

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

Revisions

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## **INTRODUCTION**

### **Emergency Management in Ontario**

**The office of the Ontario Fire Marshal and Emergency Management (OFMEM)** refers to emergency management as a partnership between stakeholders. From residents, to response organizations, to governments, everyone has a role to fulfill in emergency management.

**Residents:** Public safety begins at home. Every resident is ultimately responsible for their own safety, preparedness, and well-being. Major disasters have shown that entire communities can be temporarily isolated from local emergency services and utilities. Residents should therefore develop home emergency plans and be prepared to be self-sufficient, in their homes, for at least 72 hours.

**Municipalities:** To protect its residents, and private and public property, each municipality must develop and implement an emergency management program tailored to local hazards and resources. It is the responsibility of all levels of local government to complete the mandatory annual program requirements outlined in the Emergency Management and Civil Protection Act.

**Provincial Government:** The OFMEM ensures that all municipalities and Provincial Ministries develop and implement emergency management programs. Additionally, the Provincial Emergency Operations Centre (PEOC) is available to provide advice and assistance to municipalities facing actual or impending emergencies. The PEOC has the ability to deploy OFMEM Field Officers to impacted communities and access information, expertise and resources from each of Ontario's provincial ministries, neighboring provinces and the federal government.

**Federal Government:** If an emergency requires support or resources beyond what a municipality or province can provide, the province can formally request assistance from the federal government. The federal government only intervenes when requested to do so by provincial emergency management organizations, or when an emergency clearly impacts areas of federal jurisdiction. Statutorily, only the province may request federal assistance – municipalities may not directly request federal assistance.

### **Training and Exercises**

As required under the Emergency Management and Civil Protection Act, the Township of Enniskillen will conduct annual exercises to test its Emergency Response Plan, and provide training to employees and stakeholders to ensure their readiness in the event of an emergency. In addition the Township of Enniskillen will participate with local municipalities in conducting their own emergency exercises and simulations when request.

### **Community Risk Profile and Public Education**

Emergencies are caused by hazards – conditions that have the potential to cause harm or loss. In basic terms a hazard becomes a risk to a community if it produces adverse consequences to residents, and public and private property.

This Emergency Response Plan has been prepared under Section 3 (1) of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E 9., and *replaces the previous Emergency Response Plan ( known as By-law 61 of 2004) adopted by the Township of Enniskillen Council on August 31, 2004.*

## **Township of Enniskillen Emergency Response Plan**

The Township of Enniskillen Emergency Response Plan generally follows the format recommended by the OFMEM. It was developed in accordance with the Emergency Management and Civil Protection Act and sets out how, as a municipality identified in the Act.

As required by legislation, copies of this Emergency Response Plan are available to the public, upon request.

### **Maintenance of the Emergency Response Plan**

As required under the Emergency Management and Civil Protection Act, this plan will be reviewed on a yearly basis. Any major revisions to the Plan will be circulated to local municipalities/ stakeholders. The plan may require amendments to reflect minor changes in names or titles, or other administrative adjustments without the need for a replacement by-law. Such changes will be noted in a list of amendments attached to the plan.

### **Coordination of Emergency Shelters**

Agreements for an emergency shelter are the responsibility of the municipality. The Township of Enniskillen has an agreement with the Lambton Kent District School Board, at the Lambton Central Collegiate Vocational Institute on Dufferin Avenue, in the Town of Petrolia. Red Cross currently is listed as the agency that would provide volunteers at this facility.

The primary CEMC for the municipality would inform the County of Lambton Emergency Management Coordinator, of arrangements that have been made.

The County Social Services department has a role to provide emergency financial assistance to residents affected by a disaster. Municipalities may request that the County of Lambton Social Services provide assistance at their emergency shelters to establish temporary, on-site offices to process applications for emergency financial assistance.

### **Local Community Control Group**

Emergency Response Plans often include representatives from other local agencies. Depending on the nature of the emergency, the presence of individuals representing their agency could be beneficial to assist at the Emergency Operations Centre (EOC).

## **TOWNSHIP OF ENNISKILLEN EMERGENCY RESPONSE PLAN**

The Emergency Response Plan prescribes how the Township of Enniskillen personnel and other stakeholders will respond to an incident or emergency that impacts or threatens the public, property or the continuity of essential services. The municipality may request the County of Lambton as well as local municipalities for assistance without giving up authority when receiving assistance.

The following are just a few important measures enabled under the legislation:

- Making financial expenditures in preparation for, or responding to an incident or emergency.
- Authorizing personnel to take appropriate action before a formal declaration of an emergency is made.
- Designating personnel and Councillors (and alternates) to exercise powers and perform duties as members of the Local Community Control Group.
- Designating persons to be responsible for reviewing the Emergency Response Plan and for training personnel and stakeholders about their roles during an incident or emergency.
- Implementing the Township of Enniskillen Emergency Response Plan before, during or following an incident or emergency.
- Obtaining and distributing materials, equipment and supplies during a declared emergency.
- Providing and requesting assistance to and from local municipalities during an incident or emergency.
- Coordinating with local municipalities during an incident or emergency affecting more than one municipality, and involving the County.
- Integrating local Community Control Groups with the County Control Group in the event of an incident or emergency involving the County.
- Such other matters as are considered necessary or advisable for the implantation of the Emergency Response Plan during an emergency.

## **Emergency Management Legislation**

The Emergency Management and Civil Protection Act, RSO 1990, Chapter E.9, provides the legislative authority for the passing of the By-law formulating this Emergency Response Plan, which will govern the provision of necessary services in the event of an emergency.

### **Authority to Prepare an Emergency Response Plan**

Under Section 3 (1) of the Emergency Management and Civil Protection Act, “every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

The Emergency Management and Civil Protection Act further states in Section 4 (1) 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 the property and the health, safety and welfare of the inhabitants of the emergency area.”

### **Definitions**

**Incident:** In this Plan, an “incident” refers to an event that is outside normal municipal operations, but could likely be managed with minimal or no external resources or assistance. The Emergency Response Plan may be activated and the Community Control Group assembled, but a declaration of emergency under the Emergency Management and Civil Protection Act would not likely be required to respond to the situation.

**Emergency:** Emergency Management and Civil Protection Act, RSO 1990, defines an “emergency” as “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentionnal or otherwise”.

Depending on the nature or magnitude of the emergency, a coordinated response by a number of agencies may be required. These situations are distinct from the normal, day to day operations carried out by the municipality and local emergency response agencies.

## **Aim**

The aim of this Plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to respond to emergencies or to assist neighbouring municipalities.

The plan provides for and enables a controlled and coordinated municipal response to emergencies, and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The Emergency Response Plan reflects the approach recommended by OFMEM and incorporates supporting documents as Appendices listed in the table of contents.

## **Actions taken Prior to a Declaration of Emergency**

When an emergency exists but has not yet been declared to exist, the municipal employees may take such action(s) under this Emergency Response Plan as may be required to protect lives and property of the municipality.

## **Declaring and Terminating an Emergency**

Under the Emergency Management and Civil Protection Act, the Head of Council of a municipality, the Lieutenant Governor in Council, and the Premier all have the authority to declare an emergency. An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality.

The Premier, Head of Council and municipal council all have the authority to terminate an emergency declaration.

Therefore, under the Act, the Mayor (or alternate) has the authority to declare and terminate a municipal emergency in the Township of Enniskillen.

A decision by the Mayor to declare (or terminate) an emergency, should be made in consultation with the Community Control Group.

Upon declaring an emergency, the Township of Enniskillen will notify:

- The Province (through the Provincial Emergency Operations Centre)
- Township Council
- County of Lambton and/or local neighbouring municipalities
- The public
- Local Members of Provincial Parliament
- Local Members of Parliament

The emergency may be declared terminated at any time by the Mayor (or alternate).

Upon terminating an emergency the Township of Enniskillen will notify:

- The Province (through the Provincial Emergency Operations Centre)
- Township Council
- County of Lambton and/or local and neighbouring municipalities
- The public
- Local Members of Provincial Parliament
- Local Members of Parliament

### **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.”**

### **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.

### **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.



**REPORTING 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 Community Control Group officials to notify their staff and volunteer organizations.

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

**Request for County of Lambton Assistance**

In the event of a municipal or multi-municipal emergency, the acquisition and allocation of outside resources may need to be coordinated to ensure that resources are distributed first to the areas that need them most. The County may therefore be called upon to coordinate the response in collaboration with the impacted municipalities. Under the Emergency Management and Civil Protection Act, the Premier can order municipalities to provide resources and assistance to other jurisdictions, in a declared Provincial emergency.

Many local municipalities list the same agencies to serve on the Community Control Groups (ie. Lambton Public Health, Social Services, Emergency Medical Services, etc) In a multi-municipal emergency, it will not likely be possible for these agencies to provide representation at every operational EOC. Therefore, it is expected that the agencies will be represented on the County Control Group to coordinate their agency's response. The County will in turn liaise with the municipal and Provincial EOC's.

The municipality may request assistance from a neighboring municipality or the County when additional personnel or equipment is required to respond to a local incident. Such a response will typically be managed by the municipality using local resources.

**County of Lambton Request for Municipal Assistance**

Local municipalities have significant staff and equipment resources that may be useful during a County-declared emergency. Local municipalities are responsible for managing emergency shelters. In a large-scale County emergency for example, municipalities may be requested to open emergency shelters to accommodate residents from other communities.

### **Mutual Assistance During a Crises or Declared Emergency**

Local municipalities may request assistance from one another or from the County at any time without giving up control of the local response.

### **Mutual Assistance-Limitations**

Any municipality being requested to provide assistance may at its discretion, provide the requested assistance in its entirety, or any part thereof.

Nothing requires or obligates the municipality to provide assistance. The municipality shall have the right to refuse to provide assistance at any time and for any reason.

No liability shall arise against a municipality if it fails to provide assistance.

Nothing shall prevent the municipality from providing or withdrawing assistance, at any time. An attempt should be made to provide reasonable notice, but it recognized that advance notice may not be possible in all circumstances.

### **Indemnity**

The municipality shall indemnify and save harmless the assisting municipality(s) from all claims, costs, actions or other proceedings for providing assistance under this Plan, save and except claims, costs, actions or proceedings arising out of the willful misconduct, gross negligence or recklessness of the municipality providing assistance.

### **Reimbursement for Providing Assistance**

Any costs incurred in connection with the provision of assistance shall be borne by the municipality providing assistance unless:

- An alternate arrangement is reached prior to the provision of assistance.
- Provincial or Federal funding becomes available to offset costs.

### **Emergency Management Operations (EOC)**

#### **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.**

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:**

Ministry of Community Safety and Correctional Services,  
Office of the Fire Marshal and Emergency Management;  
Township of Enniskillen Council;  
County Warden, (if appropriate);  
Public;  
Neighboring 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 those who were notified upon declaration.

**Township of Enniskillen: Community Control Group (CCG)**

**Mayor or Alternate (Deputy Mayor)**  
**Clerk-Administrator or Alternate (Road Superintendent)**  
**Members of Council: Township of Enniskillen**  
**Community Emergency Management Coordinator (CEMC) or Alternate**  
**OPP Inspector or Alternate**  
**Fire Chief or Alternate (Petrolia & North Enniskillen; Oil Springs; Inwood Fire Dept)**  
**Road Superintendent or Alternate**  
**Water ORO or Alternate**  
**Medical Officer of Health or Alternate**  
**County Social Services Representative or Alternate**  
**County Emergency Medical Services (EMS) or Alternate**  
**Hydro One; Union Gas; Enbridge Pipeline**  
**Scribe**

**Additional personnel called or added to the Community Control Group (CCG) may include:**

Emergency Management Ontario Representative  
St Clair Conservation Authority Representative  
County of Lambton CEMC or alternate  
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.

## Operating Cycle

It is important that members of the CCG meet regularly. Meetings serve to update CCG members about the incident and response, and discussing what has been accomplished.

The Mayor or alternate will act as the EOC Chair and will be responsible for coordinating the Operations Cycle.

The purpose of the Operations Cycle is to:

- Assess the situation – determine what has happened and what is required.
- Establish priorities.
- Set clear objectives and timeframes.
- Develop an action plan for the CCG (if required).
- Set timelines for the implementation of assigned tasks.
- Ensure decisions are acted upon and objectives are met.

In order to preserve a record of CCG actions and decisions, individual and group logs **must** be kept. Information relevant to the entire CCG will be share on a key events board in the EOC.

EOC Scribes will take minutes of every meeting of the CCG. Notes will be developed into reports for each meeting.

## Community Control Group Responsibilities

The members of the Township of Enniskillen Community Control Group (CCG) are to be responsible for managing the municipal response to an emergency, and for arranging assistance to other possible requests made by local municipalities.

The CCG is also responsible for contingency planning, continuity of municipal operations and services, providing information to the public and supporting the emergency scene. **The CCG does not direct activities at the emergency scene.**

The specific responsibilities of certain CCG members are provided in the following sections, but in general the CCG will:

- Determine if the location and composition of the CCG are appropriate;
- Advise the Mayor as to whether the declaration of an emergency is recommended;
- Activate the Emergency Response Plan, if required;
- Notify the Province of declared or impending emergency;
- Ensure that there is an Incident Commander appointed to the emergency scene;
- Provide support to the Incident Commander and responders at the emergency scene by obtaining any requested personnel, equipment and resources;
- Ensure that critical municipal operations are maintained or quickly restored;
- Ensure alternates are kept apprised of the situation, and for emergencies that continue over a long period of time, ensure that replacements are briefed at the beginning of every shift;
- Ensure that pertinent information regarding the emergency is quickly disseminated to the media, local municipalities, stakeholders and the public;

CCG authorize expenditures to deal with the emergency;  
 Assist service providers to restore utilities and services;

Liaise with other municipalities and levels of government;  
 Recommend the termination of the declaration of emergency, when appropriate;  
 Develop and implement a recovery strategy;  
 Maintain individual logs outlining all decisions made and actions taken;  
 Participate in post-emergency debriefings.

### **Individual Responsibilities of Control Group Members**

This section outlines specific responsibilities of individual CCG members and designated alternates. Personnel filling the role of an alternate should have authority to act and make decisions in the absence of the primary CCG member.

#### **Mayor or Alternate (Deputy Mayor)**

The Mayor or Alternate will chair the meetings of the CCG in the EOC;  
 Will provide overall leadership in responding to an emergency;  
 Declare an emergency within the designated area(s);  
 Terminate an emergency declaration when appropriate;  
 Request assistance from senior levels of government, if required;  
 Liaise with other municipalities and in particular, those involved in the emergency;  
 Approve major announcements and media releases prepared by the Emergency Information Officer (EIO);

#### **Administrator-Clerk or Alternate**

Coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;  
 Advise the CCG on policies and procedures, as appropriate;  
 Provide information and advice on financial matters as they relate to the emergency;

Ensure that records of expenses are maintained for future claim purposes;  
 Enlist additional staff to provide assistance, as required;  
 Ensure that all prescribed parties have been notified once the emergency has been terminated.

#### **Community Emergency Management Coordinator (CEMC) or Alternate**

Serve as the primary contact for the OFMEM and the PEOC;  
 Provide the CCG with information and advice on matters relating to the Emergency Response Plan and emergency management practices in general;  
 Activate and setup the EOC;  
 Ensure that security and safety protocols are in place for the EOC;  
 Ensure that a communication link is established between the CCG and the Incident Commander (IC);  
 Ensure that the Province is notified of any declaration and termination of emergency;  
 Ensure all plans, resources, supplies, maps, equipment etc., available for the EOC;  
 Liaise with local CEMC's and community support agencies, as required;

Ensure that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;  
 Manage the EOC records and logs for debriefings and post-emergency reporting

### **Scribe or Alternate**

Ensure that all important decisions made and actions taken by the CCG are recorded;  
 Keep status boards up to date;  
 Establish a registry for CCG members list that are in attendance;  
 Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;  
 Arranging for printing of material, as required;  
 Provide assistance with office faxing, printing, calling, as assigned, if required.

### **Ontario Provincial Police**

Provide the CCG with information and advice on law enforcement matters;  
 Establish a site command post with communications to the EOC, as required;  
 Establish an ongoing communications link with the senior police official at the scene of the emergency;  
 Ensure the protection of life and property and the provision of law and order within the emergency area;  
 Arrange for additional police assistance and liaise with other community, provincial and federal police agencies, if required;  
 Provide assistance with media relations, if required.

### **Fire Chief or Deputy Fire Chief of Petrolia & North Enniskillen Fire Department or Fire Chief or Deputy Fire Chief of Oil Springs Fire Department Fire Chief or Deputy Fire Chief of Inwood Fire Department**

The municipality of Township of Enniskillen is serviced by three fire area (districts);

Fire Chief or alternate are to provide the CCG with information and advice on firefighting and rescue matters;  
 Establish ongoing communications link with incident command/site coordinator at the scene of the emergency;

Inform the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;  
 Liaise with other municipal fire departments involved in the emergency response and arrange for Provincial resources, if required;  
 Provide assistance to other community departments and agencies and contribute to non-firefighting operations if necessary.

### **Township Road Superintendent or Alternate Township Water (ORO) or Alternate**

Provide the CCG with information and advice on municipal public works operations;  
Establish an ongoing communications link with other municipal works officials at the emergency scene;

Liaise with public works departments from the neighbouring municipalities to ensure a coordinated response;

Obtain required resources from municipalities, private contractors, etc;

Provide for the repair and maintenance of municipal infrastructure.

#### **Medical Officer of Health or Alternate**

Provide the CCG with information and advice on matters relating to public health.

Liaise with the Ministry of Health and Long Term Care, local health care service providers and other public and private agencies, and senior levels of government.

Assess potential risks to the public health and provide authoritative instructions to the public concerning health matters.

Coordinate the response to disease related emergencies or anticipated emergencies such as epidemics.

Coordinate efforts to prevent and control the spread of disease during an emergency such as arranging mass immunizations when needed.

Monitor and assess matters relating to public health at local emergency shelters and ensure potential concerns are addressed.

Work with senior staff of the Public Health Services Division to obtain additional resources such as finances, supplies, equipment and/or staff, to respond to a public health emergency.

#### **County Social Services Representative or Alternate**

Provide the CCG with information and advice on matters relating to the services provided by the Social Services division.

Arrange and coordinate the provision of emergency financial assistance to displaced and affected residents.

Provide staff at local emergency shelters to process applications for temporary financial assistance.

Coordinate the distribution of any financial aid received from senior levels of government, if required.

#### **Emergency Medical Services (EMS)**

Provide the CCG with information and advice on matters relating to Emergency Medical Services;

Coordinate with the Wallaceburg Central Ambulance and Communications Centre and the EMS Site Coordinator to provide for an emergency medical response at the emergency site and to provide for patient transport from the scene;

Establish an ongoing communications link with senior EMS personnel on scene and other health care agencies to provide adequate resources and personnel to the emergency site, as required.

### **Utility Representative or Alternate (Hydro One; Union Gas; Enbridge Pipeline)**

Provide the CCG with information and advice on matters relating to their respective utility:  
 Provide the status of utility outages and customers without service, also update the CCG with information regarding possible environmental impacts.  
 Provide liaison with the public works representative, update CCG regarding duration of interruption of utility service.

### **Other Agencies**

In an emergency, many agencies may be required to work with the Township of Enniskillen. Such agencies may include the OFMEM, local industry, utility companies, volunteer groups, conservation authorities and Provincial ministries. Representatives from other agencies could be asked to sit as a member of the CCG, or participate in meetings of the CCG via teleconference, web conference, etc.

### **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) may be 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)

### **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 Officer**

The management of information is an essential part of emergency operations that includes gathering and disseminating official information and instructions to the public and other stakeholders during an emergency, primarily through news media, notification systems and official websites. In addition to providing the most current information, it may be necessary to provide advice about actions to be taken by residents to ensure their safety and to protect property. Providing timely, accurate information counteracts the spread of rumors and incorrect information, which can hinder emergency response efforts and endanger the public.



Presently, the Emergency Information Officer, is the responsibility of the Administrator/Clerk-Treasurer of the Township of Enniskillen. The alternate will be the Mayor of the Township of Enniskillen. The duties of the Emergency Information Officer are, but not limited to the following:

Report to the Emergency Operations Centre (EOC) and provide the Community Control Group (CCG) with information and advice on matters relating to media communications. Develop media releases in consultation with members of the CCG, to be approved by the Mayor or alternate.

Ensure that the information released to the media and public is timely and accurate.

Establish an information center, and assist with establishing an onsite information center, if requested.

Disseminate media releases to the other key stakeholders handling inquiries from the media and the public.

Monitor media reports and social media and ensure that erroneous information is corrected and reported to the CCG.

### **Emergency Operations Centre Support and Advisory Staff**

A key function of the EOC is information management. Personal logs, meeting notes and other forms of record keeping are crucial during an emergency response and recovery. Therefore, administrative and technical assistance may be required to support the Control Group in the EOC.

Scribes may be utilized to help ensure that accurate meeting minutes are taken and other records are kept organized.

Recordkeeping, communications and other EOC functions are highly dependent on computers and other electronic equipment and systems. Therefore, during an emergency, support staff will be on standby to provide assistance within the EOC.

In addition to support staff, the CCG may need special advisors from other local municipalities, County, Provincial and/or Federal agencies and representatives from businesses, industry and non-government organizations.

