



The Corporation of the City of Temiskaming Shores

Office Consolidated Emergency Response Plan

By-law No. 2004-132

**Being a by-law to accept an Emergency Management Program
for the Protection of Public Safety, Health, the Environment, the Critical
Infrastructure and Property, and to promote economic stability
and a Disaster-resilient Community**

By-laws amending original Municipal By-law No. 2004-132:

By-law No. 2006-040	April 25, 2004	Replacement of Schedule "A"
By-law No. 2006-074	August 21, 2006	Modification of responsibilities
By-law No. 2007-171	December 18, 2007	Replacement of Schedule "A"
By-law No. 2011-006	December 14, 2010	Replacement of Schedule "A"

Note:

**This office consolidation has been prepared to assist the reader in understanding
the amendments to By-law No. 2004-132**

Corporation of the City of Temiskaming Shores

By-law No. 2004-132

**Being a by-law to accept an Emergency Management Program
for the Protection of Public Safety, Health, the Environment, the Critical
Infrastructure and Property, and to promote economic stability
and a Disaster-resilient Community**

Whereas the Province of Ontario has passed an Act, which requires the development and implementation of an emergency management program (short title – *The Emergency Management Act*) by the Council of a municipality; and

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

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

And whereas this Act requires that a copy of the emergency response plan be submitted to Emergency Management Ontario; and

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

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

Now therefore the Council of The Corporation of the City of Temiskaming Shores enacts as follows:

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices.
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan.

3. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.
4. That the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the emergency response plan attached hereto as Schedule "A" of this By-law is hereby adopted.

Read a first and second time this 8th day of November 2004.

Mayor

Clerk

Read a third time and finally passed this 22nd day of November 2004.

Mayor

Clerk



Schedule "A" to

By-law No. 2004-132

City of Temiskaming Shores

Emergency Response Plan

Office Consolidated

Date Original: February 2004
2nd Draft: June 2004
3rd Draft: September 2004
4th Draft: October 2004
Adopted: November 22, 2004

DISCLAIMER

The City of Temiskaming Shores Emergency Response Plan has been formulated to contain information pertinent to the City of Temiskaming Shores. However, it is not intended to fulfill the needs of every community in Ontario. Pursuant to completion of the community risk profile, each community must draw up their plans accordingly.

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Section One

1.1 Introduction

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

The population of the City of Temiskaming Shores is 10,752 residents.

In order to protect residents, businesses and visitors, the City of Temiskaming Shores requires a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group. These are distinct arrangement and procedures from the normal day-to-day operations carried out by emergency services.

The City of Temiskaming Shores 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 City of Temiskaming Shores with 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 provisions. Copies of the City of Temiskaming Shores Emergency Response Plan may be viewed at City Hall, Public Libraries and on the City's Web Site.

1.2 Community Emergency Management Coordinator (CEMC)

For more information, please contact:

Tim H. Uttley
Community Emergency Management Coordinator
City of Temiskaming Shores
P.O. Box 2050
Haileybury, Ontario
P0J 1K0
(705) 672-3363

Section Two

2.1 Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be made to protect the health, safety and welfare, environment and economic health of the residents, businesses and visitors of the City of Temiskaming Shores when faced with an emergency situation.

The aim of this plan is also to enable a centralized controlled and coordinated response to emergencies in the City of Temiskaming Shores, and meet the legislated requirements of the ***Emergency Management and Civil Protection Act***.

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

2.2 Authority

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

The (EMCPA) 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 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 response 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 and Civil Protection Act***, this emergency response plan and its elements have been:

- Issued under the authority of *City of Temiskaming Shores By-law 2004-132*; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

2.3 Definition of an Emergency

The ***Emergency Management and Civil Protection Act*** defines an emergency as:

"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 and property."

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

2.4 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 plan as may be required to protect property and the health, safety and welfare of the residents of the City of Temiskaming Shores.

Section Three

3.1 Emergency Notification Procedures

Upon receipt of a real or potential emergency, the responding department will immediately contact the Ontario Provincial Police, to request that the Emergency Response Plan be activated and the Emergency Control Group notified.

Upon notification of the emergency, the CEMC, CEMC Alternate or other designated City Staff will notify all members of the Emergency Control Group (ECG).

Upon being notified, it is the responsibility of all ECG officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the ECG will be notified and placed on standby.

3.2 Requests for Assistance

Assistance may 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.

3.3 A Declared Community Emergency

The Mayor or in his absence the Acting Mayor of the City of Temiskaming Shores, as Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG. Upon declaring an emergency, the Mayor or Acting Mayor will notify:

- (a) Emergency Management Ontario, Ministry of Public Safety and Security;
- (b) City Council
- (c) Public attached hereto an ANNEX "B".
- (d) Neighboring community officials, as required;
- (e) Local Member of the Provincial Parliament (MPP);
- (f) Local Member of Parliament (MP).

3.4 Termination of a Community Emergency

The Mayor, Acting Mayor, City Council or Premier of Ontario may declare the municipal emergency terminated. This decision is usually made in consultation with other members of the Municipal Control Group. When terminating an emergency, the Mayor will notify:

- (a) Emergency Management Ontario, Ministry of Public Safety and Security;
- (b) City Council
- (c) Public attached hereto an ANNEX "B".
- (d) Neighboring community officials, as required;
- (e) Local Member of the Provincial Parliament (MPP);
- (f) Local Member of Parliament (MP).

Section Four

4.1 Emergency Operations Centre (EOC)

The Emergency Control Group (ECG) will report to the Emergency Operation Centre (EOC) as designated by Municipal Council.

4.2 Emergency Control Group

The emergency response will be directed and controlled by the Emergency Control Group (ECG) – 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 ECG consists of the following officials:

1. Mayor or Deputy Mayor;
2. City Manager, or alternate, who becomes the Operations Officer in the Emergency Operations Centre (EOC);
3. Municipal Clerk/ Emergency Information Coordinator, or alternate;
4. Fire Chief/Community Emergency Management Coordinator, or alternate;
5. Ontario Provincial Police Detachment Commander, or alternate;
6. Director of Public Works, or alternate;
7. Medical Officer of Health, or alternate;
8. Social Services Representative, or alternate;
9. Emergency Medical Services (EMS), or alternate;
10. Director of Leisure Services, or alternate.

Additional personnel called or added to the Municipal Control Group may include:

- Director of Corporate Services, or alternate;
- Manager of Parks and Facilities
- Treasurer, or alternate;
- Emergency Management Ontario Representative;
- Office of the Fire Marshal;
- Liaison staff from provincial ministries;
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the ECG;
- Telecommunications Coordinator or alternate.

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

4.3 Operating Cycle

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The City Manager 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 City Manager's Assistant will maintain status boards and maps, which will be prominently displayed.

4.4 Emergency Control Group Responsibilities

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

- (a) Calling out and mobilizing their emergency service, agency and equipment;
- (b) 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;
- (c) Determining if the location and composition of the ECG are appropriate;
- (d) Advising the Mayor as to whether the declaration of an emergency is recommended;
- (e) Advising the Mayor on the need to designate all or part of the City 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 being 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 for dealing with the emergency;
- (q) Notifying the service, agency 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 City Manager within one week of the termination of the emergency, as required;
- (s) Participating in the debriefing following the emergency.

Section Five

5.1 Emergency Control Group Individual Responsibilities

1. Mayor or Deputy Mayor

The Mayor or Acting Mayor is responsible for:

- (a) Providing overall leadership in responding to an emergency;
- (b) Declaring an emergency within the designated area;
- (c) Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- (d) Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency, and are kept informed of the emergency situation.
- (e) Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency;
- (f) Maintain a personal log of all actions taken.

2. City Manager / Operations Officer

The City Manager for the City of Temiskaming Shores becomes the Operations Officer and is responsible for:

- (a) Chairing the Emergency Control Group.
- (b) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or Alternate;
- (c) Ensuring liaison with the Senior Police Official regarding security arrangements for the EOC.
- (d) As the Operations Officer, coordinating operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- (e) Advising the mayor on policies and procedures, as appropriate;
- (f) Ensuring liaison with the Emergency Information Officer regarding preparing major announcements and media releases, and approving same, in conjunction with the Mayor, in consultation with the ECG;
- (g) Ensuring that a communications link is established between the ECG and the Emergency Site Manager (ESM);
- (h) Calling out additional City staff to provide assistance, as required;
- (i) Maintain a personal log of all actions taken.

3. Municipal Clerk / Emergency Information Coordinator

The Municipal Clerk / Emergency Information Coordinator is responsible for:

- (a) Acting as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public (see Annex "A").
- (b) Providing information and advice on all municipal legislative matters as may be required;
- (c) Coordinating efforts with Social Services to ensure the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- (d) Ensuring liaison with the Senior Police Officer with respect to evacuee centres which can be opened on short notice;

- (e) Coordinating liaison efforts between Social Services and the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- (f) Ensuring that documentation is maintained and kept for future reference;
- (g) Maintain a personal log of all actions taken.

4. Community Emergency Management Coordinator

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

- (a) Depending on the nature of the emergency, activating the emergency notification system through the CEMC Alternate;
- (b) Activating and arranging the Emergency Operations Centre;
- (c) Ensuring that security is in place for the EOC and registration of ECG members;
- (d) Ensuring liaison with Senior Police Official(s) regarding security arrangements for the EOC.
- (e) Ensuring that all members of the ECG have necessary plans, resources, supplies, maps, and equipment;
- (f) Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- (g) Supervising the Telecommunications Coordinator;
- (h) Ensuring that the operating cycle is met by the ECG and related documentation is maintained and kept for future reference;
- (i) Addressing any action items that may result from the activation of the Emergency Response Plan and keeping ECG informed of implementation needs;
- (j) Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.
- (k) Maintain a personal log of all actions taken.

5. Fire Chief

The Fire Chief is responsible for:

- (a) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- (b) Providing the ECG with information and advise on firefighting and rescue matters;
- (c) Depending on the nature of the emergency, assigning the Emergency Site Manager and informing the ECG;
- (d) Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- (e) Initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- (f) Determining the need for additional or special equipment and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;
- (g) Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty collection, evacuation;
- (h) Providing an Emergency Site Manager, if required.
- (i) Maintain a personal log of all actions taken.

6. Ontario Provincial Police Detachment Commander

The Ontario Provincial Police Detachment Commander is responsible for:

- (a) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- (b) Notifying necessary emergency and community services, as required;
- (c) Establishing a site command post with communications to the EOC;
- (d) Depending on the nature of the emergency, assigning the Emergency Site Manager and informing the ECG;
- (e) Establishing an ongoing communications link with the senior police official at the scene of the emergency;

- (f) Depending on the nature of the emergency, establishing the inner perimeter within the emergency area;
- (g) Depending on the nature of the emergency, 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;
- (h) Providing traffic control staff to facilitate the movement of emergency vehicles;
- (i) Depending on the nature of the emergency, alerting persons endangered by the emergency and coordinating evacuation procedures;
- (j) Opening evacuee centres in collaboration with the Social Services Representative;
- (k) Ensuring liaison with the Social Service Officer regarding the establishment and operation of evacuation and reception centres;
- (l) Ensuring the protection of life and property and the provision of law and order.
- (m) Providing for police services in the EOC, evacuee centres, morgues, and other facilities, as required.
- (n) Notifying the coroner of fatalities.
- (j) Ensuring liaison with other community, provincial and federal police agencies, as required.
- (k) Providing an Emergency Site Manager, if required.
- (l) Maintain a personal log of all actions taken.

7. Director of Public Works

The Director of Public Works is responsible for:

- (a) Providing the ECG with information and advice on engineering and public works matters;
- (b) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- (c) Depending on the nature of the emergency, assigning the Emergency Site Manager and informing the ECG;
- (d) Establishing an ongoing communications link with the senior Public Work's official at the scene of the emergency;

- (e) Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- (f) Ensuring provision of engineering assistance;
- (g) Ensuring construction, maintenance and repair of city roads;
- (h) Providing equipment for emergency pumping operations;
- (i) Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting 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;
- (n) Maintain a personal log of all actions taken.

8. Medical Officer of Health

The Medical Officer of Health is responsible for:

- (a) Liaison with all members of the Emergency Control Group (ECG) on areas of mutual concern;
- (b) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- (c) Ensuring the hospitals and access centers are informed as appropriate in order for these organizations to implement their Emergency Plans as necessary;
- (d) Liaison with the Ontario Ministry of Health-Public Health Branch;
- (e) Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics according to Ministry of Health policies;
- (f) Depending on the nature of the emergency, assigning the Site Manager and informing the ECG;
- (g) Establishing an ongoing communications link with the senior health official at the scene of the emergency;

- (h) Providing advice and instruction on any matters which may adversely affect the health of the public;
- (i) Liaison with voluntary and private agencies as required for augmenting and coordinating the public health resources;
- (j) Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- (k) Ensure coordination of all efforts to prevent and control the spread of disease during an emergency;
- (l) Monitor water supplies, including the approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources and sampling of the distribution system;
- (m) Monitor waste disposal including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste. The Health Unit can approve methods and sites for sewage disposal during emergency situations;
- (n) Liaise with other health related services, as required on medical/health matters;
- (o) Monitor food sanitation including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods and providing advice on mass feeding including storage, food handling, personal hygiene and refuse disposal; and
- (p) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- (q) Liaison with Senior Ontario Works Officers on areas of mutual concern regarding health services in evacuee centers;
- (r) Liaison with Senior Public Works Officer regarding the need for potable water and sanitation facilities;
- (s) Ensuring public health inspection of emergency sites, where necessary, and evacuee centers to ensure safe water, safe food, and the control and prevention of health hazards;
- (t) Liaison with the District Coroner and coordinate resource support as needed;
- (u) Continuing delivery of mandated public health programs and services to ensure continuity of care and general public health protection as resources permit;
- (v) Maintain a personal log of all actions taken.

9. Social Services Representative

The Social Services Representative is responsible for:

General

- (a) The DTSSAB CEMC/Alternate CEMC (or designate) will participate as a member of the ECG and attend at the EOC once activated;
- (b) Coordinate response with appropriate members of the ECG and/or support and advisory groups on required logistics, supplies, and/or advice;
- (c) Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required;
- (d) Continued delivery of mandated DTSSAB programs and services;
- (e) Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate.
- (f) Maintain a personal log of all actions taken.

Emergency Evacuation Centres

- (a) Overall supervision, coordination and staffing of the operation of all shelters that have been designated and opened by the ECG;
- (b) For the provision of registration and inquiry services at designated shelters for evacuees, victims, volunteers, and pets;
- (c) To ensure the provision of child care services for children at the evacuation centre(s) and the children of staff involved in the emergency response. Liaise with Police, Fire and Children's Aid Society regarding children separated from their families as a result of the emergency;
- (d) Assisting in the distribution of supplies (clothing, food, personal items) where applicable and available for individuals evacuated to emergency centre(s);
- (e) Assisting with arranging pastoral care and emotional support, and liaise with the Medical Officer of Health regarding the psycho-social response;
- (f) Making arrangements for meals for the staff and registered volunteers at the EOC and the evacuation centre(s);
- (g) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre(s);
- (h) Ensuring that a representative of the District School Board Ontario Northeast and the Conseil Scolaire Catholique are notified of the

facilities that are required as evacuee centre(s). Ensure that staff/volunteers at the school facilities take direction from the Board representative(s) with respect to its/their maintenance, use and operation.

- (i) Coordinate overall response with agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are/or may be involved in providing support to evacuees, victims, and volunteers;
- (j) Maintaining detailed documentation on decisions made, actions taken and expenses incurred;
- (k) Assisting with the recovery process and the restoration services as soon as deemed appropriate;
- (l) Preparing and submitting a final report containing a review of the operation of evacuation centres including recommendations on possible alterations to the Emergency Response Plan.

10. Emergency Medical Services

The Emergency Medical Services is responsible for:

- (a) Ensuring emergency medical services are present at the emergency site;
- (b) Depending on the nature of the emergency, assigning a representative to be present at the emergency site(s) and communicating such with the ECG;
- (c) Establishing an ongoing communications link with the designated senior EMS official at the emergency site(s);
- (d) Advising the ECG if other or additional means of transportation is required for the evacuation of victims;
- (e) Enacting mutual aid protocols with other EMS providers as required and appropriate;
- (f) Ensuring for the basic first aid at evacuation centre(s);
- (g) Liaison with the Ministry of Health CACC, receiving hospitals and Medical Officer of Health as required;
- (h) Maintain detailed documentation on decisions made, actions taken and expenses incurred;
- (i) Assist with the recovery process and the restoration services as soon as deemed appropriate;

- (j) Preparing and submitting a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan;
- (k) Ensuring liaison with the receiving hospitals;
- (l) Ensuring liaison with the Medical Officer of Health, as required;
- (m) Maintain a personal log of all actions taken.

11. Director of Leisure Services

The Director of Leisure Services is responsible for:

- (a) Depending on the nature of the emergency, activating the emergency notification system through the CEMC or CEMC Alternate;
- (b) Calling out additional city staff to provide assistance, as required;
- (c) Ensuring liaison with representatives from the neighbouring community(s) to ensure a coordinated response for potential use of alternate facilities;
- (d) Notifying necessary emergency and community services, as required, and ensuring liaison with community support agencies as directed by the ECG (e.g. Canadian Red Cross);
- (e) Providing vehicles and equipment as may be required;
- (f) Coordinating the use of municipal facilities as may be required by the ECG and in consultation with the Buildings Maintenance Coordinator;
- (g) Maintain a personal log of all actions taken.

5.2 Support and Advisory Staff Responsibilities

1. Director of Corporate Services / Human Resources

The Director of Corporate Services / Human Resources is responsible for:

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

- (d) Ensuring records of human resources and administrative detail, 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 city 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 Services Canada, as well as other government departments, public and private agencies and volunteer groups;
- (i) Maintain a personal log of all actions taken.

2. Treasurer

The Treasurer is responsible for:

- (a) Providing information and advice on financial matters as they relate to the emergency;
- (b) Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- (c) Ensuring that records of expenses are maintained for future claim purposes;
- (d) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency.
- (e) Maintain a personal log of all actions taken.

3. City Manager's Administrative Assistant / Assistants

The City Manager's Administrative Assistant is responsible for:

- (a) Assisting the City Manager as required;
- (b) Ensuring all important decisions made and actions taken by the ECG are recorded;
- (c) Ensuring that maps and status boards are kept up to date;
- (d) Providing a process for registering ECG members and maintaining a ECG 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 of the switchboard at the community offices, as the situation dictates, and ensuring operators are informed of ECG members' telephone numbers in the EOC;
- (g) Arranging for printing of material, as required;
- (h) Coordinating for the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- (i) Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- (j) Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- (k) Procuring staff to assist, as required;
- (l) Maintain a personal log of all actions taken.

4. Legal Services Representative or Alternate

The Legal Services Representative is responsible for:

- (a) Providing advice to any member of the Emergency Control Group on matters of a legal nature as they may apply to the actions of the City of Temiskaming Shores in its response to the emergency, as requested;
- (b) Maintain a personal log of all actions taken.

5. Purchasing Agent or Alternate

The Purchasing Agent is responsible for:

- (a) Providing and securing of equipment and supplies not owned by the City of Temiskaming Shores;
- (b) Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- (c) Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- (d) Maintain a personal log of all actions taken.

6. Other Agencies

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

7. District School Boards

The District School Boards are responsible for:

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

8. Temiskaming District Hospital Administrator

The Temiskaming District Hospital CEO is responsible for:

- (a) Implementing the hospital emergency plan;
- (b) Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- (c) Evaluating requests for the provision of medical site teams/medical triage teams;
- (d) Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

9. Manager of Parks and Facilities

The Manager of Parks and Facilities is responsible for:

- (a) Opening and maintaining facilities as required by the ECG in consultation with the Director of Leisure Services;

- (b) Ensuring security for facilities, as required;
- (c) Coordinating the maintenance and operation of feeding, sleeping and meeting areas for the Emergency Control Group;
- (d) Procuring staff to assist, as required;

10. Telecommunications Officer

The Telecommunications Officer reports to the Community Emergency Management coordinator and is responsible for:

- (a) Activating the emergency notification system of the local amateur radio operators group, as required;
- (b) Initiating the necessary action to ensure the telephone systems at the community offices function as effectively as possible, as the situation dictates;
- (c) Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- (d) Maintaining an inventory of municipal and private sector communications equipment and facilities within the municipality, which could, in an emergency, be used to augment existing communication systems;
- (e) Making arrangements to acquire additional communications resources during an emergency.

5.3 Relationship between ECG and Emergency Site Manager (ESM)

Depending on the nature of the emergency, and once the ESM has been assigned, the ECG relationship with the ESM is to offer support with equipment, staff and other resources, as required. The ECG will also ensure that the rest of the community maintains municipal services.

5.4 Relationship between ESM and Command and Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, EMS) at the site will consult with the Emergency Site Manager, so as to offer a coordinated and effective response. Regular briefings will be held at the site and

chaired by the ESM, so as to establish the manner and process by which response to the emergency will be provided.

5.5 Recovery / Restoration Procedures

The recovery phase will begin after the emergency is stabilized. It may take many years for the community to fully recover from the emergency.

If an evacuation has been carried out, evacuees will be allowed to return to their homes as soon as possible once it has been determined that it is safe to do so. Damage estimation and compensation will be done cooperatively with the Province according to provincial guidelines. The Treasurer will prepare a submission detailing all extraordinary expenses incurred by the municipality in responding to the emergency. If any municipal employees have been injured while responding to the emergency their injuries will be documented and Workplace Safety and Insurance Board informed. Emergency responders and others may need critical incident stress debriefing, grief counseling, etc.

5.6 Post Incident / Exercise Response Evaluation

As soon as is practical, and following the conclusion of any significant emergency event or exercise, the Fire Chief and the Community Emergency Management Coordinator may conduct a post-incident or exercise review. Such reviews shall be conducted in the form of a meeting or by requesting written inputs from participating departments or agencies regarding problems observed and recommendations for improvements in the Emergency Response Plan, procedures, or training.

The Lead Response Agency (the agency that has the greatest involvement in an incident) may conduct a review of operational activities during an emergency incident or exercise, either as part of a larger overall review or on an individual basis. Reviews may take the form of a meeting or written inputs from member agencies. Participating agencies are expected to provide written or oral comments and recommendations. These will be consolidated into a summary and provided to the Fire Chief and the Community Emergency Management Coordinator for review and possible revision to the Emergency Response Plan.

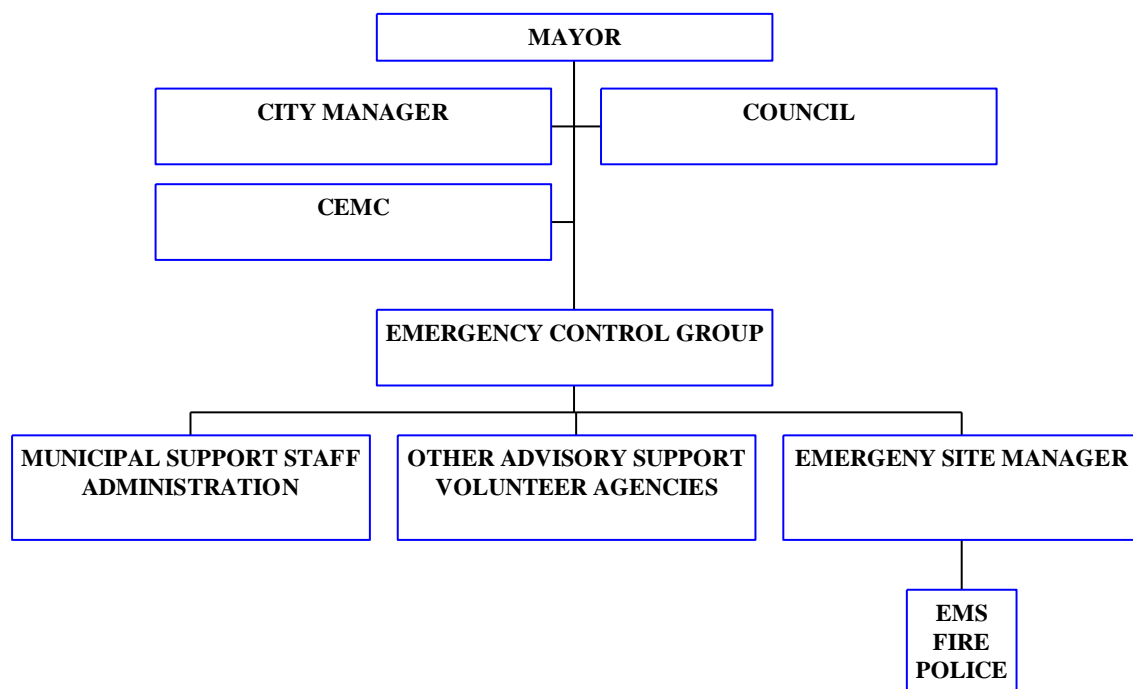
5.7 Plan Maintenance and Revision

This plan will be reviewed annually, and where necessary, revised by a meeting(s) of the Emergency Management Program Committee.

Each time this plan is revised, it must be forwarded to Council for approval. However revisions to the Appendix can be made without resubmitting the plan to Council each time. Council and all other holders of the plan will be notified of any changes.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Community Emergency Management Coordinator, of any revisions.

5.8 City of Temiskaming Shores – Emergency Management Organizational Chart



Annex A – Emergency Public Information Plan

General

Upon implementation of this emergency plan, provision will be made to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspects of the emergency. These duties will be the responsibility of the Emergency Information Coordinator.

In order to fulfill these functions it will be necessary to establish Information Centre(s). In addition the following positions may be required:

- (a) An On-scene Spokesperson;
- (b) An Inquiry Supervisor.

Responsibilities of Emergency Information Coordinator

The Emergency Information Coordinator is the Municipal Clerk and is responsible for:

- (a) Establishing a communication link with the on-scene Spokesperson, the Citizen Inquiry Supervisor and any other media co-ordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and ensuring that all information released to the media and public is consistent and accurate;
- (b) Ensuring that an information centre(s) is set up and staffed;
- (c) Providing liaison with the Emergency Control Group to obtain up-to-date information for the media releases, co-ordinate individual interviews and organize press conferences;
- (d) Ensuring that the following are advised of the telephone number of the information centre(s):
 - Media
 - Emergency Control Group
 - Switchboards (City and Emergency Services)
 - On-Scene Spokesperson
 - Police Public Relations Officer
 - Neighboring Municipalities
 - Any other appropriate persons, agencies or businesses.
- (e) Ensuring that media releases are approved by the City Manager and/or Municipal Clerk (in consultation with the Emergency Control Group) prior to

dissemination, and distributing hard copies of media releases to the Information Centre(s), the Emergency Control Group, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;

- (f) Monitoring news coverage, and correcting any erroneous information;
- (g) Maintaining copies of media released and newspaper articles pertaining to the emergency.

Responsibilities of the On-Scene Spokesperson

The On-Scene Spokesperson will be appointed by the Emergency Information Co-ordinator, as required and is responsible for:

- (a) Coordinating the On-Scene Information Centre in a safe, appropriate location;
- (b) Ensuring that media arriving at the site, are directed to the On-Scene Information Centre;
- (c) Relaying information, to the media and/or public, as released by the Public Information Coordinator;
- (d) Coordinating on-scene interviews between the emergency services personnel and the media as directed by the Emergency Information Coordinator.

Responsibilities of the Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- (a) Coordinating the activities at the Citizen Inquiry Information Centre, including the appointment of personnel and designation of telephone lines and confirm establishment with the Emergency Information Coordinator;
- (b) Relaying information, to radio and/or public, as released by the Emergency Information Coordinator;
- (c) Responding to, and redirecting inquiries and reports from the public based upon information from the Emergency Information Co-ordinator. (Such information may be related to school closings, access routes or the location of evacuee centres);
- (d) 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;

- (e) Responding to and redirecting inquiries pertaining to person who may be located in evacuation and reception centre to the registration and inquiry telephone numbers.

Annex B – Notification of Public

In the event that a municipal emergency has been declared, the citizens of the City of Temiskaming Shores shall be notified in the following manner:

At the direction of the Emergency Control Group, the Emergency Information Coordinator shall advise the local radio station (CJTT), of the particulars of the emergency along with the recommended actions for the public to take.

The radio station (CJTT) will then transmit this information to the public at frequent intervals and until further advised by the Public Information Co-ordinator.

If the circumstances of the emergency dictate that all citizens be notified immediately, (i.e evacuation is required) the Emergency Control Group will then order that the Fire Department's sirens be activated for one minute in each 10 minute period which will advise the public to tune to the local radio station (CJTT) for information.

Mutual Aid will be activated putting other departments on standby alert. Church groups and service clubs will be asked to standby.

For this notification system to be effective, it is imperative that the citizens of the City of Temiskaming Shores be advised that upon hearing the Fire Department siren they should immediately tune to the local radio station (CJTT) to receive up-to-date information and advice.

To ensure that all citizens are made aware of this procedure, the notification procedures and other pertinent information may be included with the municipal tax bills on an annual basis.