



# THE CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND

## EMERGENCY RESPONSE PLAN

Prepared: December 2004  
By-Law: #85-2004  
Revised: January 2007  
Revised: June 2007  
Revised: January 2008

E:/RoseneathDocuments/EmergencyManagement/EmergencyPlan

**THE CORPORATION OF THE TOWNSHIP OF  
ALNWICK/HALDIMAND  
EMERGENCY RESPONSE PLAN**

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# THE CORPORATION OF THE TOWNSHIP OF ALNWICK/HALDIMAND EMERGENCY RESPONSE PLAN

## PART A: INTRODUCTION

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

The population of the Township of Alnwick/Haldimand is approximately 5,900.

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

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

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Alnwick/Haldimand Emergency Response Plan may be viewed at the Township Municipal Offices located in Grafton and Roseneath. For more information, please contact:

Terrence Korotki, B.A., A.M.C.T.  
Community Emergency Management Coordinator, (CEMC)  
Township of Alnwick/Haldimand  
Municipal Administration Office  
10836 County Road #2,  
Grafton, Ontario  
K0K 2G0  
1-905-349-2822  
1-888-685-1464  
1-905-349-3259 (Fax)  
[alnhald@eagle.ca](mailto:alnhald@eagle.ca)  
[tkorotki@eagle.ca](mailto:tkorotki@eagle.ca)

## **PART B: AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Alnwick/Haldimand when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Alnwick/Haldimand, and meets the legislated requirements of the ***Emergency Management Act***.

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

## **PART C: AUTHORITY**

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

The *EMA* states that the:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall be by by-law adopt the emergency plan.” (Section 3 (1))

“The head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” (Section 4 (1))

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

- Issued under the authority of *Township of Alnwick/Haldimand By-Law #85-2004*; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

### ***a.) Definition of an Emergency***

The *Emergency Management Act* defines an emergency as:

“An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

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

### ***b.) Action Prior to Declaration***

When an emergency exists but has not yet been declared to exist, community 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 Township of Alnwick/Haldimand.

## **PART D: EMERGENCY NOTIFICATION PROCEDURES**

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact Cobourg Communications Centre to request that the notification system be activated.

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

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

### ***a.) Requests for Assistance***

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

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

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex A**.

***b.) A Declared Community Emergency***

The Mayor or Acting Mayor of the Township of Alwick/Haldimand, 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 or Acting Mayor will notify:

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

A Community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township of Alwick/Haldimand Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor or Acting Mayor will notify:

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

**PART E: EMERGENCY COMMUNITY CONTROL GROUP**

***a.) Emergency Operations Centre***

The CCG will report to the Emergency Operations Centre located at the Municipal Administration Office, 10836 County Road #2 (Upstairs), Grafton, Ontario. In the event this operation centre cannot be used, then the alternate location will be the Alwick Civic Centre, 9059 County Road #45, Roseneath, Ontario.

***b.) Community Control Group (CCG)***

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 Township of Alnwick/Haldimand, or alternate;
- Clerk/Administrator, or alternate;
- Emergency Management Coordinator, or alternate;
- Ontario Provincial Police;
- Fire Chief, or alternate;
- Public Works Superintendent, or alternate;
- County of Northumberland Emergency Management Coordinator, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Representative, or alternate;
- Emergency Medical Services (EMS), or alternate;
- Additional personnel called or added to the CCG may include:
  - Emergency Management Ontario Representative;
  - Lower Trent Conservation Authority Representative;
  - Ganaraska Conservation Authority Representative;
  - Liaison staff from provincial ministries;
  - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG 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.

***c.) Operating Cycle***

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk/Administrator 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 Clerk/Administrator Assistant will maintain status board and maps, which will be prominently displayed and kept up to date.

***d.) Community Control Group Responsibilities***

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

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor or alternate as to whether the declaration of an emergency is recommended;
- Advising the Mayor or alternate on the need to designate all or part of the Township of Alnwick/Haldimand as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down local businesses;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- 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;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk/Administrator within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

## **PART F: EMERGENCY RESPONSE SYSTEM**

### ***a.) The individual responsibilities of the Community Control Group:***

#### **1. Mayor or Acting Mayor**

The Mayor or Acting Mayor is responsible for:

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

#### **2. Clerk/Administrator**

The Clerk/Administrator for the Township of Alnwick/Haldimand is responsible for:

- Activating the emergency notification system through the Ontario Provincial Police – Northumberland Detachment;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional Township of Alnwick/Haldimand staff to provide assistance, as required.

#### **3. Ontario Provincial Police**

The Ontario Provincial Police is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;

- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

#### **4. Fire Chief**

The Fire Chief for the Township of Alnwick/Haldimand is responsible for:

- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.

## **5. Public Works Superintendent**

The Public Works Superintendent for the Township of Alnwick/Haldimand is responsible for:

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

## **6. Medical Officer of Health**

The Medical Officer of Health is responsible for:

- Activate the Health Unit's emergency fan out list;
- Activate the Health Unit's Service Continuity Plan to ensure the delivery of mandated essential program and services;
- Report to the Municipal/County Emergency Operations Centre (EOC) and advise Team members on matters of public health and on any remedial action necessary or already initiated;
- Open and maintain a Service Log of decisions made and actions taken relating to area of MOH responsibility;
- Inform as appropriate area health care sector (Hospitals, Access Centre) and the Ministry of Health and Long Term-Care (MOHLTC);
- Brief the EOC Manager on the status and response of the Health Unit;

- Obtain a briefing from the EOC manager;
- Respond to any needs directed to the Health Unit in dealing with the emergency;
- Develop a long-range (24-hours plus) operational plan for Health Unit emergency response activities;
- Prepare information on related health hazards for release to the public;
- Liaise with the Ministry of Health and Long-Term Care, Public Health Division and Emergency Management Unit;
- Direct the response to disease-related emergencies such as epidemics, in accordance with MOHLTC policies and guidelines;
- Authorize the evacuation of premises where there are reasonable and probable ground to believe that a health hazard exists;
- Prepare and release to the public, information on related health hazards in consultation with EOC manager;
- Coordinate with Access Centre for the care of non-ambulatory people and invalids living at home within the emergency area and in reception centres;
- Oversee water quality checks and arrange for alternate supply of potable water with the Public Works Department;
- Liaise with the Director of Community and Social Services regarding the status of health inspections in reception centres;
- Control communicable disease by enforcing regulations, including isolation and quarantine of infected individuals;
- Monitor the portability, quality and supply of drinking water within the municipality;
- Monitor the disposal of human and organic waste;
- Ensure food safety by inspecting, testing and destroying food thought to be contaminated;
- Ensure pest control;
- Liaise with the area Coroner;
- Ensure safe and sanitary procedures are used in order to prevent the transmission of communicable diseases;
- Monitors reception/ centres to obtain a status on food protection, potable water, personal hygiene, garbage and sewage disposal, pets, etc.;
- Advise and assist the public in property rehabilitation by providing information on health hazards caused by the emergency, rehabilitation of personal property, well water disinfecting and public health and safety precautions during cleanup;
- Recommend the activation of mutual assistance and aid agreements when required;
- Assist in the final assessment of the emergency.

The above tasks may be expanded to meet the needs of the emergency at hand.

In the event of a local emergency, or upon direction from the Premier of the Province of Ontario, the appropriate actions identified above will be taken under the direction of the lead agency.

## **7. Senior Social Services Representative**

The Senior Social Services Representative is responsible for:

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

## **8. Emergency Medical Services (EMS) Representative**

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

## **9. Community Emergency Management Coordinator**

The Community Emergency Management Coordinator (CEMC) for the Township of Alnwick/Haldimand is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canada Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

## **10. Electrical Utility Representative – Hydro One**

The Electrical Utility Representative – Hydro One is responsible for:

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

### ***b.) Support and Advisory Staff***

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

#### **1. Clerk/Administrative Assistant**

The Clerk/Administrative Assistant is responsible for:

- Assisting the Clerk/Administrator, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;

- Providing a process for registering CCG members and maintaining a CCG member list;
- Notifying of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of Council, as required, and advising members of Council of the time, date and location of the meetings;
- Procuring staff to assist, as required.

## **2. Legal Services Representative**

The Legal Services Representative is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Alnwick/Haldimand in its response to the emergency, as requested.

## **3. Director of Finance**

The Director of Finance is responsible for:

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

## **4. Purchasing Agent**

The Purchasing Agent is responsible for:

- Providing and securing of equipment and supplies not owned by the Township of Alnwick/Haldimand;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;

- Maintaining and updating a list of all vendor (including 24-hour contact numbers) who may be required to provide supplies and equipment.

## **5. Human Resources Manager**

The Human Resources Manager is responsible for:

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

## **6. Telecommunications (ARES) Coordinator**

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

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

## **7. Emergency Information Officer**

The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Part H.

## **8. Other Agencies**

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

## **9. Board of Education and Separate School Board**

The Board of Education and the Separate School Board are responsible for:

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

## **10. Northumberland Hills Hospital Administrator**

The Northumberland Hills Hospital Administrator is responsible for:

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

### ***c.) Relationship between CCG and Emergency Site Manager (ESM):***

Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

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

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

**PART G: EMERGENCY TELECOMMUNICATIONS PLAN**

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

The Emergency Telecommunications Coordinator for the Township of Alnwick/Haldimand is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

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

Should the Township of Alnwick/Haldimand lose all telephone communications, pre-arranged communications could be obtained from the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

**PART H: EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

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

- Emergency Information Centre;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located at the Grafton Village Inn; Grafton Public School; St. Mary's Catholic School; St. George's Church Reception Hall or Roseneath Public School.

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

## **1. Emergency Information Officer**

The Emergency Information Officer reports to the Clerk/Administrator and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
  - Media;
  - Community Control Group;
  - Switchboard (Township and Emergency Services);
  - Community Spokesperson;
  - Police Public Relations Officer;
  - Neighbouring Communities;
  - Citizen Inquiry Supervisor;
  - Any other appropriate person, agencies or business.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Clerk/Administrator (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

## **2. Community Spokesperson**

The Community Spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Alnwick/Haldimand's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

## **3. Citizen Inquiry Coordinator**

The Citizen Inquiry Coordinator is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township of Alnwick/Haldimand switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

## **PART I: DISTRIBUTION LIST**

Mayor	Public Works Foreman
Deputy-Mayor	MECG Alternates
Councillors	Medical Officer of Health
Clerk/Administrator	Lower Trent Conservation Authority
Deputy-Clerk	Ganaraska Region Conservation Authority
Municipal Treasurer	Northumberland Ambulance Service
Chief Building Official/By-Law Enforcement Officer	St. John Ambulance
Fire Chief	Haldimand Memorial Arena & Parks Board – Chairperson
Deputy-Fire Chief	Co-ordinator of Emergency Planning for Ontario
Fire District Chiefs	County of Northumberland – Chief Administrative Officer
Ontario Provincial Police	
Cobourg Police	
Public Works Superintendent	

