Township of McNab/Braeside

Emergency Response Plan

(Schedule 'A' to By-Law #2010-20)

Final Document

Release 1.0
February 2010

McNab/Braeside Emergency Response Plan

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1 CHANGE LOG

Date	Name	Description
Feb 2010	Duane Leitch (CEMC)	First Draft
Mar 2010	Duane Leitch (CEMC)	Final Version
Dec 2012	Greg Lough (CEMC)	Cover Page, Annex 'A' 6.1, pg 34 'Contact Info'

2   INTRODUCTION

Emergency is defined as:

"a situation or impending situation caused by forces of nature, disease or other health risk, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

Emergencies affect public safety; meaning the health, welfare and property, as well as the environment and economic health.

2.1   Purpose

The purpose of McNab / Braeside's Emergency Response Plan is to:

- Enable the Township of McNab/Braeside to respond quickly and effectively to emergencies affecting the community and its' residents.

- Provide key officials, municipal departments, agencies, and individuals with important emergency response information regarding the arrangements, procedures, services and equipment, and roles and responsibilities during an emergency.

2.2   Intended Audience

The intended audience of this Emergency Response Plan is the Municipality of McNab/Braeside Township and its' residents, businesses, and interested visitors.

2.3   Acronyms

Acronym	Definition
CCG	Community Control Group
EOC	Emergency Operations Centre
CEMC	Community Emergency Management Coordinator
EMA	Emergency Management Act
CAO	Chief Administrative Officer
ESM	Emergency Site Manager
EMO	Emergency Management Ontario
MNR	Ministry of Natural Resources
EIC	Emergency Information Centre

2.4   References

- Emergency Management and Civil Protection Act
- Emergency Management Act (EMA).

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3 OVERVIEW

3.1 AIM

In order to protect residents, businesses and visitors of McNab/Braeside Township, the Township requires a coordinated emergency response by a number of departments and agencies under the direction of the **Community Control Group**. These are distinct arrangement and procedures separate from the normal day-to-day operations carried out by emergency services.

To satisfy this requirement the Township of McNab/Braeside Emergency Management Committee developed this emergency response plan.   This plan ensures that every official, municipal department and agency is aware of their responsibilities and is prepared to carry out their assigned responsibilities in the event of an emergency.

The aim of this Emergency Response Plan is to make provision for the extraordinary arrangements and measures that may need to be taken to protect the health, safety, welfare, environment, and the economic health of the residents, businesses and visitors of the Township; when faced with an emergency.

The Emergency Response Plan allows for a centralized controlled and coordinated response to emergencies in the Township of McNab / Braeside, and meets the legislated requirements of the Emergency Management Act (EMA).

 It is important that residents, businesses and interested visitors be aware of the emergency response plans provisions.   As such, copies of the Township's Emergency Response Plan are available for public viewing at the Municipal Office.

For more information, please contact:

>
> **Community Emergency Management Coordinator**
>
> **Greg Lough**
> 2508 Russett Drive,
> R.R. # 2, Arnprior, Ontario
> K7S 3G8
> (613) 613-240-7405

or

>
> **Alternate Community Emergency Management Coordinator**
>
> **David Hartwick**
> 2508 Russett Drive,
> R.R. # 2, Arnprior, Ontario
> K7S 3G8
> (613) 613-623-4677

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3.2   Declaration of an Emergency

The Emergency Management and Civil Protection Act states that:

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

R.S.O. 1990, E.9, s.4 (2)

3.3   McNab/Braeside Township Emergency Declaration

The Head of Council for McNab/Braeside Township has the authority to declare a state of emergency for the municipality. The decision to declare a state of emergency is usually made in consultation with the CAO, CEMC, and other available members of the Community Control Group.

The declaration of a state of emergency for McNab/Braeside Township will likely only occur in certain circumstances, including but not limited to the following:

- A situation compromising the critical infrastructure of the municipality.

- A general health issue identified by the local Medical Officer of Health that may affect the municipality.

- A general situation, such as severe weather or other natural event that affects significant portions of the municipality, residents and/or property.

- In situations where the municipality of McNab/Braeside is requested to support neighboring municipalities in emergency situations.

- In situations where requests for services overwhelm specific departments and/or the municipality as a whole beyond standard operational capability; and

- At the request of the Renfrew County, or the Province of Ontario.

As a resource to assist with the declaration of an emergency, Emergency Management Ontario has prepared a *Checklist in Consideration of a Declared Emergency* for use.

Upon declaring an emergency, the Head of Council will notify:
- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- Municipal Council;
- The Public (as required) via the Emergency Information Coordinator;
- Neighboring community officials, as required;
- Local Members of Provincial Parliament, as required;
- Local Members of Parliament, as required.

3.4   Termination of an Emergency

The Emergency Management and Civil Protection Act defines that a municipal emergency may be terminated by the:

- Head of Council;
- Municipal Council; or
- Premier of Ontario

The decision to terminate a declared emergency is usually taken in consultation with the Community Control Group.

Upon termination of an emergency, the following will be notified:

- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- Municipal Council;
- Public;
- Neighboring community officials, as required;
- Local Members of Provincial Parliament, as required;
- Local Members of Parliament, as required.

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3.5 Authority

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

The EMA states that:

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

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

- Issued under the authority of *Township of McNab / Braeside*; and
- Filed with Emergency Management Ontario and the Ministry of Public Safety and Security.

a)   EMA Definition of an Emergency

The EMA defines an emergency as:

> "*An emergency means a situation or an impending situation caused by the forces of nature, disease or other health risk, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.*"

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

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, health, safety, and the welfare of the Township of McNab/Braeside residents.

4   EMERGENCY OPERATIONS AND PROCEDURES

4.1   Emergency Operations Center (EOC)

The Emergency Operations Centre is command central for the community's emergency response. The Emergency Operations Centre is equipped with meeting rooms, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The Emergency Operations Centre Staff includes the Community Control Group and the Emergency Operations Centre Support Staff.

The location of the McNab/Braeside Townships primary and alternate Emergency Operations Centre's are detailed in Annex B.

During the Notification Process, direction as to which location members of the Community Control Group shall report will be given.

Upon arrival at the EOC, each CCG member/alternate will:

- Sign in;
- Retrieve the designated Emergency Operations Centre Kit;
- Check telephone/communications devices;
- Open a personal log;
- Contact his/her own agency and obtain a status report;
- Participate in the initial briefing;
- Participate in planning initial response/decision making process;
- Pass CCG decisions on to member's agency/area(s) of responsibility;
- Continue participation in the EOC Operations Meetings;

Prior to leaving the EOC, each CCG member will:

- Conduct a hand over with the person relieving them including leaving the personal log.
- Sign out and write the location and contact information where they can be reached on the location board.

4.1.1   Operating Cycle

Once the initial response has been established the CCG will put routine procedures in place. Members of the CCG will gather at regular intervals to discuss actions taken and/or problems encountered.
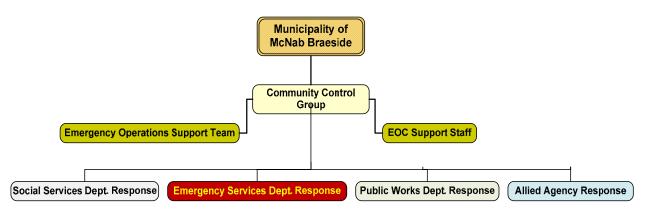
The Chief Administrative Officer / Clerk will establish the times, frequency of meetings and agenda items. Meetings will be disciplined and kept as brief as possible; thus allowing members to carry out their individual responsibilities in a timely manner. The CAO's Assistant will maintain the status board and maps; which will be prominently displayed and kept up to date.

4.2   Community Control Group (CCG)

The Community Control Group is responsible for the directions and control of the overall emergency response and recovery activities for the municipality. The Community Control Group (CCG) assumes functions of Command, Operations, Planning, Logistics, and provides ongoing support to the site/incident command. The CCG does *not* direct or control the emergency response at the scene.

The Community Control Group ensures the provisions of essential services to minimize the impact of the emergency on the community and is responsible for the implementation of the McNab/Braeside Township Emergency Response Plan.

Emergency Operations Organizational Chart

4.2.1   Community Control Group Membership

The Community Control Group is made up of the following officials:

- Mayor of the Township of McNab / Braeside, or alternate;
- Chief Administrative Officer/Clerk, or alternate;
- Community Emergency Management Coordinator, or alternate;
- Ontario Provincial Police
- Fire Chief, or alternate;
- Operations Officer
- Public Works Director, or alternate;
- Health and Medical Services, or alternate
- Social Services Director, or alternate;
- Renfrew County Emergency Medical Services (EMS) Director, or alternate;
- Hydro One representative, or alternate, if required or available;
- Telecommunications Coordinator;
- Additional personnel called or added to the CCG may include:
  - Emergency Management Ontario Representative;
  - MNR Representative;
  - Liaison staff from provincial ministries;
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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The Community Control Group may function with only a limited number of persons depending on the nature of the emergency. While the CCG may not require the presence of all members, **all members are to be notified whenever the plan is activated**.

The Community Control Group may require the administrative assistance provided by the Emergency Operations Support Staff. The roles associated with this support may include:

- CAO's Administrative Assistant;
- Township Solicitor;
- Deputy Clerk/Treasurer;
- Human Resources Director;
- Telecommunications Coordinator;
- Emergency Information Coordinator;
- Other agencies;
- County Board of Education;
- Arnprior Hospital Administrator;
- Renfrew Hospital Administrator.

The role of the Emergency Support Staff includes assisting the CCG with the finance, administration, and advisory functions required to manage the emergency.

Important:
All members of the Community Control Group and Emergency Operations Support Staff are **required** to designate alternates to respond in the event that the primary member is unavailable. All responsibilities of the primary member extend to the alternate when acting in such capacity.

4.2.2 Collective Responsibilities of the Community Control Group (CCG)

The members of the Community Control Group (CCG) are responsible, as a group, for the following actions and/or decisions:

- Implementation of the McNab/Braeside Emergency Response Plan, in whole, or in part, to respond to an impending, potential, or existing emergency;
- Determining if the location and composition of the CCG is appropriate;
- Providing Head of Council advice and information regarding the declaration and termination of an emergency;
- Providing Head of Council with advice regarding the need to designate all or part of the township as an emergency area;
- Notifying, requesting assistance from, and/or liaison with various levels of government;
- Ensuring that an Emergency Site Manager (**ESM**) is appointed;
- Ensuring the provision of essential resources, emergency services, agencies and equipment necessary to mitigate the effects of an emergency;
- Arranging for additional services and equipment from local agencies not under community control if required (i.e. private contractors, industry, volunteer agencies, service clubs);
- Coordinating and directing resources and services necessary to mitigate the effects of the emergency;
- Ensuring any and all actions necessary to mitigate the effects of the emergency are taken, provided they are not contrary to law;
- Discontinuing utilities or services provided by public or private companies, i.e. hydro, gas;
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger;
- 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 Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Authorizing expenditure of money required dealing with the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer / Clerk within one week of the termination of the emergency, as required;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Participating in the debriefing following the emergency.

4.3   Professional Relationships

4.3.1   Relationship between Community Control Group and Emergency Site Manager (ESM)

Depending on the nature of the emergency the Emergency Site Manager (ESM) from the appropriate organization (Police, Fire, EMS, Public Works, etc.) will be assigned. Once the Site Manager has been assigned, the Community Control Group's relationship with the Emergency Site Manager is to provide support (i.e. supplies, equipment, staff, etc.) as required.

4.3.2   Relationship between the Emergency Site Manager (ESM) and control structures of emergency responders

The senior representatives for each emergency responder (Police, Fire, EMS, Public Works, etc.) at the site will consult with the Emergency Site Manager, so as to offer assistance and help coordinate an effective response. Regular briefings will be held at the site and will be chaired by the Emergency Site Manager, so as to establish the manner and process for the emergency.

4.4   Activation of the Emergency Response Plan

The activation of the Community Emergency Response Plan will result in the McNab/Braeside Township's Community Control Group (CCG) convening in the designated Emergency Operations Centre. Any member of the Community Control Group, or Head of Council, may request that the plan be activated. The request will be made to the Chief Administrative Officer (CAO) or the Community Emergency Management Coordinator. Only the CAO and the CEMC have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with an "official" emergency declaration by the Head of Council. Activation of the plan includes:

- Notification of the Community Control Group and Emergency Operations Centre Support Staff;
- Determination of the appropriate Emergency Operations Centre;
- Set up of the Emergency Operations Centre;
- Any other actions required to implement the plan;

The Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or severity of the situation.

Note: It is not necessary to declare an emergency to activate the Emergency Response Plan.

4.5   Emergency Notification Procedure

Upon activation of the Emergency Response Plan, the Chief Administrative Officer will contact the Community Emergency Management Coordinator (unless the CEMC initiated the activation of the Emergency Response Plan). The Community Emergency Management Coordinator is responsible for notifying members of the Community Control Group and Emergency Operations Support Staff that the Emergency Response Plan has been activated and will provide all pertinent details (i.e. time, date, and place for the CCG to meet) as part of the notification procedure. A record of notification, including names, dates and times will be kept.

 If primary CCG members and or Support Staff cannot be reached, or do not respond to this initial contact, their alternate(s) will be contacted.

(An example of the recommended notification format is included in Annex A)

Once a CCG member has been notified, if deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Contact phone numbers and addresses of the CCG members (and their alternates) are contained in **Annex A**.

4.6   Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the office adjacent to the EOC. It is equipped with portable hand radios, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Township of McNab/Braeside lose all telephone communications, pre-arranged communications could be obtained from the local amateur radio group; which will act as relay to the EOC and emergency site.

5 ROLES AND RESPONSIBILITIES

5.1 Community Control Group

5.1.1 Head of Council, or designate

Responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring Members of Council are advised of the declaration and termination of an emergency; and are kept informed of the emergency situation;
- Authorizes release of official statements to the media and general public.

5.1.2 Chief Administrative Officer/Clerk

Responsible for:

- Chairing the CCG;
- Ensuring liaison with police regarding security arrangements for the EOC;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with Head of Council, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional township staff to provide assistance, as required;
- Upon direction by Head of Council, ensuring Council Members are advised of the declaration and termination of the emergency;
- 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.

5.1.3   Emergency Management Coordinator or Alternate

Responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring security is in place for the EOC and registration of CCG members;
- Ensuring all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring 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 the records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.

5.1.4   Fire Chief, or Designate

Responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign an Emergency Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Renfrew County Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply (e.g. breathing apparatus, protective clothing, etc);
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary (e.g. rescue, first aid, casualty collection, evacuation, etc);
- Provide a mobile command post for use by, or as directed by, the onsite coordinator.

5.1.5   Ontario Provincial Police

Responsible for:

- Providing Head of Council or Designate, and members of the CCG with information and advice on law enforcement matters;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, Provide Emergency Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Control and, if necessary, disperse crowds within the emergency area;
- Establishing the inner perimeter within the emergency area;
- 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;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency, coordinating and conducting evacuation procedures;
- Ensuring liaison with the Social Services Officer;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centre's, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Arrange for additional police assistance if required.

5.1.6 Public Works Director

Responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighboring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of township roads;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Providing emergency potable water, supplies, and sanitation facilities consistent with the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Co-ordinates commercial and private passenger transportation for evacuation purposes.

5.1.7 Health and Medical Services

Responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring regular communications with the Medical Officer of Health;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers;
- Ensuring liaison with local hospitals.

5.1.8 Social Services Director

Responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- Ensuring liaison with the OPP representative with respect to the pre-designation of evacuee centers which can be opened on short notice;
- Liaison with the Health and Medical Services representative on areas of mutual concern regarding operations in evacuee centers;
- Ensuring that a representative of the Renfrew County Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centers, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Harvey House and Autumn Leaves Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

5.1.9 Emergency Medical Services (EMS) Director

Responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Activating Air Ambulance Services;
- Requesting Emergency Support Unit if required;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

5.1.10 Utility Representative – Hydro One

Responsible for:

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

5.2 Support and Advisory Staff

5.2.1 CAO's Administrative Assistant(s)

Responsible for:

- Assisting the Chief Administrative Officer / Clerk, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Procuring staff to assist, as required.

5.2.2 Township Solicitor

Responsible for:

- Providing advice to members of the Community Control Group on matters of a legal nature; as they may apply to the actions of the Township of McNab/Braeside in its response to the emergency.

5.2.3   Deputy Clerk / Treasurer

Responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring communities;
- Ensuring records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
- Assisting the CAO/Clerk as required.

5.2.4   Human Resources Director

Responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

5.2.5   Operations Officer

Responsible for:

- Activation of the Emergency Operations Centre (EOC);
- Provides direction to the EOC staff and ensures proper set-up and operation of the EOC;
- Establishes liaison and communications with the Provincial Emergency Response Team, as required;
- Co-ordinates all operations within the EOC including scheduling of regular meetings;
- In the event of an emergency requiring activation of the CCG, establishes communications with all participating organizations;
- Assisting the CEMC or Alternate with their duties.

5.2.6   Telecommunications (ARES) Coordinator – (Reports to CEMC)

Responsible for:

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

5.2.7   Emergency Information Coordinator

Responsible for:

- The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public upon approval of the Mayor or designate. A detailed Emergency Information Plan is included in Annex C.

5.3 Other Agencies

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

Refer to the various emergency plans from other agencies, which are located in the Clerk's office.

5.3.1 County Board of Education and Separate School Board

Responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centre's;
- 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.

5.3.2 Arnprior Hospital Administrator

Responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and Renfrew County EMS representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

5.3.3 Renfrew Victoria Hospital Administrator

Responsible for:

- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Implementing the hospital emergency plan;

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- Ensuring liaison with the Health and Medical services representative, Medical Officer of Health and Renfrew County EMS representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

6   ANNEX A – EMERGENCY NOTIFICATION CONTACT LIST

6.1   Emergency Notification List

Personal information

6.2 Other Agencies

Agency	Name	Phone #	Contact
Hospitals	Arnprior	613-623-3166	
	Renfrew	613-432-4851	
	Almonte	613-256-2500	
	Pembroke	613-732-2811	
Social Service Organizations	Family & Children Services	613-623-3095	
	Phoenix Centre, Children & Family	1-800-465-1870	
	District Health Unit	613-623-2991 1-800-465-5000	
	Salvation Army Renfrew	613-432-3771	
	Red Cross	613-735-1157	
Utilities	Ontario Hydro	1-800-267-8555 1-800-434-1235 1-866-516-6083	Stewartville Generating Station
Pipeline	TransCanada Pipeline Facilities Manager	1-888-982-7222 613-530-4625 613-532-4237 (Cell)	D. O'Dwyer

6.3 Province of Ontario

Agency	Phone #	Contact
Emergency Management Ontario (EMO)	1-866-314-0472 416-314-0472 416-314-3758 (Emergency Fax) 613-828-6689 613-828-6690 (Fax)	Philippe Geoffrion
Spills Action Center (MOEE)	1-800-268-6060	
Flood Management Center (MNR)	416-314-3723	
Forest Fire Management Center HQ	705-949-1231 705-949-6450 (Fax) 613-732-5541	Headquarters Pembroke Base
Forest Fire Reporting	705-457-2107 1-800-853-4937	
Office of The Fire Marshall	416-325-3100 (Toronto) 705-546-4550 (Sudbury) 1-800-565-4734 (Hot Line) 1-800-387-9265 (Fax) 613-732-8494 (Pembroke) 613-732-9391	Dan Koroscil
Emergency Health Services (MOH)	1-800-268-1153 (Toronto)	
Eastern Ontario Regional Office	613-256-3070 (Almonte)	
Community & Social Services (MCSS)	1-800-267-5887	
Municipal Affairs (MMA)	613-239-1296	
Renfrew Ambulance Dispatch	1-800-267-5887 613-432-6838 (Non Emergency) 613-432-2265 (Manager)	

6.4 Federal Agencies

Agency	Phone #	Contact
Canutec	613-996-6666 (Emergency) 613-954-5101	
Weather Office	613-998-3439	
Transport Canada	1-888-231-2330 (Airway) 613-952-1637 (Ottawa Airport)	
Bell Canada	611 613-310-2355	
Railways Ottawa Valley Rail Link	1-800-795-7851 (CPR Control Center) 1-800-551-2553 (Emergency) 1-800-551-2553 (CP Police) 613-432-2662 (Renfrew) 705-472-6200 (General Manager)	 Grant Bailey
Chemical Industry:	613-623-3191 (Honeywell Canada (BASF)) 613-623-4267 (Arnprior Aerospace)	

6.5 Surrounding Municipalities

Municipality	Phone #	Fax
Arnprior	613-623-4231	613-623-8091
Renfrew	613-432-4848	613-432-7245
Greater Madawaska	613-752-2222 or 1-800-347-7224	613-752-2617
Horton	613-432-6271	613-432-7298
Mississippi Mills	613-256-2064	613-256-4887
County of Renfrew	1-800-273-0183 or 613-735-7288	613-735-2081

McNab/Braeside Emergency Response Plan

6.6   News Media Contact Information

Municipality	Phone #	Fax
Arnprior Chronicle Guide	613-623-6571	613-623-7518
Renfrew Mercury	613-432-3655	613-432-6689
The Daily Observer	613-732-3691	613-732-2226
A Channel	613-735-1036 (Pembroke) 613-789-0606	613-735-0022
My FM	613-432-6936 or 613-432-0961	
STAR 96	613-735-9670 613-735-8355 (News Room)	613-735-7748
Heritage Radio 98.7 FM	613-432-8973	613-274-4301
CJOH TV	613-224-1313	613-274-4301
Y101	613-736-2001	
Ottawa Citizen	1-800-267-6100	
Ottawa Sun	613-739-7000 613-739-6397 (News Room)	

7   ANNEX B – LOGISTICS

7.1   Emergency Operations Centre

The Emergency Operations Centre will be located in the McNab/Braeside Township Office located at 2508 Russett Drive.

The alternate Emergency Operations Centre will be located at the Arnprior EOC located at the Arnprior Fire/Police Building.

7.2   Equipment

Equipment, materials, and documents required for the Emergency Operations Centre are organized in a kit/box form. These kits/boxes are located in the Council Chambers storage closet. The Emergency Management Coordinator is responsible for inspecting the kits/boxes on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which may be required for the Emergency Operations Centre is as follows:

Item	Location
Fax Machine	Main Office
Fax Machine	Fire Station 1 or 3
Television	*May be brought in as required
White Boards	Small Meeting Room
Ham Radio	ARES
Flip Charts	Storage Closet
Maps	Storage Closet

8   ANNEX C – EMERGENCY INFORMATION PLAN

8.1   Emergency Information Plan

Upon implementation of the Emergency Response Plan, it is essential to co-ordinate 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 aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Coordinator;
- Community Spokesperson; and
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located at the EOC. In the event this centre cannot be used, the secondary location will be McNab/Braeside Fire Station #1, or the Arnprior EOC at the Arnprior Fire/Police Station.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the McNab/Braeside front office, under the supervision of the Social Services Representative.

CONTACT INFORMATION

For questions regarding this Emergency Response Plan; please contact:
Community Emergency Management Coordinator
Greg Lough
Phone #: 613-240-7405
E-mail: cemc@mcnabbraeside.com