e. Advising the Reeve on the need to designate all or part of the town as an emergency area;
 - f. Ensuring that an Emergency Site Manager (ESM) is appointed;
 - g. Ensuring support to the ESM by offering equipment, staff and resources, as required;
 - h. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
 - i. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
 - j. Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
 - k. 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;
 - l. Determining if additional volunteers are required and if appeals for volunteers are warranted;
 - m. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
 - n. 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;
 - o. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
 - p. Authorizing expenditure of money required in dealing with the emergency;
 - q. Notifying the services, agencies or group under their direction, of the termination of the emergency;

- r. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk Treasurer within one week of the termination of the emergency, as required;
- s. Participating in the debriefing following the emergency.
- t. Addressing the emotional needs of the effected public and staff through Critical Incident Stress Management (CISM) assistance.

EMERGENCY RESPONSE SYSTEM

The individual responsibility of the Community Control Group (CCG)

35. **Reeve;** The Reeve, with the advice of the CCG, will be responsible in the Emergency for:
- a. Activating the emergency notification systems, and ensuring all members of the CCG are notified;
 - b. Chairing meetings of the CCG, making decisions, determining priorities and giving direction to the heads of Municipal services;
 - c. Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
 - d. Advising the Medical Officer of Health of the emergency situation and obtaining Health advice and assistance in dealing with the emergency;
 - e. Requesting assistance from volunteer and other outside agencies not under Municipal control as required;
 - f. Declaring an emergency within the designated area;
 - g. Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
 - h. Notifying the Emergency Management Ontario of the declaration of an emergency, and termination of the emergency;
 - i. Ensuring the members of council are advised of the declaration and termination of an emergency, and kept informed of the emergency situation
 - j. Approving news releases and public announcements
 - k. Maintain a personal log of decisions made and action taken
36. **Councillor;** The designated Councillor will be responsible in an emergency for:
- a. Acting as Head of Council in the absence of the Reeve;
 - b. Relieving the Reeve as Chairperson CCG during a protracted emergency;
 - c. Acting as the Emergency Information Officer; and
 - d. Other responsibilities as assigned by the Reeve.

37. **Clerk Treasurer**, upon learning of a potential emergency, will in consultation with the OPP and Fire Chief(s), consider the possible need to assemble the CCG and, if warranted, will initiate the fan-out procedure for assembling the CCG as outlined in section 25 of this plan.

The Clerk Treasurer will decide if the alternate location for the CCG should be used and will so advise when initiating the assembly procedure when this is necessary. The Clerk Treasurer will proceed to the Emergency Operations Centre to assume the following responsibilities in the emergency:

- a. Activating the emergency notification system;
- b. Ensuring liaison with the OPP regarding security arrangements for the EOC;
- c. Coordinating all operations within the EOC, including the scheduling of regular meetings;
- d. Advising the Reeve on policies and procedures, as appropriate;
- e. Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the CCG;
- f. Organizing the Emergency Operations Centre and arranging for the provision of equipment and data identified at Annex B;
- g. Ensuring the communication link is established between the CCG and the Emergency Site Manager (ESM);
- h. Calling out additional village staff to provide assistance, as required.
- i. Maintaining a record of actions taken by the Reeve and the CCG in dealing with the emergency;
- j. Compiling records of costs incurred as a result of emergency action;
- k. Arranging for periodic relief of CCG members and support staff in a protracted emergency.
- l. Providing information and advice on financial matters as they relate to the emergency;
- m. Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- n. Ensuring that records of expenses are maintained for future claim purposes;
- o. Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- p. Providing and securing of equipment and supplies not owned by the Municipality,
- q. Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- r. Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- s. Maintain a personal log of decisions made and action taken.

38. **FIRE CHIEF:** The nature of the emergency may require that the fire chief be totally committed to the on site operations. Depending on the on site situation he or his representative would join the CCG when assembled at the Emergency Operations Centre to assume the following responsibilities:
- a. Providing the CCG with information and advice on fire fighting and rescue matters;
 - b. Depending on the nature of the emergency, assign an interim Emergency Site Manager and inform the CCG;
 - c. Establish an ongoing communication link with senior fire officials at the scene of the emergency;
 - d. Inform the Mutual Aid Fire Coordinator and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
 - e. Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing;
 - f. Provide assistance to other community departments and agencies and be prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation;
 - g. Contacting Southwest Power Corp., Union Gas or Petroleum Companies for assistance in the emergency if needed;
 - h. Establishing, with the appropriate Ministry, and industry representatives, procedures to deal with special hazards such as hazardous material spills, explosions or noxious fumes; and.
 - i. Arranging that a record is kept of outside assistance called for by Fire Departments involved.
 - j. Maintain personal log of decisions made and action taken.
39. **MIDDLESEX OPP** Upon learning of a potential emergency, the OPP in consultation with the Fire Chief will consider the possible need for assembling the Community Control Group (CCG) and, if warranted, will contact the Clerk Treasurer and implement the alerting procedure. The OPP will then report to, or send a representative to, the Emergency Operations Centre to assume the following responsibilities as Police member of the CCG:
- a. Establishing a site command post with communications to the EOC;
 - b. Depending on the nature of the emergency, assign an interim Site Manager and inform the CCG;
 - c. Establishing an ongoing communications link with the senior police official at the scene of the emergency;
 - d. 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:

- e. Providing traffic control staff to facilitate the movement of emergency vehicles;
- f. Alerting persons endangered by the emergency and coordinating evacuation procedures;
- g. Ensuring liaison with the Social Services Officer regarding the establishment and operation of short/ immediate centers;
- h. Ensuring the protection of life and property and the provision of law and order;
- i. Providing police services in EOC, reception centers, temporary morgues, and other facilities, as required;
- j. Notifying the coroner of fatalities;
- k. Ensuring liaison with other community, provincial and federal police agencies, as required;
- l. Maintaining a personal log of decisions made and actions taken.

40. **THE ROAD SUPERINTENDENT:** Upon learning of a potential emergency, the Road Superintendent will consider the possible need for assembling the CCG and, if warranted, will contact the OPP and request the CCG be assembled. The Road

Superintendent will alert Works Department staff and will report to the Emergency Operations Centre to assume the following responsibilities.

The Road Superintendent is responsible for:

- a. Providing the CCG with information and advice on engineering and public works matters;
- b. Depending on the nature of the emergency assigns an interim Site Manager and informs the CCG;
- c. Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- d. Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- e. Ensuring provision of engineering assistance;
- f. Ensuring construction, maintenance and repair of town roads;
- g. Ensuring the maintenance of sanitary sewage and water systems;
- h. Providing equipment for emergency pumping operations;
- i. Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- j. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- k. Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- l. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;

- m. Providing public works vehicles and equipment as required by any other emergency services; carrying out the responsibilities of the Municipal Flood Coordinator in a flood emergency and maintaining liaison with the appropriate Conservation Authority.
- n. Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- o. Re-establishing essential Municipal services at the end of the emergency period.
- p. Maintain a personal log of decisions made and actions taken.

41. **EMERGENCY MEDICAL SERVICES (EMS) REPRESENTATIVE**

The Emergency Medical Services Representative is responsible for:

- a. Providing information on patient care activities and casualty movement from the emergency site;
- b. Establishing an ongoing communications link with the EMS official(s) at the scene of the emergency;
- c. Liaising and obtaining EMS resources from the Ontario Ministry of Health & Long-Term Care - Emergency Health Services – Ambulance Service Branch (Senior Field Manager or on-call Duty Manager) and from other municipalities, if required;
- d. Liaising with the Central Ambulance Communications Centre (CACC) regarding patient status, destination and department case load;
- e. Organizing the EMS response to assist and coordinate the actions of other social service agencies' EMS branches (i.e. St. John Ambulance, Canadian Red Cross, and other transportation providers)
- f. Advising the CCG if other means of transportation are required for large-scale responses;
- g. Obtain EMS Mutual Aid assistance as required for both land and air-based patient transport;
- h. Assist with the emergency evacuation when required;
- i. Ensure balanced EMS coverage is available at all times throughout the community;
- j. Liaising with the receiving hospitals;
- k. Liaising with Police, Fire, Coroner and the Medical Officer of Health, as required; and
- l. Maintaining a log of all decisions made and actions taken by him/her during the emergency.

42. **SOCIAL SERVICES MEMBER:**

The Social Services Representative provided by the County Director of Social Services, will assume responsibility in an emergency for:

- a. Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food services, Registration and Inquiries Service. The social services member is usually an organization such as the Red Cross so as the reps can fulfill their responsibilities.
- b. Ensuring the well being of residents who have been displaced from their homes;
- c. Supervising the opening and operation of temporary and/or long-term reception centers, and ensuring they are adequately staffed;
- d. Ensuring liaison with the police chief with respect to the pre-designation of evacuee centers which can be opened on short notice;
- e. Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in reception centers;
- f. Ensuring that a representative of the Board of Education and/or Separate School Boards are notified.

43. **MEDICAL OFFICER OF HEALTH**

The Medical Officer of Health will have the following duties:

- a. Activating the CCG Notification System in the event of a health emergency;
- b. Acting as a coordinating link for all emergency health services at the CCG;
- c. Liaising with the Ontario Ministry of Health & Long-Term Care, Public Health Branch;
- d. Depending on the nature of the emergency, assigning an interim Emergency Site Manager (ESM) and informing the CCG;
- e. Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- f. Liaising with senior EMS representatives, hospital officials, relevant health care organizations (i.e. Community Care Access Centre, long-term care facilities), the Ministry of Health and Long-Term Care and relevant government agencies;
- g. Providing authoritative instructions on health and safety matters to the public through the EIO;
- h. Coordinating the response to disease related emergencies or anticipated emergencies, such as epidemics, according to the Ministry of Health & Long-Term Care policies;
- i. Coordinating care of citizens at home and in reception centres during an emergency;
- j. Liaising with voluntary and private health care agencies, as required, for augmenting and coordinating public health resources;

- k. Coordinating efforts towards prevention and control of the spread of disease during an emergency;
- l. Notifying the CCG regarding the need for potable water supplies and sanitation facilities;
- m. Liaising with the Social Services Representative on areas of mutual concern regarding health services in reception centres;
- n. Providing advice to the Mayor/Reeve and the CCG on health matters;
- o. When advised by emergency services of an emergency situation involving hazardous substances or any threat to public health, providing advice for the safety of emergency service workers and activities to reduce the adverse effects on public health;
- p. Directing precautions in regard to food and water supplies when warranted;
- q. Arranging for mass immunizations where required;
- r. Notifying other agencies and senior levels of government about health related matters in the emergency; and
- s. Maintaining a log of all decisions made and actions taken by him/her during the emergency.

44. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC) OR ALTERNATE

The Community Emergency Management Coordinator is the main link on a regular basis with EMO.

His main responsibilities consist of:

- a. Activating and arranging the Emergency Operations Centre;
- b. Ensuring that security is in place for the EOC and registration of CCG members;
- c. Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- d. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- e. Supervising the Telecommunications Coordinator;
- f. Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- g. Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- h. Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- i. Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

45. **EMERGENCY INFORMATION OFFICER (EIO).**

The municipality Emergency Information Officer, as indicated in section 22, will implement the Media Plan and will assume responsibility in the emergency for:

- a. Preparing public announcements and news releases concerning the emergency for approval by the Reeve;
- b. Arranging with media representatives for assistance in processing and issuing warnings and directions to the public that have been approved by the Reeve;
- c. Issuing news releases approved by the Reeve to the Media;
- d. Establishing, when such is considered necessary by the CCG, an emergency information centre or point of contact near but not in the Emergency Operations Centre to which the emergency services can direct members of the public or media representatives seeking information;
- e. Informing the media of the point of telephone access for the public to reach the Registration and Inquiry Service, is such service is in operation, so that this information can be passed to the public quickly; and
- f. The EIO may be called upon to link with provincial and other inquiry information staff;
- g. Giving interviews on behalf of the Community;
- e. Coordinating media photograph sessions at the emergency scene when necessary and appropriate;
- f. Coordinating on-scene interviews between the emergency services personnel and the media.
- j. Maintain a personal log of all decisions and actions taken.

46. **SUPPORT AND ADVISORY STAFF**

Other Agencies

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

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

47. **CLERK TREASURER/ASSISTANTS**

The Assistants are responsible for:

- a. Assisting the Clerk Treasurer, as required;
- b. Ensuring all important decisions made and actions taken by the CCG are recorded.
- c. Ensuring that maps and boards are kept up to date;
- d. Providing a process for registering CCG members and maintaining a CCG member list;
- e. Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- f. Initiating the opening, operation and staffing the community office, as the situation dictate;
- g. Assuming the responsibilities of the Citizen Inquiry Supervisor;
- h. Arranging for printing of material, as required;
- i. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- j. Upon direction by the Reeve, ensuring that all council and staff are advised of the declaration and termination of declaration of the emergency;
- k. Maintain a personal log of decision made and actions taken.

48. **UTILITY REPRESENTATIVE**

The Utility Representative is responsible for:

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

49. **RESOURCES REPRESENTATIVE**

The Human Resources Manager is responsible for:

- a. Coordinating and processing requests for human resources;
- b. Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- c. Selecting the most appropriate site(s) for the registration of human resources;

- d. Ensuring records of human resources and administrative details, that may involve financial liability, are completed;
- e. Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for village records;
- f. Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- g. Arranging for transportation of human resources to and from site(s);
- h. Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- i. Maintain a log of all decisions made and actions taken.

50. **PUBLIC TRANSPORTATION REPRESENTATIVE**

The Public Transportation Manager is responsible for:

- a. 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, by member of the CCG and the support and advisory staff;
- b. Procuring staff to assist, as required;
- c. Ensuring that a record is maintained of drivers and operators involved.
- d. Maintain a log of all decisions made and actions taken.

51. **TELECOMMUNICATIONS (ARES) COORDINATOR**

The Telecommunications Coordinator reports to the CCG and is responsible for:

- a. Activating the emergency notification system of the local amateur radio operators group;
- b. Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- c. Ensuring that the emergency communications center is properly equipped and staffed, and working to correct any problems that may arise;
- d. 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;
- e. Making arrangements to acquire additional communications resources during emergency; **a**
- f. Maintain a personal log of all decisions made and actions taken.

52. **CITIZEN INQUIRY SUPERVISOR**

The Citizen Inquiry Supervisor is responsible for:

- a. Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- b. Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- c. Informing the affected emergency services, the CCG and Village Staff of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d. Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- e. Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of reception centers.);
- f. Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g. Responding to and redirecting inquiries pertaining to persons who may be located in the reception centers to the Registration and Inquiry Services telephone number(s);
- h. Procuring staff to assist, as required
- i. Maintain a personal log of all decisions made and actions taken.

53. **COUNTY BOARD OF EDUCATION AND SEPARATE SCHOOL BOARD**

The County Board of Education and the Separate School Board are responsible for:

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

54. **THE MUNICIPAL SUPPORT STAFF**

The Municipal support staff should be organized to carry out the following duties:

- a. Assist the EOC operations by:
- b. Acting as recording secretary to establish a paper trail and record decisions and actions taken;
- c. Maintain an events display board; and
- d. Maintain a communications log ;
- e. Answer and maintain a record of all public inquiries;
- f. Monitor the media broadcasts;

- g. Register all volunteers;
- h. Provide essential housekeeping for the EOC;
- i. Maintain a personal log of all decisions made and actions taken.

RESPONSIBILITIES OF SUPPORTING AGENCIES/OFFICIALS

55. COUNTY SOCIAL SERVICES.

The County Social Services Director should be contacted as soon as an emergency occurs so that he/she can assist the Municipal Social Services Member to:

- a. Arrange for the opening, operation, direction and supervision of emergency reception centres to provide emergency social services as required; and
- b. Liaise with volunteer community agencies to assist in humanitarian functions;

56. ST. JOHN AMBULANCE.

St. John Ambulance has a capability in all areas of First Aid, including Mobile First Aid stations, Ambulance and Medical transport, Nursing and Child Care, and will respond to requests at any time, as well as under emergency and disaster conditions. Also available is an emergency lighting and generator unit, mobile canteen service unit, designed for response under emergency or disaster conditions. These volunteers are on 24-hour call, the response teams are governed by a time lapse of 30-45 minutes. Members must respond to St. John Headquarters, signaled by radio or pager, for assembly and duty assignments. Additional equipment available includes wheelchairs, walkers, crutches and stretchers. Local unit response by up to 50 members has the option to draw on up to 100 members from the surrounding district. Requests for St. John Ambulance services are to be routed through the Fire Communications Centre.

57. CANADIAN RED CROSS;

The Red Cross may assist the community in an emergency in the form of a Registration and Inquiry Service as described in the Health Canada "Registration and Inquiry Manual". This service will assist the public in locating immediate relatives who have left their homes as a result of the emergency. Inquiry services may be operated from outside the disaster area in accordance with Red Cross standard operating procedures and may involve the assistance of the Amateur Radio Emergency Service. When an inquiry service is activated, the Red Cross will arrange that the telephone number(s) to be used by relatives making inquiries be publicized through the Media. Annex F provides samples of the Registration and Inquiry Card. Municipalities should collect the data required by these forms prior to the arrival of the Red Cross.

58. **HOSPITALS;**

Area Hospitals are prepared to implement their Medical Disaster Plans as required. The Medical Disaster Plan is activated on the advice of the Police and the Ambulance Services.

59. **AMBULANCE SERVICES;**

The Central Ambulance Communications Centre is responsible for the dispatch of ambulances in the County, on calls from Police, Fire Services and other sources, operating 24 hours per day. An ambulance station is located in the Village of Glencoe on McKellar St.

60. **SALVATION ARMY;**

The Salvation Army has an emergency capability in welfare, short term accommodation, clothing and food services and will respond, within their budgetary capabilities, when requested by the CCG.

61. **AMATEUR RADIO EMERGENCY SERVICE (ARES)**

Is the volunteer group that coordinates Amateur radio in the area. They are prepared to establish emergency radio communications for any purpose required including Registration and Inquiry Services and communications between hospitals. ARES Emergency Coordinators are listed at Annex G.

62. **SCHOOL BOARDS.**

Most School Boards have developed emergency preparedness plans. These plans may involve the assembly of a School System Emergency Management Team that will provide direction to School Principals in the event of an emergency. To ensure that they are kept informed about the emergency they might ask to send a liaison officer to the municipal CCG. School Boards may be asked to provide their Board facilities for use during the emergency.

CASUALTY MANAGEMENT

63. Arrangements for coping with casualties in an emergency are made jointly by the Ambulance Services and the Hospitals serving the County. The Central Ambulance Communications Centre on calls from Fire and Police authorities will dispatch ambulances. Ambulance, Fire or Police authorities may call upon further assistance from area hospitals in handling mass casualties as the situation warrants. The St. John Ambulance, normally alerted through the Central Ambulance Communications Centre, is prepared to assist with mobile first aid posts and ambulance units when called on.

POPULATION EVACUATION

64. It may be necessary in an emergency for the residents of an area of the Municipality to be temporarily evacuated from their homes for their own welfare and safety. Such a requirement may be of an urgent or short-notice nature caused by an immediate hazard, and decided upon and directed on the spot by Police and/or Fire authorities. A less immediate but probably larger scale evacuation could be decided upon, and directed by, the Community Control Group, as in the case of an impending flood situation. The aim in any such operation will be to care for the evacuated persons, to bring families together and to re-establish residents in their homes as soon as possible.
65. Removed per instruction

COMMUNICATIONS/MEDIA PLAN

66. Communication, in both the electronic and the information-sharing sense, is usually a major problem during most emergencies. Equipment breaks down, frequencies and/or equipment are found to be incompatible, messages are misunderstood, and those responding to the emergency forget to pass on or share information. Careful planning, training and testing can overcome some of these difficulties.
67. The Municipality will need media cooperation to provide the CCG with the means to communicate with the public during the emergency. It is thus in our own interest to be prepared to respond to media requests for information.
68. Action should be taken by the Emergency Information Officer to establish a medial centre near to but not in the Operations Centre Room. The media centre should have telephone and electrical outlets and should provide space for news conferences and briefings. News conferences should be scheduled for both the public and the media
69. Removed per instruction

FLOOD CONTROL

70. A flood contingency plan applicable to the Municipality is maintained by the St. Clair Region Conservation Authority. Annex I outlines the responsibilities of the CCG consistent with the Conservation Authority plan.

SPECIAL HAZARDS (as identified from the Community Risk Profile)

71. The Village of Newbury has the potential of experiencing an emergency based on any of the following circumstances:
- a. Tornadoes
 - b. Winter Storms: Snowstorms, Blizzards, Ice/Sleet Storms
 - c. Lightning Storms/Hail Storms;
 - d. Hazardous Materials/Transportation Incidents
 - e. Fires/Explosion
 - f. Transportation Accidents (road; involving passengers)
 - g. Energy Emergencies
 - h. Critical Infrastructure failure defined as the nine categories: Food and Water, Electricity, Telecommunication, Financial Institution, Gas, Oil and Chemical Industries, Transportation, Continuity of Government Services, Public Safety and Security and Health.
 - i. Human Health Emergencies & Epidemics
 - j. Agriculture & Food Emergencies
72. There are no commercial sites in the Municipality that are considered to present Special Hazards.
73. Preparations to respond to these special hazards require that the CCG Operations Centre be provided with essential data. The following information should be readily available at the EOC:
- a. Maps identifying the following:
 - (i) Transportation routes;
 - (ii) Municipal drains; and
 - b. Resource Directory (Annex L).

COUNTY ASSISTANCE

74. When the support and assistance of County Services are needed in an emergency situation the Reeve may contact the Warden or the CAO of the County or the County Engineer or County Social Services Administrator to request such assistance.

PROVINCIAL ASSISTANCE

75. The Reeve may request assistance from the Provincial Government at any time. Locally arranged support such as technical advice from District representatives of the Ministry of the Environment and Energy or help from Ministry of Transportation installations in the County can be arranged directly with local Ministry authorities. Further help from Provincial sources can be requested through the OPP representative with the CCG. In life-threatening situations, requests for assistance will be made directly to Provincial and/or Federal organizations through EMO as soon as possible.
76. Ministry of Natural Resources

OTHER ASSISTANCE

77. Outside organizations prepared to assist in an emergency within their capability and expertise include the following.
- a. **Environment Canada.** Environment Canada can provide information on weather conditions as they affect emergency operations.
http://weatheroffice.ec.gc.ca/warnings/warnings_e.html
 - b. **Ministry of the Environment** The Ministry of the Environment through their Regional Offices in London or the Toronto "Spills Action Centre" are able to provide advice in handling serious oil and chemical spills and discharges;
 - c. **Department of Communications.** The London District Office of the Federal Department of Communications is prepared to provide advice and assistance on communication matters in an emergency;
 - d. **Ministry of Agriculture.** The Ministry of Agriculture through their County Office could provide advice with respect to the effect of hazardous vapors on crops and animals;
 - e. **Ministry of Natural Resources.** The Ministry of Natural Resources through their District Office would act as Lead Ministry for floods or forest fires.
 - f. **Emergency Management Ontario.** The Chief, Emergency Management Ontario, is prepared to provide advice and assistance in an emergency, particularly with matters of Provincial Government Support;
 - g. **Insurance Bureau of Canada.** A co-ordinator for the Insurance Bureau of Canada is available in London to organize insurance company action on claims adjustments under emergency conditions;

- i. **Canada Employment.** The local Employment Centre can assist by organizing extra emergency workers at a central location;
- j. **Department of National Defense.** Land Forces Central Area Support Unit London has limited resources of personnel and equipment. Assistance should be requested through Emergency Management Ontario 1-800-314-0472 as Provincial / Federal costs may be involved;
- k. **Bell Canada.** Bell Canada has an Emergency Response Plans for restoration or installation of essential telephone services as well as telephone-equipped vehicles which can be positioned at emergency sites to augment Municipality communication capabilities;
- l. **Union Gas.** Union Gas has Emergency Response Plans and appropriately trained personnel and equipment for restoration of essential gas mains and services and has radio-equipped vehicles which can be positioned at emergency sites to coordinate the activities of Union Gas with other utilities and civic services. Their knowledge, and relay of such to municipal officials, regarding location of gas lines, control points and emergency procedures may be of prime importance in many emergencies;
- j. **Broadcasting Stations.** The utilization of the local broadcasting stations may play a very significant role under emergency conditions particularly where Land Line communications are disrupted or overloaded. They can be used to request public cooperation in freeing telephone circuits for emergency use, passing warnings or official status reports to the public, answering mass inquiries, passing instructions to emergency department personnel upon departmental request, requesting public assistance in traffic control problems, and seeking private sources of particular supplies, facilities or skills. They have emergency electrical power.
- n. **Press.** The use of the Press will play an important role as a means of giving explicit and perhaps lengthy directions to the public, especially in incidents of some duration like heavy snow emergencies. For example, official releases on actions to take in blizzard conditions may contain detailed information on Utilities precautions, emergency Social Services, Fire, Police, Engineering and Health measures in one concise release. Such releases used as an action checklist are an excellent means of mass communications; content in Annex H.
- o. **Conservation Authority.** Advice on flood control can be obtained from the Conservation Authority. The Watershed Flood Warning System provides a plan to warn of imminent flood conditions. This plan lists Municipal Flood Coordinators and alternates in each municipality of the watershed; content in Annex I.

EXERCISING THE PLAN

78. An **annual** exercise shall be held, at the direction of Council, to test the Emergency Response Plan.
79. Each new Municipal Councillor will be briefed on the Municipal Emergency Response Plan by the Clerk-Treasurer

REVIEW / AMENDMENT OF THE PLAN

80. The requirement to keep this EMERGENCY RESPONSE PLAN current dictates that the following duties be assigned with respect to an annual review of the plan:

- a. **Duties of the Clerk-Treasurer**

- (i) Request that each member of the Community Control Group review the plan annually;
- (ii) Review the CCG alerting plan;
- (iii) Review the list of useful telephone numbers;
- (iv) Ensure that the EOC equipment and data are current;
- (v) Publish routine amendments as they occur;
- (vi) Process major changes to the Emergency Response Plan for Council approval.

- b. **Duties of the Road Superintendent**

- (i) Maintain the currency of the data on the Maps;
- (ii) Maintain the currency of the Resource Directory;
- (iii) Maintain the Flood Contingency Plan

- c. **Duties of the Fire Chief**

- (i) Maintain the accuracy of the list of Special Hazards;
- (ii) Assist the Road Superintendent in the maintenance of the Resource Directory.

d.. **Duties of the Emergency Information Officer(EIO)**

- (i) Maintain the currency of the Communications/Media Plan.

Duties of the Social Services Representative

- (i) Maintain the currency of the Evacuation Plan;
- (ii) Maintain the accuracy of the Information Sheets at Senior's Home;
- (iii) Maintain the plan for reception centres; and
- (iv) Maintain the currency of Registration and Inquiry.

81. Amendments to all Annexes can be initiated without reference to Council.