



# Township of Strong

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## Emergency Plan 2013

Together for a Strong Tomorrow

8/2/2013

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## TOWNSHIP OF STRONG EMERGENCY PLAN

## **1. INTRODUCTION**

Emergencies are defined within the “Emergency Measures Act” as situations or impending situations caused by forces of nature, accidents or an international act that constitutes a danger of major proportions to life and property.

They can affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Strong.

Presently the population of the township of Strong is 1439 residents (2016 census) with the population rising to approximately 2000 during summer months.

The Township of Strong is 15600 hectares in size and is governed by a five member council consisting of a Mayor and four Councillors, each elected at large.

The community is policed by the Almaguin Highlands Detachment of the Ontario Provincial Police located in Burks Falls. The fire service is provided by the Sundridge-Strong Fire Department and is located in Sundridge. The Emergency Medical Ambulance Service is situated in South River.

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

The Emergency response plan was developed by the Township of Strong Emergency Management Committee. Every official, municipal department and agency must be prepared to carry out assigned responsibilities.

This plan has been prepared to provide key officials, agencies, and departments of the Township of Strong with information to assist in responding to such emergencies.

Copies of the Township of Strong Emergency Response Plan may be viewed at the Municipal Office.

For further information contact the Township of Strong, Clerk.  
1 (705) 384-5819

## **2. APPROVAL OF PLAN**

### **2.1. STRONG TOWNSHIP COUNCIL HAS APPROVED THIS EMERGENCY PLAN UNDER BY-LAW 2004—1496 PASSED ON DECEMBER 14, 2004**

## **3. LEGAL AUTHORITY**

**3.1.** The Emergency Management Act, (RSO 2002, c.E.9 Sec 4.1) is the authority for this plan. It states that the “Head of Council” may declare that an emergency exists in the community or in any part thereof and may take such action and may make such orders as he/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.

## **4. DEFINITION OF AN EMERGENCY**

**4.1.** Situations or the threat of impending situations abnormally affecting property and the health, safety, and welfare of the Township, which by their nature or magnitude require a coordinated response by a number of agencies under the direction of the Community Control Group. **These are distinct from the normal, day to day operations carried out by the First Response Agencies.**

## **5. TYPES OF EMERGENCIES**

**5.1.** The types of Emergencies most likely to occur within the Township of Strong are:

- Power Failure (winter & summer)
- Windstorm
- Pandemic
- Flood
- Hazardous Material Incident
- Air Crash
- Highway, Railway, Aircraft Accidents
- Forest Fire
- Uncontrollable Fire
- Explosion
- Winter Storm
- Gas Leak
- Toxic Leak
- Structural Collapse
- Terrorism (Biological, Chemical, Nuclear)

## **6. ANY COMBINATION OF THE ABOVE AIM OF THIS PLAN**

6.1. 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, and welfare of the inhabitants of the Township of Strong.

## **7. EMERGENCY NOTIFICATION SYSTEM**

- 7.1. Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of Strong Municipal Office during working hours and the Mayor or a member of Council when the office is closed.
- 7.2. Upon receipt of the warning, the Township Municipal Office, during working hours, and the Mayor, or a member of Council when the office is closed, will notify all members of the CCG and the Almaguin Highlands O.P.P. detachment.
- 7.3. Upon being notified, it is the responsibility of all CCG Officials to notify their staff and volunteer organizations.
- 7.4. Where a threat of an impending emergency exists, the CCG will be notified and placed on standby.

***NOTE: The Emergency Notification List is attached as Annex "A"***

## **8. ACTION PRIOR TO DECLARATION**

- 8.1. When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency plan as may be required to protect lives and property in the Township of Strong.

## **9. DECLARATION OF A COMMUNITY EMERGENCY**

9.1. The Mayor or Acting Mayor of the Township of Strong, as Head of Council, is responsible for declaring that a Community Emergency exists. This decision is usually made in consultation with other members of the CCG.

9.2. Upon such a declaration the Mayor will notify:

- 9.2.1. Emergency Management Ontario
- 9.2.2. The Township Council
- 9.2.3. The Public
- 9.2.4. Neighboring Community Officials, As Required

9.3. A community emergency may be declared terminated at any time by:

- 9.3.1. The Mayor or Acting Mayor
- 9.3.2. The Township Council
- 9.3.3. The Premier of Ontario

9.4. Upon termination of a community emergency the Mayor will notify:

- 9.4.1. Emergency Management Ontario
- 9.4.2. The Township Council
- 9.4.3. The Public
- 9.4.4. Neighboring Community Officials, as required

## **10. EMERGENCY OPERATIONS CENTRE (EOC)**

**10.1.** CCG will report to the EOC located at the Township of Strong Municipal Offices, located at, 28 Municipal Lane. In the event this operation centre cannot be used, than the secondary location will be the Sundridge, Strong, Joly, Arena at 14 Albert Street North, Sundridge.

## **11. COMMUNITY CONTROL GROUP (CCG)**

**11.1.** The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the community.

**11.2.** This group is known as the CCG, which consists of the following officials:

- 11.2.1.** Mayor of the Township of Strong or Designate
- 11.2.2.** Clerk-Treasurer or Designate (Operations Manager)
- 11.2.3.** Ontario Provincial Police Representative
- 11.2.4.** Fire Chief—Sundridge/Strong Fire Department or Designate
- 11.2.5.** Manager—South River/Machar Ambulance Service or Designate
- 11.2.6.** Road Superintendent or Designate
- 11.2.7.** Waste Management Coordinator or Designate
- 11.2.8.** C.A.O. Parry Sound District Social Services or Designate
- 11.2.9.** Community Emergency Management Co-coordinator
- 11.2.10.** Public Information Coordinator (Deputy Clerk) or Designate

**11.3.** Additional personnel called or added to the CCG may include:

- 11.3.1.** A representative of the Conservation Authority
  - 11.3.2.** Liaison staff from Provincial Ministries
  - 11.3.3.** Medical Officer of Health-North Bay & District Health Unit
  - 11.3.4.** Hydro One
  - 11.3.5.** Union Gas
  - 11.3.6.** Any other official, expert or representative deemed necessary by the CCG
- NOTE: The Community Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.***

## **11.4. BUSINESS CYCLE**

- 11.4.1.** Members of the CCG will meet at regular intervals to inform each other of actions taken and problems encountered.
- 11.4.2.** The **Clerk** acting as Operations Officer will establish the frequency of meetings and agenda items.

*11.4.3.* Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

*11.4.4.* Maps and status board will be prominently displayed and kept up-to-date by the **Clerk** acting as Operations Manager.

### **11.5. GROUP RESPONSIBILITIES OF CCG MEMBERS**

*11.5.1.* Calling out and mobilizing their emergency service, agency, and/or equipment

*11.5.2.* Coordinating and directing their service and ensuring any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law

*11.5.3.* Determining if the location and composition of the CCG are appropriate

*11.5.4.* Advising the Mayor as to whether the declaration of an emergency is recommended

*11.5.5.* Advising the Mayor on the need to designate all or part of the Township as an Emergency Area

*11.5.6.* Ensuring that an Emergency Site Manager (ESM) is appointed

*11.5.7.* Ordering, coordinating, and/or overseeing the evacuation of residents considered to be in danger

*11.5.8.* Discontinuing utilities or services provided by public or private concerns i.e. hydro, water, and gas

*11.5.9.* Arranging for services and equipment from local agencies not under community control i.e. private contractors, volunteer agencies, and service clubs

*11.5.10.* Notifying and requesting assistance from and liaison with various levels of government and any public or private agencies not under community control, as considered necessary

*11.5.11.* Determining if additional transport is required for evacuation or transport of persons and/or supplies

*11.5.12.* Ensuring that pertinent information regarding the emergency is promptly forwarded to the Clerk, distribution to the media, and the public

*11.5.13.* Determining the need to establish Advisory Group(s) and or subcommittees

*11.5.14.* Authorizing expenditures of money required to deal with the emergency

*11.5.15.* Notifying the service, agency, or group under their direction of the termination of the emergency

### **11.5. GROUP RESPONSIBILITIES OF CCG MEMBERS Cont;**

*11.5.16.* Maintaining a log outlining decisions made and actions taken and submitting a summary of the log to the Clerk-Treasurer within one week of the termination of the emergency, as required

*11.5.17.* Participating in the debriefing following the emergency

## **12. INDIVIDUAL RESPONSIBILITIES OF CCG MEMBERS**

### **12.1. Mayor OR Acting Mayor Responsibilities:**

*12.1.1.* Declaring an Emergency within the designated area



- 12.1.2.* Declaring that the emergency has terminated (council may also terminate the emergency)
- 12.1.3.* Notifying the Solicitor General of Ontario of the Declaration of an Emergency and the Termination of the Emergency
- 12.1.4.* Chairing meetings of the CCG
- 12.1.5.* Ensuring members' of council are advised of both the declaration and termination of the emergency and are kept informed of the emergency situation
- 12.1.6.* Authorize Emergency Planning Procedures to be used when incident not declared and emergency

## **12.2. Clerk Responsibilities:**

- 12.2.1.* Activating the Emergency Notification System
- 12.2.2.* As the Operations Officer, coordinating all operations within the EOC, including the scheduling of regular meetings
- 12.2.3.* Advising the Mayor on policies and procedures, as appropriate
- 12.2.4.* Preparing in conjunction with the Mayor, major announcements and media releases , in consultation with the CCG
- 12.2.5.* Ensuring that a communication link is established between the CCG and the EMS
- 12.2.6.* Calling out additional Township staff to provide assistance, as require

## **12.3. Clerk Acting as Property Manager Responsibilities**

- 12.3.1.* Opening and maintaining the Community Offices
- 12.3.2.* Providing security for the Community Offices, as required
- 12.3.3.* Providing identification cards to CCG members support staff
- 12.3.4.* Coordinating the maintenance and operation of feeding, sleeping, and meeting areas at the CCG, as required

## **12.4. Clerk Acting as Treasurer Responsibilities**

- 12.4.1.* The provision of information and advice on financial matters as they relate to the emergency
- 12.4.2.* Liaison, if necessary, with the Treasure(s) of neighboring communities

## **12.5. Clerk Acting as Purchasing Officer Responsibilities**

- 12.5.1.* The provision and securing of equipment and supplies not owned by the Township of Strong
- 12.5.2.* Liaison with purchasing agents the neighboring communities, if necessary
- 12.5.3.* Maintaining and updating the Emergency Resource List (Appendix C) including 24-hour contact numbers

## **12.6. Clerk Acting as Public Information Coordinator Responsibilities**

- 12.6.1.* Acting as the Public Information Coordinator during an emergency
- 12.6.2.* The Public Information Coordinator is responsible for the dissemination of news and information to the media and the public
- 12.6.3.* A detailed public information plan is attached at Annex “B”

#### **12.7. Clerk Acting as Human Resources Officer Responsibilities**

- 12.7.1.* Coordinating and processing the requests for Human Resources
- 12.7.2.* Under the direction of the CCG, coordinating offers of, and appeals for volunteers
- 12.7.3.* Selecting the most appropriate site(s) for the registration of Human Resources
- 12.7.4.* Ensuring records of Human Resources and administrative detail, that may involve financial liability, are completed
- 12.7.5.* When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for the Township’s records. (see Appendix “F”)
- 12.7.6.* Ensuring identification cards are issued to volunteers and temporary employees, where practical
- 12.7.7.* Arranging for transportation of Human Resources to and fro site(s)
- 12.7.8.* Obtaining assistance, if necessary, from Employment and Immigration Canada, as well as other Government agencies and volunteer groups

#### **12.8. Clerk Acting as Transportation Coordinator’s Responsibilities**

- 12.8.1.* Coordinating, through the Road Superintendent the acquisition
- 12.8.2.* 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 CCG and the Support and Advisory staff
- 12.8.3.* Procuring staff to assist, as required
- 12.8.4.* Ensuring that a record is maintained of drivers and operators involved

#### **12.9. Ontario Provincial Police Responsibilities’**

- 12.9.1.* The establishment of a site command post with communications to the Emergency Operations Centre
- 12.9.2.* Establishing an ongoing communication link with the Senior Police Official at the scene of the emergency
- 12.9.3.* The establishment of an Inner Perimeter within the emergency site
- 12.9.4.* The establishment of an Outer Perimeter in the vicinity of the emergency to facilitate movement of emergency vehicles and restrict access to all but essential emergency personnel
- 12.9.5.* The provision of traffic control to facilitate the movement of emergency vehicles
- 12.9.6.* Alerting persons endangered by the emergency and coordinating evacuation procedures
- 12.9.7.* The protection of life and property and the provision of law and order

- 12.9.8.* The provision of police services in evacuee centers, morgues, and other facilities as required
- 12.9.9.* Notifying the Coroner of fatalities
- 12.9.10.* Liaison with other police agencies, as required
- 12.9.11.* Providing an Emergency Site Manager if required (see section 13.4 for responsibilities)

#### **12.10. Sundridge—Strong Fire Department Chief Responsibilities**

- 12.10.1.* Activating the Emergency Notification System
- 12.10.2.* Providing the CCG with information and advice on fire fighting and rescue matters
- 12.10.3.* Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency
- 12.10.4.* Informing the Mutual Aid Fire Coordinator and/or initiating mutual aid arrangements for the provision of firefighting manpower and equipment, if needed
- 12.10.5.* Determining if additional or special equipment is needed and recommending possible sources of supply, i.e. breathing apparatus, protective clothing, etc.
- 12.10.6.* Providing assistance to other community departments and agencies and being prepared to take charge of, or contribute to non-firefighting operations if necessary, i.e. rescue, first aid, casualty collection, evacuation, etc.
- 12.10.7.* Providing an Emergency Site Manager if required (see section 13.4 for responsibilities)

#### **12.11. Road Superintendent Responsibilities**

- 12.11.1.* Activating the Emergency Notification System
- 12.11.2.* Providing the CCG with information and advice on engineering matters
- 12.11.3.* Liaison with Senior Public Works Manager from the neighboring community(s) to ensure a coordinated response
- 12.11.4.* The provision of engineering assistance
- 12.11.5.* The construction, maintenance, and repair of Township Roads
- 12.11.6.* The maintenance of water systems
- 12.11.7.* The provision of equipment for emergency pumping operations
- 12.11.8.* Liaison with the Fire Chief concerning emergency water supplies for firefighting purposes
- 12.11.9.* The provision of emergency portable water, supplies, and sanitation facilities to the requirements of the Medical Officer of Health
- 12.11.10.* Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate
- 12.11.11.* Liaison with Public Utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- 12.11.12.* Providing Public works vehicles and equipment as required by any other emergency services
- 12.11.13.* Maintaining liaison with flood control, conservation, and environmental agencies and being prepared to take an Emergency Site Manager, if required (see section 13.4 for responsibilities)

## **12.12. South River—Machar Ambulance Service Responsibilities**

- 12.12.1.1.** Activating the Central Ambulance Communications Centre (CACC)
- 12.12.1.2.** Providing the CCG with information and advice on Emergency Medical Services, and the transportation of casualties
- 12.12.1.3.** Coordinating helicopter and ambulance back up resources
- 12.12.1.4.** Ensuring the coordination of care and transportation of bed-ridden citizens, invalids at home, and in evacuee centers with the Red Cross during an emergency
- 12.12.1.5.** Coordinating Emergency Support Unit (ESU)
- 12.12.1.6.** Setting up and managing triage area

## **12.13. Social Services Officer**

**12.13.1.** The Chief Administrative Officer of the Parry Sound District Social Services will act as the Social Services Officer during an emergency with the following responsibilities:

- 12.13.1.1.** Acting as the overall Social and Family Services authority during the emergency
- 12.13.1.2.** Contacting the Provincial Community and Social Services Ministry as requires
- 12.13.1.3.** Providing financial and in-kind assistance to any person in need of food, accommodation, and clothing due to the emergency situation
- 12.13.1.4.** Arranging the opening, operation, direction, and supervision of sufficient Emergency Assistance Centre as may be required to provide the immediate assistance services required
- 12.13.1.5.** Informing the O.P.P. of the telephone numbers and locations of the Emergency Assistance Centre
- 12.13.1.6.** Ensuring that all persons using the Emergency Assistance Centre are registered
- 12.13.1.7.** Liaison with the Citizen Inquiry Supervisor regarding registration at the Emergency Assistance Centre
- 12.13.1.8.** Arranging assistance from other organizations such as Children's Aid, Churches, Women's Institute, etc.

## **12.14. North Bay and District Health Unit**

*12.14.1.* The medical Officer of Health will act as the North Bay and District Health Unit Representative with the following responsibilities:

- 12.14.1.1.* Advising the Mayor when to issue an evacuation order where necessary
- 12.14.1.2.* Communication with the Health Unit and establishing ongoing information and guidance to directors at the Health Unit location
- 12.14.1.3.* Coordinating/approving all media information releases related to specific public health hazards/issues and arranging for dissemination any special instructions to the population concerning public health
- 12.14.1.4.* Assessing the emergency from the information provided and determining the degree of response required by the Health Unit
- 12.14.1.5.* Activation and implementation of the in-house Emergency Response Plan
- 12.14.1.6.* Arranging for mass immunization where needed
- 12.14.1.7.* Monitoring the quality and adequacy of drinking water supplies and when warranted make recommendations for alternate supplies
- 12.14.1.8.* Ensuring the safety of food supplies and the safe disposal of sewage and waste
- 12.14.1.9.* Ensuring the general sanitation and personal hygiene at Emergency Reception Centre
- 12.14.1.10.* Ensuring the proper disposal of the dead
- 12.14.1.11.* Ensuring health counseling services are available at Emergency Reception Centre
- 12.14.1.12.* Directing Health Unit response from the Health Unit Offices if an EOC is not set-up in the affected area
- 12.14.1.13.* Ensuring that Public Health Directors liaise and plan work schedules, including meals and rest periods

### **13. SUPPORT AND ADVISORY STAFF**

*13.1.* The following staff or Agencies may be required to provide support, logistics, and advice to the CCG

- α) Deputy-Clerk
- β) Emergency Site Manager
- χ) Near North District School Board
- δ) Canadian Red Cross
- ε) Arena Staff
- φ) Community Emergency Management Coordinator

#### **13.2. Individual Responsibilities - See APPENDUMS**

#### **13.3. Deputy-Clerk responsibilities**

- 13.3.1.* Ensuring all important decisions made and actions taken
- 13.3.2.* Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during and emergency
- 13.3.3.* Upon direction from the Clerk, notifying the required Support and Advisory Staff of the Emergency, and the location of the Emergency Operations Centre

- 13.3.4.* Initiating the opening, operating, and staffing of the telephone at the Municipal Office as the situation dictates
- 13.3.5.* Assuming the responsibilities of the Citizen Inquiry Supervisor
- 13.3.6.* Arranging for the printing of material, as required
- 13.3.7.* Coordinating the provision of clerical staff to assist in the Emergency Operations Center, as required
- 13.3.8.* Upon direction by the Mayor, ensuring that all Council are advised of the declarations and termination of declaration of the emergency
- 13.3.9.* Upon direction by the Mayor, arranging special meeting(s) of council, as required, and advising members of council of the time, date, and location of the meetings
- 13.3.10.* Procuring staff to assist, as required

#### **14. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR, CEMC, RESPONSIBILITIES**

- 14.1.* Activation and arranging the Emergency Operation Centre
- 14.2.* Ensuring the security is in place for the EOC and registration of CCG members
- 14.3.* Ensuring that all members of the CCG have necessary, plans, resources, supplies, maps, and equipment
- 14.4.* Providing advice and clarifications about the implementation details of the Emergency Response Plan
- 14.5.* Ensuring liaison with community support agencies, i.e. St. John Ambulance, Canadian Red Cross
- 14.6.* Ensuring that volunteers are registered and provided with identification badges
- 14.7.* Arrange contacts with ham radio operators
- 14.8.* Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference
- 14.9.* Addressing any action items that may result from the activation of the Emergency Response Plan and keeping the CCG informed of implantation needs, maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared

#### **15. PLAN MAINTENANCE AND REVISION**

- 15.1.* The plan will be reviewed annually
- 15.2.* Administration revisions may be authorized by the Community Emergency Management Coordinator (CEMC)
- 15.3.* The Clerk/Administrator and the Community Emergency Management Coordinator shall be responsible for maintaining the administrative revisions
- 15.4.* Substantial changes to the Emergency Response Plan must be approved by the council of the Township of Strong
- 15.5.* Community Control Group members employed by the Township of Strong will review their role in the Emergency Response Plan and set out procedures and guidelines outlining how their responsibilities will be fulfilled
- 15.6.* Community Control Group members employed by other agencies will conduct a review of their emergency plans as set out by their employers

*15.7.* Community Control Group members will designate a staff member within their area of control to review its emergency Response Plan procedures and guidelines on annual basis

**16. TESTING OF THE PLAN**

*16.1.* This plan shall be tested annually