

TOWNSHIP OF ENNISKILLEN
EMERGENCY RESPONSE PLAN
BY-LAW NO. 61 OF 2004

(Amending B/L 20 of 1996)

Revised: Oct, 2015

W:\Emergency Planning\EMERGENCY PLAN REVISED 2013.doc

***Revised as required under the Emergency Management and Civil Protection Act, R.S.O. 1990
and Ontario Regulation 380/04**

TABLE OF CONTENTS

PART A	INTRODUCTION	4
PART B	AIM	4
PART C	AUTHORITY	5
	a) Definition of Emergency	5
	b) Action Prior Declaration	5
PART D	NOTIFICATION OF PROCEDURES	5
	a) Requests for Assistance	6
	b) A Declared Community Emergency	6
PART E	EMERGENCY COMMUNITY CONTROL GROUP	7
	a) Emergency Operations Centre	7
	b) Community Control Group	8
	c) Operating Cycle	8
	d) Community Control Group Responsibilities	8
PART F	EMERGENCY RESPONSE SYSTEM	
	Individual Responsibilities of Community Control Group	10
	Mayor or Acting Mayor	10
	Chief Administrative Officer	10
	OPP (Ont. Provincial Police) Representative	10
	Fire Chief	11
	Public Works Representative	11
	Medical Officer of Health	12
	Social Services Representative	12
	Emergency Medical Services (EMS) Representative	13
	Emergency Management Coordinator (CEMC)	13
	Hydro One & Union Gas: Utility Representative	13
	<u>Support and Advisory Staff</u>	
	CAO Administrative Assistant	14
	Other Agencies	14
	County Board of Education & Separate School Board	14
	Lambton Hospitals Group (Charlotte Eleanor Englehart)	15
	CEE, Petrolia	
	Relationship between Community Control Group and	
	Emergency Site Manager	15
	Relationship between Emergency Site Manager and	
	command and control structures of emergency	
	responders	15

**EMERGENCY RESPONSE PLAN
TABLE OF CONTENTS**

	Page
PART G	
EMERGENCY TELECOMMUNICATIONS PLAN	15
PART H	
EMERGENCY INFORMATION PLAN	
Emergency Information Co-ordinator	16
Community Spokesperson	17
Citizen Inquiry Co-ordinator	17

EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

Emergencies means a situation or 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 other; (“situation d’urgence”). Revised by Emergency Management & Civil Protection Act

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

The Township of Enniskillen Emergency Management 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 Township of Enniskillen important emergency response 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 Township of Enniskillen Response Plan may be viewed at the Township Municipal Office. For more information contact:

Penny Phillips
 Community Emergency Management Coordinator
 Township of Enniskillen
 4465 Rokeby Line,
 RR 1, Petrolia, Ontario N0N 1R0
 Phone: 519-882-2490 Fax: 519-882-3335

PART B: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Enniskillen.

It enables a centralized controlled and coordinated response to emergencies in the Township of Enniskillen, and meets the legislated requirements of the Emergency Management Act. Emergencies can occur within the Township of Enniskillen, those most likely to occur are: **extreme weather conditions such as tornado, flooding, winter blizzard, ice storm, also transportation accidents involving hazardous materials, natural gas line leak, oil well fire and/or explosion, electrical power blackouts**, or any combination thereof.

PART C: AUTHORITY

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

The Emergency Management and Civil Protection Act states that the:

“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 and Civil Protection Act, 2006, this emergency response plan and its' elements have been:

- . **Issued under the authority of Township of Enniskillen By-law No. 61 of 2004; and**
- . **Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services. Office of the Fire Marshal & Emergency Management (2014)**

a) **Definition of an Emergency**

The Emergency Management Act defines an emergency as:

“An emergency means a situation or 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 other; (situation d’urgence”).

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

b) **Action Prior to Declaration**

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

PART D: EMERGENCY NOTIFICATION PROCEDURES

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such request can be done by contacting the local office of the

Emergency Measures Ontario at: 77 Wellesley Street W., Box 222, Toronto, Ontario M7A 1N3, phone: (416) 314-3723 fax: (519) 314-3758 during working hours.

TO REPORT EMERGENCIES/REQUEST PROVINCIAL ASSISTANCE: (24/7)

**Contact the EMO Duty Officer (24/7) at: Phone: (416) 314-0472/0473 or
Toll Free: 1-866-314-0472 Fax: (416) 314-0474**

Call 911 for all emergencies.

Ontario Provincial Police Communication Centre call 1-888-310-1122 toll free number will give direct contact with OPP Communications Centre and ask for the supervisor.

Upon receipt of the warning, the O.P.P. will notify the municipality by calling the Enniskillen Township 24 hour pager number 1-519-339-8128.

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

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

a) Request for Assistance

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

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

The **Emergency Notification list is attached as “Appendix A”**, Township of Enniskillen Community Control Group.

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Township of Enniskillen, as the Head of Council, is responsible for declaring an emergency. This decision may be made in consultation with or without the other members of the Community Control Group.

Upon declaring an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Public Safety and Security;

Township of Enniskillen Council;

County Warden, if appropriate;

Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

Mayor or Acting Mayor; or
 Township of Enniskillen Council; or
 Premier of Ontario.

When terminating an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Public Safety and Security;
 Township of Enniskillen Council;
 County Warden, as appropriate;
 Public;
 Neighbouring community officials, as required;
 Local Member of the Provincial Parliament (MPP);
 Local Member of Parliament (MP).

PART E: COMMUNITY CONTROL GROUP**a) Emergency Operations Centre**

The Community Control Group will report to the **Emergency Operations Center located at the Township of Enniskillen Municipal Office, 4465 Rokeby Line, RR 1, Petrolia**

During an event that the operation center cannot be used then the **alternate location will be the County of Lambton Administration Building at 789 Broadway Street, Wyoming.**

b) Community Control Group

Mayor or Acting Mayor
Administrator-Clerk or Alternate
Emergency Management Co-ordinator (CEMC) or Alternate
OPP Inspector or Alternate
Fire Chief or Alternate
Public Works Representative or Alternate
Scribe

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

Medical Officer of Health or Alternate
 Social Services Representative or Alternate
 Emergency Medical Services (EMS) or Alternate
 Electrical Utility Representative-Hydro One
 Pipeline Utility Representative- Union Gas
 Emergency Management Ontario Representative
 St Clair Conservation Authority Representative
 Liaison staff from provincial ministries

Any other officials, experts or representatives from the public or private sector as deemed necessary to the Community Control Group.

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

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's assistant will maintain status board and maps which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

The members of the Community Control Group are to be responsible for the following actions or decisions:

- Calling out** and mobilizing their emergency service, agency and equipment;
- Coordinating and directing** their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;**
- Advising the Mayor as to whether the declaration of an emergency is recommended;**
- Advising the Mayor on the need to designate all or part of the municipality as an emergency area;**
- Ensuring** that an emergency site manager (ESM) is appointed;
- Ensuring** support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;**
- Discontinuing** utilities or services provided by public or private concerns, i.e. hydro, water, gas etc.
- Arranging for services** and equipment from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining** if additional volunteers are required and if appeals for volunteers are warranted;
- Determining** if additional transport is required for evacuation or transport of person 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;
- 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 dealing with the emergency;
- Notifying the service,** agency or group under their direction, of the termination of the emergency;
- Maintaining a log** outlining decisions made and actions taken, and submitting a summary of the log to the CAO within one week of the termination of the emergency, as required;
- Participate in the debriefing following the emergency.**

“Community Control Group” members for the Township of Enniskillen

Mayor:	Kevin Marriott
Deputy-Mayor	Mary Lynne McCallum
Clerk-Administrator:	Duncan McTavish or alternate
CEMC:	Penny Phillips
Alternate CEMC:	Christine Poland
Scribe:	
OPP:	Scott Janssens, Petrolia Detachment
Fire Chief:	Lawerence Swift, Petrolia & North Enniskillen Fire Dept
	Mike Cumming, Oil Springs Fire Dept
Township Public Works:	Mike Cumming or alternate Harley McPhail
Medical Officer of Health	David Larkin (alternate) for Dr. Sudit Ranade (MOH)
Social Services:	*Canadian Red Cross Sarnia/Lambton
	County representative Lambton Meadowview Villa
Emergency Medical Services:	EMS Petrolia
Hydro One:	Brie Courtney
Union Gas:	General Manager, Storage & Transmission
	Operations/Dawn Operations Centre (Phone 519-683-3401)
	or 1-800-265-5260

**Shelter/Reception agreement in place with municipality with Canadian Red Cross*

The Community Control Group may be placed on standby or assembled by any member of the Community Control Group. If neither can be reached, go on to the next appointment on the list. Please note time each person reached.

Name & Position	Business	Phone #	
		Home	Fax

Twp of Enniskillen – After Hours (24/7) Pager No. 339-8128

Kevin Marriott (Mayor) 4547 Rose Street, Oil City		844-2307 Cell Phone 464-2305	
Mary Lynne McCallum (Deputy Mayor) 4879 Shiloh Line, RR 1 Petrolia		882-1087 Cell Phone 384-5583	
Duncan McTavish (Administrator/Clerk) 420 Ignafiefna St., Petrolia	882-2490	882-3479 Cell Phone 402-2489	882-3335
Penny Phillips , CEMC 2670 Marthaville Rd, RR 3 Oil Springs	882-2490	882-0080 Cell Phone 402-0416	882-3335
Christine Poland .Alternate CEMC (Scribe) no designation as of (2014)	882-2490	882-2990 Cell phone 402-4464	882-3335

Ontario Provincial Police

Scott Janssens , Inspector –Lambton Detach Pager No. 1-888-827-8295 Cell Phone 519-464-2321 email: Scott.Janssens@ontario.ca	882-1011		882-1014
Brad Thompson , Lambton OPP Inspector Pager No. 1-888-834-5216 e-mail: bradley.thompson@jus.gov.on.ca	882-1011		882-1014

Fire Chief

Mike Cumming (Oil Springs)	882-2490	834-2069	work 882-2490
Lawerence Swift (Petrolia)	home 882-1194		work 383-1813
Ruth Bell (Inwood) Radio operator	home 844-2999		Twp fax 898-5653

Name & Position	Phone #		
	Business	Home	Fax
Mike Cumming (Road Superintendent) 4544 James St., Oil Springs Alternate for Mike Young, Water Department	882-2490	834-2609 cell 519-331-5580	882-3335
Canadian Red Cross (Sarnia) Pager Text capability through www.spectrumcomm.on.ca Disaster Management Coordinator	332-6380 519 (333-1741)		332-2695
Southwest Red Cross Manager			
Karen Charles Email karen.charles@redcross.ca	ph 519-212-1298		
Medical Officer of Health Dr. Sudit Ranade	383-8331		383-7092
Andrew Taylor alternate for Medical Officer of Health	383-8331		337-9307
Cell Phone: 312-0944 Threasa Warren, Area Inspector Mike Garipey, Inspector			
David Larkins, Emergency Response	383-8331 ext 3580		869-4520
Enniskillen Township Councillors			
Kevin Marriott 5383 Shiloh Line, RR 1, Petrolia		844-2307	
Mary Lynne McCallum 4879 Shiloh Line, RR 1, Petrolia		882-1087	
Wally Van Dun 3821 Tile Yard Rd RR 1, Petrolia		882-2168	
Judy Krall 4831 Rokeby Line RR 1, Petrolia		882-1055	
Kathy O'Hara Wilson 3068 Tile Yard Sdrd RR 3, Oil Springs		882-1057	

<u>Name & Position</u>	<u>Phone #</u>		
	<u>Business</u>	<u>Home</u>	<u>Fax</u>

ENNISKILLEN STAFF

Water Dept: Mike Young 4053 Florence Ave, Petrolia		882-0593	
		cell 331-9538	
		personal cell 312-3149	

Roads Dept: Harley McPhail 5572 Petrolia Line, RR 1, Petrolia Alternate for Mike Cumming for Roads Dept.		844-2753	
---	--	----------	--

Jeff McFadden 527 Camden St, Dresden		683-4016	
---	--	----------	--

Chris DenBoer 3285 Marthaville Rd, RR 4 Petrolia		490-4612	
---	--	----------	--

Kevin Webster 4554 Shamrock St., Oil City		882-2743	
--	--	----------	--

Please Note: Should an emergency occur or an impending emergency, contact should be made with the **Emergency Management Ontario Duty Officer (24/7) at Toll Free 1-866-314-0472 or Phone (416) 314-0472/0473 or Fax (416) 314-0474.**

PART F: EMERGENCY RESPONSE SYSTEM

a) Individual Responsibilities of Control Group Members

Mayor or Acting Mayor

Providing overall leadership in responding to an emergency;

Declaring an emergency within the designated area;

Declaring that 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 the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

Administrator-Clerk

As Operations Officer, co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

Advising the Mayor on policies and procedures, as appropriate;

Approving, in conjunction with the Mayor, major announcements and media releases prepared by the *Emergency Information Co-ordinator*, in consultation with the Community Control Group;

Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager (ESM);

Calling out additional township staff to provide assistance, as required.

Providing information and advice on financial matters as they relate to the emergency;

Ensuring that 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;

Providing and securing of equipment and supplies not owned by the Township of Enniskillen;

Ontario Provincial Police Representative

Establishing a site command post with communications to the Emergency Operation Centre;

Establishing an ongoing communications link with the senior police official at the scene of the emergency;

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 and coordinating evacuation procedures;

The protection of life and property and the provision of law and order;

Providing police service in Emergency Operations Centre, evacuee centers, morgues, and other facilities, as required;

Notifying the coroner of fatalities;

Ensuring liaison with other community, provincial and federal police agencies, as required;

Providing an Emergency Site Manager, if required.

Fire Chief

The Fire Chief or representative is responsible for:

Providing the Community Control Group with information and advice on firefighting and rescue matters;

Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;

Establishing an ongoing communications link with the senior fire official at the scene of the emergency;

Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional manpower and equipment, if needed;

Determining if additional or special equipment is needed and recommending possible sources of supply, example: 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, example: rescue, first aid, casualty collection, evacuation, etc;

Providing an Emergency Site Manager, if required.

Public Works Representative

The Public Works Representative is responsible for:

Providing the Community Control Group with information and advice on public works matters;

Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;

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 neighbouring community(s) to ensure a co-ordinated response;

Ensuring construction, maintenance and repair of municipal roads;

Alternate for the maintenance of sanitary sewage and water systems;

Alternate for providing equipment for emergency pumping purposes;

Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;

Alternate for providing emergency potable water, supplies and sanitation facilities to 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.

Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting** as a coordinating link for all emergency health services at the Community Group;
- Ensuring** liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending** on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing** an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring** liaison with the ambulance service representatives;
- 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** the coordination and 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 Director regarding the need for potable water supplies and sanitation facilities;
- Ensuring** liaison with Social Services Officer on areas of mutual concern regarding health services in evacuee centers.

Social Services: Canadian Red Cross

Emergency Medical Services (EMS) Representative

The Emergency Medical Services representative is responsible for:

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

Community Emergency Management Coordinator (CEMC)

The Emergency Management Coordinator is responsible for:

- Activating** and arranging the set up required for the Emergency Operations Center;
- Ensuring** that security is in place for the Emergency Operations Center and registration of Community Control Group members;
- Ensuring** that all members of the Community Control Group have necessary plans, resources, supplies, maps and equipment;
- Providing** advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring** liaison with community support agencies (e.g. St John Ambulance, Canadian Red Cross);
- Ensuring** that the operating cycle is met by the Community Control Group 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 Community Control Group informed of implementation needs;
- Maintaining** the records and logs for the purpose of the documentation, de-briefs and post-emergency reporting that will be prepared.
- Upon direction by the Mayor**, ensuring that all council are advised of the declaration and termination of declaration 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;

Hydro One & Union Gas: Utility Representative

The Hydro One & Union Gas representative is 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.

Scribe

The Scribe is responsible for:

- Ensuring** all important decisions made and actions taken by the Community Control Group are recorded;
- Ensuring** that maps and status boards are kept up to date;
- Provide** a process for registering Community Control Group members and maintaining a Community Control Group 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 the Community Control Group members' telephone numbers in the Emergency Operations Centre;
- Arranging** for printing of material, as required;
- Coordinating** the provision of clerical staff to assist in the Emergency Operations Centre, as required.

Other Agencies

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

Refer to the various emergency plans from other agencies, which are located at the Township of Enniskillen municipal office.

County Board of Education and Separate School Board

The Lambton/Kent Board of Education and the St Clair Catholic Board of Education are responsible for:

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

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).

Lambton Hospitals Group (Charlotte Eleanor Englehart Hospital) CEE, Petrolia

The Chief Executive Office (CEO) is responsible for:

Implementing the hospital emergency plan;

Ensuring liaison with the Medical Officer of Health and local ambulance 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.

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

Depending on the nature of the emergency, and once the Site Manager has been assigned, the Community Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Community Control Group will also ensure that the rest of the community maintains municipal services.

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

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.

PART G: 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.

Should the Township of Enniskillen lose all telephone communication an agency know as ARES- (Amateur Radio Emergency Service) is available with members located throughout the County of Lambton.. The club may be contacted during an emergency to provide emergency communication capabilities, as required.

Communications between the EOC and the other responding agencies will be with the support of this club. All messages are to be written on the Amateur Radio Message Forms and logged (or as provided by the group)

PART H: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important 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

The local Emergency Information Center (EIC) will be located at (**require a location that is not where the community control group is located**). In the event that this center cannot be used, the secondary location will be the (**require alternate location**).

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

Emergency Information Coordinator

The Emergency Information Coordinator reports to the Chief Administrative Officer and is responsible for:

Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.)

Involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;

Ensuring that the EIC is set up and staffed and a site EIC, if required;

Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;

Ensuring that the following are advised of the telephone number of the media center;

Media

Community Control Group

Community Spokesperson

Police Public Relations Officer

Neighbouring Communities

Citizen Inquiry Supervisor

Any other appropriate persons, agencies or businesses

Ensuring that the media releases are approved by the Clerk Administrative (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, and other key persons handling inquiries from the media;

Monitoring news coverage, and correcting any erroneous information;

Maintaining copies of media releases and newspaper articles pertaining to the emergency.

