



ST. CLAIR TOWNSHIP
EMERGENCY RESPONSE PLAN

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

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EXECUTIVE SUMMARY

Introduction

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

This plan has been prepared in order to provide key officials, agencies, and departments within the Township of St. Clair with a general guideline to the expected initial response to an emergency and an overview of their responsibilities during an emergency.

For this plan to be effective, it is important that all concerned parties be made aware of its provisions and that every official, agency, and department be prepared to carry out their assigned functions and responsibilities in an emergency. The following paragraphs provide an overview of the background and some of the highlights of this plan.

Background

Provincial legislation entitled “The Act to Provide for the Formulation and Implementation of Emergency Plans” is the primary authority enabling municipalities to develop their own Emergency Response Plan.

The Legislation which is short titled “Emergency Management and Civil Protection Act RSO 1990 Chapter E-9” 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/she considers necessary and are not contrary to law to implement the Emergency Response Plan of the municipality and to protect the property, health, safety and welfare of the inhabitants of the emergency area.”

Highlights of the Plan

The Mayor is ultimately in charge of the emergency and will be the Chairman of the Community Control Group.

It should be stressed that in any emergency, or threat of an emergency, members of the Township Community Control Group or their alternates may be called together by the appropriate authorities, to make decisions or to be on standby, without having to declare that a Township emergency exists.

Short Title

This Emergency Response Plan may be cited as the Township of St. Clair Emergency Response Plan.

 Date

 Mayor Signature

DEFINITIONS AND RELEVANT TERMS

- (1) Area Municipality
Area Municipality means the municipality or corporation of the City of Sarnia, the Township of Enniskillen, the Municipality of Chatham Kent, and the Township of Dawn Euphemia.

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Area Municipality Emergency Response Plans may be cited as Municipal Emergency Response Plans.

(2) Chief Administrative Officer (C.A.O.)

The Chief Administrative Officer or alternate of the Township of St. Clair.

(3) Medical Officer of Health

The Medical Officer of Health or alternate for the County of Lambton.

(4) Community Health Support Group

This group is comprised of representatives from the County Community Health Department charged with the responsibility of working in association with the Social Services Support Group for the co-ordination of Reception/Evacuation Centre operations.

(5) Critical Incident Stress Team

The Police, Fire and Ambulance Services operate a trained volunteer Critical Incident Stress (CIS) Team. The CIS Team is available for stress debriefing during and succeeding emergencies and major incidents by contacting one of the emergency service agencies.

(6) Designated Senior Municipal Official

The Senior Municipal Official designated by the Mayor or Deputy Mayor to participate on the Community Control Group, in place of the Mayor or Deputy Mayor, will be a Member of Council.

(7) Director of Community Services

The Director of Recreation and Facilities Services or alternate for the Township of St. Clair.

(8) Director of Public Works

The Director of Public Works or alternate for the Township of St. Clair.

(9) Fire Chief

The Chief of the Fire Department or alternate.

(10) Local Emergency Information Centre

The location at or near the Emergency Operations Centre from which the media may gather for updated media releases and press conferences. This location will be determined by the Emergency Information Officer.

(11) Emergency Area

The Emergency area is the area in which the emergency exists.

DEFINITIONS AND RELEVANT TERMS (cont'd)

(12) Community Control Group

That group of individuals directing those services necessary for mitigating the effects of the emergency. The Chief Administrative Officer is responsible for co-ordinating the operations within the Emergency Operations Centre.

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(13) Emergency Operations Centre

The location from which the Community Control Group operates. The addresses for the Emergency Operations Centres are available. The Emergency Operations Centre may be referred to as the E.O.C.

(14) Community Emergency Management Co-ordinator (CEMC)

During an emergency the Township Fire Chief or alternate for the Township of St. Clair will assume the role of Emergency Management Co-ordinator.

(15) Emergency Site Management

Appointed by the Community Control Group Manager to ensure the agencies responding to the site of the emergency are co-ordinated in their response. The Emergency Site Manager communicates directly with the Chief Administrative Officer at the Community Control Group.

(16) Inner Perimeter

A restricted area in the immediate vicinity of the emergency scene as established by the On-Scene Commanders (police/fire/ambulance). Access to the inner perimeter is restricted to those essential emergency personnel actively involved in the occurrence.

(17) Mayor

The Head of Council or alternate (Deputy Mayor) for the Township of St. Clair.

(18) Emergency Information Officer

During an emergency the Deputy Mayor or Clerk or alternate for the Township of St. Clair will assume the role of Emergency Information Officer, along with OPP Media Officer.

(19) On-Scene Media Information Centre

The location at or near the scene from which the media may gather for updated media releases and press conferences. This location will be determined by the designated On-Scene Media Spokesperson, with the approval of the Emergency Site Manager.

DEFINITIONS AND RELEVANT TERMS (cont'd)

(20) On-Scene Media Spokesperson

The On-Scene Media Spokesperson is appointed by the Emergency Site Manager at the time of the emergency. This person is responsible for co-ordinating the fast, accurate dissemination of information to the media from the On-Scene Media Information Centre. The Spokesperson will also work closely with the Emergency Information Officer to ensure that information released to the media from the scene is consistent, and approved, with information being released from the Local Emergency Information Centre.

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(21) Outer Perimeter

The geographic area surrounding the inner perimeter. This area will serve as a co-ordination and assembly point for essential emergency personnel. Access to the outer perimeter is restricted to essential emergency personnel as determined by the Emergency Site Manager.

(22) Reception/Evacuation Centre

A Reception/Evacuation Centre is a facility used to register and/or provide care/shelter to persons displaced by the emergency, being co-ordinated and operated by contract with the Canadian Red Cross.

(23) Recovery

The Recovery phase begins immediately following an emergency, with efforts to restore minimum services to the stricken area and continues with long-term efforts to return the community to normal. Immediate recovery activities including assessing damage, clearing debris, restoring food supplies, shelter and utilities. Long-term recovery activities include rebuilding and redeveloping the community and implementing mitigation programs.

(24) County Warden

The Head of Council or alternate for the County of Lambton

(25) County Chief Administrative Officer

The Chief Administrative Officer or alternate for the County of Lambton

(26) County Fire Co-ordinator

The Fire Co-ordinator or alternate for the County of Lambton.

(27) Police Chief

The Detachment Commander of the Ontario Provincial Police or alternate.

(28) Director of Lambton Emergency Medical Services

The Director of EMS or alternate for the County of Lambton

(29) Solicitor

The Solicitor as contracted by the Township of St. Clair.

(30) Transportation Co-ordinator

During an emergency, an alternate for the Township of St. Clair will assume the role of the Transportation Co-ordinator.

DEFINITIONS AND RELEVANT TERMS (cont'd)

(31) Treasurer

The Treasurer or alternate for the Township of St. Clair.

(32) Triage

The sorting and allocation of treatment/transport to patients or victims according to a system of priorities designed to maximize the number of survivors.

(33) Ministry

The Ministry of Community Safety and Correctional Services.

- (34) Emergency Management Ontario (E.M.O.)

PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE

1. Introduction

(1) Emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society which, by their nature, or magnitude require a co-ordinate response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by agencies as normal day to day procedures, e.g. fire fighting, police activities, normal hospital routines, ambulance routines.

(2) While most peacetime emergencies could occur within the geographical area of responsibility of the Township of St. Clair, those most likely to occur are floods, tornadoes,
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hurricanes, blizzards, epidemics, transportation accidents involving hazardous material, air or rail crashes, toxic or flammable gas leaks, electric power blackouts, building or structural collapse, uncontrollable fires, explosions, breakdown in flow of essential services/supplies, or any combination thereof.

2. Aim

(1) The aim of the Township of St. Clair Emergency Response Plan is to outline a plan of action for the efficient deployment, and co-ordination of the Township's services, agencies and personnel to provide the earliest possible response in order to:

- (a) protect and preserve life and property;
- (b) assist the County of Lambton and/or other area municipalities as requested;
- (c) minimize the effects of the emergency on the Township of St. Clair; and
- (d) restore essential services.

3. Emergency Alerting System

"Township of St. Clair Alerting System" for the call-out procedure.

- Public Alerting
- Primary Group
- Fire Chief & Rotating Acting Fire Chief
- Fire Departments

4. Emergency Operations Centre

4.1 Introduction and usage of Emergency Operations Centre

(1) In the event of an emergency, an Emergency Operations Centre (E.O.C.) will be established. The Community Control Group, the Support and Advisory Staff and many other groups will congregate and work together at the E.O.C. to make decisions, share information and provide support as required to mitigate the effects of the emergency. The Chief Administrative Officer is responsible for the co-ordination of all operations within the E.O.C.

PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE (cont'd)

- (2) The Emergency Operations Centre will consist of:
- (a) a meeting room for the Community Control Group;
 - (b) a Communications room;
 - (c) rooms for support and advisory staff and other groups as required; and
 - (d) a Media Information Centre and Press Conference Area.

4.2 Location

(1) The primary location of the Emergency Operations Centre is the St. Clair Civic Centre. A list of designated secondary Emergency Operations Centres is available.

(2) Where the emergency initially affects two or more area municipalities, the County Operations Centre should be the County Emergency Operations Centre at County Building,

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Wyoming, as appropriate. If not appropriate, the County C.A.O. will advise of the E.O.C. location.

4.3 Community Control Group Meeting Room

- (1) The Community Control Group requires a secure and quiet meeting room adjacent to the Communication Room.
- (2) To promote an effective emergency meeting, this room requires:
 - (a) a map(s) of suitable scale, depicting up-to-date information related to the emergency;
 - (b) a visual board depicting up-to-date status information on the emergency;
 - (c) a recording device and tapes suitable for recording Community Control Group meetings (optional);
 - (d) telephone(s) for outgoing calls only.

4.4 Communication Room

- (1) While the Community Control Group is engaged in meetings, they will require assistants to take messages and convey their decisions. Therefore, a separate communication room must be established in close proximity to the Community Control Group room.
- (2) To be effective, the Communications Room requires:
 - (a) a map(s) of suitable scale depicting up-to-date information related to the emergency;
 - (b) a visual board depicting up-to-date status information on the emergency;
 - (c) a chronological log of all significant communications and events related to the emergency;
 - (d) sufficient outside telephone lines for all communicators and the Communications Manager. In the event that there are not enough telephones available, the use of cellular telephones with batteries and/or back-up generators should be considered;

PART I - INTRODUCTION, AIM, ALERTING SYSTEM, OPERATIONS CENTRE
(cont'd)

- (e) and each emergency or support service with radio communication equipment to utilize this equipment in the Communication Room.
- (3) Each member of the Community Control Group should designate at least one or two persons, depending on the nature and scope of the emergency, to handle in-coming and out-going communications or assist as otherwise required.
- (4) The communicators will be responsible for operating telephones and radios within the Communication Room and relaying messages between their respective representatives on the Community Control Group and other key locations.

4.5 Communications Manager - E.O.C. Communications Room

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- (1) A Communications Manager will be designated by the Chief Administrative Officer to co-ordinate activities and communications within the Communication Room. The Communications Manager and an assistant will be selected at the time of the emergency with preference given to an experienced Police Communicator, a member of a Fire Department not directly involved with the incident, or an area municipal employee with emergency planning experience, as available.
- (2) The Communications Manager will be responsible for:
 - (a) providing the Chief Administrative Officer with reports on the emergency situation and any other pertinent information at regular intervals, or as requested;
 - (b) providing assistance to the communicators in relation to communication equipment problems, where possible and practical;
 - (c) co-ordinating and prioritizing the flow of messages between the Communication Room and the Community Control Group, and other desired groups or locations;
 - (d) maintenance of a chronological log of significant communications and events;
 - (e) maintenance of a situation or status board;
 - (f) maintenance of a map(s) containing vital information relative to the emergency.

PART II - DECLARATION OF AN EMERGENCY

5. Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, Township employees may take such action(s) under this Emergency Response Plan as is necessary to protect the lives and property of the inhabitants of the Township of St. Clair.

6. Municipal Emergency

- (1) The Mayor or Deputy Mayor of the Township of St. Clair, as Head of Council, is responsible for declaring that a municipal emergency exists within the boundaries of the Township. This decision is made in consultation with other members of the Community Control Group.
- (2) Upon such declaration, the Mayor notifies:

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- (a) The County Warden;
 - (b) The Ministry of Community Safety and Correctional Services through Emergency Management Ontario.
 - (c) The Council of the Township of St. Clair; and
 - (d) The Mayor ensures that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.
- (3) The Mayor may request assistance from the County of Lambton by contacting the County Warden.
- (4) When the resources of the Township are deemed insufficient to control the emergency, the Mayor may request that the County Warden or the County Chief Administrative Officer or the Police Chief or the Fire Co-ordinator or their alternates activate their resources.
- (5) All decisions by the Community Control Group (as appropriate) affecting the lives and property of the inhabitants within the Township of St. Clair shall be made in consultation with the Mayor or Deputy Mayor of the Township.

PART III - TERMINATION OF EMERGENCY

7. Municipal Emergency

- (1) A municipal emergency may be declared terminated at any time by:
- (a) The Mayor or Deputy Mayor; or
 - (b) The Township Council; or
 - (c) The Premier of Ontario.
- (2) Upon termination of a Municipal Emergency, the Mayor notifies:
- (a) the County Warden; and
 - (b) the Township Council; and
 - (c) The Ministry of Community Safety and Correctional Services through Emergency Management Ontario.

The Mayor ensures notification of termination to public, media and neighbouring municipal officials is completed.

PART IV - REQUEST FOR PROVINCIAL ASSISTANCE

8. Request for Provincial Assistance

(1) Under certain circumstances, departments or agencies responding in accordance with the Township of St. Clair Emergency Response Plan may be required to request assistance of a Ministry(s) or Agency(s) of the Province of Ontario. The requesting of said services shall not be deemed to be a request that the Government of the Province of Ontario assume authority and control of the emergency.

During an emergency, assistance may be requested from Emergency Management Ontario at the Provincial Operations Centre at any time. Emergency Management Ontario maintains a 24-hour duty roster and an E.M.O. Duty Officer. Emergency Management Ontario can co-ordinate assistance from a number of Provincial agencies and the Federal Government. If required, Emergency Management Ontario is prepared to send a staff member(s) to the Township of St. Clair and/or the County of Lambton to provide provincial liaison and advice on emergency management. The Office of the Fire Marshal can also be reached.

(2) Under “Emergency Management and Civil Protection Act RSO 1990 Chapter E-9” the Premier of Ontario may:

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- (a) upon receiving such a request declare that an emergency exists throughout Ontario or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law; and
- (b) exercise any power or perform any duty conferred upon a Minister of the Crown or a Crown employee by or under an Act of Legislature; and
- (c) where a declaration is made and the emergency area or any part thereof is within the jurisdiction of a municipality, the Premier of Ontario may, where he/she considers it necessary, direct and control the administration, facilities and equipment of the municipality to ensure the provision of necessary services in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its power and duties in the emergency area, whether under an Emergency Response Plan or otherwise is subject to the direction and control of the Premier;
- (d) and require any municipality to provide such assistance as he/she considers necessary to an emergency area or any part thereof that is not within the jurisdiction of the municipality, and may direct and control the provision of such assistance.

PART V - COMMUNITY CONTROL GROUP

9. Composition

- (1) The Community Control Group is comprised of persons holding the following positions, or their appropriate alternates:
 - (a) Mayor
 - (b) Chief Administrative Officer
 - (c) Township Fire Chief
 - (d) Director of Public Works
 - (e) Ontario Provincial Police
 - (f) County Director of Community Services
 - (g) County Medical Officer of Health
 - (h) Director of Emergency Medical Services
 - (i) Community Emergency Management Co-ordinator
- (2) Additional personnel called or added to the Community Control Group may include:
 - (a) Municipal Clerk
 - (b) Provincial representative; and
 - (c) any other officials, experts or representatives deemed necessary by the Emergency Control Group.

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(3) The Community Control Group may function with only a limited number of persons depending upon the emergency. While the Community Control Group may not require the presence of all the people listed on the Control Group, this shall not preclude the notification of all members of the Community Control Group.

10. Group Responsibilities

- (1) The actions or decisions which the Community Control Group are likely to be responsible for are:
- (a) calling out and mobilizing their emergency service, agency and equipment;
 - (b) co-ordinating 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;
 - (c) determining if the location and composition of the Community Control Group are appropriate;
 - (d) advising the Mayor as to whether the declaration of an emergency is recommended;
 - (e) designating any area of the Township as an “emergency area”;
 - (f) ensuring that an Emergency Site Manager has been appointed;

PART V - COMMUNITY CONTROL GROUP (cont'd)

10. Group Responsibilities (cont'd)

- (g) co-ordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- (h) discontinuing utilities or services provided by public or private concerns, e.g. hydro, water, gas, closing down a shopping plaza;
- (i) arranging for services and equipment from local agencies not under Township control, e.g. private contractors, volunteer agencies, service clubs;
- (j) notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Township control as considered necessary;
- (k) determining if additional volunteers are required and if appeals for volunteers are warranted;
- (l) determining if additional transport is required for evacuation or transport of persons and/or supplies;
- (m) ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;

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- (n) determining the need to establish advisory group(s) and/or sub-committees;
- (o) authorizing expenditure of monies required to deal with the emergency;
- (p) prior to the termination of an emergency, the Community Control Group will decide on who/how the community will be returned to its pre-emergency state via a Recovery Management Plan;
- (q) notifying the service, agency or group under their direction, of a declaration or 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) providing required support for on-site emergency workers during and post incident;
- (u) providing administrative and logistical support for any Township of St. Clair service which may become involved.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities

11.1 Mayor

The Mayor is ultimately in charge of the emergency and will be the Chairman of the Community Control Group. The Mayor or Deputy Mayor, as Head of Council, is also responsible for:

If required, activating the Emergency Alerting System.

Declaring an emergency to exist.

Declaring an emergency to be terminated.

Notifying the County Warden of the County of Lambton and the Minister of Community Safety and Correctional Services of the declaration of an emergency and the termination of the declaration of an emergency.

With the assistance of Township staff, ensuring that the Township Councilors are advised of the declaration and termination of declaration of the emergency, and are kept apprised of the emergency situation.

Ensuring that the public, the media and neighbouring municipal officials are also advised of both the declaration and termination of an emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.2 Chief Administrative Officer

The Chief Administrative Officer for the Township of St. Clair is responsible for:

If required, activating the Emergency Alerting System.

If required, activating the Township Internal Alerting System.

Ensuring that a Communications Manager and an assistant have been assigned to co-ordinate all communication operations within the Emergency Operations Centre (EOC).

Advising the Mayor on Township policies and procedures, as appropriate.

Ensuring that the Control Group adheres to an operating cycle, whereby the Community Control Group enacts at a predetermined time to share information, identify issues and problems to be resolved at the EOC.

Maintaining throughout the Emergency an agenda of issues/problems, actions and solutions so that at each meeting an agenda of issues/problems previously identified and not resolved will be ready for review and discussion.

Approving major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Community Control Group.

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Advising the Clerk to notify the Emergency Support and Advisory staff, and any other Township staff that are required.

The provision of support staff to assist the Community Control Group in the co-ordination, collection and dissemination of information relative to the emergency.

Ensuring that a communication link is established between himself/herself and the appointed Emergency Site Manager.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

Authorizing expenditures of Township funds.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.3 Township Fire Chief

The Township Fire Chief is responsible for:

If required, the Township Fire Chief or District Fire Chiefs may activate the Emergency Alerting System.

Making arrangements for the required additional fire or emergency team responses with the Fire Marshal of Ontario. (County Fire Co-ordinator)

Advising the Community Control Group on matters concerning fire suppression and/or fire prevention in areas where the emergency has caused increased fire risks.

The establishment of an inner-perimeter within the Emergency Area when the Fire Service is the lead agency.

The protection of life and property.

Providing an Emergency Site Manager if required.

Organizing and co-ordinating their firefighting and rescue service.

Exercising control of the fire department, and any responding firefighting apparatus and manpower, in the event of a County Mutual Aid activation.

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Liaising with the County Fire Co-ordinator as to the status and requirement of related activities.

Participating in a debriefing, and co-ordinating and preparing a report on the emergency in addition to hosting the emergency debriefing, as required.

Liaising with C.V.E.C.O. on Industrial emergencies; request industrial mutual aid as required.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.4 Director of Public Works

The Director of Public Works is responsible for:

The maintenance, construction, and repair of Township roads.

The maintenance of sanitary sewage and water systems.

The provision of equipment for emergency pumping operations.

Liaising with the Township Fire Chief concerning emergency water supplies for firefighting purposes.

The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.

If necessary, arranging for the inspection and demolition of unsafe buildings, as directed by the Township Chief Building Official.

Discontinuing any Engineering service or utility to any consumer as required.

Restoration of discontinued Engineering services as determined by the Community Control Group.

Liaising with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.

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Liaising with the St. Clair Conservation Authority with respect to floods and flood-related emergencies.

Providing Township Engineering vehicles and equipment as required by any other emergency services and ensuring that all vehicles and equipment are ready for immediate use.

If necessary, liaising with Director(s) of Engineering for the Area Municipalities and/or the Director of Engineering for the County of Lambton to ensure a co-ordinate response.

Procuring staff to assist, as required.

Providing an Emergency Site Manager if required.

When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling their responsibilities.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.4 Director of Public Works (cont'd)

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.5 Ontario Provincial Police

The Detachment Commander of the Ontario Provincial Police is responsible for:

The establishment of an on-scene command post.

Ensuring that a communication link is established between the Community Control Group and the On-Scene Command Post.

The establishment of an inner-perimeter within the Emergency Area when the OPP are the lead agency.

The establishment of an outer-perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to essential emergency personnel.

The provision of traffic control to facilitate the movement of emergency vehicles until relieved.

Alerting persons in danger by the emergency and the co-ordination of evacuees to evacuation centres.

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

The provision of police service at evacuation centres, morgues, and other facilities, as required.

Notifying the coroner of fatalities.

Providing an Emergency Site Manager if required.

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When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling the responsibilities.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.6 Director of Community Services

The Director of Community Services is responsible for:

The management of reception/evacuation centres and designated volunteer agencies for the registration, feeding, care, clothing, welfare and shelter of persons using the centres. Operation and staffing is under contract with Canadian Red Cross.

Designation and arranging for opening (by contacting the appropriate person identified in the Reception/Evacuation Centre Site Listing) of additional/secondary reception/evacuation centre(s), as required

Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres.

Ensuring that a property representative of the Board(s) of Education is/are notified when a public or private facility or facilities is/are required as reception/evacuation centre(s), and that staff and volunteers utilizing the school facility or facilities take direction from the property representative(s) with respect to its/their maintenance, use and operation.

Co-ordinating offers of and appeals for volunteers in conjunction with the Emergency Information Officer and under the direction of the Community Control Group.

Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.

When volunteers are involved, ensuring that the Volunteer Registration forms are completed and a copy of each form is retained for Township use. Where the registration form is not available, instruct staff to record specifically required details. All completed forms must be forwarded as soon as possible to the Director of Community Services.

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Arranging for transportation of human resources to and from site(s), through the Transportation Co-ordinator.

Procuring staff to assist, as required.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.7 Medical Officer of Health

Medical Officer of Health is responsible for:

Acting as a co-ordinating link for all health services at the Community Control Group.

Liaising with the Provincial Ministry of Health, Public Health Branch.

Liaising with the Director of Emergency Medical Services

Providing advice on any matters which may adversely affect public health.

Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer.

Co-ordinating the response to disease-related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.

Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuation centres during an emergency.

Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating Public Health resources.

Ensuring co-ordination of all efforts to prevent and control disease in the Township during an emergency.

Notifying the Townships Director of Public Works regarding the need for potable water supplies and sanitation facilities.

Assuring the implementation of casualty distribution procedures.

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Liaising with the Director of Community Services on areas of mutual concern regarding operations in evacuation centres.

When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling their responsibilities.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.8 Director of Emergency Medical Services (EMS)

The Director of Emergency Medical Services is responsible for:

Liaising with Police, Fire and other agencies active at the site of the emergency.

Liaising with the Medical Officer of Health.

Ensuring triage and treatment at the site of the emergency.

Liaising with hospitals for the efficient distribution of casualties through the CACC dispatch.

Assessing the need and initial request for on-site medical teams from hospitals and whether assistance is required from Police or other emergency services in providing transportation to the scene for these medical teams. NOTE: Hospitals will not routinely provide on-site triage or medical teams. Medical assistance may be requested to deal with extraordinary instances such as prolonged and extensive entrapment, etc.

Assessing the need and the initial request for special Emergency Health Service resources at the emergency site, i.e. ambulance buses, support units, paramedics, ambulance helicopters, etc. and then forwarding all requests to Central Ambulance Communication Centre.

In conjunction with CACC, providing the main radio and telephone communication link through dispatch among health services, and notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services Branch.

Liaising through the Commissioner/Medical Officer of Health for information regarding invalids or disabled citizens that may reside in an area to be evacuated and may require ambulance transportation.

Assisting with the organization and transport of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required.

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Ensuring that medical supplies are available at the emergency area and the reception/evacuation centre(s). Such supplies have been pre-positioned with Regional Social Services and will be provided along with their other evacuation supplies.

When required, assisting the Emergency Site Manager as appointed by the Community Control Group in fulfilling their responsibilities.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

11. Individual Responsibilities (cont'd)

11.9 Community Emergency Management Co-ordinator (CEMC)

The Community Emergency Management Co-ordinator is responsible for:

If required, assist the Chief Administrative Officer in activating the Township of St. Clair alerting system.

Acting in a resource and advisory capacity to the Community Control Group and other emergency and support staff on emergency planning matters, as required.

Co-ordination and preparation of the report on the emergency and hosting the emergency debriefing, as required.

Liaising with the County Community Emergency Management Co-ordinator to update on events during the municipal emergency and requesting assistance where required.

PART V - COMMUNITY CONTROL GROUP (cont'd)

12. Emergency Site Manager

12.1 The Emergency Site Manager (ESM) will be appointed by the Community Control Group from the lead agency involved in the specific type of emergency. Examples - fire incident/fire management - evacuation/police. Once appointed, this individual will no longer be responsible for the operations or command of their agency. The ESM shall report directly to the Chief Administrative Officer. Selection of the Emergency Site Manager will take into consideration the following:

- availability and approval of their agency;
- training and field experience; and
- knowledge of responding agencies, responsibilities and resources.

12.2 The Emergency Site Manager, upon appointment by the Community Control Group, has the authority to:

Call meetings of the responding agency commanders for information sharing, establishing objectives in the site management, prioritizing limited resources where applicable.

Mediate conflicts between agencies and to contact the Chief Administrative Officer at the Community Control Group should he/she be unable to resolve the matter.

Request assistance from responding agencies for communications and other emergency site management tools.

Appoint an on-scene Media Spokesperson, i.e. police officer with media training background.

12.3 The Emergency Site Manager is responsible for:

Ensuring that priorities, tasks and tactics have been established to contain the problem.

In consultation with the responding emergency service agencies, define the inner and outer perimeters.

Ensuring that responding agencies are aware of human and material resources that are available to mitigate the emergency.

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

Ensuring agencies address the needs of their staff with regards to stress, fatigue, food, shelter and relief.

Maintaining a communication link with the Chief Administrative Officer at the Community Control Group for the flow of accurate information and assistance in management of the emergency.

PART V - COMMUNITY CONTROL GROUP (cont'd)

12. Emergency Site Manager (cont'd)

Ensuring that responding agencies meet to update/exchange information and/or re-evaluate on a regular basis.

Monitoring the operation of the site management and make suggestions where appropriate.

Exercising foresight as to future events in the management of the emergency such as resource requirements, weather, lighting, etc.

Understanding laws and policies at all levels that must be taken into consideration during the management or recovery of the emergency.

Where possible, conserving resources should the emergency heighten or lengthen in time, understanding that outside the emergency area the Community Control Group is managing the day-to-day Township operations in our community.

Participating in a debriefing and assisting the Community Emergency Management Co-ordinator in the preparation of a report on the emergency.

PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF

13. Emergency Support and Advisory Staff

(1) The following Township staff may be required to provide support, logistics and advice to the Community Control Group:

- (a) Clerk
- (b) Solicitor
- (c) Treasurer
- (d) Director of Community Services
- (e) Secretary to the Chief Administrative Officer
- (f) Deputy Clerk

(2) Upon direction from the Chief Administrative Officer, the Clerk notifies the required Emergency Support and Advisory Staff (and any other required Township staff) to report.

14. Individual Responsibilities

14.1 Clerk

The Clerk is responsible for:

If required, assisting the Chief Administrative Officer in activating the Township Internal Alerting System.

Initiating the opening, operation and maintenance of the Emergency Operations Centre and staffing of switchboard at the Township office, as the situation dictates.

Automatically assuming the responsibilities of the Emergency Information Officer, as outlined in Section 16 of this Plan.

Initiating the opening and operation of the print shop at the Township office, or making arrangements to find alternate printing facilities as the situation dictates for press releases/information flyers to citizens still located in their residences or at evacuation centres.

Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.

Upon direction from the Mayor, ensuring that all members of the Township Council are advised of the declaration and termination of declaration of the emergency.

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

Upon direction from the Mayor, arranging a special meeting(s) of Township Council as required, and advising members of Council of the time, date, and location of the meeting.

Procuring staff to assist, as required.

PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF (cont'd)

14. Individual Responsibilities (cont'd)

14.2 Solicitor

The Solicitor for the Township of St. Clair is responsible for:

The provision of advice to any member of the Community Control Group and the Support and Advisory Staff on matters of a legal nature as they may apply to the actions of the Township of St. Clair in its response to the emergency, as requested.

Liaising with the County Solicitor of the County of Lambton, or adjacent Municipality or County, if required.

14.3 Treasurer

The Treasurer for the Township of St. Clair is responsible for:

The provision of information and advice on financial matters as they relate to the emergency and the capabilities of the Township of St. Clair.

The provision and securing of equipment and supplies not owned by the Township of St. Clair, as required by members of the Community Control Group and the Support and Advisory Staff, to mitigate the effects of the emergency.

Should the Treasurer or alternate have concerns with authorization for expenditures that may contravene purchasing by-laws, then contact will be established with the Chief Administrative Officer or alternate to resolve the matter.

Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.

Ensuring that records of expenses are maintained for future claim purposes.

If necessary, liaising with the Director of Finance for the County of Lambton.

Liaising with purchasing agents of other townships and cities, if necessary.

Liaising with the provincial officials with respect to the utilization of Provincial emergency relief funds if applicable.

Liaising with other agencies involved in fundraising activities to avoid duplication in the raising and utilization of donated funds.

PART VI - EMERGENCY SUPPORT AND ADVISORY STAFF (cont'd)

14. Individual Responsibilities (cont'd)

14.3 Treasurer (cont'd)

Setting up the necessary mechanisms for receiving, adjusting and paying claims for interim financial assistance or final emergency relief funding.

Procuring staff to assist, as required.

14.4 Secretary to the Chief Administrative Officer

The Secretary to the Chief Administrative Officer for the Township of St. Clair is responsible for:

Assisting the Chief Administrative Officer, as required, including the activation of the Township Internal Alerting System.

Ensuring decisions made and actions taken by the Community Control Group are recorded appropriately.

Providing identification cards to Community Control Group members and support staff.

14.5 Transportation Co-ordinator – Director of Public Works

In the event of an emergency, the Transportation Co-ordinator is responsible for:

Co-ordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the Community Control Group and the Support and Advisory Staff.

Procuring staff to assist, as required.

Ensuring that a record is maintained of drivers and operators involved. Where required and when possible, the Volunteer Registration Form should be completed and forwarded to the Director of Community Services.

PART VII - MEDIA AND PUBLIC RELATIONS

15. Introduction

- (1) Upon implementation of this Emergency Response Plan, it will be very important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.
- (2) In order to fulfill these functions during an emergency, the following positions will be established:
 - (a) an On-Scene Media Spokesperson will be appointed by the Emergency Site Co-ordinator, and
 - (b) an Emergency Information Officer at the Emergency Operations Centre will be appointed by and report directly to the Chief Administrative Officer; and
- (3) Depending on the scope of the emergency, there will likely be a need to establish two media information centres - one near the scene (the On-Scene Media Information Centre) and the other near the Emergency Operations Centre (Local Emergency Information Centre).

16. Emergency Information Officer

The Emergency Information Officer for the Township of St. Clair is the Clerk who reports to the Emergency Information Staff (E.I.S.) comprised of the Mayor, Chief Administrative Officer and Clerk and is responsible for:

- (a) Upon arrival to the Emergency Operations Centre, reporting to the Chief Administrative Officer to be briefed on the Emergency situation.
- (b) As the primary Emergency Information Officer, the Emergency Information Officer will establish a communication link with the scene, the Police Public Relations Officer, and any other Emergency Information Officer(s) involved in the incident, and will endeavor to ensure that all information released to the media and public is consistent and accurate.
- (c) Designating and co-ordinating a Local Emergency Information Centre for members of the media to assemble for the issuance of accurate media releases and authoritative instructions to the public.
- (d) Briefing the Community Control Group on how the Local Emergency Information Centre will be set up and selecting the appropriate spokesperson(s) to provide statements to the media.

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PART VII - MEDIA AND PUBLIC RELATIONS (cont'd)

- (e) Liaising regularly with the Community Control Group to obtain the appropriate information for media releases, co-ordinate individual interviews and organize press conferences.
- (f) Establishing a telephone number(s) for media inquiries and ensuring that the following are advised accordingly:

Media

Community Control Group

Switchboard (Municipal, Emergency Services)

Emergency Information Staff (CAO, Mayor, Clerk)

Police Media Relations Officer

Any other appropriate persons, agencies or businesses

- (h) Ensuring that the media releases are approved by the Chief Administrative Officer prior to dissemination, and distributing hard copies of the media release to the Local Emergency Information Centre, the Community Control Group, and other key persons handling inquiries from the media.
- (i) Monitoring news coverage, and correcting any erroneous information.
- (j) Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- (k) The Media Emergency Information Staff headed by the CAO and Mayor are the only spokesperson's of EOC/ St. Clair Township.

PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

17. St. Clair Region Conservation Authority

Should a flood emergency situation develop in the Township of St. Clair, not only must the Solicitor General be notified by the Mayor or alternate upon declaration of the emergency, but the Ministry of Natural Resources must also be notified.

Provincial response is designed to assist in combating floods once a municipality determines that its resources are inadequate to deal effectively with the situation.

In flood emergency situations, the Head of Council may declare that an emergency exists within his/her municipality and may request provincial assistance from the Ministry of Natural Resources by following the procedures outlined below:

- (a) The Head of Council contacts the local Flood Response Co-ordinator.
- (b) If the local co-ordinator cannot be contacted, the request for assistance should be routed through the St. Clair Region Conservation Authority.
- (c) Should you be unable to contact someone in authority, then request for assistance should be made through the Provincial Flood Emergency Co-ordinator (available on a 24 hour/365 day basis) through the Ontario Provincial Police Local Detachment, or call the Flood and Fire Management Branch of the Ministry of Natural Resources.

18. C.V.E.C.O.

Refer to CVECO Manual for industrial emergencies, fires, vapour releases, road closures, mutual aid resource lists, etc.

Current revisions can be found on website at www.caer.ca.

**PART VIII - OTHER LOCAL AGENCIES, SERVICES AND DEPARTMENTS
(cont'd)**

19. Lambton County Board of Education and

11/2/2007

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN
Lambton County Roman Catholic Separate School Board

The Lambton County Board of Education and the Lambton County Roman Catholic Separate School Board are responsible for:

- (a) The provision of any school(s) (as appropriate and available) for use as a reception/evacuation centre, as designated by the Emergency Operations Centre.
- (b) Upon being contacted by the Director of Community Services or designate, providing a Lambton County Board of Education/Lambton County Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation centres.
- (c) In the event of an emergency during normal school hours, the principal(s) of the affected school(s) (until directed otherwise) is/are responsible for:
 - (i) Implementing the school “Stay-Put” Emergency Response Plan, or
 - (ii) Implementing the school “Evacuation” Plan, depending on the nature and scope of the emergency.

20. Hospital Administrators

- (1) During an emergency, the Hospital Administrator is responsible for:
 - (a) Implementing their Hospital Emergency Response Plan.
 - (b) Liaising with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
 - (c) Evaluating requests for the provision of medical site teams.
 - (d) Liaising with the Ministry of Health & Long Term Care, as appropriate.

21. Critical Incident Stress Team

The Police, Fire and Ambulance Services operate a trained volunteer Critical Incident Stress (CIS) Team. The CIS Team is available for stress debriefing during and succeeding emergencies and major incidents by contacting one of the emergency service agencies.

PART IX - PLAN MAINTENANCE, REVISION, TESTING AND INTERNAL PROCEDURES

22. Plan Maintenance and Revision

TOWNSHIP OF ST. CLAIR - EMERGENCY RESPONSE PLAN

The Township of St. Clair Emergency Response Plan will be maintained and distributed by the Community Emergency Management Co-ordinator.

This Plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Community Control Group. This will be co-ordinated by the Community Emergency Management Co-ordinator.

The Emergency Response Plan shall be only revised by By-law or by resolution of Township Council, however, revisions and minor administrative changes may be made by the Community Emergency Management Co-ordinator.

It is the responsibility of each person, agency, service or department named within this Emergency Response Plan to notify the Community Emergency Management Co-ordinator forthwith of any revisions or administrative changes.

23. Testing of Plan

An annual exercise should be conducted in order to test the overall effectiveness of this Emergency Response Plan and provide training to the Community Control Group. Revisions to this plan shall incorporate recommendations stemming from such exercises.

24. Internal Procedures

Each department/service involved with this Emergency Response Plan shall prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each department/service shall designate a member of its staff to maintain and revise its own emergency procedures or guidelines.