

EMERGENCY
MANAGEMENT
PLAN
AUGUSTA TOWNSHIP

SEPTEMBER 2004

REVISED 2007

Word 2009

EXECUTIVE SUMMARY
EMERGENCY MANAGEMENT PROGRAM
TOWNSHIP of AUGUSTA

A **Community Emergency Management Committee** will supply guidance and advice to the Municipality regarding situations within the Municipality , (HAZARDS) that could produce an **EMERGENCY**

An **Industrial Community Emergency Management Sub - Committee** will supply guidance and advice regarding situations within our Industrial Sites , (HAZARDS) that could produce an **EMERGENCY**

This information will be compiled and analyzed through a **Hazard Identification and Risk Analysis (HIRA)** process. The result will be a **Community Risk Profile**. This work will be the responsibility of an appointed **Community Emergency Management Coordinator , (CEMC)**.

The Municipality of the Corporation of the Township of Augusta is responsible for managing an **Emergency** that occurs within its jurisdiction. The **Head of Council , (HOC)** , will be assisted in this task by a group of designated technical experts called **The Community Control Group (CCG)**. The CCG will meet , in private , in a specified **Emergency Operations Center, (EOC)**.

The responsibilities of designated members , (and alternates) , are located in this plan. CCG discussions can commence with 3 members present. CCG decisions require the presence of the HOC + CAO and Fire / Police / Ambulance. The decision to declare A State of Municipal Emergency will be in accord with EMO Guidelines. EMO , Toronto , must be immediately notified of a decision to Declare an Emergency EMO , Toronto , must be notified of a decision to Terminate an Emergency

During an Emergency media information *must* flow. Information releases will be approved by the CAO / EDO / Clerk in consultation with The Reeve. The release of Information will be managed by an **Emergency Information Officer , (EIO)** , and a **Municipal Information Team** at a designated **Media Information Center**. Information will also be released at *ad hoc* Council Meetings.

*We are pilgrims on a journey,
fellow travelers on a road;
we are here to help each other
walk the mile and bear the load.*

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PART 1 - ADMINISTRATION

1.1 INTRODUCTION

The Emergency Management Plan has been developed to reflect the Public Safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an Emergency. Responsible individuals are expected to participate in emergency Training , and exercises that will assist them in the fulfillment of their roles.

Together we work to ensure that our community is prepared to respond to an Emergency in the most effective manner possible.

When misfortune comes our way we want to ensure that we are a *disaster resilient community*.

1.2 AIM

The AIM of this plan is enable our municipality to *manage* an Emergency such that the health , safety and welfare of our citizens , their property and the natural environment in which they exist are given the maximum possible protection from the impacts of a natural , technological or human caused Emergency.

1.3 AUTHORITY

In 2004 our Emergency Management Program began under the authority of The Emergency Management Act.

In 2007 our Emergency Management Program has been revised in accord with **The Emergency Management and Civil Protection Act , (R.S.O.1990 , CHAPTER E.9)**. This is the current Provincial Statute under which ALL emergency management activities are conducted in the Province of Ontario.

4.(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.” R.S.O.1990 , c.14 ,s.4(1)

The original Emergency Management Program of 2004 was enabled through Augusta By-Law 2552. The Emergency Management Program embodied in the revised and updated Emergency

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Management Plan of 2007 is enabled through an Augusta Township By-Law XXXX. A copy of this By-Law is available for inspection at the Township Municipal Office and / or the township website www.augusta.ca .

1.4 DEFINITION of an EMERGENCY

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature , a disease or other health risk , an accident , or an act whether intentional or otherwise . S 1

1.5 ACTION PRIOR to DECLARATION

When an emergency exists but has not yet been declared to exist , community employees may , during an initial response , take such action(s) as may be required to protect the property , the health , the safety and welfare of the citizens of the Township of Augusta.

Nothing in the Emergency Management Program of Augusta Township is intended to hinder the initiatives of First Responders acting in accord with the laws / policies / procedures that govern their work unit.

1.6 REQUEST for OUTSIDE ASSISTANCE

Assistance may be requested from an adjacent Municipality and / or the United Counties of Leeds and Grenville by contacting either the Head of Council or the CAO. The request shall NOT be deemed a request for the assisting party to assume authority over and / or control of the Emergency.

Technical or material assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Any request of for assistance from the Province should be made with the assistance of the EMO Field Officer assigned to the Emergency though the EMO Provincial Operations Center. The request shall NOT be deemed a request for the assisting party to assume authority over and / or control of the Emergency.

Federal Government assistance must be requested with the assistance of the EMO Field Officer assigned to the Emergency through the EMO Provincial Operations Center and The Province of Ontario. The request shall NOT be deemed a request for the assisting party to assume authority over and / or control of the Emergency.

The Municipality may make requests for assistance from Private Enterprise. There should be regard for funding / costs in such requests , compensation from upper tier governments may not be automatic. The EMO Field advisor assigned to the Emergency should be consulted regarding the latter. Contact names / numbers can be found in Appendix B.

1.7 FREEDOM of INFORMATION and PROTECTION of PRIVACY

Any personal , or technical , information gathered under this Emergency Planning Process shall be used solely for the purpose of planning , preparing for and / or conducting a response to a municipal emergency as defined in the Emergency Management and Civil Protection Act of Ontario.

Any release of information gathered under this Emergency Planning Process shall be made in conformity with the Application and Appeal processes of the Freedom of Information and Protection of Privacy Act of Ontario.

Sensitive information includes, but is not limited to, personal contact information and commodity information at our industrial sites.

1.8 PLAN MAINTENANCE

This revised plan was created in 2007. It is essential that it be kept “current” through a Maintenance Schedule. This responsibility is vested with the Community Emergency Management Coordinator. Some tasks may be delegated.

An **Annual Review** shall be conducted with special emphasis to the following matters :

Contact Information : Community Control Group / Council / Staff , Appendix A

Notification System : Appendix A

The ability of the Community Control Group to function in an Exercise

The Training of the CCG and support staff

Support Resources : Appendix B

Communications Plan : Appendix J

The CEMC will amend / update / correct any information contained within The Emergency Management Plan and / or its Appendices on an as required basis

1.9 PLAN DISTRIBUTION

POSITION / LOCATION	No. / TYPE
Reeve Augusta , Township	1
Councilors , Augusta Township	4
CAO / EDO / Clerk , Augusta Township , (Alternate CEMC)	1 *
Fire Chief , Augusta Township , (Stn # 1 Maitland)	1
EMS , United Counties of Leeds & Grenville	1
OPP , Grenville Detachment	1
Community Emergency Management Coordinator , Augusta Twp.	1 *
Locked Cabinet , CEMC Office , Augusta Township	1 * + 1 **
Leeds , Grenville & Lanark District HEALTH UNIT	1
Director of Social Services , united Counties of Leeds & Grenville	1
Emergency Management Ontario (Toronto)	1 *
Emergency Management Ontario , (Toronto)	1 **
CEMC United Counties of Leeds & Grenville	1

(*) COMPLETE PLAN WITH ANNEXES

(**) COMPLETE PLAN WITH ANNEXES DIGITIZED

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PART 2 - OPERATIONS & PROCEDURES

2.0 COMMUNITY CONTROL GROUP , (CCG)

The Community Control Group is the group which is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency upon the municipality. The CCG gives strategic direction and may be called upon to supply logistical support regarding the management of the emergency.

If the focus of an emergency is site specific , the CCG is not expected to function as the on scene Site Commander / Incident Commander and/or Incident Management Officer etc.

In **Augusta Township** the **Community Control Group** is composed of designated representatives from the following work units / agencies :

Reeve , (Co-chair)
 CAO / EDO / Clerk , (Co-chair)
 EMS - UCL&G
 Fire Chief Augusta FD
 OPP - Grenville
 Treasurer - Augusta Twp.
 Mgr. Public Works - Augusta
 Planning & CBO - Augusta
 Emergency Information Officer - Augusta
 Leeds , Grenville & Lanark District Health Unit
 Director of Community & Social Services - UCL&G CEMC - Augusta Twp
 EMO Field Officer , Seaway Sector
 Invited Technical Experts

Alternates , or methods for establishing alternates , must be in place.

IMPLEMENTATION

- * Any member of the CCG may request , through the CAO , that the Emergency Management Process of Augusta Township be initiated.
- * Emergency Services , Fire / Police / Ambulance are usually first “on scene” at a community mishap. If the situation is beyond the capability of on site , or immediate call up reserves , to stabilize the situation the **on site Officer-in-Charge of an Emergency Service** may request the Emergency Management Process of the Municipality be set in motion. The request may be direct to the CAO , and , may involve “chain of command” discussions within the Emergency

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Upon arrival at the EOC each CCG member , or designate , will :

- (1) Sign in on the form designated
- (2) If necessary , obtain up to date information from his / her agency
- (3) Open a Personal Log , provided by Augusta
- (4) Participate in the opening briefing , providing the information & perspective of their agency
- (5) Participate in the decision as to whether an Emergency should be declared.
- (6) Participate in the ensuing discussions as to how the situation should be *managed*
- (7) Pass along information on decisions / strategies to their agency / work unit
- (8) Return and continue to participate in the **OPERATIONS CYCLE**
- (9) Participate in discussions as to whether the Emergency should be reduced in area / terminated

Upon leaving the EOC each member , or designate , shall :

- (1) Indicate recall specifics
- (2) Indicate recall specifics of Alternate

2.2 OPERATIONS CYCLE

During an Emergency the CCG does not remain assembled in a perpetual “state of meeting” at the EOC. CCG members will come together usually around a planning board or map at which time every member will report their agencies’ / work unit status and/or their actions in managing the situation. It is essential that every member / every operational area be heard from during this process. The CCG is a team and the actions taken by one , or the lack of action by one , may have a significant impact upon operations.

The **overall function** of the CCG is to *manage / mitigate / lessen* the repercussions of an Emergency within our Municipality. The following are NOT the responsibility of the CCG :

- (a) Asserting the Emergency should not have occurred*
- (b) Speculating on blame or responsibility for the Emergency*

After the impacts of an Emergency have been stabilized there *may* be enquiries / investigations as to the above concerns , but , that will occur *after* the work of the CCG has been completed.

The round table discussion should include problems , questions , resource requests and any other relevant information so that timely informed decisions can be made by the group. The frequency of the meetings is determined by the co-chairs. The frequency of the meetings should reflect the pace of the emergency and occur on a scheduled basis.

Meetings of the CCG are generally not in excess of 2 hours in length. One meeting per 24

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hours is common. Meeting twice daily may occur early in the emergency.

After a meeting of the CCG each member returns to their agency / work unit and :

- (1) Passes on information on the overall Emergency Management Strategy of the CCG
- (2) Assists their agency / work unit in implementing those portions of the agreed upon strategy that are relevant to the operations of the agency / work unit , *with regard for the ongoing essential services of the parent work unit / agency.*
- (3) Documents the progress , problems , shortfalls and / or additional support services required in implementing the agreed upon Strategy of the CCG
- (4) Gathers new information / suggestions on how the Emergency might be better managed

Each member of the CCG then returns to the next scheduled meeting of the CCG and shares any or all of the above in the opening round table discussion on “Progress & Problems”.

It is essential that the EOC is comfortable , has good communications , and is secure from unnecessary interruptions. Only CCG members , and support staff , should have access to the EOC. NO MEDIA are allowed in the EOC , nor is anyone not authorized by the Co-chairs.

Modern communications can be a blessing during an emergency : they can also be a curse. Communications with work units or parent agencies should occur **before** or **after** meetings of the CCG. The one exception would be what one might call “breaking news” about the problem under discussion. Discussions about background workloads in the parent work unit or agency have **no** place in a meeting of the CCG.

“ Excuse me there is a gentleman at the front counter insisting he talk to the CAO about the increase in dog tag prices ”

2.3 COMMUNITY CONTROL GROUP ... RESPONSIBILITIES

COMMUNITY CONTROL “GROUP”

- Any member can request the activation of our Emergency Management Process.
- Provides advice to the HOC as to whether an Emergency should be declared
- Coordination and direction of community resources used to mitigate the effects of an Emergency
- Determines the necessity of additional Technical Experts in the CCG
- Provides advice to the HOC as to whether an Emergency area should be reduced and/or the State of Emergency Terminated.
- Advises HOC as to the need for Provincial / Federal government assistance
- Provides an Incident Management Officer with additional services / supplies / equipment needed to manage the situation**
- Secures the assistance of outside Private Enterprise equipment / services
- Can appoint a specific Emergency Site Manager / Incident Commander / Incident Management Officer
- Ensures the Emergency Information Officer has an adequate information base to initiate our Emergency Communication Program

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Coordinates EVACUATIONS
 Discontinuing public utilities , (natural gas in an earthquake)
 Manages appeals for , and the documentation of , VOLUNTEERS
 Can establish a TECHNICAL SUB COMMITTEE to work on specialized features of the Emergency
 Authorizes Municipal Expenditures , arranges for the documentation of same
 Maintains an **Operational Log** of critical decisions of the committee
 Notifies all participating work units / agencies that the Community Control Group has been **Deactivated**.
 Recalls the CCG for a **Debriefing**

2.3.1 THE REEVE , “ Head of Council ” / HOC

Functions as Co-chair of the CCG
 Declares a Municipal State of Emergency
 Terminates a Municipal State of Emergency
 Notifies the Province of Declaration / Modification and Termination of a Municipal State of Emergency.
Takes such actions and makes such orders , as are considered necessary and not contrary to law , in order to protect the health , safety , welfare , environment and property of the residents of the Township of Augusta.
 Ensures Council is kept abreast of Declarations , Terminations , and the overall management strategies of the CCG. (Council is the “work unit” to which the Reeve reports)
 Gathers information from Council on citizen concerns and/or ideas on how the Emergency can be better managed.
 Reports the aforementioned to the CCG.
 Ensures MP & MPP Constituency Offices , the UCL&G , and adjacent Municipalities are informed of Declarations / Terminations and problems & progress of the Emergency Management Process.
 Assists the CAO in approving all major announcements / media information releases prepared by the Emergency Information Officer and the CCG
 Maintains a Personal Log

2.3.2 CAO / EDO / Clerk , “Operations Officer of CCG”

Functions as **Co-chair** of the CCG
 Activates **Call Up** as per Appendix A
 Operational **set up** of EOC
 Scheduling of subsequent meetings of CCG ... “The Operations Cycle”
Advises HOC and CCG on relevant municipal By-Laws / Policy / Procedure regarding any proposed course of action of CCG
 Consults with HOC and issues final approval for all major announcements / media releases / information bulletins etc. prepared by the Communications Team / EIO and/or CCG
 Ensures an Emergency Site Manager exists , ensures information flows to and from The Emergency Site Manager.
 Secures additional support staff for EOC and/or other Municipal work units
 Maintains a master record of all events and major decisions made , (main events board)
 Maintains a Personal Log
 Functions as **Media Events Coordinator** , (emcee)

2.3.3 ONTARIO PROVINCIAL POLICE

Can request activation of the Emergency Management Process
 Ensures that information / decisions from the CCG flows upwards to senior police officers and outwards to police officers in the field
 Ensures that the Comm Center in Smiths Falls is kept abreast of the situation
 Brings requests / suggestions from the personnel in the above two items to the CCG
Ensures the protection of life and property and the provision of law and order within the Emergency Area in accord with the policies and procedures of the Ontario Provincial Police
 Provides traffic control with regard for Emergency Vehicles and Emergency Support Vehicles
 The lead input on Evacuation Routes , ensures any necessary traffic control along such routes
 At site specific incidents ensures Perimeter and Spectator Controls are set in place
 Arranges for the provision of police services in Evacuation Centers , Morgues or any other facility , if such are deemed necessary
 Ensures fatalities are managed in accord with the Coroners Act
 Liaison with external Police Forces , (Brockville City / RCMP)
 Provides a “police” Site Manager if requested by the CCG
 Maintains a Log , separate from his / her personal police notebook

2.3.4 EMERGENCY MEDICAL SERVICES - UCL&G

Can request activation of the Emergency Management Process
 Ensures that information / decisions from the CCG flows upwards to senior managers and outwards to Ambulance Personnel working in the field.
 Ensures that Ambulance Dispatch in Kingston is kept abreast of the situation
 Brings requests / suggestions from the personnel noted in the above two items to the CCG
Ensures the management of casualties within the Emergency Area : triage / lifesaving care / transport to medical treatment.
 Ensures The Medical Officer of Health and area Hospitals are informed as to the diversity and number of casualties resulting from the problem
 Ensures field ambulance staff are alert as to evolving health problems that may escalate beyond the scene , ensures the Health Unit is informed of such concerns
 Ensures additional ambulance staff from the UCL&G and outside the UCL&G are dedicated to the situation , if such is necessary
 Ensures casualties within the emergency area , awaiting transport , are properly managed ; may request the need for Field Triage / Field Dressing Stations
 Will secure an “EMS” Site Manager , if such is requested by the CCG
 Will maintain a Personal Log

2.3.5 AUGUSTA TOWNSHIP FIRE DEPARTMENT , (Chief / Deputy Chief)

Can request activation of the Emergency Management Process
 In site specific emergencies the AFD will probably have been a first responder. Reports to CCG on site conditions / problems
Ensures Fire Control , Fire Prevention , Hazmat and Rescue & Medical First Responder services occur in accordance with existing equipment & training.
 Can activate Mutual Aid Agreement assistance , (in an Initial Response , independent of the CCG)
 Reports on the need for specialized manpower and equipment at site specific incidents. (Dangerous Chemicals ,

Radiological , Nuclear and/or Bioterrorism etc.)

Ensures County Fire Dispatch , County Fire Coordinator and / or OFM are kept informed of their Emergency Response activities.

Ensures all Officers and Personnel of the AFD are kept abreast of the overall Emergency Management Program of the CCG. Conveys the collective input of the AFD to the CCG

Can provide short term site specific manpower assistance to other Emergency Services , **with regard for equipment , training and knowledge.**

Can function as a site Incident Commander / Incident Management Officer

Ensures that a background Fire Call Response capability remains in place at an acceptable level.

Maintains a Personal Log

2.3.6 AUGUSTA TOWNSHIP PUBLIC WORKS

Can request activation of the Emergency Management Process

Keeps Municipal works crews advised of the Emergency Management Program of the CCG

Gathers opinions / suggestions from the crews regarding the management of the situation and reports same to CCG.

Secures logistic support for traffic control , (barriers , detour signs etc) , at roadblocks / road closures etc.

Ensures the Township Roads are in working order , with regard for Emergency Vehicle and Evacuation Routes , (wind debris)

Assists in the modification of Township Facilities if they become dedicated to special uses , (cooling center / short term evac center)

Liaison with the Public Works of adjacent Municipalities , UCL&G and/or MTO , secures assistance from the aforementioned , if necessary

Secures support from Private Enterprise Contractors

Provides / secures Engineering assistance / advice

Liaison with Public Utilities ; Hydro 1 , Bell Telephone , Natural Gas Distribution

Assists other Emergency Services , **with regard for the training and knowledge of PW employees**

Liaison with flood advisory agencies such as Conservation Authorities / Ontario Ministry of Natural Resources

Secures / provides waste water pumping resources , (Hi speed FD pumps are NOT suitable)

Maintains a Personal Log

2.3.7 MEDICAL OFFICER of HEALTH Leeds , Grenville & Lanark HEALTH UNIT Can request the activation of the Municipal Emergency Management Process in Public Health related situations. **Informs the CCG on the actual / potential human public health implications of any situation and/or the Emergency Management Program of the CCG**

Provides the CCG with information on the human health implications of the situation to all persons involved in Emergency Management

Provides liaison with the Ontario Ministry of Health , Public Health Branch

Liaison with the Community Care Access representative

Provides clinically correct advice / instructions to the Municipal Emergency Information Officer regarding releases on Public Health matters

Can assume a lead role , through Health Unit Emergency Plans and Ministry of Health policies , regarding human disease related emergencies.

Ensures liaison with volunteer or private agencies being used to augment Public Health Services

Ensures that the emergency distribution of foodstuffs and drinking water and the management of human waste does not constitute a threat to human Public Health

Liaison with C&SS to ensure that the management of Evacuation Centers does not threaten the human Public

Health of evacuees in such centers
Maintains a Personal Log

2.3.8 DIRECTOR of COMMUNITY and SOCIAL SERVICES , UCL&G

Ensuring the care feeding and shelter of evacuees.

Manages the reception / documentation and operation of Evacuation Centers
Arranges for the use of Municipal (or other) structures for short term (-24 hrs) evacuation centers
Ensure that C&SS staff , in particular those persons at evacuation shelters are kept abreast of the overall
Emergency Management Program of the CCG , (forecasted time in the shelter will be the primary concern)
Conveys staff concerns / suggestions from all of the above noted staffs to the CCG
Liaison with Health Unit as to the adequacy of Public Health standards at Evacuation Centers
Liaison with school board as to the use of school facilities as evacuation centers , if necessary
Liaison with Nursing Homes / Homes for the Aged to ensure their baseline needs continue.
Isolates special home care medical / medication situations.
Maintains a Personal Log

2.3.9 AUGUSTA MANAGER of FINANCE , Treasurer / Deputy Clerk

Maintains a Main Events Log for the CCG

Maintains documentation of Expenditures , Accounts Payable and Receivable in a manner such that there can be
rapid post emergency calculations made as to the Municipal cost of Managing the Emergency
Provides advice on the Financial Procedures of the Municipality
Ensures adequate financial procedures are followed in such matters as the purchase of goods and services deemed
necessary for the management of the Emergency
May request the securing additional clerical support during the management of “long” emergencies
Ensures VOLUNTEERS are adequately documented , notably with regard for WSIB
Other duties as assigned by CAO

2.3.10 AUGUSTA EMERGENCY INFORMATION OFFICER , (EIO)

Maintains a Personal Log / Information Log
Attends CCG meetings with special regard for any matter for Public Release , may question any member of the
CCG as to the content of Public Release matters , (5 W’s)
With precise regard for the above prepares press statements / media releases for public release. Ensures CAO and
HOC approve of the content of such releases
Establishes and maintains linkages with the EIO’s of adjacent Municipalities , the County , the Province and/or
Industries / Private Enterprise
Arranges for Media Interviews / Media Conferences
Manages the set up of **Media Information Centers** sets time / date of Media Conferences
May request the set up of a Public Enquiry line , manages the staff of any such line(s)
Ensures all members of the **Communications Team** are kept informed of the overall program of the CCG notably
matters for public release
Monitors media coverage of the situation ; reports same to CCG
Gathers citizen input regarding the situation ; reports same to CCG
Advises CCG as to the content / suggested approaches of the township **Communications Plan** , Appendix J
Keeps a hard copy record of ALL media statements / releases , including those made by non municipal personnel

2.3.11 AUGUSTA COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

Can request the activation of the Emergency Management Process
 Provides the CCG with advice on the principles of emergency management and emergency management programs.
 Advises the CCG as to the directional guidance found within the Emergency Plan of Augusta Township
 Informs the CCG on relevant Reports / Plans / Information Bulletins found in the CEMC's office
 Informs the CCG on relevant Internet Resources
 Assists in rendering the EOC operational
 Maintains a **Main Events Board** for the CCG
 During an emergency , outside meetings of the CCG , will assist the EIO
 In conjunction with the CAO organizes a post emergency debriefing , documents such a meeting , prepares a Report on the debriefing.

2.3.12 EMO FIELD OFFICER , Seaway Sector , (or appointed Alternate)

Should be advised of the activation of the Emergency Planning Process
Must be advised of a Declaration of a Municipal State of Emergency
 A sitting member of the CCG
 Provides / secures advice on relevant sections of the Emergency Management and Civil protection Act of Ontario
 Advises on Provincial emergency assistance to the Municipality
 Ensures proper protocols are followed in securing Provincial assistance
 Advises on federal assistance available to the Municipality
 Ensures proper protocols are followed in securing Federal assistance
 Ensures there is an adequate Information Flow to the EMO Operations Center
 Can be asked to provide advice / assistance to the EIO and/or Communications Team
 Provides post emergency advice to the Municipality on follow up Provincial assistance
Should be invited to post emergency debriefings

2.3.13 INVITED TECHNICAL EXPERTS

Are not regular sitting members of the Community Control Group
 Are called into the CCG by the Co-chairs
 With the exception of matters related to **statutory direction** , Technical Experts function in an **advisory staff** capacity. They are not expected to assume control of the Emergency Management process.
 In general emergencies , (snowstorm affecting entire municipality) , they can be called upon to supply technical advice and guidance to the Community Control Group.
 In site specific emergencies , (industrial incident / hazmat accident) , they may be requested to provide technical advice and guidance to the Incident commander / Incident Management Officer , whomever is in charge of the site. Such Technical Experts *may* be requested to attend CCG meetings , in the company of the Site Commander.
 Sources of Technical Experts can include , but are not limited to :
 Other Municipal Governments
 Provincial or Federal Government Agencies
 Crown Corporations ; Hydro 1 / Bell Telephone
 Private Industry

HAZMAT Clean Up Companies
Citizen / Volunteer Groups ; Canadian Red Cross / St. John Ambulance Brigade etc.
SEE ALSO : Section 1.6 Section 3.0 (all sections)

PART 3 - EMERGENCY SUPPORT

3.0 CLERGY SUPPORT

Active , broad scale participation in matters relating to a *church* has slumped in Canadian society. Most people have put their *faith* in the structure and organization of the secular world. During an Emergency the structure and organization of the secular world has failed , at least temporarily. There may be a definite value to the presence of the clergy amidst persons who are under the multiple stresses of an Emergency Situation. This is particularly true of persons displaced into an evacuation center.

Some suggested roles of the clergy could include , but are not limited to :

Individual / informal counseling “a friend to talk to”

Pastoral visits amongst already established members of their congregation

Provide “up spirits” social distractions a sing song

General Interdenominational Services

Small Denominational Services

Provide guidance to the CCG , via the EIO , on matters of a religious nature

Provide guidance to the CCG , via the EIO , on the religious care of deceased persons

See APPENDIX B

3.1 BOARD of EDUCATION

There is an almost automatic reaction that schools can be *taken over* when the need to relocate people arises. **This must be done with regard for the normal schooling cycle of the students.** We cannot compound the distress of an emergency situation with students with “no school”.

School Buses are often regarded as an automatic option when large numbers of people must be relocated. School buses are under contract with the School Board to move students **at specific times / dates.**

C&SS - UCL&G will function as the lead agency regarding the use of school board buildings for such functions as : (i) short term evacuation centers , (ii) evacuation reception centers.

C&SS - UCL&G will liaise with the School Board on these matters.

The use of schools and/or “vacant” schools will have to be done with regard for the Fire Prevention Staff of the Augusta Township Fire Department.

Should students have to be evacuated from a school such evacuations will be done in accord with the Emergency Plans of the School Board.

The Grenville Christian College Complex is a private school. The previous administration had their own

Be Prepared Not Scared

evacuation plans made in cooperation with St. Lawrence College of Brockville City. If the future use of this site involves large concentrations of people , special evacuation plans / procedures may be required.

3.2 LEGAL ADVISOR, AUGUSTA TOWNSHIP

The Township of Augusta has the services of a Lawyer on retainer , (John D. Simpson of Stewart Corbett Law Offices , Brockville ON). He has a background history of the legal affairs of the Municipality. He IS NOT a regular sitting member of the CCG. He is a resource person who can be called to CCG meetings as a “technical expert” on legal affairs.

If there is a challenge to the authority of the Municipality in managing an Emergency , in apparent accord with the Emergency Management and Civil Protection Act , his advice should be sought.

3.3 CANADIAN ARMED FORCES

There is a deep tradition in Canada that the services of the Armed Forces are difficult to acquire. There are reasons for this. The *firepower of the army* should not be readily available to resolve domestic / local problems. Equally important is the concept that the Armed Services cannot take it upon themselves to inflict their will upon the people of Canada unless a *process* involving the elected representatives of the people of Canada is involved.

Domestic Response Units are evolving but ...

Requests for military assistance ***must be done through*** :

Head of Council
EMO Field Officer , Seaway Sector
Emergency Management Ontario , Provincial Operations Center
Province of Ontario

Concurrent with this formal request route background discussions should commence with our **Local Community Liaison Officer** at the Brockville Armories. (The chain of command will inevitably ask this person : “What’s this request all about ?”) This Officer will have no ability to initiate action on his own , but , he should be promptly informed of the “what’s” and “why’s” of the situation.

Requests for military assistance should include precise and detailed descriptions of what we expect of their personnel / equipment. We want to ensure ... *our requests* reappear in their orders given to the military personnel that are assigned to assist in the Emergency.