

THE CORPORATION OF THE TOWNSHIP OF WESTMEATH

BY-LAW NO. 88-06

A By-law to adopt a plan for peacetime disasters

WHEREAS:

- 1) Pursuant to Section 104 of the Municipal Act. RSO 1980, c. 302 a Council may pass by-laws for the health and safety of the inhabitants of the municipality.
- 2) Pursuant to Section 3(1) of The Emergency Plans Act SO 1983, c. 30 a Council of a municipality may pass a by-law formulating or providing for the formulation of an Emergency Plan.

NOW THEREFORE the Council of the Corporation of the Township of Westmeath ENACTS As Follows;

- 1 That the plan for peacetime disasters hereto attached as Schedule 'A' and forming part of this by-law be adopted by the Council of the Corporation of the Township of Westmeath.

PASSED AND ENACTED THIS 3rd day of February 1988

Gordon White
Reeve

Pat Bunin
Clerk

SCHEDULE "A" TO BY-LAW NO. 88-06

TOWNSHIP OF WESTMEATH

PLAN FOR PEACETIME DISASTERS

FOREWORD.

Peacetime disasters or emergencies are defined as situations, or the threat of impending situations abnormally affecting the lives and property of our society, which by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, as distinct from routine operations carried out by an agency or agencies, e.g. firefighting, police activities, normal hospital routines.

Whenever a disaster occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This plan is designed to ensure the co-ordination of municipal, regional and volunteer services in an emergency to bring the situation under control as quickly as possible.

MUNICIPALITY OF THE TOWNSHIP OF WESTMEATH
PLAN FOR PEACETIME DISASTERS

AIM

To lay down a plan of action for the most efficient employment of all services required in order that the following may be assured;

1. The earliest possible response to a disaster by all services that may be required and the establishment of overall control of emergency operations.
2. An operation control facility be established at the scene and/or elsewhere according to the nature of the emergency.
3. Earliest possible control established to minimize crowd convergence, and to maintain order at the site so that emergency operations are not impeded, and that additional casualties are prevented.
4. Immediate action taken to eliminate all sources of potential danger in the affected area.
5. The evacuation of any building considered to be in a hazardous situation.
6. The rescuing of all persons trapped with the minimum of delay and provision of first aid at the site.
7. The provision of controlled evacuation.
8. The provision, where necessary, of such essential social services as may be required for persons affected by the disaster and emergency services personnel involved.

9. Factual, official information is available at the earliest possible time to:
 - a. Officials involved in emergency operations
 - b. The news media to allay public anxiety and to reduce the number of onlookers at the scene.
 - c. Concerned individuals seeking personal information.
10. Restoration of normal services.

MUNICIPAL EMERGENCY CONTROL GROUP - COMPOSITION

1. A Municipal Emergency Control Group (MECG), headed by the Reeve or alternate, responsible for taking the necessary actions to control the disaster or emergency will normally assemble at the Township of Westmeath Municipal Building and may if circumstances dictate, assemble at an alternate site close to the scene depending on the nature of the emergency.
2. The Municipal Emergency Control Group will consist of the following persons or designates:
 - a. Reeve or Alternate
 - b. Clerk or Alternate
 - c. Fire Chief or Alternate
 - d. Road Superintendent or Alternate
 - e. Building Inspector
 - f. Welfare Administrator
 - g. Ontario Provincial Police
3. The MECG may request support and assistance from any other group or organizations as required.

AUTHORITY

The Emergency Plans Act 1983 states a "Head of Council 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 considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control the emergency.

IMPLEMENTATION

1. This plan shall be implemented in whole or in part as soon as a disaster occurs or is expected to occur which is considered to be of such magnitude as to warrant its implementation.
2. An emergency will usually be reported or discovered by either the police or fire services who would in any event, be among the first to be called to the scene of a potential emergency. The police or fire representative or other member of the Municipal Emergency Control Group (MECG) should personally assume control of the situation or arrange for an on-site co-ordinator to take charge immediately and then, depending upon the situation, he may make a decision to alert and assemble the MECG. The procedure for alerting and assembling the MECG is outlined in detail at Appendix 1.

MUNICIPAL EMERGENCY CONTROL GROUP OPERATIONS

1. Upon assembly, the Head of Council, based upon the advice of the members of the MECG, may make a decision to declare an emergency and invoke the provisions of this emergency plan.
2. General. The role of the MECG can best be accomplished by a round-table assessment of events as they occur. An agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. It may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this situation, it would be necessary to determine which department will have the greater commitment and to appoint an on-site co-ordinator accordingly. Therefore, until emergency operations conclude, other departments should act in support of whichever department is exercising on-site co-ordination of operations. It may be necessary for the MECG to function in concert with neighbouring municipalities. A joint municipal emergency control group may be formed and requests for action will be directed from the Head of the Township's Council to the MECG or the MECG members.
3. County of Renfrew involvement. The County may if requested declare an emergency to exist, and has a plan to implement this involvement. It is necessary for the local municipality to formally request County assistance and the implementation of its plan, after a local emergency has been declared.

Therefore the MECG should consider if, and at what point the County should be asked for assistance, and should, if necessary contact the C.A.O. of the County of Renfrew to alert the County.

4. Canada Employment Centre Involvement. The Canada Employment Centre in Pembroke, has volunteered services in support of local municipalities, and will act in response to a request from a local civil authority. It is necessary for the local municipality to formally request such assistance, after a local emergency has been declared. Therefore the MECG should consider if, and at what point, the Canada Manpower Centre should be asked for assistance. The Centre would be an appropriate resource if:

- 1) large numbers of workers, skilled or unskilled, paid or voluntary require recruitment, registration and allocation and/or
- 2) specialists, specialised tools and equipment are needed

5. Communications and Co-ordination. An important function of every department is to provide timely information for the benefit of the MECG decision-making process. This will necessitate reliable systems of communications between the emergency site and the MECG operations centre. Radios are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operations centre must have a multiplicity of lines and instruments. Additionally, the operations centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MECG to deliberate and function.

Once decisions have been taken by the MECG, it is essential they be quickly and accurately disseminated to every response agency and, where necessary, to the public. This vital function will fall to the official who will act as Operations Officer.

6. Responsibilities. Municipal Emergency Control Group. Some or all of the following actions/decisions may have to be considered and dealt with by the MECG:

- A. declaring an "emergency" to exist;
- B. designating any area in the municipality as an "emergency area";

- C. "authorizing expenditures: of funds for implementing the emergency plan;
 - D. "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
 - E. "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operation;
 - F. "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, when continuation of such utilities or services constitute a hazard to public safety within an emergency area;
 - G. "arranging for accommodation and welfare" on a temporary basis, of any residents who are in need of assistance due to displacement as a result of the emergency;
 - H. "calling in an employment of any municipal personnel and equipment" which is required in the emergency;
 - I. "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
 - J. "establishing an information centre: for the issuance of accurate releases to the news media and for the issuance of authoritative instructions to the general public; and
 - K. "establishing a reporting and inquiry centre: to handle individual requests for information concerning any aspect of the emergency.
7. Head of Council. Head of Council or alternate will perform the following responsibilities:
- a. Chair meetings of the MECG;
 - b. Declare an emergency to exist;
 - c. Ensure that the Solicitor General of Ontario has been notified of the declaration of an emergency;

- d. Make decisions, determine priorities and issue operational direction through the Operations Officer and other members of the MECG;
 - e. Approve news releases and public announcements;
 - f. Terminate the emergency at the appropriate time and ensure all concerned have been notified; and
 - g. Sit on the joint municipal emergency control group and pass directives to the Township's MECG members.
8. Operations Officer (Clerk). The Operations Officer will perform duties and responsibilities assigned to him by the Head of Council and will be responsible for co-ordinating the activities of the Operations Centre and for ensuring good communication between all agencies involved in the emergency response. The following are some of his responsibilities:
- a. Organize and supervise the Emergency Operations Centre and in particular make arrangements for obtaining and displaying up-to-date information at all times.
 - b. Advise the Head of Council on administrative matters;
 - c. Be responsible for media arrangements and assist in the preparation and issue of press and public announcements;
 - d. Record minutes of MECG meetings; and
 - e. Maintain a log of events and actions taken by the MECG during the emergency.
 - f. Provide advice to the Head of Council and other members of the MECG.
9. Community OPP Liason Officer. Upon learning of a potential emergency, the police representative or alternate will consider the possible need for activation of the emergency plan, and, if warranted, he will trigger the alert system outlined at Appendix a. Thereupon he will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:
- a. provide the Head of Council with information and advice on law enforcement matters;
 - b. if appropriate, appoint an on-site co-ordinator to exercise overall control of emergency operations;

- c. seal off the area of concern;
- d. control and, if necessary, disperse people who are not directly connected with operations within the "emergency area";
- e. control the movement of emergency vehicles to and from the site of the emergency;
- f. co-ordinate police operations with municipal departments, provincial ministries, and federal agencies and departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc.;
- g. conduct evacuation of buildings or areas when ordered by the Head of Council;
- h. arrange for maintenance of law and order in temporary facilities e.g. evacuation centres;
- i. protect property in the emergency area;
- j. arrange for additional police assistance, if required;
- k. advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act; and
- l. maintain a log of events and actions taken by or on behalf of the police during the emergency.

10. Fire Chief or Alternate. Upon learning of a potential emergency, the Fire Chief or Alternate will consider the possible need for activation of the emergency plan, and, if warranted, he shall trigger the alert system outlined at Appendix 1. Thereupon he will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide Head of Council with information and advice on firefighting matters;
- b. if appropriate, appoint an on site co-ordinator to exercise overall control of emergency operations;
- c. alert the County Mutual Aid Fire Co-ordinator and then trigger any necessary mutual aid arrangements for the provision of additional firefighting manpower and equipment;
- d. determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.;

- e. provide assistance to other municipal departments, provincial ministries and federal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue,
- f. maintain a log of events and actions taken by or on behalf of the fire department during the emergency.

11. Road Superintendent. Upon being alerted, the Road Superintendent will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice on engineering matters;
- b. if appropriate, appoint an on-site co-ordinator to exercise overall control of emergency operations;
- c. maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- d. provide engineering material, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- e. assist traffic control, evacuations, etc, by clearing emergency routes, marking obstacles, providing road signs etc.
- f. maintain liaison with private utility companies (gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;
- g. re-establish essential services at the conclusion of an emergency; and
- h. maintain a log of events and actions taken by or on behalf of the Roads Superintendent during the emergency.

12. Building Inspector. Upon being alerted, the Building Inspector will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice

engineering matters;

- b. make recommendations and demolish unsafe structures if ordered by the Head of Council; and
- c. maintain a log of events and actions taken by or on behalf of the Building Inspector during the emergency.

13. Welfare Administrator. Upon being alerted, the Welfare Administrator will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice on matters related to social services;
- b. arrange for the accomodation and welfare on a temporary basis of any residents who are in need of assistance.
- c. provide a reception centre which will provide food and other emergency welfare services for those people (and their pets) who will have to be evacuated;
- d. supply vouchers for food, clothing medicine etc. if required ;
- e. feed and supply other similar necessities to workers in or near the emergency area.
- f. co-ordinate other social service volunteers and agencies;
- g. maintain a log of events and actions taken by or on behalf of the Welfare Administrator during the emergency.

ADDITIONAL PERSONNEL AND SERVICES.

1. Medical Officer of Health. In an emergency situation the MECG will request the M.O.H. to sit as a member and provide the following services.

- a. Advice on public health matters to the MECG
- b. Arrange for the dissemination of special instructions to the population on matters concerning public health,
- c. Arrange for mass immunization where needed,
- d. Arrange for testing of water supplies and where warranted, make recommendations for arranging alternate supplies,
- e. Notify other agencies and senior levels of government about health related matters.

2. Ambulance Services. Ambulance Services are available by contacting Central Ambulance 735-3143

Appendix "1" to
MUNICIPALITY OF THE TOWNSHIP OF WESTMEATH
EMERGENCY PLAN
ALERT PROCEDURE

1. An authorized member of the Municipal Emergency Control Group will call the Clerk to to initiate the alert and will state his/her name, telephone number, location and nature of the emergency. The Clerk will call the telephone number of the person initiating the alert to authenticate that there is an emergency and then will "ALERT THE MUNICIPAL EMERGENCY CONTROL GROUP ACCORDING TO THE EMERGENCY PLAN."
2. The Clerk will implement the procedure by telephoning members in the following order, and state "The Location of the Emergency Operations Centre"

Appointment	Incumbent	Telephone	
		Bus.	Res.
Head of Council	Gordon White		582-3508
Alternate	Barry Derouin		582-3642
Deputy Reeve	Barry Derouin		582-3642
Alternate 2	Grant Byce		582-3237
Alternate 3	Andy Gervais		587-4848
Alternate 4	Harry Hill		1-646-2060
Fire Chief	Bryan Dupuis	732-2811	587-4897
Alternate			
OPP		735-0188	
Alternate			
Road Superintendent	Joey Trimm	587-4764	587-4549
Alternate	Bruce Smith	587-4764	582-3294
Building Inspector	Bryan Kenny	1-584-3311	587-4500
Welfare Administrator	Dudery Kenny		582-3286
Clerk	Pat Burn	587-4464	587-4826
Alternate	Randi Keith	587-4464	1-646-7781

NOTES:

1. Members will be called in the order shown
2. Alternates will be called only if the primary member cannot be reached.

3. Members are asked to notify the Clerk and Emergency Planning Co-ordinator if there is a change in their telephone numbers
4. Assistance may also be obtained from other employees and Councillors.
5. Solicitor General should be notified through OPP duty officer at 1-416-965-5751
6. County of Renfrew C.A.O. (if required) 735-0128 or 732-4395
7. Canada Employment Centre (if required) 735-0681 or 735-2850

Appendix "2"

Municipality of the Township of Westmeath Emergency Plan

Distribution List

Members of MCEG	1 each
Alternates to members of MCEG	1 each
Fire Department	1
OPP - Pembroke	1
Municipal Office	2
CAO County of Renfrew	1
Renfrew County Mutual Aid Fire	
Co-ordinator	1
Renfrew County Medical Officer of	
Health	1
Emergency Planning Ontario	1
Village of Beachburg	1
Canada Employment Centre (Pembroke)	1

SCHEDULE "A" TO BY-LAW NO. 88-06

TOWNSHIP OF WESTMEATH

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PLAN FOR PEACETIME DISASTERS

AIM

To lay down a plan of action for the most efficient employment of all services required in order that the following may be assured;

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2. The Municipal Emergency Control Group will consist of the following persons or designates:
 - a. Reeve or Alternate
 - b. Clerk or Alternate
 - c. Fire Chief or Alternate
 - d. Road Superintendent or Alternate
 - e. Building Inspector
 - f. Upper Ottawa Valley Detachment - Ontario Provincial Police

3. The MECG may request support and assistance from any other group or organizations as required.

AUTHORITY

The Emergency Plans Act 1983 states a "Head of Council 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 considers necessary and are not contrary to the law to implement the emergency plan of the municipality and to protect the property and the health, safety and welfare of the inhabitants of the emergency area." Accordingly, it is clear that the principal function of the MECG is to assist the Head of Council in making and placing in effect any decisions and orders that are made to control the emergency.

IMPLEMENTATION

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MUNICIPAL EMERGENCY CONTROL GROUP OPERATIONS

1. Upon assembly, the Head of Council, based upon the advice of the members of the MECG, may make a decision to declare an emergency and invoke the provisions of this emergency plan.

2. General. The role of the MECG can best be accomplished by a round-table assessment of events as they occur. An agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. It may become necessary to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this situation, it would be necessary to determine which department will have the greater commitment and to appoint an on-site co-ordinator accordingly. Therefore, until emergency operations conclude, other departments should act in support of whichever department is exercising on-site co-ordination of operations. It may be necessary for the MECG to function in concert with neighbouring municipalities. A joint municipal emergency control group may be formed and requests for action will be directed from the Head of the Townships' Council to the MECG or the MECG members.

3. County of Renfrew Involvement. The County may if requested declare an emergency to exist, and has a plan to implement this involvement. It is necessary for the local municipality to formally request County assistance and the implementation of its plan, after a local emergency has been declared. Therefore the MECG should consider if, and at what point the County should be asked for assistance, and should, if necessary contact the C.A.O. of the County of Renfrew to alert the County.

4. Human Resource Centre Involvement. The Human Resource Centre in Pembroke, has volunteered services in support of local municipalities, and will act in response to a request from a local civil authority. It is necessary for the local municipality to formally request such assistance, after a local emergency has been declared. Therefore the MECG should consider if, and at what point, the Human Resource Centre should be asked for assistance. The Centre would be an appropriate resource if :
 - 1) large numbers of workers, skilled or unskilled, paid or voluntary require recruitment, registration and allocation and/or
 - 2) specialists, specialized tools and equipment are needed

5. Communications and Co-ordination. An important function of every department is to provide timely information for the benefit of the MECG decision-making process. This will necessitate reliable systems of communications between the emergency site and the MECG operations centre. Radios are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operations centre must have a multiplicity of lines and instruments. Additionally, the operations centre must be sufficiently large to

accommodate both information gathering and display activities and provide room for the MECG to deliberate and function.

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- A. declaring an "emergency" to exist;
- B. designating any area in the municipality as an "emergency area";
- C. "authorizing expenditures" of funds for implementing the emergency plan;
- D. "evacuating" those buildings or sections within an emergency area which are themselves considered to be dangerous or in which the occupants are considered to be in danger from some other source;
- E. "dispersing people" not directly connected with the operations who by their presence are considered to be in danger or whose presence hinders in any way the efficient functioning of emergency operation;
- F. "discontinuing utilities" or services provided by public or private concerns without reference to any consumers in the municipality, when continuation of such utilities or services constitute a hazard to public safety within an emergency area;
- G. "calling in an employment of any municipal personnel and equipment" which is required in the emergency;
- H. "arranging assistance" from senior levels of government and of other personnel and equipment of volunteer and other agencies not under municipal control as may be required by the emergency;
- I. "establishing an information centre" for the issuance of accurate releases to the news media and for the issuance of authoritative instructions to the general public; and
- J. "establishing a reporting and inquiry centre" to handle individual requests for information concerning any aspect of the emergency.

7. Head of Council. Head of Council or alternate will perform the following responsibilities:

- a. Chair meeting of the MECG;
- b. Declare an emergency to exist;
- c. Ensure that the Solicitor General of Ontario has been notified of the declaration of an emergency;
- d. Make decisions, determine priorities and issue operational direction through the Operations Officer and other members of the MECG;
- e. Approve news releases and public announcements;

- f. Terminate the emergency at the appropriate time and ensure all concerned have been notified; and
- g. Sit on the joint municipal emergency control group and pass directives to the Township's MECG members.

8. Operations Officer (Clerk). The Operations Officer will perform duties and responsibilities assigned to him by the Head of Council and will be responsible for co-ordinating the activities of the Operations Centre and for ensuring good communication between all agencies involved in the emergency response. The following areas are some of his responsibilities:

- a. Organize and supervise the Emergency Operations Centre and in particular make arrangements for obtaining and displaying up-to-date information at all times.
- b. Advise the Head of Council on administrative matters;
- c. Be responsible for media arrangements and assist in the preparation and issue of press and public announcements;
- d. Record minutes of MECG meetings; and
- e. Maintain a log of events and actions taken by the MECG during the emergency.
- f. Provide advice to the Head of Council and other members of the MECG.

9. Community OPP Liaison Officer. (Upper Ottawa Valley Detachment) Upon learning of a potential emergency, the police representative or alternate will consider the possible need for activation of the emergency plan, and, if warranted, he will trigger the alert system outlined at Appendix 1. Thereupon he will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice on law enforcement matters;
- b. if appropriate, appoint an on-site co-ordinator to exercise overall control of emergency operations;
- c. seal off the area of concern;
- d. control and, if necessary, disperse people who are not directly connected with operations within the "emergency area";
- e. control the movement of emergency vehicles to and from the site of the emergency;
- f. co-ordinate police operations with municipal departments, provincial ministries, and federal agencies and departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc.;
- g. conduct evacuation of buildings or areas when ordered by the Head of Council;
- h. arrange for maintenance of law and order in temporary facilities e.g. evacuation centres;
- i. protect property in the emergency area;
- j. arrange for additional police assistance, if required;

- k. advise the Corner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroners Act; and
- l. maintain a log of events and actions taken by or on behalf of the police during the emergency.

10. Fire Chief or Alternate. Upon learning of a potential emergency, the Fire Chief or Alternate will consider the possible need for activation of the emergency plan, and, if warranted, he shall trigger the alert system outlined at Appendix 1. Thereupon he will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide Head of Council with information and advice on firefighting matters;
- b. if appropriate, appoint an on-site co-ordinator to exercise overall control of emergency operations;
- c. alert the County Mutual Aid Fire Co-ordinator and then trigger any necessary mutual aid arrangements for the provision of additional firefighting manpower and equipment;
- d. determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing etc.;
- e. provide assistance to other municipal departments, provincial ministries and federal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue;
- f. maintain a log of events and actions taken by or on behalf of the fire department during the emergency.

11. Road Superintendent. Upon being alerted, the Road Superintendent will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice on engineering matters;
- b. if appropriate, appoint an on-site co-ordinator to exercise overall control of emergency operations;
- c. maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- d. provide engineering material, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring municipalities, private contractors, etc.;
- e. assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.;
- f. maintain liaison with private utility companies (gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety;

- g. re-establish essential services at the conclusion of an emergency; and
- h. maintain a log of events and actions taken by or on behalf of the Roads Superintendent during the emergency.

12. Building Inspector. Upon being alerted, the Building Inspector will report to the Emergency Operations Centre to sit as a member of the MECG and to perform the following additional functions and responsibilities:

- a. provide the Head of Council with information and advice on engineering matters;
- b. make recommendations and demolish unsafe structures if ordered by the Head of Council; and
- c. maintain a log of events and actions taken by or on behalf of the Building Inspector during the emergency.

ADDITIONAL PERSONNEL AND SERVICES.

1. Medical Officer of Health. In an emergency situation the MECG will request the M.O.H. to sit as a member and provide the following services:

- a. Advice on public health matters to the MECG,
- b. Arrange for the dissemination of special instructions to the population on matters concerning public health,
- c. Arrange for mass immunization where needed,
- d. Arrange for testing of water supplies and where warranted, make recommendations for arranging alternate supplies,
- e. Notify other agencies and senior levels of government about health related matters.

2. Ambulance Services. Ambulance Services are available by contacting Central Ambulance 735-3143

Appendix "1" to
MUNICIPALITY OF THE TOWNSHIP OF WESTMEATH
EMERGENCY PLAN
ALERT PROCEDURE

1. An authorized member of the Municipal Emergency Control Group will call the Clerk to initiate the alert and will state his/her name, telephone number, location and nature of the emergency. The Clerk will call the telephone number of the person initiating the alert to authenticate that there is an emergency and then will "ALERT THE MUNICIPAL EMERGENCY CONTROL GROUP ACCORDING TO THE EMERGENCY PLAN."

2. The Clerk will implement the procedure by telephoning members in the following order, and state "The Location of the Emergency Operations Centre".

<u>APPOINTMENT</u>	<u>INCUMBENT</u>	<u>TELEPHONE</u>	
		<u>BUS.</u>	<u>RES.</u>
Head of Council	Gordon White		582-3508
Alternative	Robert Gervais		587-4551
Deputy Reeve	Robert Gervais		587-4551
Alternate 2	Terry Ethier		587-4733
Alternate 3	William Daniel Bird		582-3699
Alternate 4	Jacob Rook		1- 646-7841
Fire Chief	Mike Watson		587-4757
Alternate	Fire Captains		
Upper Ottawa Valley Detachment OPP- Pembroke		1-888-310-1122	
Road Superintendent	Barry Derouin	587-4764	582-3642
Alternate	Bruce Smith	587-4764	582-3294
Building Inspector	Stephen Kenny		587-4782
Clerk	Randi Keith	587-4464	1- 646-7781
Alternate	Annette Mantifel	587-4464	587-4371

NOTES:

1. Members will be called in order shown.
2. Alternates will be called only if the primary member cannot be reached.
3. Members are asked to notify the Clerk and Emergency Planning Co-ordinator if there is a change in their telephone numbers.
4. Assistance may also be obtained from other employees and Councillors.
5. Solicitor General should be notified through OPP duty officer at 1-416-965-5751.
6. County of Renfrew C.A.O. (if required) 735-7288
7. Human Resource Centre (if required) 735-0681 or 735-2850

Appendix "2"
MUNICIPALITY OF THE TOWNSHIP OF WESTMEATH
EMERGENCY PLAN

DISTRIBUTION LIST

Members of MECG	1 each
Alternates to members of MECG	1 each
Fire Department	1
Upper Ottawa Valley Detachment OPP - Pembroke	1
Municipal Office	2
CAO County of Renfrew	1
Renfrew County Mutual Aid Fire Co-ordinator	1
Renfrew County Medical Officer of Health	1
Emergency Planning Ontario	1
Village of Beachburg	1
Human Resource Centre (Pembroke)	1