CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2014-07

**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 amended Emergency Response Plan attached hereto as Schedule "A" of this By-law is hereby adopted.

PASSED in open Council this 14th day of January, 2014

_____
Reeve

_____
CAO/Clerk-Treasurer

TOWNSHIP OF PRINCE
EMERGENCY RESPONSE PLAN

Version 6

January 2014

TOWNSHIP OF PRINCE
EMERGENCY RESPONSE PLAN

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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 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.

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 2000 Ontario Population Report of the Township of Prince indicates a population of 977. The 2011 Canada Census Report indicates a population of 1031. Approximately 14% of the population is over 65 years of age.

The 2011 Census indicates that there are 345 families in the community, 270 of which are married couple families, 45 of which are common-law couple families, and 30 of which are lone parent families. The municipality's population is homogenous and almost exclusively English-speaking.

Local citizens have been invited to contact the municipal office to identify themselves as vulnerable citizens in the case of an emergency. Five individuals have identified themselves to the municipal corporation as vulnerable citizens, all of whom are seniors.

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 70 adults and children.

In order to protect residents, businesses and visitors, the Township of Prince requires a coordinated emergency response by a number of

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Township of Prince Emergency Response Plan
Version 5- 2011

agencies under the direction of the Community Control Group. These are distinct arrangement 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:

> Peggy Greco
> CAO/Administrator
> Township of Prince
> 3042 Second Line West
> Sault Ste. Marie, ON   P6A 6K4
> (705) 779-2992 Ext. 101
> (705) 779-2725 (fax)
> pgreco@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
- Windstorms
- Snowstorms/blizzards
- Hazardous Materials – Fixed Site
- Explosions/fires
- Ice/Sleet Storms
- Human Health Emergencies and Epidemics
- Building/Structural Collapse
- Hazardous Materials – Transportation Incident
- Transportation Accidents – Air
- Fires – Forest

The remaining identified emergencies combined Probability and Consequence scores did not exceed 4 (out of a possible 8) and are noted in the Hazard Information Sheets. 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 follows:

> "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 Fire Chief
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 Control Group (CCG) Log Officer and/or the
Community Emergency Management Coordinator must record the date
and time the 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;
- Emergency Management Coordinator (EMC), or alternate
- Chief Administrative Officer (CAO)
- Administrative Assistant to CAO
- Fire Chief, or alternate;
- Road Superintendent, or alternate;
- By-Law Enforcement Officer, or alternate;
- Emergency Information Coordinator;
- Log/Recording Officer;
- Additional personnel called or added to the Community Control
  Group may include:
    o Emergency Management Ontario Representative;
    o Ontario Provincial Police Representative;
    o Sault Ste. Marie Police Representative;
    o Emergency Medical Services (EMS) Director, or alternate;
    o Sault Ste. Marie and Region Conservation Authority
      Representative;
    o Liaison staff from provincial ministries;
    o Any other officials, experts or representatives from the
      public or private sector as deemed necessary by the
      Community Control Group.

The Community Control Group does not require all members to be in
attendance to initiate or operate the EOC. The CCG may function with
only a limited number of persons, depending upon the nature and
extent of 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

Once the Emergency Operations Centre has been initiated, members of the Community Control Group will gather at the EOC 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/Recording Officer will maintain status boards and maps 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;

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- 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 liaising 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 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 for 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

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

- Chairing the Community Control Group;
- Notifying necessary emergency and community services, as required
- Ensuring a liaison with the By-Law Enforcement Officer regarding security arrangements for the EOC, if necessary;
- 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. Community Emergency Management Coordinator

The Community Emergency Management Coordinator 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.

4. By-Law Enforcement Officer

The By-Law Enforcement Officer is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency, if applicable;
- Assist in establishing the inner perimeter within the emergency area, if applicable;
- Assist in 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;

- Ensuring the protection of life and property and the provision of law and order;
- Coordinating police/security service in the EOC, evacuee centres, morgues and other facilities, as required;
- Notifying the coroner of fatalities;

The By-Law Enforcement Officer will maintain contact with personnel at the site by two way radio or cell phone when required or as appropriate.

5. 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, assigning the Site Manager and informing 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.

6. 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, assigning a Site Manager and informing the Community Control Group;
- Establishing an ongoing communications link with any public works official at the scene of the emergency;
- Ensuring a liaison with the public works representatives from the neighbouring community(s) to ensure a coordinated response;
- Ensuring the provision of engineering assistance, if required;
- Ensuring the 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 a 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 a 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.

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 each meeting of the CCG, when activated, covers and documents the six (6) components of the Operating Standards for the record;
- Ensuring that maps and status boards are kept up to date;
- Providing 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 members are advised of the declaration and termination of declaration of the emergency;

2. Emergency Information Coordinator

The Chief Administrative Officer (CAO) is also the Emergency Information Coordinator is responsible for the dissemination of news and information to the media for the public. The Emergency Information Coordinator 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;
- Ensuring a liaison with the Community Control Group to obtain up-to-date information for media releases, coordinate 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 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;
- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Coordinator, the Community Control Group and the affected emergency services of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- 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 details 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;
- Ensuring a 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

a) 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) All 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, Sault Ste. Marie Police Services, 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 coordinated 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 normal communications are maintained and that communication also be 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 with battery back-up, two-way radios 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 by the Log Officer at the EOC. Copies of all messages should be filed and kept by the Log Officer as supporting documents and for future reference.

The Prince Township Volunteer Fire Department will man the fire hall for the duration of any declared emergency that causes an 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.

PART 8:   DISTRIBUTION LIST

Copy Number	Location/Position	Issued dd/mm/yy
1	Ken Lamming, Reeve	
2	Peggy Greco, CAO	
3	David Yanni, CEMC	
4	Ed Haley, Chief, Prince Twp. Volunteer Fire Department	
5	Brian Evans, Prince Twp. Road Superintendent	
6	Karen Valley, Log Officer/Communications Coordinator	
7	David Harnish, By-Law Enforcement Officer	
8	Lorraine Mousseau, CAO Assistant	
9	Sault Ste. Marie Police Services	
10	Algoma Health Unit	
11	Sault Ste. Marie Fire Service	
12	Sault Ste. Marie EMS	
13	Sault Ste. Marie PUC	
14	Sault Ste. Marie DSSAB	
15	Canadian Red Cross	
16	Emergency Management Ontario	

PART 9:   UPDATES AND AMENDMENTS

This Emergency Response Plan will be maintained by the Community Emergency Management Coordinator and reviewed at least annually by the Community Control Group.

Updated dd/mm/yy	Comments	Updated By:
15/11/2011		P. Greco
14/01/2014		P. Greco

ANNEX A
NOTIFICATION PROCEDURES, FORMS & LISTS

A. EMERGENCY NOTIFICATION CONTACT LIST

Reeve:
    Ken Lamming
    Office Phone 705-779-2992
    Home Phone 705-779-2875
    Cell Phone.. 705-971-3663

Chief Administrative Officer/Alternate CEMC
    Peggy Greco
    Office Phone ....705-779-2992 Ext 101
    Home Phone 705-575-7950
    Cell Phone 705-987-6779

CEMC
    David Yanni
    Home Phone 705-779-3170

Fire Chief:
    Ed Haley
    Home Phone 705-779-3167
    Cell Phone 705-542-4116
    Prince Fire ID ....Prince #1

Road Superintendent
    Brian Evans
    Home Phone 705-779-2783
    Cell Phone.. 705-987-0001

By-Law Enforcement Officer
    David Harnish
    Home Phone 705-779-9927

Log Officer/Communications Coordinator
    Karen Valley
    Home Phone 705-779-3090
    Cell Phone.. 705-542-6030

CAO Assistant
    Lorraine Mousseau

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        Office Phone ................................705-779-2992 Ext 100
        Home Phone ......................................... 705-779-3119
        Cell Phone ........................................... 705-542-2857

Emergency Management Ontario
        Duty Officer ....................................... 1-416-314-0472
               Toll free .................................... 1-866-314-0472
               Fax .......................................... 1-416-314-6220
        Roger Lord ......................................... 705-884-1904
               Fax .......................................... 705-884-1905

Police
        Police Chief Robert Davies
        Office phone number ...................705-949-6300 ext 321
        Fax number ........................................ 705-949-3082

Medical Officer of Health
        Dr. Kim Barker .................................... 705-759-5421
               Fax .......................................... 705-759-1534

District of Sault Ste. Marie Social Services Administrator Board
        Mr. Mike Nadeau, Director........................ 705-541-7301
               Fax .......................................... 705-759-1796

Central Ambulance Communication Centre
        Rick Thorold ....................................... 705-945-6863
               Fax .......................................... 705-945-6877

Sault Ste. Marie PUC
        System Failure ................................... 705-779-3878
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B. NOTIFICATION PROCEDURE

The notification may be activated by the Chief Administrative Officer, Emergency Management Coordinator, the Fire Chief, the Police Chief, the Reeve or the Medical Officer of Health.

Upon activation, the notification process will be carried out at once by the CAO Assistant or designate, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc). This dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Reeve.

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If the primary person cannot be reached at any of the listed numbers, telephone the alternate.

If neither can be reached, go on to the next appointment on the list.

Should an emergency occur or an impending emergency, contact should be made with the Emergency Management Ontario Duty Officer (24/7) at 1-866-314-0472 fax at 1-416-314-6220.

Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

C. NOTIFICATION MESSAGE FORMAT/SCRIPT

I am (insert caller's name), and I am calling to inform you that the Emergency Operations Centre will be activated at (insert date and time) due to (state the nature of the emergency). As a member of the Community Control Group you should report to (list location: primary/alternate EOC or other location) at (insert date/time) and report to the CAO or CEMC.

Please bring the following resources with you (list any required items, including extra clothing, phone list, etc.)

_____
_____
_____
_____
_____
_____
_____

Thank you

CCG member/position contacted: _____

Time CCG member contacted: _____

Note: The caller delivering this message MUST record the date and time EACH member (or alternate) of the Community Control Group was contacted.

A copy of this message sheet will be provided to the Log Officer.

A.   Emergency Operations Centre

The Emergency Operations Centre will be located in the Prince Township Council Chambers, 3042 Second Line West, Sault Ste. Marie, ON P6A 6K4.

The alternate Emergency Operations Centre will be located in the Prince Township Fire Hall, 3042 Second Line West, Sault Ste. Marie, ON P6A 6K4.

Entry into the EOC will be monitored and security ensured by restricting access to CCG members, with EOC ID cards only. Entry will be monitored and controlled by individuals appointed by the By-Law Enforcement Officer. Entry will be limited to the main doors in the south east portion of the Township Municipal Building.

B.   EOC Equipment

Some of the equipment required for the Emergency Operations Centre is organized in a kit form. There is an individual kit for each position/member of the CCG. The kits are located in a cupboard near the north portion of the Township Municipal Building. The Alternate Emergency Management Coordinator is responsible for inspecting the kit on a regular basis to ensure that the kits and their contents are all in working condition. There are also certain items of equipment needed for the general operation of the EOC. These items will also be inspected on a regular basis.

The following equipment will be stocked for the general use of the CCG:

- Back-up power source
- Radio for monitoring regular AM/FM broadcasts
- Telephone line and/or portable handsets for use by CCG
- Functional radio for communications
- Radio base station
- Up-to-date maps
- Status display board and/or flip board
- Photocopier, fax and laptop computer
- Signs to identify EOC, EIC, work spaces, special areas and access doors

The following equipment will be in the individual kits of the CCG members:

- Copies of the Emergency Response Plan
- Identification badge
- Tent card identifying position and/or name at the EOC
- Flashlight and batteries
- Office and stationary supplies
- Report forms and/or templates
- Log for recording events

ANNEX C
EMERGENCY MEDIA RELATIONS PLAN

A. Aim of the Emergency Media Relations Plan

The aim of the Emergency Media Relations Plan is to provide a framework for conducting media relations during an emergency. The Reeve and CAO have the ultimate authority for the release of information to the media. This responsibility is also delegated to the Emergency Information Officer, who at this time is also the CAO.

The Media Centre, under the supervision of the Emergency Information Officer, will be implemented immediately upon the activation of the Community Emergency Response Plan and the Emergency Operations Centre.

B. Role of the Emergency Information Officer (EIO)

The extent of the execution of the responsibilities of the EIO will depend on the magnitude of the emergency. In general, the EIO has the following specific responsibilities:

- Prepare and distribute background information to the media and conduct all media tours and briefings;
- Conduct and arrange interviews;
- Ensure consistency of messages provided to the media;
- Brief and consult with the Reeve when he/she is being interviewed;
- Monitor all media broadcasts and stories related to the emergency;
- Prepare and issue all media releases after approval from the Reeve;
- Arrange and conduct media conferences at regular intervals;
- Prepare a post-emergency report and submit it to the CCG.

C. Role of the Media

Citizens and the public need information during an emergency. One of the most effective ways to provide information is through the news media.

Depending on the scope or scale of the emergency, it may attract local, regional and/or national media attention. The CCG, and the EIO in particular, must be prepared to handle the members of the media

who may turn up to cover the event. The media information centre is large enough to handle the media members that may attend.

The EIO should give special attention to the local media. They are a much more direct link to local residents than members of the media from other jurisdictions. Local media have a stake in the community and the emergency, and they will still be here after the emergency is over.

The EIO should remember that the different forms of media have different deadlines (i.e. radio, television and print). The EIO should determine what their deadlines are and try to accommodate them as best as possible. Radio is usually the quickest way to get the desired information out to the public.

D. The Media Information Centre (MIC)

The designated Media Information Centre for the Township of Prince is the Library. The library is ideally located as it is in the same building as the EOC, but has a separate entry door (during a declared emergency). This entry door can be set-up to provide access to the MIC that can be monitored by security volunteers. Only media members who have been logged in and provided an ID badge will be granted entry into the MIC.

The Media Information Centre is equipped with telephones, a fax machine, electric outlets and access to wireless broadband internet and has sufficient space for members of the media to work. Media conferences will be conducted in the Prince Township Community Hall, directly across the hallway from the MIC. Access to the news conferences will also be via the MIC entry door, with the same ID requirements.

The By-Law Enforcement Officer will designate a person to verify media credentials and issuing of media ID badges. The By-Law Enforcement Officer will also advise the media about any rules or restrictions concerning the Media Information Centre and news conferences.

E. Emergency Site Visits

As a general rule, the media will desire to visit and see the site of the emergency. They should be allowed to do so as soon as possible, but under the conditions set by the Community Control Group. These

requirements and arrangements will be coordinated by the EIO and the Emergency Site Manager.

Members of the media will be briefed on what the rules and conditions are. These requirements will include:
- Who they may speak with;
- What they may photograph;
- Safety restrictions;
- How long they may stay at the site.

They will be escorted to the site and met there by the on-site EIO who will conduct a tour of the site. If/when a large number are present, a Media Pool will be established to take a small, representative number of media members to the site on the condition that they share photos and stories with the rest of the media in the pool. The media representatives will decide amongst themselves who will be their representative.

Only Senior Emergency personnel will be allowed to speak to the media. All other staff will refer the media to the EIO and/or Site Manager.