

**THE CORPORATION
OF
THE TOWNSHIP
OF
OTONABEE-SOUTH MONAGHAN**

MUNICIPAL EMERGENCY PLAN

This Emergency Plan is issued under the Authority of the Council of the The Township of Otonabee-South Monaghan as per By-law 2004-09 dated February 2, 2004.

EMERGENCY PLAN

FOREWORD

Municipal Emergencies could be defined as situations caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property. The situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed to ensure the co-ordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Township of Otonabee-South Monaghan, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

SECTION 1

INTRODUCTION

STATEMENT OF PURPOSE

To establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.

To prepare for and to establish a procedure for the declaration of an emergency.

OBJECTIVES

1. To prepare and maintain an emergency plan for the efficient training and deployment of all personnel and services required in an emergency situation in the Township of Otonabee-South Monaghan.
2. To authorize employees of the municipality to take action under the emergency plan, including the state prior to formal declaration of the emergency.

SECTION 2

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have-to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Otonabee-South Monaghan when faced with an emergency:

It enables a centralized controlled and coordinated response to emergencies in the Township of Otonabee-South Monaghan, and meets the legislated requirements of the Emergency Management Act.

SECTION 3

AUTHORITY

The Emergency Management Act (EMA) is the legal authority for this emergency response plan in Ontario.

The Emergency Management Act states:

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

Section 4 (1)]

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

- Issued under the authority of Township of Otonabee-South Monaghan By-law # 2004-09; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) **Definition of an Emergency**

The Emergency Management Act 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."

b) **Action Prior to Declaration**

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

d) **Confidentiality of Plan**

As defined in the Municipal Freedom of Information and Protection of Privacy Act, the head of an institution may refuse under that Act to disclose a record:

- a) If the record contains information required for the identification and assessment activities associated with the Hazard and Risk Assessment and Infrastructure Identification;
- b) Reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly;
- c) If its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism.

SECTION 4

a) Notification Procedure of the Municipal Control Group (MCG)

Background:

The Township of Otonabee-South Monaghan Municipal Plan and the Municipal Control Group (MCG) depend on the Ontario Provincial Police to provide the essential 24-hour emergency contact location to initiate the notification and activation of the full response.

The Emergency Plan and the Municipal Operations Centre may be activated in response to a variety of problems and any one of the members of the Municipal Control Group may call for that activation.

Purpose:

The purpose of the Notification procedure is to enable the Ontario Provincial Police to accurately receive notification from any member of the MCG and to relay that information to the Municipal Control Group in a timely manner.

Refer to Appendix "A" Emergency Notification Procedure and backup procedure.

The "Notification of Emergency Alert" form is attached as Appendix "A-1". The Emergency Notification "Fan Out" Contact List, including contact numbers for requesting assistance, is attached as Appendix "A-2"

Note: The Municipal Operations Centre (MOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Requests for Assistance

Assistance may be requested from the county at any time by contacting the County Control Group as per Appendix "I" Peterborough County (COC) Activation. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

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

c) A Declared Community Emergency

The Reeve or in his/her absence the Deputy Reeve of the Township of Otonabee-South Monaghan, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group.

Upon declaring or terminating an emergency, the Reeve will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services;
- Council;
- County Warden, as appropriate;
- Public;
- Neighboring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

- Reeve or in his/her absence the Deputy Reeve; or
- Council; or
- Premier of Ontario.

SECTION 5

MUNICIPAL CONTROL GROUP

a) Municipal Operations Centre

Upon notification, the Municipal Control Group shall report to the Primary Municipal Operations Centre, in the event this operation centre cannot be used, the alternate MOC shall be activated. The Primary and Secondary MOC locations are identified in Appendix "A" being the Notification and Recall of the Municipal Control Group.

b) Municipal Control Group (MCG)

The emergency response will be directed and controlled by the Municipal Control Group (MCG) - 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 MCG consists of the following officials:

- a. Reeve
- b. Chief Administrative Officer
- c. Public Information Officer
- d. Police Representative
- e. Fire Chief
- f. Public Works
- g. Liaison Officer
- h. Administrative Resource Officer

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

c) Operating Cycle

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) 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 Administrative Resource Officer will maintain status board and maps and which will be prominently displayed and kept up to date.

d) **Municipal Control Group Responsibilities**

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

- Calling out and mobilizing their emergency services, agency 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 location and composition of the Municipal Control Group are appropriate;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the municipality as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs; Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required for dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken;
- Participating in the debriefing following the emergency.
- Notifying the County Control Group as required.

SECTION 6

REEVE

GENERAL

The Reeve shall provide information to Council and the Public with regards to impacts of an emergency on our municipality and declare a state of local emergency when required.

During the emergency, the Reeve will provide information necessary to keep the media and public informed.

DUTIES OF THE REEVE

In an emergency, the Reeve shall:

- a. Upon recommendation of the Municipal Control Group, declare that a state of local emergency exists within the municipality.
- b. Upon recommendation of the Municipal Control Group, declare that a state of local emergency has terminated within the municipality.
- c. Provide Council with status updates on a regular basis.
- d. Establish liaison with municipal, provincial and federal elected officials.
- e. Approve the expenditure of funds to meet the requirements of the emergency.
- f. In concert with the Public Information Officer, confirm a schedule of press releases, integrated with the Emergency Public Information plan.
- g. Maintain a log of all actions taken.

SECTION 7

CHIEF ADMINISTRATIVE OFFICER

GENERAL

The Chief Administrative Officer shall provide and direct as required, all emergency response or support activities within the Municipal Operations Centre.

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer shall be the Chairperson, shall convene all meetings of the Municipal Control Group and shall be the chief administrative officer for the Municipal Control Group at such time as an Emergency is declared.

DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer shall:

- a. Provide regular updates and act as principal advisor to the Reeve and Council on all emergency related matters.
- b. Ensure that operational information updates are available for circulation, discussion and display within the Municipal Operations Centre.
- c. Commence the long-term operational plan and establish the priorities for the re-establishment of any service discontinued as a result of the emergency.
- d. Approve news releases and public announcements prior to their release.
- e. Upon recommendation of the Municipal Control Group, request Provincial assistance.
- f. Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.
- g. Ensure that the necessary administrative and clerical staffs are provided to assist the Municipal Control Group.
- h. Secure the necessary financial support from existing sources or from Provincial or Federal authorities. Support shall be provided by the Treasurer.
- i. Ensure that the appropriate legal and statutory requirements are met. Legal assistance shall be provided by the Solicitor.
- j. The Administrator shall, after consultation with the Municipal Control Group, appoint an Emergency Site Manager.

k. Maintain a log of all actions taken.

SECTION 8

POLICE SERVICES

GENERAL

The duties of the Police continue to be:

- a. Protection of life and property
- b. Preservation of the peace
- c. Prevention of crime and disorder
- d. Crowd and traffic control
- e. Investigation of offences.

DUTIES OF THE POLICE

The Police Service will implement its procedure for Major Incident Plan including the following:

- a. Alert and assist other emergency agencies.
- b. Notify the ambulance service of the emergency and provide an initial estimate of the casualties.
- c. Control and disperse crowds within the Emergency Area.
- d. Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles.
- e. Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
- f. Alert persons endangered by the disaster and evacuate buildings or areas as authorised and directed by the Municipal Control Group.
- g. Prevent unauthorised entry into the Emergency Area and maintain law and order and prevent looting within the Emergency Area.
- h. Maintain order in any evacuation centre.
- i. Provide notification of fatalities to the coroner.
- j. Provide assistance to the coroner in the location and operation of a temporary morgue.

SECTION 9

FIRE DEPARTMENT

GENERAL

The duties of the fire department continue to be:

- a. Protection of Life, Property and the Natural Environment
- b. Suppression and prevention of fires
- c. Rescue and extrication.

TRANSPORTATION / PROPERTY / HAZARDOUS GOODS

The Fire Chief shall advise the municipal control group as to properties and transportation of hazardous goods located within or travelling through the municipality by providing available information by accessing but not limited to, fire department pre plans, CANUTEC, and the M.O.E. Spills Action Centre.

DUTIES OF THE FIRE DEPARTMENT

The Fire Department shall:

- a. Provide all operations connected with the fighting of fires.
- b. Provide all rescue and extrication operations.
- c. Provide Medical Aid, Resuscitation, and Defibrillation in concert with EMS and the Departments Level of Training.
- d. Provide equipment and manpower to assist in pumping operations, conditions permitting.
- e. Activate the Peterborough County Emergency Fire Services Plan (Mutual Aid) as required.
- f. Activate Provincial HUSAR Response Team as required.
- g. Activate Provincial HASMAT Response Team as required.
- h. Maintain a log of all actions taken

SECTION 10

PUBLIC WORKS

GENERAL

The duties of the Director of Public Works include those areas of operation associated with:

- a. Maintenance of sidewalks, streets, bridges
- b. Maintenance of storm drains and open drains
- c. Provide urban and rural forestry skilled labour
- d. Provide for Emergency Public Transportation
- e. Solid waste collection and disposal and landfill sites
- f. Street lighting
- g. Municipal water supply systems

EQUIPMENT

The Director of Public Works shall ensure that an inventory of equipment and personnel is available to assist in the response to an emergency.

CONTRACTORS AND EQUIPMENT

The Director of Public Works shall ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.

TRANSPORTATION

The Director of Public Works shall ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.

DUTIES OF DEPARTMENT OF PUBLIC WORKS

The Public Works Department shall:

- a. Ensure that all vehicles, equipment and personnel are available for assistance.
- b. Provide barriers and flashers for control for the Emergency Area.
- c. Clear debris, snow or other obstructions in and around the Emergency Area.
- d. Arrange delivery of emergency water supplies for human consumption.
- e. Conduct emergency pumping operations, sandbagging and other flood and water control measures.
- f. Maintain the essential services of sanitary sewers and storm sewers as required for health and safety purposes.

- g. Provide supplies of fuel and oil for emergency services vehicles.
- h. Arrange for the provision of portable washroom and other sanitary facilities and provide essential waste disposal.
- i. Maintain essential streets and access routes for pedestrian and vehicular access.
- j. Arrange and provide transportation for evacuation as required.
- k. Provide equipment and personnel to assist in the clearing of trees and property.
- l. The Director of Public Works shall in concert with the Municipal contracted water supply and maintenance professional, provide the Municipal Control Group with information and as to the operations, capabilities, and safety of Municipal Supply Systems.
- m. Maintain a log of all actions taken.

SECTION 11

ADMINISTRATIVE RESOURCE OFFICER

GENERAL

The Administrative Resource Officer supports the efficient functioning of the Municipal Operations Centre.

DUTIES OF THE ADMINISTRATIVE RESOURCE OFFICER

The ARO shall:

- a. Open the Log Sheet.
- b. Log MCG Members arrival and records attendance.
- c. Record information on the main events board.
- d. Ensure log supplies, forms and office supplies are adequate.
- e. Co-ordinate provision of clerical staff as necessary.
- f. Ensure logs are being completed and collects them from the MCG at the end of shift.
- g. Notify alternate MUNICIPAL CONTROL GROUP representative, provide a situation briefing and arrange for shift change.
- h. Establishes shift change schedule for the MCG.
- i. Maintain a log of actions taken.

SECTION 12

PUBLIC INFORMATION OFFICER (PIO)

GENERAL

Reporting to the Chief Administrative Officer, the Public Information Officer is the senior member of the public information response team and directly manages all public information activities during the emergency.

DUTIES OF THE PUBLIC INFORMATION OFFICER

This includes the following duties:

- a. Direct the activation of the Public Information Plan
- b. Consult with the Reeve and Chief Administrative Officer on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public.
- c. Consult with other members of the Municipal Control Group on the status of the emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means
- d. Apprise the Municipal Operations Centre members of any significant information received by the Public Inquiry Call Centre from members of the general public and the media
- e. Correct misinformation by contacting media program producer
- f. Ensure that a log is kept of all media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities
- g. Delegate responsibilities and provide direction to the public information team with respect to production and distribution of informational material, media monitoring, media liaison and other essential information functions.
- h. Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommend necessary adjustments to the Public Information Plan.
- i. Maintain a log of all actions taken.

SECTION 13

LIAISON OFFICER

GENERAL

The duties of the Liaison Officer include communication with following representatives of the County Control Group (CCG);

- a. Community Services
- b. Social Services
- c. Medical Officer of Health / EMS

DUTIES OF THE LIAISON OFFICER

1. Upon request from the Chief Administrative Officer contact the County Control Group (CCG) to arrange the requested services and act as Liaison with:
 - Community Services Department Section 14
 - Social Services Department Section 15
 - Medical Officer of Health / EMS Section 16
 - Canadian Red Cross Section 17
 - Salvation Army Section 18
 - St. John Ambulance Section 19
 - Amateur Radio Section 20
2. Maintain a log of all actions taken

SECTION 14

COMMUNITY SERVICES DEPARTMENT

GENERAL

The duties of the Community Services Department include those areas of operation associated with:

- a. Provision of reception/ evacuee centres
- b. Co-ordinate supply and demand of human resources, both volunteer and compensated.

EQUIPMENT

The Director of Community Services shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

EVACUATION CENTRES

The Director of Community Services shall ensure that a list of schools and facilities is available to assist the Municipal control group to provide for evacuation of persons from an Emergency Area and shall designate the evacuee centres as required.

DUTIES OF THE COMMUNITY SERVICES DIRECTOR

The Community Services Director shall:

- a. Establish evacuation centres with regards to the opening, security, contacts and funding for the provision of accommodations.
- b. Assist and arrange the movement of people to evacuation centres from the Emergency Area.
- c. Co-ordinate supply and demand of human resources.
- d. Select the most appropriate site(s) for registration of human resources.
- e. Maintain records of human resources and administrative detail that may involve financial liability.
- f. Ensure that identification cards are issued for feeding and other purposes.
- g. Arrange for transportation of human resources.
- h. Obtain assistance, if necessary, from Human Resources Development Canada.
- i. Advise the MOC Manager on all matters of human resources planning; and
- j. Maintain a log of all actions taken.

SECTION 15

SOCIAL SERVICES DEPARTMENT

GENERAL

The responsibilities of the Social Services Department include those areas of operations associated with:

- a. emergency feeding
- b. emergency lodging
- c. emergency clothing
- d. emergency registration and inquiry
- e. emergency welfare services; and

EQUIPMENT and PERSONNEL

The Director of Social Services shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

EVACUATION CENTRES

The Director of Social Services shall provide staffing of evacuation and/or reception centres in conjunction with designated agencies for the registration, feeding, care, clothing and shelters of persons using the centres.

DUTIES OF THE SOCIAL SERVICES DIRECTOR

The Social Services Department shall:

- a. Establish welfare centres as required to provide for the continuity of welfare programs and to provide emergency welfare services.
- b. Co-ordinate the volunteer agencies involved in the Social Services sector.
- c. Register, control and supervise evacuees entering and leaving the evacuation centres.
- d. Maintain evacuation centres and direct funding where needed for the provision of food, accommodation, clothing and support care.
- e. Maintain a log of all actions taken.

SECTION 16

MEDICAL OFFICER OF HEALTH

GENERAL

The duties of the Medical Officer of Health include those areas of operation associated with:

- a. Communicable Diseases
- b. Health Inspection Services
- c. Advice on Medical Services
- d. Public Health Advisory
- e. Ensuring Emergency Medical Services at the emergency site
- f. Liaise with the Peterborough Regional Health Centre to help facilitate medical services at the hospital.

DUTIES OF THE MEDICAL OFFICER OF HEALTH

The Office of the Medical Officer of Health shall:

- a. Provide information and instructions to the County control Group (C.C.G.) and the population on matters concerning public health.
- b. Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- c. Continue delivery of established programs to ensure continuity of care and general health protection.
- d. Assist other health institutions to deliver emergency services to victims of the emergency.
- e. In conjunction with the Director, Emergency Medical Services, ensure the following:
 1. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency.
 2. Obtaining EMS from other Municipalities for support, if required.
 3. Ensuring triage at the site.
 4. Advising the CCG if other means of transportation is required for large scale response.
 5. Liaison with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at

all times throughout the community.

6. In conjunction with the Chief Executive Officer of the Peterborough Regional Health Centre, ensure the following:
 7. Establish an ongoing communication link with the senior official at the Peterborough Regional Health Centre.
 8. Liaise with other health institutions to receive overflow patients if required.
 9. Advise County Control Group if other means of transportation is required for large-scale events.
 10. Ensure up-to-date information is shared from all sources pertaining to any disaster related issues.
- f. Activation and direction of the Pandemic Influenza Contingency Plan
“Appendix K”
- g. Maintain a log of all actions taken.

SECTION 17

CANADIAN RED CROSS

GENERAL

To provide registration and inquiry services at evacuation/reception centres in support of the emergency response.

To provide the Director of Social Services staff resources to perform the emergency lodging requirements at designated reception/evacuation centres.

DUTIES OF THE RED CROSS

Upon receiving notification by the Social Services Director, the Red Cross shall:

- a. Activate the local Red Cross Emergency Response Plan.
- b. Establish and maintain contact with the Social Services Director in the Emergency Operations Centre.
- c. Assist in the establishment, staffing and management of reception and information centres.
- d. To provide emergency lodging services that organizes safe, temporary lodging to persons in need.
- e. Maintain a record of all actions taken.

SECTION 18

SALVATION ARMY

GENERAL

To provide immediate food, drink and clothing to persons in need due to the emergency.

DUTIES OF THE SALVATION ARMY

Upon receiving notification from the Emergency Control Group, the Salvation Army shall:

- a. Activate the local Salvation Army's emergency response system.
- b. Establish and maintain contact with the Social Service Director in the Emergency Operations Centre.
- c. At the request of the Social Services Director, provide food and clothing at the reception and evacuation centres.
- d. Mobilize and co-ordinate the response of Salvation Army personnel from outside the Peterborough area, if required.
- e. Maintain a log of all actions taken.

SECTION 19

ST JOHN AMBULANCE

DUTIES OF THE ST JOHN AMBULANCE

St John Ambulance shall:

- a. Upon receiving notification, activate the organization.
- b. Under the direction of the Director of Social Services and the Managers of the Reception Centres and/or Evacuation Centres, provide personnel to assist with triage, first aid and casualty handling.
- c. Maintain a log of all actions taken.

SECTION 20

AMATEUR RADIO

DUTIES OF THE AMATEUR RADIO EMERGENCY SERVICE

Under the direction of the Telecommunications Officer, the Amateur Radio Emergency Service shall:

- a. Provide radio communication where needed in support of the municipal emergency response.
- b. Designate operators to report to the Peterborough Emergency Operations Centre.
- c. Activate all ARES members to monitor the appropriate frequency and to remain on stand-by.
- d. Maintain a record of all activity and AIN/OUT@ message register.

SECTION 21

EMERGENCY SITE MANAGER

GENERAL

The On-Site Commander's role is to provide the necessary on-site direction, control and coordination of the emergency response.

DUTIES OF THE EMERGENCY SITE MANAGER

The Emergency Site Manager shall:

- a. Direct, control and coordinate the on-site emergency response effort of the Emergency Response Team in accordance with direction from the Chief Administrative Officer;
- b. Establish a command post for the control and coordination of emergency on-site operations;
- c. Establish the Emergency Response Team communications;
- d. Maintain contact with the Municipal Control Group and all response elements;
- e. Advise the Municipal Control Group of the requirements at the site.
- f. Assess the situation, establish an aim and determine the site operational plan;
- g. Continuously update the Municipal Control Group of site operations;
- h. Take such action as necessary to minimize the effects of the emergency or disaster; and
- i. Maintain a log of all actions taken.

SECTION 22

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The responsibilities of the Community Emergency Management Coordinator (CEMC) shall include:

1. Successfully complete all training as required by Emergency Management Ontario and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.
2. Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.

Form a Community Emergency Management Program Committee to address the following:

- a. Conduct the community's Hazard Identification and Risk Assessment process.
- b. Prepare and obtain EMO approval of a community emergency response plan.
- c. Ensure the designation and development of an appropriate community Municipal Operations Centre.
- d. Conduct the critical infrastructure identification process.
- e. Document the existing community emergency response capability and identify and attempt to address additional needs.
- f. Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff.
- g. Conduct an annual exercise to evaluate the community emergency response plan.
- h. Identify individual(s) to act as community emergency information staff.
- i. Develop and implement a community emergency management public awareness program.
- j. Conduct an annual review of the community emergency management program.
- k. Provide emergency management expertise and administrative support to the Municipal control group during an emergency
- l. Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- m. Liaise with the sector EMO Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.

- n. Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others to in the preparation of funding requests to be submitted on the community's behalf.
- o. Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- p. Ensure that equipment and supplies are available in the designated (MOC) municipal operations centre.
- q. Compile a final report on the emergency.