

CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2004-24

A By-Law requiring an emergency management program for the protection of public safety, health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community

WHEREAS the Province of Ontario has passed the *Emergency Management Act* which requires the development and implementation of an emergency management program by the Council of the municipality

AND WHEREAS the Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery; and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS the Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of Council who may exercise the powers and performs the duties of the Head of Council during his/her absence or his/her inability to act;


AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:


1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. That the Head of Council or designated alternate as provided in the plan be empowered to declare an emergency and implement the Emergency Response Plan;

3. That certain appointed officials or their designated alternates, as provided in the approved Community Emergency Response Plan, are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response Plan where an emergency exists but has not yet been declared to exist;
4. That the Emergency Management Program Committee will cause the Emergency Management Program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
5. That the Emergency Response Plan attached hereto as Schedule "A" of this By-law is hereby adopted.

PASSED in open Council this 14th day of December 2004.



Reeve



Administrator



SCHEDULE "A" TO BY-LAW 2004-24

**TOWNSHIP OF PRINCE
EMERGENCY RESPONSE PLAN**

Version 2

November 2004

TOWNSHIP OF PRINCE EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION	4
PART 2: AIM	6
PART 3: AUTHORITY	7
a) Definition of an Emergency	7
b) Action Prior to Declaration	7
PART 4: EMERGENCY NOTIFICATION PROCEDURES	8
a) Requests for Assistance	8
b) A Declared Community Emergency	9
PART 5: EMERGENCY COMMUNITY CONTROL GROUP	10
a) Emergency Operations Centre (EOC)	10
b) Community Control Group (CCG).....	10
c) Operating Cycle	10
d) Operating Standards	11
PART 6: EMERGENCY RESPONSE SYSTEM	13
a) The individual responsibilities of the Community Control Group:	13
1. Reeve or Acting Reeve	13
2. Chief Administrative Officer / Community Emergency Management Coordinator.....	14
3. Police Chief	15
b) Support and Advisory Staff	22
1. Log Officer/Communications Coordinator.....	22
2. Emergency Information Coordinator	23
3. CAO's Administrative Assistant	24
4. Other Agencies	25
c) Relationship between Community Control Group and Emergency Site Manager (ESM):	26
d) Relationship between Emergency Site Manager (ESM), and command and control structures of emergency responders	26

PART 7: EMERGENCY COMMUNICATIONS PLAN	27
PART 8: DISTRIBUTION LIST	28
PART 9: UPDATES AND AMENDMENTS	29
ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST.....	30
NOTIFICATION MESSAGE FORMAT SAMPLE SCRIPT.....	32
ANNEX B: LOGISTICS	33
a) Emergency Operations Centre.....	33
b) Equipment.....	33
ANNEX C: EMERGENCY INFORMATION PLAN.....	34
ANNEX D: BUSINESS CONTINUITY PLAN	35
List of Departments	35
Services and Personnel List	36
Service Summary	37

TOWNSHIP OF PRINCE EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

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

The 2000 Ontario Population Report of the Township of Prince indicates a population of 977. The 2001 Canada Census Report indicates a population of 1,010. Approximately 10% of the population is over 65 years of age.

The 2001 Census indicates that there are 315 families in the community, 285 of which are married couple families, 10 of which are female lone parent families. The Census also indicates that there are 30 common law couple families. (It should be noted that this totals 325 families, when the total reported by Statistics Canada is 315)

The Township of Prince is bounded on the west by Lake Superior, on the north by the unincorporated Township of Dennis, on the south by the City of Sault Ste. Marie (Base Line) and on the east by the City of Sault Ste. Marie (Town Line).

The area of the municipality is approximately 22,311 acres; however, the population is predominantly concentrated within one mile north and south of Second Line. The "Shield" area constitutes a large forested area delineated by the line of the Precambrian Shield.

Local citizens have been invited to contact the municipal office to identify themselves as vulnerable citizens in the case of an emergency. Seven individuals have identified themselves to the municipal corporation as vulnerable citizens, all of whom are seniors. The municipality is aware of one non-ambulatory citizen under the age of 65. The municipality's population is homogenous and almost exclusively English-speaking.

A Family Resource Centre and Toy Lending Library is located in the Community Centre, serving children from birth to age ten on a drop-in basis accompanied by a parent or care-giver. The average daily attendance is 50 adults and children.

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

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

It is the expectation of Council of the Township of Prince that municipal staff and community members comprising the Community Control Group will take such actions under this Emergency Response Plan as may be necessary to protect the health, safety and welfare of the citizens of, and visitors to, the Township of Prince.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Prince Emergency Response Plan may be viewed at the Municipal Office and Library. For more information, please contact:

Rachel Tyczinski
Emergency Management Coordinator
Township of Prince
3042 Second Line West
Sault Ste. Marie, ON P6A 6K4
(705) 779-2992
(705) 779-2725 (fax)
rachel@twp.prince.on.ca

PART 2: AIM

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

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

Emergencies can occur within the Township of Prince, and the most likely are:

- Critical Infrastructure Failures (loss of electrical grid, telephone service)
- Snowstorms, blizzards
- Explosions/fires
- Hazardous Materials – Fixed Site
- Windstorms
- Ice/Sleet Storms
- Human Health Emergencies and Epidemics
- Hazardous Materials – Transportation
- Transportation Accidents – Air

For further details, please contact the Emergency Management Coordinator.

PART 3: AUTHORITY

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

The *EMA* states that the:

“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.”

As enabled by the *Emergency Management Act, 2003*, this emergency response plan and its' elements have been:

- Issued under the authority of *Township of Prince By-law 2004-24* ; and
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) Definition of an Emergency

The *EMA* defines an emergency as:

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

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

b) Action Prior to Declaration

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

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Community Control Group may initiate the notification procedure.

The contact phone numbers and addresses of the Community Control Group members (and their alternates) are contained in Annex A.

When a member of the Community Control Group receives a warning of a real or potential emergency, that member will immediately contact the Community Emergency Management Coordinator and direct her/him to initiate the notification of the Community Control Group. The member initiating the call must provide pertinent details (e.g. - a time and place for the Community Control Group to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

In the event of a failure of the conventional telephone system, members of the Community Control Group may be contacted by cell phone. Should cell phone service not be operational, the Community Emergency Management Coordinator, the Fire Chief and the Head of Council may be contacted through the Volunteer Fire Department two-way radio system. Volunteer Firefighters may also be requested to attend at the residences/business of members of the Community Control Group.

If deemed appropriate, the individual Community Control Group members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the Community Control Group may initiate the notification procedure and place Community Control Group members on standby.

The Community Emergency Management Coordinator must record the date and time Community Control Group members were contacted.

a) Requests for Assistance

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

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

Assistance may be requested from the City of Sault Ste. Marie at any time without any loss of control or authority. A request for assistance should be made

by contacting the Sault Ste. Marie Community Emergency Management Coordinator and/or Chief Administrative Officer.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex A**. It is the responsibility of the Community Emergency Management Coordinator to maintain and update Annex A as necessary.

b) A Declared Community Emergency

The Reeve or Acting Reeve of the Township of Prince, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Community Control Group.

Upon declaring an emergency, the Reeve will notify:

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

A community emergency may be terminated at any time by:

- Reeve or Acting Reeve; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Reeve will notify:

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

PART 5: EMERGENCY Community Control Group

a) Emergency Operations Centre (EOC)

The location of the Township of Prince's primary and alternate Operations Centers are detailed in Annex B.

b) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The Community Control Group consists of the following officials:

- Reeve of the Township of Prince, or alternate;
- Chief Administrative Officer/Emergency Management Coordinator, or alternate;
- Chief of Police, or alternate;
- Fire Chief, or alternate;
- Road Superintendent, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Local electrical utility representative, or alternate, if required or available;
- Emergency Information Coordinator;
- Log Officer/Communications Coordinator;
- Additional personnel called or added to the Community Control Group may include:
 - Emergency Management Ontario Representative;
 - Ontario Provincial Police Representative;
 - Sault Ste. Marie and Region Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the Community Control Group.

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

c) Operating Cycle

Members of the Community Control Group will gather at the Emergency Operations Centre at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as

possible thus allowing members to carry out their individual responsibilities. The Log Officer/Communications Coordinator will maintain status board and maps and which will be prominently displayed and kept up to date.

d) Operating Standards

Each meeting of the Community Control Group should include the following six components:

1. An assessment and prognosis of the situation. (What is happening? What is required?)
2. The establishment of priorities. (What is important? What can be done in a timely manner? What are the alternatives?)
3. The setting of objectives
4. The determination of an action plan. (Who does what? What tasking is required? What is a reasonable timeframe?)
5. Timelines for the implementation of assigned tasks.
6. Monitoring and reporting. (Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.)

e) Community Control Group Responsibilities

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

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the Community Control Group are appropriate;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, closing down a public building;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

1. Reeve or Acting Reeve

The Reeve or Acting Reeve is responsible for:

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

2. Chief Administrative Officer / Community Emergency Management Coordinator

The Chief Administrative Officer is the Community Emergency Management Coordinator and is responsible for:

- Activating and arranging the Emergency Operations Centre;
 - Ensuring that security is in place for the EOC and registration of Community Control Group members;
 - Ensuring that all members of the Community Control Group have necessary plans, resources, supplies, maps, and equipment;
 - Providing advice and clarifications about the implementation details of the Emergency Response Plan;
 - Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
 - Ensuring that the operating cycle is met by the Community Control Group and related documentation is maintained and kept for future reference;
 - Addressing any action items that may result from the activation of the Emergency Response Plan and keep Community Control Group informed of implementation needs;
 - Maintaining the records and logs for the purpose of debriefs and post-emergency reporting that will be prepared.
-
- Chairing the Community Control Group;
 - Notifying necessary emergency and community services, as required
 - Ensuring liaison with the Police Chief regarding security arrangements for the EOC, if necessary;
 - As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
 - Advising the Reeve on policies and procedures, as appropriate;
 - Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the Community Control Group;
 - Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager (ESM);
 - Calling out additional municipal staff to provide assistance, as required
 - Making arrangements for meals for the staff/volunteers at the EOC and the Site.
 - Providing information and advice on financial matters as they relate to the emergency;
 - Ensuring that records of expenses are maintained for future claim purposes;
 - Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

3. Police Chief

The Police Chief is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency, if applicable;
- Establishing the inner perimeter within the emergency area, if applicable;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel, if applicable;
- Coordinating evacuation procedures
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Providing an Emergency Site Manager, if required.

The Police Chief will maintain contact with personnel at the site by two way radio or cell phone as appropriate.

4. Fire Chief

The Fire Chief is responsible for:

- Providing the Community Control Group with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.
- Establishing the inner perimeter within the emergency area if applicable;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel if applicable;
- Providing traffic control staff to facilitate the movement of emergency vehicles if applicable;
- Alerting persons endangered by the emergency and coordinating evacuation procedures if applicable

The Fire Chief will maintain contact with personnel at the site by two way radio or cell phone as appropriate.

5. Road Superintendent

The Road Superintendent is responsible for:

- Providing the Community Control Group with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign a Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with any public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance, if required;
- Ensuring construction, maintenance and repair of township roads;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Ensuring liaison with public utilities to disconnect any service representing a hazard;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

The Road Superintendent will maintain contact with personnel at the site by cell phone or runner.

6. Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the Community Control Group;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

The Medical Officer of Health will maintain contact with personnel at the site by cell phone or runner.

7. Social Services Director

The Social Services Director is responsible for:

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

The Director of Social Services will maintain contact with personnel at the site by cell phone or runner.

8. Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Site Manager and inform the Community Control Group;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the Community Control Group if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

The Emergency Medical Services Director will maintain contact with personnel at the site by two way radio or cell phone as appropriate.

9. Utility Representative – Sault Ste. Marie P.U.C.

The Sault Ste. Marie PUC is responsible for:

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

The Sault Ste. Marie PUC representative will maintain contact with personnel at the site by two way radio or cell phone as appropriate.

b) Support and Advisory Staff

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

1. Log Officer/Communications Coordinator

The Log Officer/Communications Coordinator reports to the Emergency Management Coordinator and is responsible for:

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

- Ensuring all important decisions made and actions taken by the Community Control Group are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering Community Control Group members and maintaining a Community Control Group member list;
- Upon direction of the Reeve, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction of the Reeve, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings

2. Emergency Information Coordinator

The Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. The Emergency Information Coordinator reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the Community Control Group to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the CAO's Assistant to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Reeve) prior to dissemination, and distributing hard copies of the media release to the EIC, the Community Control Group, CAO's Assistant and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.
- Giving interviews on behalf of the Community Control Group;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

3. CAO's Administrative Assistant

The CAO's Administrative Assistant is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Providing and securing of equipment and supplies not owned by the Township of Prince;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- Coordinating offers of, and appeals for, volunteers with the support of the Community Control Group;
- Ensuring that records of human resources and administrative detail that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed when volunteers are involved and a copy of the form is retained for municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, and the Community Control Group of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Coordinator to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Coordinator. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

4. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group, including Emergency Management Ontario, School Boards, Sault Area Hospital, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, Sault Ste. Marie & Region Conservation Authority, and provincial ministries.

c) Relationship between Community Control Group and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the Site Manager has been assigned, the Community Control Group relationship with the Emergency Site Manager is to offer support with equipment, staff and other resources, as required.

The Community Control Group will also ensure that the rest of the community maintains municipal services.

d) Relationship between Emergency Site Manager (ESM), and command and control structures of emergency responders

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

PART 7: EMERGENCY COMMUNICATIONS PLAN

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

The EOC is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshal

Communications between the EOC and the other responding agencies will be with the support of a runner if necessary. All messages are to be logged. The Prince Township Volunteer Fire Department will man the fire hall for the duration of any interruption to either 911 service or the telephone system itself. Residents are advised to come to the fire hall/Community Centre if they require assistance.

