

**MUNICIPALITY OF
CENTRAL MANITOULIN**

EMERGENCY RESPONSE PLAN

COME TO THE HEART OF IT ALL



MARCH 2008

Schedule "A" to By-law 2008-03

MUNICIPALITY OF CENTRAL MANITOULIN EMERGENCY RESPONSE PLAN

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MUNICIPALITY OF CENTRAL MANITOULIN 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 Municipality of Central Manitoulin.

The Municipality of Central Manitoulin is comprised of the geographical townships of Sandfield, Carnarvon and Campbell. There are 5 settlement areas within Central Manitoulin, Sandfield, Mindemoya, Providence Bay, Spring Bay and Big Lake. The year round population of the Municipality of Central Manitoulin is 1,900 people with that number rising to approximately 5,600 during the summer season.

The Council of the Municipality of Central Manitoulin, being aware of their responsibility to protect their residents, businesses and visitors and the importance of emergency planning have established this emergency response plan. The Municipality of Central Manitoulin requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These arrangements and procedures are distinct from the normal, day-to-day operations carried out by these agencies.

The Municipality of Central Manitoulin 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 Municipality of Central Manitoulin important emergency response information related to:

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

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

Emergency Management Coordinator
Municipal Office
Municipality of Central Manitoulin
(705) 377-5726
centralinspections@amtelecom.net

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 Municipality of Central Manitoulin when faced with an emergency.

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

Emergencies can occur within the Municipality of Central Manitoulin, with the most likely being:

- Power Outages
- Floods
- Snow & Ice Storms
- Forest, Wild Fires
- Extreme Heat or Cold
- Human Health Emergencies
- Transportation Accidents

For further details, please contact the Emergency Management Coordinator.

Municipality of Central Manitoulin
Ph. 705-377-5726 Fax 705-377-5585
E-mail centralinspections@amtelecom.net

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 Municipality of Central Manitoulin By-law 2008-03 (copy attached and forming part of this plan); 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 Municipality of Central Manitoulin.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the CCG may initiate the notification procedure.

The contact list of phone numbers and addresses of the CCG members (and their alternates) is kept on file at the EOC, the alternate EOC and with each member of the CCG.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Clerk/Treasurer and direct them to initiate the notification of the CCG. This notification shall be done by telephone with the use of the Municipality or Fire Department radio systems as a backup. The Clerk must provide pertinent details (e.g. - a time and place for the CCG to meet) using the supplied format as a template for the notification procedure.

If deemed appropriate, the individual CCG members may be directed by the Clerk to initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, only a member of the CCG may initiate the notification procedure and have CCG members placed on standby. Once the CCG members are on standby they are to remain available until such time as an emergency is declared or they notified that the threat has passed.

The Clerk/Treasurer must record the date and time each CCG member was contacted.

a) Requests for Assistance

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance shall be made by contacting Emergency Management Ontario. Federal assistance may only be requested through EMO.

Mutual response agreements are in place with neighbouring communities.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is on file at the EOC, the alternate EOC and with each member of the CCG.

b) A Declared Community Emergency

The Reeve, Designated Alternate or the designated Council member as per By-law 2007-30 of the Municipality of Central Manitoulin, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Reeve or Designated Alternate shall notify:

- CCG
- Emergency Management Ontario, Ministry of Public Safety and Security;
- 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 Designated Alternate; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Reeve or Designated Alternate shall notify:

- CCG
- Emergency Management Ontario, Ministry of Public Safety and Security;
- 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 Municipality of Central Manitoulin's primary and alternate Emergency 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 CCG consists of the following officials:

- Reeve of the Municipality of Central Manitoulin, or alternate;
- Clerk Treasurer, or alternate, who becomes the Operations Officer in the EOC;
- Emergency Management Coordinator, or alternate;
- Ontario Provincial Police Representative;
- Fire Chief, or alternate;
- Roads Superintendent, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Representative, or alternate;
- Local electrical utility representative, or alternate, if required or available;
- Emergency Information Coordinator;
- Telecommunications Coordinator;
- Additional personnel called or added to the CCG may include:
 - Emergency Management Ontario Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

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

c) Operating Cycle

Members of the CCG shall gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk Treasurer shall 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 Administrative Assistant **SHALL** maintain a status board and maps which will be prominently displayed and kept up to date throughout the duration of the event.

d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are 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 CCG are appropriate;
- Advising the Reeve or Designated Alternate as to whether the declaration of an emergency is recommended;
- Advising the Reeve or Designated Alternate on the need to designate all or part of the Municipality as an emergency area;
- Appoint an Emergency Site Manager (ESM) based on nature of incident.
- Ensuring support to the ESM by supplying equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Requesting the discontinuance of utilities or services provided by public or private sector which may exacerbate condition, i.e. hydro, water, gas;
- 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 Clerk Treasurer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

e) Record Maintenance

The recording of all meeting minutes, actions and decisions is **CRITICAL** to the operation of the CCG. This is the responsibility of the assistant Clerk.

PART 6: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

1. Reeve or Designated Alternate

The Reeve or Designated Alternate 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 the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Carry out the duties of the Emergency Information Officer as outlined in section 6(b) of this plan and the Public Spokesperson

2. Clerk Treasurer / Operations Officer

The Clerk Treasurer becomes the Operations Officer for the Municipality of Central Manitoulin and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system, and ensuring all members of the CCG are notified;
- Ensuring liaison with the Police Representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Reeve or Designated Alternate 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 CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional Municipal staff and volunteers to provide assistance, as required.

3. Ontario Provincial Police Representative

The Ontario Provincial Police Representative is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- 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;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- 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;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

4. Fire Chief

The Fire Chief is responsible for:

- Providing the CCG with information and advice on firefighting and rescue matters;
- 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;

5. Roads Superintendent

The Roads Superintendent is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Establishing an ongoing communications link with the senior 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;
- Ensuring construction, maintenance and repair of Municipal roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- 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.

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 CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- 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.

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 Representative 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 Rainbow District School Board and/or is/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;
- Ensuring liaison with Manitoulin Centennial Manor and Manitoulin Lodge Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site.

8. Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services at the emergency site;
- 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 CCG 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.

9. Emergency Management Coordinator or Alternate

The Emergency Management Coordinator or Alternate is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG 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 CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of debriefing and post-emergency reporting that will be prepared.
 - Annual update of the Emergency Response Plan as necessary

10. Utility Representative – Hydro One

The Utility Representative – Hydro One 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.

6b) Support and Advisory Staff

The following staff may be required to provide support, logistics and advice to the CCG:

1. Assistant Clerk

The Assistant Clerk is responsible for:

- Assisting the Clerk Treasurer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- 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;
- Upon direction by the Reeve, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Reeve, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

2. Municipal Solicitor

The Municipal Solicitor is responsible for:

- Providing legal advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Municipality of Central Manitoulin in its response to the emergency, as requested.

3. Deputy Clerk Treasurer

The Deputy Clerk Treasurer is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers of neighbouring communities;
- 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.

4. Purchasing Agent

The Purchasing Agent is responsible for:

- Providing and securing of equipment and supplies not owned by the Municipality of Central Manitoulin;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

5. Human Resources Director

The Human Resources Director is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring 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;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

6. Public Transportation Director

The Public Transportation Director is responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff.;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.

7. Telecommunications (ARES) Coordinator

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- 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;

8. Emergency Information Officer

The Reeve or designate will act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex B.

9. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

10. Rainbow District School Board

The Rainbow District School Board is responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure);

11. Manitoulin Health Centre Administrator

The Manitoulin Health Centre Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

c) Relationship between CCG and Emergency Site Manager (ESM):

The Emergency Site Manager (ESM) shall be the senior official of the lead responding agency.

Depending on the nature of the emergency, and once the Site Manager has been assigned, the CCG relationship with the Emergency Site Manager is to ensure the supply of support, with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

d) Relationship between 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 best alleviate the emergency.

PART 7: EMERGENCY TELECOMMUNICATIONS 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 Emergency Telecommunications Coordinator for the Municipality of Central Manitoulin is a pre-designated Amateur Radio Operator. The Emergency Telecommunications Coordinator is part of the initial Emergency Notification Procedure who in turn will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the Building Officials office of the EOC. It 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 Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of Central Manitoulin lose all telephone communications, pre-arranged communications systems will be enacted and will act as relay to the EOC and the emergency site.

ANNEX A: LOGISTICS

a) *Emergency Operations Centre*

The Emergency Operations Centre will be located in the Central Manitoulin Municipal Complex 6020, Hwy 542 Mindemoya.

The alternate Emergency Operations Centre will be located at the Providence Bay Hall Seniors Room which is at 11 Mutchmor St. Providence Bay.

b) *Equipment*

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Municipal Office, Chief Building official's office. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item	Location
Fax Machine	Municipal Office
Television	Mindemoya Library
Telephones	Municipal Office and Library
Ham Radio	Council Chambers
Flip Charts	Council Chambers
FM Radio	Municipal Office
Dry wipe boards	Municipal Office
Maps	Municipal Office
Flashlights	Municipal Office
Photocopier & computers	Municipal Office
Power Supply	Municipal Garage

c) *Evacuation Centres*

The evacuation centers for the Municipality are located strategically throughout the three geographical townships.

Spring Bay

Providence Bay

Mindemoya

Big Lake

Sandfield

ANNEX B: EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it is EXTREMELY 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 any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions have been established:

- Emergency Information Coordinator/Community Spokesperson ;
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located in the Central Manitoulin Municipal Complex, 6020 Hwy 542 Mindemoya. In the event that this centre cannot be used, the secondary location will be the Providence Bay Library, 11 Mutchmor St. Providence Bay.

Depending on the nature of the emergency, it may be necessary to establish a media information area separated from the EOC, as decided by the Community Control Group. This area, if established, will be staffed as determined by the Emergency Information Coordinator.

The Citizen Inquiry Section is to be located in the Central Manitoulin Municipal Complex, under the supervision of the Social Services Representative.

1. Emergency Information Coordinator

The Emergency Information Coordinator reports to the Clerk Treasurer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and 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 CCG 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;
 - Switchboard (Municipal and Emergency Services);
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.

- Providing direction and regular updates to the Citizen Inquiry Supervisor 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 Clerk Treasurer (in consultation with the Reeve) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor 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.

2. Community Spokesperson

The community spokesperson will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Municipality of Central Manitoulin's Council;
- Establishing a communication link and regular liaison with the Emergency Information Coordinator at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Coordinator;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

3. Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- 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, the CCG and Municipal switchboards 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.

SCHEDULE “B” TO BY-LAW 2008-03

Community Emergency Management Coordinator

The Community Emergency Management Coordinator as appointed by Council shall be Andrew O’Reilly, Chief Building Official.

SCHEDULE “C” TO BY-LAW 2008-03

Community Emergency Management Program Committee

The Community Emergency Management Program Committee shall be the appointed members of the Council of Central Manitoulin’s Safety, Security, and Health Committee, as appointed from time to time at the discretion of the Reeve.

SCHEDULE “D” TO BY-LAW 2008-03

Community Information Officer

The Community Information Officer shall be the Reeve (or his/her alternate) of the Municipality of Central Manitoulin.

MUNICIPALITY OF CENTRAL MANITOULIN**BY-LAW 2008-03**

BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM FOR THE MUNICIPALITY OF CENTRAL MANITOULIN, PURSUANT TO SECTION 2.1 (1) OF THE EMERGENCY MANAGEMENT ACT, R.S.O., 1990, CH. E 9, AS AMENDED.

WHEREAS the Emergency Management & Civil Protection Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program;

AND WHEREAS Section 2.1 (2) of the Emergency Management & Civil Protection Act stipulates the content of each municipality's emergency management program;

AND WHEREAS Section 14(1) of the Emergency Management & Civil Protection Act requires emergency management programs conform with regulatory standards, in accordance with international best practices;

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or 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, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of council who may exercise the powers and perform 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 Council for the Municipality of Central Manitoulin hereby ENACTS as follows:

1) That an Emergency Management Program be developed for the Municipality of Central Manitoulin consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;

2) That the Emergency Management Program for the Municipality of Central Manitoulin shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community and as such may be amended from time to time;

3) **That** Schedules “A”, “B”, “C”, and “D”, attached hereto and as amended from time to time, shall form part of this By-law:

- **Schedule A**, being the Emergency Plan for the *Municipality of Central Manitoulin*, pursuant to Section 3 of the Emergency Management Act, R.S.O., 1990, Ch.E9, as amended
- **Schedule B**, being a Schedule for the designation of a Community Emergency Management Coordinator
- **Schedule C**, being a Schedule to establish the composition, organization and operational guidelines of the Community Emergency Management Program Committee
- **Schedule D**, being a Schedule to designate and identify a community Emergency Information Officer

4) **That** the Municipality of Central Manitoulin’s *Emergency Management Program* shall be reviewed annually by Council;

5) **That** by-law 2004-29 be rescinded.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS
DAY OF _____, 2008 .

Richard Stephens, Reeve

Ruth Frawley, Clerk

I, _____, Clerk of the Municipality of Central Manitoulin, hereby certify that the foregoing is a true copy of By-Law No. 2008-03 which was passed by Council at its meeting on the _____ day of _____, 2008.

Clerk

