

MUNICIPAL CONTROL GROUP

EMERGENCY PLAN

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JANUARY 2010
 THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
EMERGENCY PLAN

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CORPORATION OF THE COUNTY OF PRINCE EDWARD EMERGENCY PLAN

The Corporation of the Prince Edward Emergency Plan

This plan has been prepared to provide key officials, agencies and departments within the Corporation of the County of Prince Edward with a general guideline to the 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 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 Emergency Plans Act, RSO 1990, Chapter E.9 is the legal authority for this plan. It states that the "Head of Council may declare that an emergency exists in the municipality or in any part thereof and may take such action and may make such orders as he 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".

Emergencies are defined as situations or the threat of impending situations abnormally affecting the health, safety and welfare of the community, which by their nature or magnitude requires co-ordinated response by a number of agencies under the direction of the Municipal Control Group (MCG). These are distinct from the normal, day –to-day operations carried out by the first response agencies.

While many emergencies could occur within the County of Prince Edward, those most likely to occur: floods, tornadoes, blizzards, transportation accidents involving hazardous materials, air or ice storms, toxic or flammable gas leaks, electrical power blackouts, building or structural collapse, uncontrollable fires, explosions, or any combination thereof.

AIM

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety and welfare of the inhabitants of Prince Edward County.

Requests for Assistance

Assistance may be requested by any other municipalities or outside agency at any time by contacting the Mayor. The assistance shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at anytime without any loss of control or authority. Such request can be done by contacting the local office of the appropriate ministry or by contacting **Emergency Planning Ontario at (416) 965-6708** during working hours. At night or on weekends, Emergency Planning Ontario can be reached through the local O.P.P office or the Duty Officer at **O.P.P. General H.Q. in Orillia at (705) 329-6950**.

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Prince Edward Fire Department at **613 476-2345** to request that the notification system be activated.

Upon receipt of the warning, Prince Edward Fire Department will notify all members of the Municipal Control Group (MCG).

Upon being notified, it is the responsibility of all Municipal Control Group (MCG) officials to notify their staff and volunteer organizations.

When a threat of an impending emergency exists, the Municipal Control Group (MCG) will be notified and placed on standby.

The emergency notification list is attached as Annex A.

Municipal Control Group (MCG) & Membership

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 in the municipality.

This group is known as the **Municipal Control Group (MCG)**, which consists of the following officials:

- 1. Mayor of the Corporation of the County of Prince Edward**
- 2. Chief Administrative Officer**
- 3. Fire Chief / CEMC**
- 4. Prince Edward Police Detachment Commander**
- 5. Commissioner of Public Works**
- 6. Medical Officer of Health**
- 7. Director of Social Services**
- 8. Public Information Co-ordinator**

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

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, municipal employees may take such action(s) under this emergency plan as may be required to protect lives and property in Prince Edward County.

Declaration of a Municipal Emergency

The Mayor or Mayor Designate of the Corporation of the County of Prince Edward, as the Head of Council, is responsible for the declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the Municipal Control Group (MCG).

1. Upon such a declaration, the Mayor will notify:
 - (a) Community Safety and Correctional Services – Emergency Management Ontario
 - (b) The Municipal Council
 - (c) The Public
 - (d) Neighbouring municipal officials, as required

2. A municipal emergency may be declared terminated at any time by:
 - (a) The Mayor or Acting mayor, or
 - (b) The Municipal Council, or
 - (c) The Premier of Ontario.

3. Upon termination of a municipal emergency the Mayor will notify:
 - (a) Community Safety and Correctional Services – Emergency Management Ontario
 - (b) The municipal Council
 - (c) The public
 - (d) Neighbouring municipal officials, as required

Emergency Operations Centre (EOC)

The Municipal Control Group (MCG) will report to the Emergency Operations Centre located at Shire Hall on 332 Main Street, Picton. In the event this operation center cannot be used, then the secondary location will be the Prince Edward County Fire Department at 2 Ross Street, Picton.

Business Cycles During an Emergency

Members of the MCG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer. The Chief Administrative Officer will function as the Operations Officer.

RESPONSIBILITIES

Group Responsibilities

The actions or decisions which the members of the Municipal Control Group (MCG) will 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 Municipal Control Group (MCG) are appropriate.
- d) Advise the Mayor as to whether the declaration of an emergency is recommended.
- e) Advise the Mayor on the need to designate all or part of the County of Prince Edward as an emergency area.
- f) Ensuring that an Emergency Site Manager (ESM) is appointed if one is required.
- g) Ordering, 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, i.e. hydro, water, gas, closing down a shopping plaza/ mall.
- i) Arranging for services and equipment from local agencies not under municipal control i.e. private contractors, volunteer agencies, and service clubs.
- j) Notifying, requesting assistance from and/or liaison with various levels of government and any public agencies *not* under municipal 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 Public Information Co-ordinator, for dissemination to the media and public.
- n) Determining the need to establish advisory group(s) and/or sub-committees.
- o) Authorizing expenditure of money required to deal with the emergency.
- p) Notify the service, agency or group under their direction, of the termination of the emergency.
- q) 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.
- r) Participating in the debriefing following the emergency.

MUNICIPAL CONTROL GROUP

MEMBER RESPONSIBILITIES

1. RESPONSIBILITIES OF THE MAYOR

The Mayor or Designate alternate is responsible for:

- a) Chairing meetings of the Municipal Control Group (MCG)
- b) Declaring an emergency to exist within the designated area
- c) Declaring that the emergency has terminated (Note: Council may also terminate the emergency)
- d) Notify the Solicitor General of Ontario of the declaration of the emergency, and termination of the emergency
- e) Ensuring that the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

2. RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer or alternate for the Corporation of the County of Prince Edward is responsible for:

- a) Activating the emergency notification system through the Prince Edward Fire Department
- b) As the Operation Officer, co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings
- c) Advising the Mayor on policies and procedures, as appropriate.
- d) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Municipal Control Group (MCG).
- e) Ensuring that a communication link is established between the Municipal Control Group (MCG) and the Emergency Site Manager (ESM) if one is required.
- f) Calling out additional municipal staff to provide assistance, as required

Support staff information
Office Co-ordinator

Reports to CAO

The Office Co-ordinator is responsible for:

- a) Assisting the Chief Administrative Officer, as required.
- b) Ensuring all important decisions made and actions taken by the Municipal Control Group (MCG) are recorded.
- c) Upon direction from the Chief Administrative Officer, notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- d) Arranging for printing of material, as required.
- e) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- f) Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency.
- g) Procuring staff to assist, as required.
- h) Recording all minutes of the Business cycle.

Treasurer

Reports to CAO

The Treasurer is responsible for:

- a) The provision of information and advice on financial matters as they relate to the emergency.
- b) Liaison, if necessary, with the Treasurer(s) of neighbouring municipalities.
- c) Ensuring that records of expenses are maintained for future claim purposes.
- d) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during the emergency.

Purchasing Officer

Reports to CAO

The Purchasing Officer is responsible for:

- a) The provision and securing of equipment and supplies not owned by the Corporation of the County of Prince Edward.
- b) Liaison with purchasing agents of the neighbouring municipalities, if necessary.
- c) Maintain and update a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

3. RESPONSIBILITIES OF THE FIRE CHIEF

The Fire Chief or alternate is responsible for:

- a) Activating the emergency notification system and ensuring all members of the Municipal Control Group (MCG) are notified.
- b) Notification of necessary emergency and municipal services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre (EOC)
- d) Providing the Municipal Control Group (MCG) with information and advice on fire fighting and rescue matters;
- e) Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- f) Informing the Mutual Aid Fire Co-Ordinators and/or initiating mutual aid arrangements for the provision of additional firefighting manpower and equipment, if needed;
- g) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing, etc.
- h) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- i) Providing an emergency Site Manager if required, in conjunction with other agencies

Telecommunications Co-ordinator

Reports to Fire Chief

The Telecommunications Co-ordinator is responsible for:

- a) Activating the emergency system of the local amateur radio operators group, if required
- b) Initiating the necessary action to ensure the telephone system at the municipal offices functions as effectively as possible, as the situation dictates, in conjunction with Bell Canada.
- c) Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise.
- d) Maintaining an inventory of municipal and private sector communications equipment and facilities within the municipal, which could, in an emergency, be used to augment existing communications systems.
- e) Making arrangements to acquire additional communications resources during an emergency.

Amateur Radio Association

Reports to Fire Chief

To provide resources as required by Telecommunications Co-ordinator

3. RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The responsibilities of the Community Emergency Management Coordinator (CEMC) or Alternate shall include:

Successfully complete all training as required by Emergency Management Ontario and maintain familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.

Identify emergency management program financial and resource requirements and prepare, or assist in the preparation of, an annual emergency program budget submission.

Form a Community Emergency Management Program Committee to address the following:

- a. Conduct the community's Hazard Identification and Risk Assessment process.
- b. Prepare and obtain EMO approval of a community emergency response plan.
- c. Ensure the designation and development of an appropriate community Emergency Operations Centre.
- d. Conduct the critical infrastructure identification process.
- e. Document the existing community emergency response capability and identify and attempt to address additional needs.
- f. Conduct annual training for the members of the Emergency Control Group and Emergency Operations Centre staff.
- g. Conduct an annual exercise to evaluate the community emergency response plan.
- h. Identify individual to act as community emergency information staff.
- i. Develop and implement a community emergency management public awareness program.
- j. Conduct an annual review of the community emergency management program.
- k. Provide emergency management expertise and administrative support to the Emergency control group during an emergency.
- l. Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.

- m. Liaise with the sector EMO Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.
- n. Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others in the preparation of funding requests to be submitted on the community's behalf.
- o. Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- p. Ensure that equipment and supplies are available in the designated Emergency Operations Control Centre to the satisfaction of the Emergency Control Group.
- q. Compile a final report on the emergency.

4. RESPONSIBILITES OF THE POLICE STAFF SERGEANT

The Police Staff Sergeant or alternate is responsible for:

- a) Activating the emergency notification system through the Prince Edward County Fire Department
- b) Establish an ongoing communications link with the senior police official at the scene of the emergency.
- c) The establishment of an inner perimeter within the emergency areas
- d) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- e) The provision of traffic control to facilitate the movement of emergency vehicles.
- f) The designation and opening of evacuee centers, as required, in conjunction with the Manager of Ontario Works regarding the establishment and operation of evacuation and reception centers.
- h) The protection of life and property and the provision of law and order.
- i) The provision of police service in evacuee centers, morgues, and other facilities, as required.
- j) Notifying the coroner of fatalities.
- k) Liaison with other municipal, provincial and federal police agencies, as required.
- l) Providing an emergency Site Manager if required, in conjunction with other agencies

5. RESPONSIBILITIES OF THE COMMISSIONER OF PUBLIC WORKS

The Commissioner of Public Works or alternate is responsible for:

- a) Activating the emergency notification system through the Prince Edward County Fire Department.
- b) Providing the Municipal Control Group (MCG) with information and advice on engineering matters.
- c) Liaison with the senior public works officer from the neighbouring municipality(s) to ensure a co-ordinated response.
- d) The provision of engineering assistance.
- e) The construction, maintenance and repair of municipal roads
- f) The maintenance of sanitary sewage and water systems.
- g) The provision of equipment for emergency pumping operations.
- h) Liaison with the fire chief concerning emergency water supplies for fire fighting purposes.
- i) The provision of emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- j) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- k) Liaison with public utilities to disconnect any service representing a hazard and/ or to arrange for the provision of alternate services or functions.
- l) Providing public works vehicles and equipment as required by any other emergency services.
- m) Maintaining liaison with flood control, conservation and environment agencies and being prepared to take preventative action.
- n) Providing an emergency Site Manager if required, in conjunction with other agencies

Prince Edward Conservation Authority

Union Gas

Hydro One

Ministry of the Environment

Bell Canada

6. RESPONSIBILITIES OF THE MEDICAL OFFICER OF HEALTH

The Medical Officer of Health or alternate is responsible for:

- a) Acting as a co-ordinating link for all emergency health services at the Municipal Control Group (MCG).
- b) Liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch.
- c) Liaison with the ambulance service representatives.
- d) Providing advice on any matters which may adversely affect public health
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies
- g) Ensure co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required, for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) Notifying the Senior Public Works Officer regarding the need for potable water supplies and sanitation facilities.
- k) Liaison with Senior Ontario Works Officers on areas of mutual concern regarding health services in evacuee centers.
- l) Ensure the public health inspection of emergency sites, where necessary, and evacuee centers to ensure safe water, safe food and the control and prevention of health hazards.

Quinte Healthcare Corporation

The Quinte Healthcare Corporation - Prince Edward County Memorial Hospital is responsible for:

- a) Implementing the hospital emergency plan
 - b) Liaison 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/ medical triage teams.
 - d) Liaison with the Ministry of Health, as appropriate.
- Health Care Facilities (nursing homes, convalescent homes, retirement homes) as required.

Ambulance

7. RESPONSIBILITIES OF THE DIRECTOR OF SOCIAL SERVICES

The Director of Social Services or alternate is responsible for:

- a) Ensuring the well being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- b) Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed.
- c) Liaison with the police chief with respect to the predesignation of evacuee centers which can be opened on short notice.
- d) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers.
- e) Ensuring that a representative of the Hastings and Prince Edward District School Board and Roman Catholic Separate School Board are notified when a facility(s) is/are required as evacuee reception centre(s), and that staff and volunteers utilizing the school facility(s) take direction from the Board representative(s) with respect to its/their maintenance, use and operation.
- f) Liaison with The Home for the Aged, Nursing and Retirement Homes as required.

Red Cross

St. John Ambulance

Hastings and Prince Edward District and Roman Catholic Separate School Boards

The Hastings and Prince Edward District School Board and the Roman Catholic Separate School Board are responsible for:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre.
- b) Upon being contacted by the Director of Ontario Works to make available a Hastings and Prince Edward District and Roman Catholic Separate School Board representative(s) to co-ordinate and provide direction with to the maintenance, use and operation of the facilities being utilized as evacuation or reception centers.
- 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 Plan, or
 - ii. implementing the school "EVACUATION" Plan as advised by the Municipal Control Group (MCG), depending on the nature and scope of the emergency.

8. RESPONSIBILITIES OF THE PUBLIC INFORMATION CO-ORDINATOR

During an emergency, the Public Information Co-ordinator or Alternate is responsible for the co-ordination and dissemination of news and information to the media and the public. A detailed public information plan is attached.

Emergency Public Information Plan

1. Upon implementation of this emergency plan, it will be 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 many aspects of the emergency.
2. In order to fulfill these functions during an emergency, the following positions will be established in addition to the Public Information Co-ordinator.
 - a) An On-Scene Media Supervisor, and
 - b) A Call Centre/Web Site Supervisor.
3. The emergency communication center will be located at 2nd Floor Planning Services Office, 72 King Street, Picton.
4. A Media Information Centre will be established as a gathering place for the media and for all media briefings and news conferences. The Media Information Centre will be located in the Picton Town Hall, over the Fire Department Headquarters at 2 Ross Street, Picton.
5. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This area, if established, will be staffed by an on-scene media supervisor, appointed by the Public Information Co-ordinator.
6. The Call Centre is located at Benson Hall, Picton under the supervision of the Call Centre/Web Site Supervisor.

Public Information Co-ordinator

The Public Information Co-ordinator reports to the Chief Administrative Officer and is responsible for:

- a) Upon arrival at the Emergency Operations Centre (EOC), reporting to the Chief Administrative Officer to be briefed on the emergency situation.
- b) Establishing a communication link with the On-scene Media Supervisor and the Call Centre/Web Site Supervisor, and any other media co-ordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, and will ensure that all information released to the media and public is consistent and accurate.

- c) Ensuring that the Emergency Communications Centre is set up and staffed.
- d) Liaison with the Municipal Control Group (MCG) to obtain up to date information for media releases, co-ordinate individual interviews and organize press conferences.
- e) Ensuring that the following are advised of the telephone number of the Emergency Communications Centre:
- Media
 - Municipal Control Group
 - Shire Hall Switchboard
 - On-scene Media Supervisor
 - Police Public Relations Officer
 - Neighbouring Municipalities
 - Call Centre/Web Site Supervisor
 - Any other appropriate persons, agencies or businesses.
- f) Providing direction and regular updates to the Call Centre/Web Site Supervisor to ensure that the most accurate and up to date information is disseminated to the public.
- g) Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the Media Information Centre, the Municipal Control Group (MCG), Call Centre/Web Site Supervisor and other key persons handling inquiries from the media.
- h) Monitoring news coverage, and correcting any erroneous information.
- i) Maintaining copies of media releases and newspaper articles pertaining to the emergency.

On Scene Media Supervisor

If necessary, an On-scene Media Supervisor will be appointed by the Public Information Co-ordinator and is responsible for:

- a) Establishing and co-ordinating a media information center in a safe, appropriate location, at or near the site, for the media to assemble.
- b) Establishing a communication link and regular liaison with the Public Information Co-ordinator at the Emergency Operations Centre (EOC).
- c) Redirecting all inquiries regarding decisions made by the Municipal Control Group (MCG) and the emergency as a whole, to the Public Information Co-ordinator.
- d) Advising the following persons and agencies of the location and telephone number(s) (as available) of the Site Media Information Centre;
 - Police Public Relations Officer
 - Emergency services personnel at scene (where possible)
 - Public Information Co-ordinator(s)

- Media
 - Any other appropriate personnel or agencies
- e) Greet media and brief them as to on-site protocol and procedures
- f) Ensuring that media arriving at the site are directed to the location designated for media.
- g) Where necessary and appropriate, co-ordinating media photograph sessions at the scene.
- h) Co-ordinating on-scene interviews between the emergency services personnel and the media.

Call Centre/Web Site Supervisor

The Call Centre/Web Site Supervisor is responsible for:

- a) Establishing a Call Centre, including the appointment of personnel and designation of telephone lines.
- b) Informing the Public Information Co-ordinator of the establishment of the Call Centre and designated telephone number(s).
- c) Appraising the affected emergency services, the Municipal Control Group (MCG) and County switchboards of the establishment of the Call Centre and designated telephone number(s).
- d) Liaison with the Public Information Co-ordinator to obtain current information on the emergency.
- e) Disseminating information as directed by the Public Information Co-ordinator to the public through the call centre and the web site.
- f) Responding to, and re-directing inquiries and reports from the public based on information from the Public Information Co-ordinator. (Such information may be related to school closings, access routes or the location of evacuee centers).
- g) Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service.
- g) Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers.
- h) Procuring staff to assist, as required.

Internal Procedures

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

Plan Maintenance and Revision

Annual Review

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Municipal Control Group (MCG).

Each time this plan is revised, it must be forwarded to council for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Chief Administrative Officer forthwith, of any revisions to the annexes, or administrative changes.

Testing of Plan

An annual exercise will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Municipal Control Group (MCG). Revisions to this plan should incorporate recommendations stemming from such exercises.