

**THE CORPORATION OF THE UNITED
TOWNSHIPS OF HEAD, CLARA & MARIA**

**EMERGENCY
RESPONSE
PLAN**



UNDER AUTHORITY OF BY-LAW NUMBER 2007-21

AMENDED

November 2008

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This list must be attached to the inside cover of the plan!

THE PLAN

PART 1: INTRODUCTION

An emergency is defined as “A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Emergencies affect public safety, including the health, welfare and property, as well as the environment and economic health of the Corporation of the United Townships of Head, Clara & Maria, its property and its residents.

The population of the Townships of Head, Clara & Maria is comprised of 228 permanent residents and increases to approximately 450 during the summer months. In order to protect the property, residents, businesses and visitors of the Municipality, the Townships of Head, Clara & Maria requires a coordinated emergency response by various agencies under the direction of the Community Control Group. This emergency response is significantly different from the normal, day-to-day operations of emergency departments and other agencies and varies depending on the location and nature of the event.

The Townships’ Emergency Management Committee developed this emergency response plan with direction from the CEMC and under guidelines from Emergency Management Ontario. Every official, volunteer and municipal employee listed in this plan must be prepared to carry out assigned responsibilities in an emergency situation, depending on the type of emergency and the required response. The response plan has been prepared to provide key officials, volunteers and employees of the United Townships of Head, Clara & Maria with important emergency response information related to:

- Plans and procedures, services and available equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors become aware of the plan’s provisions. To aid in this task, copies of the Townships’ Emergency Response Plan may be viewed at the Township Office, on-line at www.townshipsofheadclaramaria.ca and in the Township Library. For more information, please contact the:

Community Emergency Management Coordinator
Townships of Head, Clara & Maria - 613-586-2526
E-mail twpshcm@xplornet.com

PART 2: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may be required to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the United Townships of Head, Clara & Maria when faced with an emergency. It enables a centralized, controlled and coordinated response to emergencies within the Municipality, and meets the legislated requirements of the *Emergency Management and Civil Protection Act, 2003*. Emergency Management is based on hazard identification and risk assessment. Hazards have been identified and the risk of these hazards occurring within the Municipality has been analyzed and considered based on history, the probability of occurrence and the consequences of an occurrence.

A hazard is further described as “an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.” As such, after analysis it has been determined that the emergencies most likely to occur within the United Townships of Head, Clara & Maria based on the events, probability of occurrence, consequences of occurrence, and history are:

- Transportation Accident, Passenger;
- Severe Windstorms including: micro bursts, tornadoes or hurricanes;
- Fire, specifically Forest Fires;
- Severe Winter Weather including: snow, freezing rain, sleet, ice storms or blizzards.

For additional details, please contact the Community Emergency Management Coordinator at the address above.

PART 3: AUTHORITY

The *Emergency Management and Civil Protection Act, 2003 (EMCPA)* is the legal authority for this emergency response plan in Ontario. The *EMCPA* section 3. (1) states that : “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. ” As enabled by the *Emergency Management and Civil Protection Act, 2003*, this emergency response plan and its elements have been:

- Issued under the authority of the *Townships of Head, Clara & Maria Bylaw #2007-21* ;
and
- Filed with Emergency Management Ontario, Ministry of Community Safety & Correctional Services.

a) Definition of an Emergency

The *EMCPA* defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.””

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

b) Action Prior to Declaration

When an emergency exists or is impending but has not yet been declared, community employees may take such action(s) under this emergency response plan as may be required to protect the health, safety and welfare of the persons and property of the Corporation of the United Townships of Head, Clara & Maria.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Community Control Group (CCG) may initiate the notification procedure. The contact phone numbers of the CCG members (and their alternates) are contained in *Appendix A*.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the municipal office at 613-586-2526 and direct them to initiate the notification of the CCG. After office hours, the CCG member will utilize their EOC directory and begin placing calls from the top of the list down activating the EOC. The CCG member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet and the general nature of the emergency) as part of the notification procedure.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby. A record of the date and time that each CCG member was contacted must be recorded by the person performing the callout and then retained in the Township records. All attempts to contact members of the CCG must be documented.

When members of the CCG have been placed on standby, they will remain in that status until the standby is called down, or an event has occurred that results in activation of the EOC depending on the nature and location of the event. If a member of the CCG chooses to make themselves unavailable after they have been placed on standby, they should ensure that their alternate (if available) has been contacted prior to their unavailability and that the office and/or EOC is made aware of that arrangement.

Calling down the CCG after it has been placed on standby will occur by office and/or EOC personnel after consultation with the appropriate authorities depending of the nature and location of the incident.

a) Requests for Assistance

Assistance may be requested from the County at any time by contacting the County CEMC at 613-735-7288, extension 505. The request shall not be deemed to be a request that the County assume authority and control of the emergency but a request for assistance and advice. It should be realized that the County has no obligation to assist in a lower-tier Municipal emergency but will offer what assistance they can should they be in a position to do so.

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 (EMO) by phone at **1-866-314-0472** or via fax at **416-314-0474**. All other Provincial and/or Federal resources, if required, will be contacted via EMO.

b) A Declared Community Emergency

The Reeve or Acting Reeve of the United Townships of Head, Clara & Maria, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group (CCG) but is ultimately the sole responsibility of the Head of Council. Council has adopted the checklist as provided by EMO and

included in this plan as Appendix B to be used as a tool to assist in making the decision to declare an emergency.

Upon **declaring** an emergency, the Reeve (Head of Council or acting Head of Council) will notify or cause to have notified through appropriate and timely methods:

- Emergency Management Ontario (EMO), Ministry of Community Safety & Correctional Services;
- Township Council;
- The County CEMC, as appropriate;
- The Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

All records of notification and/or attempts at contact will be documented and retained.

A community emergency may be terminated at any time by the:

- Reeve, or Acting Reeve, or
- Township Council or
- Premier of Ontario.

When **terminating** an emergency, the Reeve (Head of Council or acting Head of Council) will notify or cause to have notified through appropriate and timely methods:

- Emergency Management Ontario, Ministry of Community Safety & Correctional Services;
- Township Council;
- County CEMC, as appropriate;
- The Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

All records of notification and/or attempts at contact will be documented and retained.

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre (EOC)

The location of the Municipal primary EOC location will be determined at the time of the emergency as dictated by the location and nature of the event. Normally, the EOC will be the Municipal Hall/Office Complex located in Stonecliffe unless it is affected by the incident. Alternate locations will be researched and provided as required should the primary site be within the affected area or inaccessible.

o Equipment

The equipment required for the operation of the Emergency Operations Centre is organized in a kit form. The primary kit is located in a locked closet in the Municipal Hall. The CEMC, the Treasurer, and the Information Officer all either have a key to or have access to a key for this closet.

The secondary kit is to be kept at the home of the CEMC (who lives outside the municipality) so as to have the contents available should the Municipal Hall be within the affected area and unavailable.

In addition to the emergency resource kits, there is a supply kit at each site. A list on the top of the kit will detail the contents and the location of items required but stored in other locations. The CEMC is responsible for inspecting the kits on a regular basis and for ensuring that each kit's contents are current and operational.

o Reception Centre

The location of the reception centre will be determined by the location and nature of the emergency, if a centre is required. It is likely that any reception will occur at the Municipal Hall in Stonecliffe or at a location outside of the municipality, as we are limited in our options. The CEMC is responsible to research options and to ensure availability of a site as needed.

b) Community Control Group (CCG)

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 essential services necessary to minimize the effects of the emergency on the community. Depending on the emergency, the CCG may consist of all or any of the following:

ACTIVE GROUP

- Reeve (Head of Council) of the United Townships of Head, Clara & Maria, or alternate;
- Clerk, or alternate (who may become the Operations Officer in the EOC);
- Community Emergency Management Coordinator or alternate;
- Road Superintendent or alternate;
- Emergency Information Officer;
- Treasurer;
- Members of Council (who may be assigned various roles as required);
- OPP representative;
- Emergency Management Ontario.

The Control Group may function with a limited number of members present depending upon the situation. While the CCG may not require the presence of all the listed members, all members of the active CCG **must be notified**.

ADDITIONAL MEMBERS AS REQUIRED (which may include but are not limited to):

- County representative – County CEMC and/or Director of Emergency Services;
- Other officials, experts or representatives from provincial ministries, the public or private sector as deemed necessary by the CCG including but not limited to: the Ontario Ministry of Natural Resources, TransCanada Pipeline, Ottawa Valley Raillink, Hydro One, Ontario Power Generation;
- Any member of the Emergency Management Committee deemed necessary by the CCG.

The decision to invite additional members to the CCG will be made by and must be made through the Head of Council and/or the CAO/Clerk with consultation with the existing CCG members if possible. Contact must be made through appropriate channels. All provincial and/or federal ministries are to be contacted through EMO, not directly by the Municipality.

c) Operating Cycle

Members of the CCG will meet at regular intervals to share information, discuss actions to be taken and/or issues to be resolved. They will inform each other of activities and challenges encountered since the group last met. The Reeve, with input from the CEMC, will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible allowing members to carry out their individual duties. The CEMC or delegate, will maintain a status board and maps which will be kept current and prominently displayed in the EOC detailing currently known developments, meeting times and other pertinent information.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) will be responsible for the following actions or participating in making the following decisions:

- Maintaining a log outlining decisions made and personal actions taken, and submitting the log and a summary of the log (if writing is illegible or shorthand has been used) to the CEMC within one week of the termination of the emergency;
- Mobilizing their emergency services personnel, agencies and equipment;
- Ensuring that an Incident Commander is identified as necessary;
- Ensuring support to the Incident Commander by offering equipment, staff and resources, as required;
- Coordinating and directing their service personnel and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to any law;
- Determining if the location of the EOC and the composition of the CCG are appropriate;
- Advising the Reeve on the decision to declare an emergency;
- Advising the Reeve on the need to apply to the province to have all or part of the Townships declared an emergency area;
- Activating their own Emergency Response Plans if appropriate and necessary– e.g. Hydro One, OPG, MNR – flood, TransCanadaPipeline, OVR, etc.

Depending on the type of emergency further responsibilities may include:

- Ordering, coordinating and/or overseeing the evacuation of residents;
- Arranging for the discontinuation of utilities or services provided by public or private concerns, i.e. hydro, rail and highway traffic, gas;
- Arranging for necessary services and equipment from local agencies i.e. private contractors, industry, volunteer agencies, service clubs;
- Making the decision to notify or request assistance from various other levels of government and any public or private agencies, 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 and assisting with arranging;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator, through the Reeve and/or CEMC for dissemination to the media and the 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 to deal with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Any other such decisions as deemed necessary by the group and dependent on the specific situation;
- Participating in the debriefing following the emergency.

e) EOC Procedures

Upon arrival at the Emergency Operations Centre, each CCG member will:

- Sign in with the Duty Officer.
- Check telephone/communications devices for operation.
- Open a personal log and record all personal actions or direction given.
- Contact own department/agency and obtain a status report.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Transmit CCG decisions on to department and/or agency staff.
- Continue participation in the EOC Operations Cycle.

Upon leaving the Emergency Operations Centre, each CCG member will:

- Sign out with the Duty Officer and provide location/contact information for the duration of absence.
- Fully brief any replacement/relief.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

In addition to the general responsibilities of being in the Community Control Group, each member of the active CCG will have individual responsibilities and duties as follows:

1. Reeve – (Head of Council or Acting Head of Council)

The Head of Council or Acting Head of Council is responsible for:

- Providing overall leadership in response to an emergency;
- Declaring an emergency;
- Terminating the emergency (Council and the Premier may also terminate the emergency);
- Notifying EMO and others as listed above, of the declaration and termination of the emergency;
- Ensuring that all members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Normally acting as Chair of the CCG. If not able to attend, appointing an alternate;
- Calling CCG meetings and setting the agenda with assistance from the CEMC;
- Participating in the post-emergency de-briefing sessions.

2. Operations Officer or Delegate

Normally the Clerk becomes the Operations Officer for the CCG and depending on the emergency will be responsible for and is able to delegate responsibility for any of the following:

- Activating notification of the CCG;
- Ensuring that a communication link is established between the CCG and the Incident Commander;
- Ensuring that all important decisions made and actions taken by the CCG are recorded;
- Ensuring maps and status boards are kept current;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Continued operation of the Municipal office (if it is to remain open during the emergency) and performing essential Municipal tasks (if the office is to be closed);
- Assuming responsibility for how citizen's inquiries are managed;
- Upon direction from the Reeve, arranging special meetings of Council, as required, and notifying Council members;
- Procuring staff/volunteers to assist in the office and/or EOC as required;
- Participating in the post-emergency de-briefing sessions.

3. Community Emergency Management Coordinator or Alternate

The Community Emergency Management Coordinator or Alternate is responsible for:

- Activating the Emergency Operations Centre and ensuring that it is operational within 120 minutes of notification;
- Arranging for security for the EOC, if necessary;
- Coordinating all operations within the Emergency Operations Centre;
- Advising the Reeve and the CCG on policies and procedures, as appropriate;
- Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarification about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John's Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining in a safe place, the records and logs for the purpose of debriefings and post-emergency reporting;
- Liaising with the County and outside agencies when necessary;
- Coordinating, recording and participating in the post-emergency de-briefing sessions.

5. Road Superintendent

The Road Superintendent is responsible for:

- Activating the notification system;
- Providing the CCG with information and advice on grass, brush and forest fire fighting capabilities of our service;
- Depending on the nature of the emergency, assigning the Incident Commander and informing the CCG;
- Establishing an ongoing communications link with the Senior Fire Officials at the scene of the emergency;
- Determining if additional or special equipment is needed and recommending possible sources of supply;
- Providing assistance to other community departments and outside agencies and being prepared to take charge of or contribute to non-fire operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Participating in the post-emergency de-briefing sessions.
- Providing the CCG with information and advice on engineering and public works matters within our scope of operations;
- Making recommendations and obtaining additional assistance if beyond our capabilities;
- Keeping the CCG informed of public works activities;

- Ensuring liaison with the public works representative from neighbouring community(s) to ensure a coordinated response, if applicable;
- Ensuring/Coordinating construction, maintenance and repair of damage to Municipal roads;
- Obtain access to emergency water supplies for fire fighting purposes;
- Providing available vehicles and equipment as available and required by any other emergency service;
- Liaising with the Ottawa River Regulatory Committee and MNR regarding flood control, conservation and environmental matters and assisting with preventative action;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of all operators of Municipal vehicles and equipment utilized throughout the emergency;
- Participating in the post-emergency de-briefing sessions.

6. Emergency Information Coordinator

The Emergency Information Coordinator is responsible for:

- Ensuring that all information released to the media and public is timely, complete and accurate and has been authorized by the Clerk/CEMC and/or the Reeve;
- Establishing a link with and arranging a mutually satisfactory method of disseminating information to the media;
- Releasing pre-scripted public information bulletins as directed by the CEMC and/or the Reeve;
- Coordinating interviews and organizing press conferences;
- Monitoring news coverage when possible and attempting to correct any erroneous information;
- Maintaining a record of all media releases, comments and newspaper articles pertaining to the emergency;
- Assisting the office/EOC staff with all other public enquiries and any other tasks as directed;
- Participating in the post-emergency de-briefing sessions.

7. Treasurer

The Treasurer is responsible for:

- Providing information and advice on procurement policy and financial decisions as they relate to emergency operations ensuring that proper authorization is given for expenditures;
- Ensuring that records of decisions and expenses are maintained for future claim purposes;
- Locating and securing equipment, volunteers, staff and supplies as requested.
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, trains, boats and automobiles for the purpose of transporting persons and/or supplies) as directed by members of the CCG and the support and advisory staff;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Participating in the post-emergency de-briefing sessions.

8. Members of Council

Members of Council are responsible for:

- Providing support to the Head of Council;
- Assuming any role in the CCG as assigned by the current CCG;
- Reassuring constituents and disseminating only that information that is available to the public and the media keeping all other information confidential;
- Not making promises that we may not be in a position to keep;
- Meeting as a Council as requested by the Head of Council and the CCG for briefings, passing resolutions (e.g. ODRAP) and endorsing/making decisions of a major nature outside the scope of the Community Control's Group authorization;
- Participating in the post-emergency de-briefing sessions.

9. OPP

The OPP is responsible for:

- Notifying the municipality of an emergency and requesting the activation of the Emergency Response Plan of the Reeve, the Clerk or the CEMC (or their alternates);
- Establishing a site command post with communications with the EOC;
- Depending on the nature of the emergency, assigning the Incident Commander and informing the CCG of the assignment;
- Establishing and maintaining ongoing communications with the senior police officer at the emergency site(s);
- Establishing an inner and outer perimeter around the emergency site to facilitate the movement of emergency vehicles and restrict access to all but authorized personnel;
- Coordinating evacuation routes and procedures;
- Provision of services for ensuring the protection of life and property and the provision of law and order;
- Liaise with the municipality regarding the security of the EOC, reception and evacuation centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other communities, provincial and federal police agencies, as required;
- The protection of life and property and provision of law and order;
- Participating fully in the Operations Cycle Meetings of the CCG regarding police service needs and responsibilities;
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained;
- Maintaining a personal log;
- Participating in the post-emergency de-briefing sessions.

10. EMO

Emergency Management Ontario:

- Deploys PERT officer to provide advice and assistance to the CCG;
- Provides liaison with the Provincial Emergency Operation Centre;
- Coordinates provincial resources;
- Provides liaison with other government and non-government agencies as necessary;

- Maintains a link to federal government
- Participates in the post-emergency de-briefing sessions.

b) SUPPORT AND ADVISORY PEOPLE

All support or advisory people, with the exception of the Incident Commander, report to the CEMC - unless requested to become a member of the Community Control Group (CCG).

1. Incident Commander

The Incident Commander is responsible for:

- Managing the emergency at the site;
- Assuming command of all resources at the site;
- In cooperation with the OPP, setting up the perimeter of the site;
- Managing the human resources at the site;
- Maintaining constant or consistent communications with the EOC;
- Liaising with other agencies such as but not limited to:
 - OPP;
 - Paramedic Services;
 - Fire
 - and any other service or organization required to be on site;
- Holding regular briefings on site to maintain control and establish a chain of command.
- Participating in the post-emergency de-briefing sessions.
- **This position will be determined at the time of the emergency according to the type of emergency.**

2. Human Resource Coordinator

The Human Resource Coordinator is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of and appeals for volunteers, possibly with assistance from the Red Cross or other organizations;
- Liaising and cooperating with outside organizations to provide assistance with the HR and volunteer duties (e.g. Red Cross);
- Keeping accurate records of all actions taken;
- Properly recording each volunteers' registrant information and maintains those records;
- Coordinating a staffing/work schedule to attempt to eliminate burnout and ensure that adequate resources are available until the emergency has terminated;
- Notifying the CCG through the Clerk or CEMC of any person who does not follow our rules;
- Arranging for transportation of volunteers to and from the emergency site, if necessary and applicable, recording the locations of each individual who has been assigned.
- Maintaining a "time in/ time out" log to ensure that all volunteers and staff members are accounted for at all times.
- Participating in the post-emergency de-briefing sessions.
- Any other duties as assigned by the CCG.
- **This position may be assigned to a member of Council as necessary.**

3. The Medical Officer of Health

The Medical Officer of Health is responsible for:

- Upon notification, participating via phone, in person or through a designate;
- May request activation of the Emergency Response Plan of the Reeve, Clerk or the CEMC or alternates;
- Advises on matters that affect public health and safety including disease/pandemic spread and control.
- Liaises with the Ontario Ministry of Health, Public Health Branch;
- Coordinating the response to disease related emergencies or anticipated emergencies such as a human health pandemic, according to Ministry of Health and Long Term Care policy.
- Providing advice and direction on any matters that may adversely affect Public Health.
- Provide input to the municipality regarding public health and food safety issues at reception and evacuation centres.
- Providing authoritative instructions on public health matters to the public through the Emergency Information Officer.
- Coordinating public health resources and activating and coordinating volunteer and private agency response for the augmentation of the public health response.
- Effective prevention and control of infectious disease during the emergency.
- Maintaining a personal log.
- Participating in the post-emergency de-brief sessions.

4. County

- paramedic services
- CEMC as advisor/support personnel will provide assistance as needed and as able. The County CEMCs duties as listed in the County Emergency Management Plan include:
 - Initiating contact with the CEMC of the affected municipality(s).
 - Conducting an assessment of the emergency situation regarding the level of assistance that may be requested and/or required of the County of Renfrew.
 - Providing regular updates to the Chief Administrative Officer concerning the emergency and service implications for the County.
 - Providing support to the CEMC and Community Control Group of the affected municipality, as requested.
 - Providing liaison between the Community Control Group of the affected municipality(s) and the implicated departments and the County of Renfrew.
 - Keeping a record of the activities and decisions taken during the emergency.
 - Making recommendations to the Warden and CAO concerning the need to activate the County of Renfrew Emergency Response Plan.
- Participating in the post-emergency de-brief sessions

5. Outside Organizations such as: Hydro One, Ontario Power Generation, Ministry of Natural Resources, TransCanada Pipelines, Ottawa Valley Rail and others

- Will be contacted as required and will assume all responsibility for actions that relate directly to their applicable property, services and/or equipment.
- Each outside organization will be responsible for initiating their plan if deemed necessary.
- Representatives from other appropriate Provincial Ministries are available as resources to the Control Group. Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, Ottawa Valley Raillink etc.) may also be requested to participate as advisors to the Control Group to assist with the response and recovery efforts.
- Participating in the post-emergency de-brief sessions

6. Telecommunications Coordinator (ARES)

- if available will assist with obtaining radio communications both within the municipality and with outside organizations;
- will work with us to best utilize the resources that we own;
- will use their own equipment to assist in establishing communications for the municipality;
- maintains a list of related services and equipment that are available to us.
- Participating in the post-emergency de-brief sessions

7. Municipal office staff

- sets up the phones in the EOC and office;
- sets up the fax machine in the EOC or ensures access to one;
- answers phones in the municipal office and conveys messages to and from the EOC;
- receives and sends faxes;
- handles all public inquiries *giving out only that information which is provided by the Reeve, CAO or Information Officer;*
- directs all other inquiries to the appropriate authority;
- directs all calls from the media to the Information Officer;
- procures/ensures that water and food is available for all staff and volunteers as necessary;
- any other duties as directed by the CEMC or Reeve.
- Participating in the post-emergency de-brief sessions

8. Scribe

- provides secretarial services to EOC and CCG members which include but are not limited to:
 - keeping minutes of all meetings and ensuring that all decisions are recorded;
 - updating the display board;
 - registering and keeping a log of all members of the CCG;
 - photocopying etc. as required.

- Any other duties as requested by the CEMC or Reeve.
- Participating in the post-emergency de-brief sessions

9. Reception Centre Coordinator

- sets up the reception centre as per the Emergency Plan;
- coordinates the registration of persons arriving at the site;
- redirects persons to appropriate locations for shelter, medical attention etc, keeping records of where people are going/sent;
- liaises with the CCG when necessary to impart information or receive instruction;
- arranges for and liaises with shelters;
- ensures that there is water and basic refreshments available at the centre for staff and the public;
- if the emergency lasts more than 12 hours ensures that there is some type of appropriate food available;
- contacts the Red Cross, or other appropriate organizations, for assistance if necessary and when directed to do so by the CEMC or Reeve.
- Any other duties as requested by the CEMC or Reeve
- Participating in the post-emergency de-brief sessions

PART 7 LIABILITY AND FREEDOM OF INFORMATION

a) Freedom of Information and Protection Of Privacy

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act, 2003*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, 1990, as amended*.

b) Liability

1. Employee Indemnification

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act, 2003* protects individual members of council and staff of municipalities from personal liability.

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act of for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).

2. Municipal Liability

In accordance with the *Emergency Management and Civil Protection Act, 2003* a municipality is not relieved from liability as stated in Section 11, subsection 3:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as of the member were an employee of the municipality.” 2006, c. 13, s.1 (6)