

Municipality
OF
STRATHROY - CARADOC
EMERGENCY RESPONSE PLAN

Date of Issue: December 17, 2007

Revision Date: March 11, 2013

AMENDMENTS
TO THE MUNICIPALITY OF STRATHROY - CARADOC
EMERGENCY RESPONSE PLAN

AMENDMENT NUMBER	AMENDED BY	DATE IMPLIMENTED	REMARKS / INITIALS
	Fran Thompson	2007	
	Bill Gibson	2008	
	Bill Gibson	Oct. 2, 08	
	Maddy Alcaindinho	May 7, 2010	Updated & reissued Emergency Response Plan
	Maddy Alcaindinho	Sept. 14 2012	Update Strathroy-Caradoc Contact information Tab C
	Maddy Alcaindinho	Sept. 14 2012	Updated useful Contact Numbers Tab G
	Maddy Alcaindinho	Mar. 11 2013	Updated

MUNICIPALITY OF STRATHROY - CARADOC
EMERGENCY RESPONSE PLAN

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EMERGENCY RESPONSE PLAN

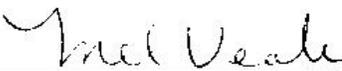
FOREWORD

This plan has been prepared to assign responsibilities and to guide the immediate actions of key officials in the first critical hours after the onset of an emergency in The Township of Strathroy Caradoc.

This plan has been adopted through By-Law No. 92-07 passed on December 17, 2007 under the legal authority of The Emergency Management and Civil Protection Act R.S.O. 1990, CHAPTER E.9

It is essential that all concerned are aware of its provisions and that every official and service be prepared to carry out their assigned functions and responsibilities in an emergency. Municipal services are to review this plan on an annual basis and amend as needed to keep up to date their own procedures for handling emergencies.

Dated at Strathroy-Caradoc, Ontario, this 17 day of December, 2007



Mel Veale - Mayor



Angela Toth - Clerk

MUNICIPALITY OF STRATHROY - CARADOC EMERGENCY RESPONSE PLAN

INTRODUCTION

1. "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; ("situation d'urgence").
2. In order to protect residents, businesses and visitors, the Municipality of Strathroy - Caradoc requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

When an emergency situation can be handled successfully by the emergency services responding; that is Fire Departments, EMS, the Police Services, and the Works Department, they will, and are authorized to carry out their respective responsibilities in so doing without delay. When, in the judgement of Members of Council or of Fire, Police, or Works authorities on the spot, an emergency situation requires additional resources beyond those available to the emergency services, or calls for resources or services that will commit the Municipality to major expense, they will recommend the immediate activation of this emergency response plan.

3. The Municipality of Strathroy - Caradoc Emergency Management Program Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Municipality of Strathroy - Caradoc important information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency

In addition, it is important that residents, businesses and interested visitors be aware of its provision. Copies of the Municipality of Strathroy - Caradoc Emergency Response Plan may be viewed at the Municipality Office.

Some information in the document may not be available to the public due to security / confidential reasons.

For more information, please contact: Angela Toth, Director of Corporate Services at; 52 Frank Street Strathroy, ON, N7G 2R4 Phone: (519) 245-1070
Fax: (519) 245-6353 or visit the web site at www.strathroy-caradoc.ca

AUTHORITY

4. As enabled by the Emergency Management and Civil Protection Act this emergency response plan and its' elements have been:
 - Issued under the authority of the Municipality of Strathroy - Caradoc By-law 92-07 and
 - Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services

5. The Emergency Management and Civil Protection Act R.S.O. 1990 Chapter E.9 is the legal authority for this emergency response plan in Ontario and is the primary authority enabling passage of the by-law formulating this emergency response plan which will govern the provision of necessary services during an emergency. This plan also prescribes procedures and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation that form part of this plan are:
 - a. Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
 - b. Specifying procedures to be taken for the safety and/or evacuation of persons in an emergency area;
 - c. Designating other Members of Council who may exercise powers and perform the duties of the Head of Council under the emergency response plan during the absence of the Mayor
 - d. Obtaining materials, equipment and supplies for use in managing the emergency;
 - e. Establishing committees and designating employees to be responsible for reviewing the emergency response plan, for training employees in their functions and for implementing the emergency response plan during an actual emergency;
 - f. The expenditure of monies associated with the upkeep and implementation of the plan; and
 - g. Such other measures as are considered necessary in implementing the emergency response plan.

6. In the municipal emergency information guide is a map of the Municipality showing points of significance in an emergency. The map identifies the location of the following:

a. EOC site and alternate site;	f. Fire Halls;
b. Reception Centres;	g. Police Stations;
c. Potential Hazardous Sites;	h. EMS Stations;
d. Flood Prone Areas;	i. Road / Rail Network; and
e. Municipal Office;	j. Pipelines

AIM

7. The aim of the plan is to make provision for the extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Municipality of Strathroy - Caradoc when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Municipality of Strathroy - Caradoc, and meets the legislated requirements of the Emergency Management Act.

Emergencies which can occur within the Municipality of Strathroy - Caradoc, Include:

Tornadoes during the April to October Tornado Season, Windstorms, Snowstorms/Blizzards, Ice/Sleet Storms, Hailstorms, Lightning Storms, Hazardous Materials-Transportation Incidents, Critical Infrastructure Failure, Petroleum / Gas Pipeline Emergencies, Fires / Explosions, Human Health Emergencies and Epidemics.

MUNICIPAL TASKS

8. Municipal Tasks are:
- a. Response - the earliest possible recognition of and response to the emergency by all services that may be required;
 - b. Control - the earliest possible establishment of overall control of emergency operations by local government authority;
 - c. Crowd Convergence - the earliest possible establishment of controls to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and additional casualties are prevented;
 - d. Evacuation - assessment of potential danger to the residents and the evacuation of personnel if necessary. Such evacuation will likely require the establishment of a reception centre and the provision of registration and inquiry services;
 - e. Rescue - the rescue of trapped or incapacitated persons and the provision of First Aid at the site;
 - f. Casualties - the provision of controlled evacuation and appropriate distribution of casualties to hospitals;
 - g. Emergency Social Services - the provision where necessary of such essential social services as may be required for persons affected by the incident as well as the emergency services personnel involved;

- h. Public Information – must contact the Provincial Operations Centre to make available as early as possible accurate official information to:
- ◆ EMO upon the declaration and termination of an emergency at 1-866-314-0472 and Fax (416) 314-0474
 - ◆ The County Warden and adjacent Municipalities;
 - ◆ Other officials involved in emergency operations including appropriate senior government agencies;
 - ◆ The news media to allay public anxiety and to reduce the number of curious bystanders at the scene; and
 - ◆ Concerned individuals seeking personal information;
- i. Recording of Emergency/Disaster Costs - to ensure that a cost record of emergency/disaster consequences is compiled to:
- ◆ Aid in the preparation of municipal claims which might arise from Provincially directed assistance to another municipality pursuant to the provisions of Section 7(4) of The Emergency Management and Civil Protection Act, R.S.O. 1990,c,E.9 and
 - ◆ Aid in the preparation of requests for compensation from Provincial or Federal Governments in the event of a major local disaster which might be eligible for such assistance. (Reference should be made to the "Ontario Disaster Relief Assistance Program" where required - ODRAP).

EMERGENCY SITE MANAGEMENT

Emergency Site Manager (ESM)

The ESM manages and is in charge of the emergency site when an emergency exists. The ESM is the Incident Commander. Once the Community Control Group meets, a new ESM may be appointed. The nature of the emergency may dictate a change in this appointment.

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

9. Depending on the nature of the emergency, and once the Emergency Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required. The CCG will also ensure that the municipal services are maintained to the remainder of the community.

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

10. In any emergency the emergency services will be at the scene from the outset, responding to the situation as it exists. The senior member of the emergency service responsible for operations at the emergency site will act as Emergency Site Manager until such time as the CCG decides that the nature of the emergency dictates a change in this appointment. There may be a need for an on-site "command post" at the scene; if so this will be established as soon as practicable by the Emergency Site Manager to bring together all emergency service elements operating at the scene for coordinated action. The situation may require more than one Emergency Site Manager and command post where more than one emergency site, or major function during an emergency, exists.
11. 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 coordinated and effective response. Regular briefing will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process to the emergency.
12. If the situation warrants, the Emergency Site Manager will establish an inner and outer perimeter to define the area around the site and control access. The inner perimeter will define the area within which only emergency response personnel are permitted for reasons of safety, preservation of evidence and security of the scene. The outer perimeter will define the limit within which spectators are not permitted. The area between the inner and outer perimeter will likely contain some or all of the following sites:
 - ◆ a site command post;
 - ◆ a triage area;
 - ◆ a staging area; and
 - ◆ traffic control posts.
13. Depending on the type of emergency a variety of outside agencies will respond to the emergency. They should all report to the on-site command post on arrival.

COMMUNITY CONTROL GROUP

14. When it has been decided to activate the EMERGENCY RESPONSE PLAN, the officials listed below who will form the Community Control Group (CCG) will control emergency operations for the municipality. The CCG should not be located with the on-site command post at the scene of the emergency.

The CCG will report to the primary Emergency Operations Centre located at the **Strathroy-Caradoc Municipal Offices, 52 Frank Street**. In the event this operations centre cannot be used, then the alternate location, **Entegrus Services Inc. (Middlesex) 351 Frances Street, or Strathmere Lodge, 599 Albert Dr.** will be used. The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- **Mayor of the Municipality of Strathroy-Caradoc or alternate**
- **Chief Administrative Officer; or alternate, who becomes the Chair of CCG**
- **Director of Corporate Services, or alternate**
- **Director of Operations, or alternate**
- **Director of Environmental Services, or alternate**
- **Director of Finance, or alternate**
- **Director of Recreation and Leisure Services, or alternate, Social Services Representative**
- **Director of Fire Services, or alternate**
- **Chief of Police Services, or alternate**
- **Emergency Medical Services (EMS), or alternate**
- **Emergency Information Officer (EIO) (designated by council), or alternate**
- **Community Emergency Management Coordinator; or alternate**
- **Entegrus Services Inc. (Middlesex); or alternate**

Additional personnel called or added to the CCG may include:

- (a) Medical Officer of Health Representative
- (b) Emergency Management Ontario Representative
- (c) Boards of Education
- (d) Hospital Representative
- (e) The Incident Industrial Representative
- (f) Conservation Authority Representative
- (g) Liaison staff from provincial ministries;

- (h) Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

SUPPORT AND ADVISORY STAFF

The following staff may be required to provide support, logistics and advice to the CCG:

Support and Advisory Staff

- a. All Staff of the Municipality of Strathroy-Caradoc
- b. Legal Services Representative
- c. Purchasing Agent
- d. Telecommunication (Amateur Radio Emergency Services-ARES) Coordinator
- e. Other Agencies
- f. County Boards
- g. School Boards/ Separate, Public and Private

OPERATIONS CYCLE

15. Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer 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 and which will be displayed and kept up to date.

PRIMARY EMERGENCY OPERATIONS CENTRE AND ALTERNATE EMERGENCY OPERATIONS CENTRE

16. The CCG when alerted will assemble at the **Strathroy-Caradoc Municipal Offices, 52 Frank Street** which will be known as the Primary Emergency Operations Centre (EOC) during the emergency. The Chief Administrative Officer is responsible for the readiness of the Emergency Operations Centre or alternate site. Details of the EOC requirements are in the Municipal Emergency Information Guide In the event the Municipal Office is untenable the **Entegrus Services Inc. (Middlesex), 351 Frances Street or Strathmere Lodge, 599 Albert St.** building will be the alternate location for the Emergency Operations Centre.

ALTERNATES

17. Alternates are designated for CCG appointments having specific responsibility under this plan. The alternate will act for the member in his/her absence during an emergency or during a prolonged emergency to provide relief for the incumbent. The Deputy Mayor will act for the Mayor when the Mayor is not available. When neither the Mayor nor the Deputy Mayor is available, the Member of Council so designated in the Municipal Appointments By-Law will assume the responsibility of Head of Council for purposes of this plan.

TELECOMMUNICATION

18. Adequate communications between the emergency site and the Emergency Operations Centre will be essential. Some or all of the following communications means may be used:
- a. Police, Fire Department, EMS & Works Department radio links from their on-site representative to their CCG member;
 - b. The closest operating telephone to the emergency location may be utilized if practicable;
 - c. Cellular phones; and
 - d. The Amateur Radio Emergency Service (ARES) is prepared to help with mobile radio equipment and volunteer operators, and can be contacted through the OPP/ ARES coordinator or Red Cross.
19. The Fire Chief responsible for firefighting operations at the emergency site will arrange for the Fire representative who will join the CCG in the emergency. The Fire Chief will decide, based on the situation existing, either to join the CCG in person, to send a senior member of the Department, or to request one of the other District Fire Chiefs serving the Municipality to attend.
20. The CCG will need the advice and support of the Medical Officer of Health in any emergency situation. The Mayor at the outset will contact the Medical Officer of Health and, if the situation warrants it, the Medical Officer of Health will provide a Health representative to join the CCG as soon as possible.
21. The Director of Recreation and Leisure services will act as Social Services Member of the CCG to provide co-ordination in social services matters in the emergency and will coordinate prior planning for emergency social services arrangements. The County Social Services Administrator may be requested to provide a Social Services representative to assist with this responsibility.
22. The Individual (designated by council) will act as the Emergency Information Officer (EIO) to the CCG. The Mayor must approve the release of any announcements or news releases.

23. Additional CCG members may need to be drawn from various sources to provide specialist knowledge, advice and support; these might include representatives from the County Administration, or from Provincial Ministries.
24. When the emergency situation calls for close co-ordination with a neighbouring municipality the Mayor may request the Head of Council of the neighbouring municipality to appoint a representative to join the CCG to assist in mutual support matters.

CCG ALERTING SYSTEM / FANOUT SYSTEM

25. A serious emergency situation will usually be first identified by the emergency services that will be among the first on the scene. If the senior on-site Police, Fire representative is satisfied that a serious potential emergency situation exists, he/she will so advise the respective Fire Chief or Chief of Police (or designate) who will then consider the advisability of assembling the Community Control Group designated at **Paragraph 14** above. A decision to assemble the CCG may be taken by any two of the designated members of the CCG, or in the absence of a designated member, by any of the alternates identified in this plan. When a member decides that the CCG should be called together, he/she will contact the **Police Communications Centre** who will initiate the telephone alerting procedure.

COMMUNITY CONTROL GROUP OPERATIONS

26. When a working majority of members of the CCG are present at the Municipal Emergency Operations Centre, the Mayor will convene an "initial briefing" of the CCG at which each member will report on information learned about the emergency situation and will make recommendations on action that should be considered by the CCG. The Mayor, with the advice of the members, may then make a decision to implement this plan and to take action to support the emergency services working at the emergency site and/or action to provide for the safety and welfare of residents and the protection of property in the Municipality. If it is decided that the CCG should remain in place to control/monitor the emergency situation, the Chair (**CAO**) will call the CCG into conference session approximately every hour for brief reports by each member and for discussion of action required, followed by a break to permit members to direct steps to be taken by Municipal services, to contact outside agencies and to develop plans. The responsibilities of the CCG will in most situations be carried out by Group assessment of events as they occur, leading to agreement on the action to be taken by Municipal authorities and services.

DECLARATION OF AN EMERGENCY

Definition of an emergency

27. The Emergency Management and Civil Protection Act define 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 forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."

Emergency Notification Procedure

28. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.
29. Upon receipt of a warning of a real or potential emergency, the Police Chief, the Fire Chief or their alternates will initiate the telephone alerting procedure. He/She will notify the Chief Administrative Officer or their Alternate and upon being notified, it is the responsibility of the C.A.O./Alternate member to ensure that all members of the C.C.G. are notified. All C.C.G. officials are to notify their alternates, staff and volunteer organizations.

Activating the Emergency Operations Centre

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

A Declared Community Emergency

Where serious and extensive steps to protect property and the health and safety of residents are deemed necessary to cope with emergency conditions, the Mayor may, on the advice of the other members of the CCG, call for a formal declaration that an emergency exists under the provisions of The Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9, s.4 (1). The 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 law to implement the emergency response plan of the Municipality and to protect, property and the health, safety and welfare of the inhabitants of the emergency area".

The Mayor will notify Emergency Management Ontario at 1-866-314-0472 by phone and Fax (416) 314-0474 when a declaration of an emergency is made. The Mayor should also notify the Warden of the County, adjacent Municipalities and the Public.

31. The Mayor of the Municipality of Strathroy - Caradoc should carefully assess the situation prior to making a decision to declare a state of emergency. The Mayor should ensure that,
- a. the information received as to the seriousness of the a situation has been confirmed;
 - b. the situation involves an extended evacuation, or a significant degree of damage, loss of life or threat to the environment; and
 - c. additional resources of personnel or equipment are required to support the emergency services.

A checklist in consideration of a Declaration of Emergency will be maintained – also copies of the Declaration and Termination of Emergency Fax forms (1 page form each)

A formal declaration of a state of emergency will,

- a. invoke the Emergency Management and Civil Protection Act and provide for protection from personal liability;
- b. provide authority to expend funds without reference to council; and
- c. provide coverage under the Workplace Safety Insurance Board (WSIB) for registered volunteers.

A Declared Community Emergency

32. **The Mayor or Acting Mayor, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.**

Upon declaring an emergency, the Mayor will notify:

- a. Emergency Management Ontario by phone at 1-866-314-0472 and Fax (416) 314-0474;
- b. Municipal Council;
- c. County Warden;
- d. Public;
- e. Neighbouring community officials, as required;
- f. Local Member of the Provincial Parliament (MPP);
- g. Local Member of Parliament (MP)

A community emergency may be terminated at any time by:

- (a) Mayor or Acting Mayor or
- (b) Municipal Council; or
- (c) Premier of Ontario

When terminating an emergency, the Mayor will notify:

- a. Emergency Management Ontario by phone at 1-866-314-0472 and Fax (416) 314-0474;
- b. County Warden;
- c. Public;
- d. Neighbouring community officials, as required;
- e. Local Member of the Provincial Parliament (MPP);
- f. Local Member of Parliament (MP)

Request for County Assistance

- 33. Assistance may be requested from the County 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.

Community Control Group Responsibility

- 34. The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:
 - a. Calling out and mobilizing their emergency services, agencies and equipment;
 - b. Coordinating and directing their services and ensuring that any action necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
 - c. Determining if the location of the EOC and composition of the CCG are appropriate;
 - d. Advising the Mayor as to whether the declaration of an emergency is recommended;
 - e. Advising the Mayor on the need to designate all or part of the community as an emergency area;
 - f. Ensuring that an Emergency Site Manager (ESM) is appointed;
 - g. Ensuring support to the ESM by offering equipment, staff and resources, as required;

- h. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- i. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a plaza/mall;
- j. Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- k. Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- l. Determining if additional volunteers are required and if appeals for volunteers are warranted;
- m. Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- n. Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer (EIO) and Citizen Inquiry Supervisor, for dissemination to the media and public;
- o. Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- p. Authorizing expenditure of money required for dealing with the emergency;
- q. Notifying the services, agency or group under their direction, of the termination of the emergency;
- r. Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- s. Participating in the debriefing following the emergency;
- t. Addressing the emotional needs of the affected public and staff through Critical Incident Stress Management (CISM) assistance.

EMERGENCY RESPONSE SYSTEM

The individual responsibilities of the Community Control Group (CCG)

35. **Mayor**

The Mayor, with the advice of the CCG, will be responsible in the Emergency for:

- a. Attending meetings of the CCG, making decisions, determining priorities and giving direction to the heads of Municipal services;
- b. Requesting assistance from neighbouring municipalities, from the County and from senior levels of government when required;
- c. Advising the Medical Officer of Health of the emergency situation and obtaining Health advice and assistance in dealing with the emergency;
- d. Requesting assistance from volunteer and other outside agencies not under Municipal control as required;
- e. Declaring an emergency within the designated area;
- f. Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- g. Notifying Emergency Management Ontario of the declaration of an emergency, and termination of the emergency;
- h. Ensuring the members of council are advised of the declaration and termination of an emergency, and kept informed of the emergency situation
- i. Approving news releases and public announcements.

36. **DEPUTY MAYOR:**

The Deputy Mayor will be responsible in an emergency for:

- a. Acting as Head of Council in the absence of the Mayor
- b. Relieving the Mayor at the CCG during a protracted emergency;
- c. Other responsibilities as assigned by the Mayor, and
- d. Maintain a log of all decisions made and actions taken by him/her during the emergency.

37. **CHIEF ADMINISTRATIVE OFFICER (CAO):**

Upon learning of a potential emergency, the CAO will, in consultation with the Chief of Police or Fire Chief, consider the possible need to assemble the CCG and, if warranted, will initiate the fan-out procedure for assembling the CCG as outlined in section 25. The CAO will decide if the alternate location for the CCG should be used and will so advise when initiating the assembly procedure in an emergency. The CAO will proceed to the Emergency Operations Centre to assume the following responsibilities in the emergency:

- a. Activating the emergency notification system through the Chief of Police or Fire Chief;
- b. Ensuring liaison with the Chief of Police regarding security arrangements for the EOC;
- c. As the Chair, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- d. Advising the Mayor on policies and procedures, as appropriate;
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the CCG;
- f. Organizing the Emergency Operations Centre and arranging for the provision of equipment and data.
- g. Ensuring the communication link is established between the CCG and the Emergency Site Manager (ESM);
- h. Calling out additional town staff to provide assistance, as required;
- i. Maintaining a record of actions taken by the Mayor and the CCG in dealing with the emergency;
- j. Compiling records of costs incurred as a result of emergency action;
- k. Arranging for periodic relief of CCG members and support staff in a protracted emergency, and
- l. Maintain a log of all decisions made and actions taken by him/her during the emergency.

38. DIRECTOR OF FIRE SERVICES:

Upon learning of a potential emergency, the Fire Chief in consultation with the Police Chief will consider the possible need for assembling the Community Control Group (CCG) and, if warranted, will contact the CAO and implement the alerting procedure. The Fire Chief will then report to, or send a representative to the EOC.

The nature of the emergency may require that the Fire Chief(s) be totally committed to the on site operations. Depending on the on site situation the Chief or their representative would join the CCG when assembled at the Emergency Operations Centre to assume the following responsibilities:

- a. Providing the Mayor and CCG with information and advice on firefighting and rescue matters;
- b. Depending on the nature of the emergency, assign an Interim Emergency Site Manger and inform the CCG;
- c. Establish an ongoing communication link with senior fire officials at the scene of the emergency;
- d. Inform the Mutual Aid Fire Coordinator and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- e. Determine if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;
- f. Provide assistance to other community departments and agencies and be prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g. rescue, first aid, casualty collection, and evacuation;
- g. Contacting MPDC, Hydro One, Union Gas or Petroleum Companies for assistance in the emergency if needed;
- h. Establishing, with the appropriate Ministry, and industry representatives, procedures to deal with special hazards such as hazardous material spills, explosions or noxious fumes;
- i. Arranging that a record is kept of outside assistance of Fire Departments involved, and
- j. Maintain a log of all decisions made and actions taken by him/her during the emergency.

39. **CHIEF OF POLICE:**

Upon learning of a potential emergency, the Chief of Police in consultation with the Fire Chief will consider the possible need for assembling the Community Control Group (CCG) and, if warranted, will contact the CAO and implement the alerting procedure. The Chief of Police will then report to, or send a representative to the EOC.

In an Emergency the Chief of Police is responsible for:

- a. Arranging for the notification of residents who will be required to evacuate their residence or area in accordance with the evacuation plan;
- b. Provide advice on law enforcement matters to the Mayor and the CCG;
- c. Establishing a site command post with communications to the EOC;
- d. Depending on the nature of the emergency, assign an Interim Site Manager and inform the CCG;
- e. Coordinating Police operations with Municipal Departments and with neighbouring Police authorities, and arranging for additional Police assistance as required;
- f. 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;
- g. Providing traffic control staff to facilitate the movement of emergency vehicles;
- h. Arranging for the protection of property in the emergency area;
- i. Advising the Coroner in the event of fatalities;
- j. Processing any request by the Mayor for external assistance that must be channelled through the Ministry of the Solicitor General of Ontario;
- k. Ensuring the protection of life and property and the provision of law and order;
- l. Providing police services in the EOC, controlled access (security), evacuation and/or reception centres, temporary morgues, and other facilities, as required;
- m. Ensuring liaison with other community, provincial and federal police agencies, as required;
- n. Maintain a log of all decisions made and actions taken by him/her during the emergency.

40. **DIRECTOR OF OPERATIONS:**

Upon learning of a potential emergency, the Director of Operations will consider the possible need for assembling the CCG and, if warranted, will contact the Police Chief or Fire Chief and request the CCG be assembled. The Director of Operations will alert Works Department staff and will report to the Emergency Operations Centre to assume the following responsibilities as Works Department member of the CCG:

In an emergency the Director of Operations is responsible for:

- a. Provide advice on Works Department matters on engineering and public works matters to the Mayor and CCG;
- b. Depending on the nature of the emergency, assign an Interim Site Manager and inform the CCG;
- c. Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- d. Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- e. Arranging for Municipal staff and equipment to assist in containing the emergency situation and assisting in rescue operations;
- f. Ensuring construction, maintenance and repair of municipal roads;
- g. Providing public works vehicles and equipment as required by any other emergency services;
- h. Carrying out the responsibilities of the Municipal Flood Coordinator in a flood emergency and maintaining liaison with the appropriate Conservation Authorities;
- i. Ensuring liaison with the Conservation Authorities regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- j. Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. school buses, trucks etc.) for the purpose of transporting persons and/or supplies, as required;
- k. Procuring staff to assist , as required;
- l. Ensuring that a record is maintained of drivers and operators involved;
- m. Re-establishing essential Municipal services at the end of the emergency; and
- n. Maintain a log of all decisions made and actions taken by him/her during the emergency.

41. **DIRECTOR OF ENVIRONMENTAL SERVICES**

Upon learning of a potential emergency, the Director of Environmental Services will consider the possible need for assembling the CCG and, if warranted, will contact the Police Chief or Fire Chief and request the CCG be assembled. The Director of Environmental Services will alert his/her staff and will report to the Emergency Operations Centre to assume the following responsibilities:

In an emergency the Director of Environmental Services is responsible for:

- a. Provide advice on Environmental Services to the Mayor and CCG;
- b. Depending on the emergency, assign an Interim Site Manager and inform the CCG;
- c. Establish an ongoing communications link with the senior environmental person at the scene of the emergency;
- d. Ensuring liaison with the environmental representative from the neighbouring community(s) to ensure a coordinated response;
- e. Arranging for Municipal staff and equipment to assist in containing the emergency situation;
- f. Ensuring the maintenance of sanitary sewage and water systems;
- g. Providing equipment for emergency pumping operations;
- h. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- i. Discontinuing any public service to any resident, as required, and restoring these services when appropriate;
- j. Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- k. Re-establishing essential Municipal services at the end of the emergency; and
- l. Maintain a log of all decisions made and actions taken by him/her during the emergency.

42. **MEDICAL OFFICER OF HEALTH OR PUBLIC HEALTH UNIT REPRESENTATIVE**

The Medical Officer of Health or Public Health Unit Representative is responsible for:

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

43. **DIRECTOR OF RECREATION AND LEISURE SERVICES /
SOCIAL SERVICES MEMBER:**

The Director of Recreation and Leisure Services is designated as Social Services Member of the CCG, assisted if possible by a Social Services Representative provided by the County Manager of Social Services, who will assume responsibility in an emergency for:

- a. Arranging with the Canadian Red Cross, through the County Social Services Manager, for a Registration and Inquiry system to be set up as identified in the Municipal Emergency Information Guide to deal with inquiries from concerned relatives both within and outside the community, when such a service is deemed advisable by the CCG;
- b. Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, food services, registration and inquiries and personal services;
- c. Liaison with the Middlesex CEMC regarding the engagement of CERV (Community Emergency Response Volunteers) team as required.
- d. Contacting and providing direction to volunteer groups able to assist in welfare functions, when so directed by the CCG. (eg. VON);
- e. Supervising the opening and operation of temporary and/or long-term reception centres, and ensuring they are adequately staffed;
- f. Supervising the opening and operation of the set-up of evacuation centres which can be opened on short notice;
- g. Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in reception centres;
- h. Ensuring that a representative of the Board of Education and/or Separate School Boards are notified, and
- i. Maintain a log of all decisions made and actions taken by him/her during the emergency.

44. **EMERGENCY MEDICAL SERVICES (EMS) DIRECTOR**

In an emergency the Emergency Medical Services Representative is responsible for:

- a. Ensuring emergency medical services at the emergency site;
- b. Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- c. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- d. Obtaining EMS from other municipalities for support, if required;
- e. Ensuring triage at the site;
- f. Advising the CCG if other means of transportation is required for large scale response;
- g. Ensuring liaison with the receiving hospitals;
- h. Ensuring liaison with MOHLTC (Ministry of Health & Long Term Care) & EHS (Emergency Health Service) representatives.
- i. Maintain a log of all decisions made and actions taken by him/her during the emergency.

45. **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE**

The Community Emergency Management Coordinator is the main link on a regular basis with EMO.

In an emergency his/her main responsibilities consist of:

- a. Activating and arranging the Emergency Operations Centre;
- b. Ensuring that security is in place for the EOC and registration of CCG members;
- c. Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;

- d. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- e. Supervising the Telecommunications Coordinator;
- f. Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- g. Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- h. Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- i. Maintaining the records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.

46. **EMERGENCY INFORMATION OFFICER (EIO).**

The Municipal Emergency Information Officer (EIO), as indicated in section 22 will implement the Media Plan and will assume responsibility in the emergency for:

- a. Preparing public announcements and news releases concerning the emergency for approval by the Mayor;
- b. Arranging with media representatives for assistance in communicating warnings and directions to the public that have been approved by the Mayor;
- c. Issuing news releases approved by the Mayor to the Media;
- d. Establishing, when such is considered necessary by the CCG, an Emergency Information Centre (EIC) or point of contact near but not in the Emergency Operations Centre to which the emergency services can direct members of the public or media representatives seeking information;
- e. Coordinating media photograph sessions at the scene when necessary and appropriate;
- f. Coordinating on-scene interviews between the emergency services personnel and the media;

- g. Informing the media of the point of telephone access for the public to reach the Registration and Inquiry service, if such service is in operation, so that this information can be passed to the public quickly;
- h. The EIO may be called upon to link with provincial and other inquiry information staff; and
- i. Maintain a log of all decisions made and actions taken by him/her during the emergency.

47. **SUPPORT AND ADVISORY STAFF**

Other Agencies

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

The following staff may be required to provide support, logistics and advice to the CCG;

48. **DIRECTOR OF CORPORATE SERVICES**

The Director of Corporate Services is responsible for:

- a. Assisting the Chief Administrative Officer, as required; Ensuring all-important decisions made and actions taken by the CCG are recorded.
- b. Ensuring that maps and boards are kept up to date;
- c. Provide a process for registering CCG members and maintaining a CCG member list;
- d. Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- e. Initiating the opening, operation and staffing of switchboards at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- f. Assuming the responsibilities of liaising with the Citizen Inquiry Supervisor (Library Staff)
- g. Arranging for printing of material, as required;

- h. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- i. Upon direction by the Mayor, ensuring that all council and staff are advised of the declaration and termination of the emergency, and
- j. Maintain a log of all decisions made and actions taken by him/her during the emergency.

49. **UTILITY REPRESENTATIVE**

MIDDLESEX POWER DISTRIBUTION CORPORATION (MPDC)

The Utility Representative is responsible for:

- a. Monitoring the status of power outages and customers without service;
- b. Providing updates on power outages, as required;
- c. Ensuring liaison with the public works representative;
- d. May provide assistance with accessing generators for essential services, or other temporary power measures, and
- e. Maintain a log of all decisions made and actions taken by him/her during the emergency.

50. **DIRECTOR OF FINANCE**

The Director of Finance is responsible for:

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

51. **PURCHASING AGENT**

The Purchasing Agent under the direction of the Director of Finance is responsible for:

- a. Providing and securing of equipment and supplies not owned by the Municipality,
- b. Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- c. Maintaining and updating a list of all vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment, Municipal Emergency Information Guide, and
- d. Maintain a log of all decisions made and actions taken by him/her during the emergency.

52. **LEGAL SERVICES REPRESENTATIVE**

The Legal Services Representative for the Municipality is responsible for:

- a. Providing advice to any member of the Community Control Group on legal matters, and
- b. Maintain a log of all decisions made and actions taken by him/her during the emergency.

53. **MUNICIPAL SUPPORT STAFF**

Under the direction of the Director of Corporate Services, the municipal support staff should be organized to carry out the following duties:

- a. Assist the EOC operations by:
 - ◆ Acting as recording secretary to establish a paper trail and record decisions and actions taken;
 - ◆ Maintain an events display board;
 - ◆ Maintain a communications log.
- b. Answer and maintain a record of all public inquiries;
- c. Monitor the media broadcasts;
- d. Coordinating and processing requests for human resources;
- e. Coordinating offers of, and appeals for, volunteers with the support of the Community Control Group;
- f. Selecting the most appropriate site(s) for the registration of human resources;
- g. ensuring records of human resources and administrative details, that may involve financial liability, are completed;

- h. Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for town records;
- i. Ensuring identification cards are issued to volunteers and temporary employees,
- j. Arranging for transportation of human resources to and from site(s);
- k. Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups,
- l. Maintain a log of all decisions made and actions taken by him/her during the emergency.

54. **AMATEUR RADIO EMERGENCY SERVICE (ARES)**

ARES is a volunteer group that coordinates Amateur radio in the area. They are prepared to establish emergency radio communications for any purpose required including setting up communications at registration and inquiry locations and communications between Hospitals. ARES Emergency Coordinators are listed in the Municipal Emergency Information Guide

The Telecommunications Coordinator reports to the CCG and is responsible for:

- a. Activating the emergency notification system of the local amateur radio operators group;
- b. Initiating the necessary action to ensure the ARES radio system at the community office functions as effectively as possible, as the situation dictates;
- c. Ensuring that the emergency communications center is properly equipped and staffed, and working to correct any problems which may arise;
- d. 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;
- e. Making arrangements to acquire additional communications resources during an emergency, and
- f. Maintain a log of all decisions made and actions taken by him/her during the emergency.

55. **COUNTY BOARD OF EDUCATION, SEPARATE SCHOOL BOARD AND PRIVATE SCHOOL BOARD**

The County Board of Education, the Separate School Board and Private School Boards are responsible for:

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

Most School Boards have developed emergency preparedness plans. These plans may involve the assembly of a School System Emergency Management Team that will provide direction to School Principals in the event of an emergency. To ensure that they are kept informed about the emergency they may ask to send a liaison officer to the municipal CCG. School Boards may be asked to provide their facilities for use during the emergency.

RESPONSIBILITIES OF SUPPORTING AGENCIES/OFFICIALS

56. **COUNTY SOCIAL SERVICES.**

The County Social Services Manager should be contacted as soon as an emergency occurs so that he/she can assist the Municipal Social Services Member to:

- a. Arrange for the opening, operation, direction and supervision of emergency reception centres to provide emergency social services as required;
- b. Liaise with volunteer community agencies to assist in humanitarian functions; and
- c. Maintain a log of all decisions made and actions taken by him/her during the emergency.

57. **ST. JOHN AMBULANCE.**

St. John Ambulance has a capability in all areas of First Aid, including Mobile First Aid stations, Ambulance and Medical transport, Nursing and Child Care, and will respond to requests at any time, as well as under emergency and disaster conditions. Also available is an emergency lighting and generator unit, mobile canteen service unit, designed for response under emergency or disaster

conditions. These volunteers are on 24-hour call, the response teams are governed by a time lapse of 30-45 minutes. Upon request, Members must respond to St. John Headquarters, signalled by radio or pager, for assembly and duty assignments. Additional equipment available includes wheelchairs, walkers, crutches and stretchers. Local unit response by up to 50 members has the option to draw on up to 100 members from the surrounding district. Requests for St. John Ambulance services are to be routed through the London Fire Communications Centre.

CANADIAN RED CROSS:

The Red Cross will assist the community in an emergency in the form of a Registration and Inquiry Service as described in the Health Canada "Registration and Inquiry Manual". This service will assist the public in locating immediate relatives who have left their homes as a result of the emergency. Inquiry services may be operated from outside the disaster area in accordance with Red Cross standard operating procedures and may involve the assistance of the Amateur Radio Emergency Service. When an inquiry service is activated, the Red Cross will arrange that the telephone number(s) to be used by relatives making inquiries is publicized through the Media. Registration and Inquiry Cards are available from Recreation and Leisure Services. Municipalities should collect the data required by these forms prior to the arrival of the Red Cross.

58. **HOSPITALS:**

Area Hospitals are prepared to implement their Medical Disaster Plans as required. The Medical Disaster Plan may be activated on the advice of the Police, the Ambulance Services, and Medical Officer of Health.

59. **AMBULANCE SERVICES:**

The Central Ambulance Communications Centre is responsible for the dispatch of ambulances in the County, on calls from Police, Fire Services and other sources, operating 24 hours per day. An ambulance station is located in Strathroy, and may be located in Mt. Brydges Fire Hall during designated hours.

60. **SALVATION ARMY:**

The Salvation Army has an emergency capability in welfare, short term accommodation, clothing and feeding and will respond, within their budgetary capabilities, when requested by the CCG.

CASUALTY MANAGEMENT

61. Arrangements for coping with casualties in an emergency are made jointly by the Ambulance Services and the Hospitals serving the County. The Central Ambulance Communications Centre, on calls from Fire and Police authorities will dispatch ambulances. Ambulance, Fire or Police authorities may call upon

further assistance from area hospitals in handling mass casualties as the situation warrants. The St. John Ambulance, normally alerted through the Central Ambulance Communications Centre, is prepared to assist with mobile first aid posts and ambulance units when called on.

POPULATION EVACUATION

62. It may be necessary in an emergency for the residents of an area of the Municipality to be temporarily evacuated from their homes for their own welfare and safety. Such a requirement may be of an urgent or short-notice nature caused by an immediate hazard, and decided upon and directed on the spot by Police and/or Fire authorities. A less immediate but probably larger scale evacuation could be decided upon, and directed by, the Community Control Group, as in the case of an impending flood situation. The aim in any such operation will be to care for the evacuated persons, to bring families together and to re-establish residents in their homes as soon as possible.

The evacuation plan for the Township of Strathroy-Caradoc is provided.

COMMUNICATIONS/MEDIA PLAN

63. Communication, in both the electronic and the information-sharing sense, usually is a major problem during most emergencies. Equipment breaks down, radio frequencies and/or equipment are found to be incompatible, messages are misunderstood, and those responding to the emergency forget to pass on or share information. Careful planning, training and testing can overcome some of these difficulties.
64. The Municipality will need media cooperation to provide the CCG with the means to communicate with the public during the emergency. It is thus in our own interest to be prepared to respond to media requests for information.
65. Action should be taken by the Emergency Information Officer to establish an Emergency Information Centre (EIC) near to but not in the Media Room. The EIC should have telephone and electrical outlets and should provide space for news conferences and briefings. News conferences should be scheduled for both the public and the media. In Strathroy, the Media Centre is the Public Library, located at --- Frank St.
66. Further information with respect to the Communications/Media Plan is provided.

FLOOD CONTROL

67. The Lower Thames Conservation Authority and the St. Clair Region Conservation Authority maintain a flood contingency plan applicable to the Municipality.
Municipal Emergency Information Guide outlines the responsibilities of the CCG consistent with the Conservation Authority plan.

68. **SPECIAL HAZARDS (taken from the Community Risk Profile)**

The Municipality of Strathroy - Caradoc has the potential of experiencing an emergency based on any of the following circumstances:

- a. Animal Disease
 - b. Water Quality Emergencies
 - c. Winter Storms: Snowstorms, Blizzards, Ice/Sleet Storms
 - d. Hazardous Materials/Transportation Incidents
 - e. Tornadoes
 - f. Human Health Emergencies and Epidemics
 - g. Transportation Accidents (road, rail, air)
 - h. Critical Infrastructure failure defined as the eight categories: Food and Water, Electricity, Telecommunication, Financial Institution, Gas, Oil and Chemical Industries, Transportation, Continuity of Government Services,
 - i. Public Safety and Security.
 - j. Agriculture & Food Emergencies
69. There are no industrial sites in the Municipality that are considered to present Special Hazards.
70. Preparations to respond to special hazards require that the CCG Operations Centre be provided with essential data. The following information should be readily available at the Operations Centre:
- a. Maps identifying the following:
 - (i) Transportation routes;
 - (ii) Pipeline data;
 - (iii) Municipal drains; and
 - (iv) Municipal wells;
 - b. Information sheets on nursing homes
 - c. A Resource Directory

COUNTY ASSISTANCE

71. When the support and assistance of County Services are needed in an emergency situation the Mayor may contact the Warden, CAO of the County, County Engineer or County Social Services Administrator to request such assistance.

PROVINCIAL ASSISTANCE

72. The Mayor may request assistance from the Provincial Government at any time. Locally arranged support such as technical advice from District representatives of the Ministry of the Environment and Energy or help from Ministry of Transportation installations in the County can be arranged directly with local Ministry authorities. Further help from Provincial sources can be requested through the Police Service representative with the CCG. In life-threatening situations, requests for assistance will be made directly to Provincial and/or Federal organizations through EMO as soon as possible.
73. In the case of flood control assistance, help from the Ministry of Natural Resources can be requested through, and with the advice of, flood co-ordination officers of the Lower Thames Conservation Authority and the St. Clair Region Conservation Authority.

OTHER ASSISTANCE

74. Outside organizations prepared to assist in an emergency within their capability and expertise include the following. Telephone contact numbers are available.
- 75.
- a. **Environment Canada**. Environment Canada can provide information on weather conditions as they affect emergency operations.
http://weatheroffice.ec.gc.ca/warnings/warnings_e.html
 - b. **Ministry of the Environment** The Ministry of the Environment through their Regional Offices in London or the Toronto "Spills Action Centre" are able to provide advice in handling serious oil and chemical spills and discharges;
 - c. **Department of Communications**. The London District Office of the Federal Department of Communications is prepared to provide advice and assistance on communication matters in an emergency;

- d. **Ministry of Agriculture, Food and Rural Affairs**. The Ministry of Agriculture, Food and Rural Affairs through their County Office could provide advice with respect to the effect of hazardous vapours on crops and animals;
- e. **Ministry of Natural Resources**. The Ministry of Natural Resources through their District Office would act as Lead Ministry for floods or forest fires.
- f. **Emergency Management Ontario**. The Chief, Emergency Management Ontario, Ministry of Community Safety and Correctional Services, is prepared to provide advice and assistance in an emergency, particularly with matters of Provincial Government Support;
- g. **Insurance Bureau of Canada**. A coordinator for the Insurance Bureau of Canada is available in London to organize insurance company action on claims adjustments under emergency conditions;
- h. **Snowmobile Assistance**. The Strathroy Snowmobile Club, through the President can assist in organizing snowmobile operator help for the urgent movement of people, medicines and supplies in a serious winter storm;
- i. **Canada Employment**. The local Employment Centre can assist by organizing extra emergency workers at a central location;
- j. **Department of National Defence**. Land Forces Central Area Support Unit London has limited resources of personnel and equipment. Assistance should be requested through Emergency Management Ontario 1-800-314-0472 as Provincial / Federal costs may be involved;
- k. **Bell Canada Communications**. Bell Canada Communications have Emergency Response Plans for restoration or installation of essential telephone services as well as telephone-equipped vehicles which can be positioned at emergency sites to augment Municipal communication capabilities;
- l. **Union Gas**. Union Gas has Emergency Response Plans and appropriately trained personnel and equipment for restoration of essential gas mains and services and has radio-equipped vehicles which can be positioned at emergency sites to coordinate the activities of Union Gas with other utilities and civic services. Their knowledge and relay of such to municipal officials, regarding location of gas lines, control points and emergency procedures may be of prime importance in many emergencies;

- j. **Broadcasting Stations.** The utilization of the local broadcasting stations may play a very significant role under emergency conditions particularly where Land Line communications are disrupted or overloaded. They can be used to request public co-operation in freeing telephone circuits for emergency use, passing warnings or official status reports to the public, answering mass inquiries, passing instructions to emergency department personnel upon departmental request, requesting public assistance in traffic control problems, and seeking private sources of particular supplies, facilities or skills. They have emergency electrical power.
- n. **Press.** The use of the Press will play an important role as a means of giving explicit and perhaps lengthy directions to the public, especially in incidents of some duration like heavy snow emergencies. For example, official releases on actions to take in blizzard conditions may contain detailed information on Utilities precautions, emergency Social Services, Fire, Police, Engineering and Health measures in one concise release. Such releases used as an action checklist are an excellent means of mass communications;
- o. **Conservation Authority.** Advice on flood control can be obtained from the Conservation Authority. The Watershed Flood Warning System provides a plan to warn of imminent flood conditions. This plan lists Municipal Flood Co-ordinators and alternates in each municipality of the watershed;

EXERCISING THE PLAN

- 76. An **annual** exercise shall be held, at the direction of Council, to test the Emergency Response Plan.
- 77. The Chief Administrative Officer will brief each new Municipal Councillor on the Municipality Emergency Response Plan.

REVIEW / AMENDMENT OF THE PLAN

- 78. The requirement to keep this EMERGENCY RESPONSE PLAN current dictates that the following duties be assigned with respect to an annual review of the plan:
 - a. **Duties of the Chief Administrative Officer during the annual review**
 - (i) Request that each member of the Emergency Control Group review the plan annually in December;
 - (ii) Review the CCG alerting plan
 - (iii) Review the list of useful telephone numbers

- (iv) Ensure that the operations centre equipment and data are current
- (v) Publish routine amendments as they occur; and
- (vi) Process major changes to the Emergency Response Plan for Council approval.

b. Duties of the Director of Operations

- (i) Maintain the accuracy of the data on the Map.
- (ii) Maintain the accuracy of Resources, the Resource Directory; and
- (iii) Maintain the Flood Contingency Plan

c. Duties of the Fire Chief

- (i) Maintain the accuracy of the list of Special Hazards List
- (ii) Assist the Director of Operations in the maintenance of the Resource Directory.

d. Duties of the Emergency Information Officer (EIO)

- (i) Maintain the accuracy of the Communications/Media Plan in the Municipal Emergency Information Guide;

e. Duties of the Social Services member

- (i) Maintain the accuracy of the Evacuation Plan
- (ii) Maintain the accuracy of the Information Sheets
- (iii) Maintain the plan for reception centres
- (iv) Maintain the accuracy of the Registration and Inquiry sheets.

79. Amendments to all Municipal Emergency Information Guide can be initiated without reference to Council.