

THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION

BY-LAW # 10-12-457

Being a By-Law to Adopt the Whitewater Region Emergency Plan 2010

WHEREAS, the Province of Ontario *Emergency Management Act R.S.O. 1999, Chapter E.9* Section 2.1(1) requires the development, implementation and adoption by Council of an emergency management program consisting of an emergency plan, training programs, public education, and any other element required by the standards for emergency management program set under Section 14;

AND WHEREAS this Act requires that every municipality formulate an emergency plan governing the provision of necessary services during an emergency, and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency;

AND WHEREAS the Act requires that the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS the Act requires that every municipality shall review and, if necessary, revise its emergency plan every year;

AND WHEREAS the Council of the Township of Whitewater Region deems it appropriate to amend bylaw 07-10-311 and the plan associated with that bylaw;

AND WHEREAS the Act requires that every municipality submit a copy of the emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans;

NOW THEREFORE the Municipal Council of The Corporation of the Township of Whitewater Region enacts as follows:

1. **THAT** the Township of Whitewater Region has formulated the amended plan *Whitewater Region Emergency Plan 2007* governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency;
2. **THAT** the Township of Whitewater Region will review and, if necessary, revise its emergency plan every year;
3. **THAT** the Township of Whitewater Region will submit a copy of the *Whitewater Region Emergency Plan 2005* and any revisions thereof to the Chief, Emergency Management Ontario and will ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of the township's emergency plan; and
4. **THAT** the Council of the Township of Whitewater Region, by By-Law, hereby adopts the *Whitewater Region Emergency Plan 2010* attached hereto as Schedule "1"

Read a First, Second and Finally Passed on the Third Reading, this 15th of December, 2010.

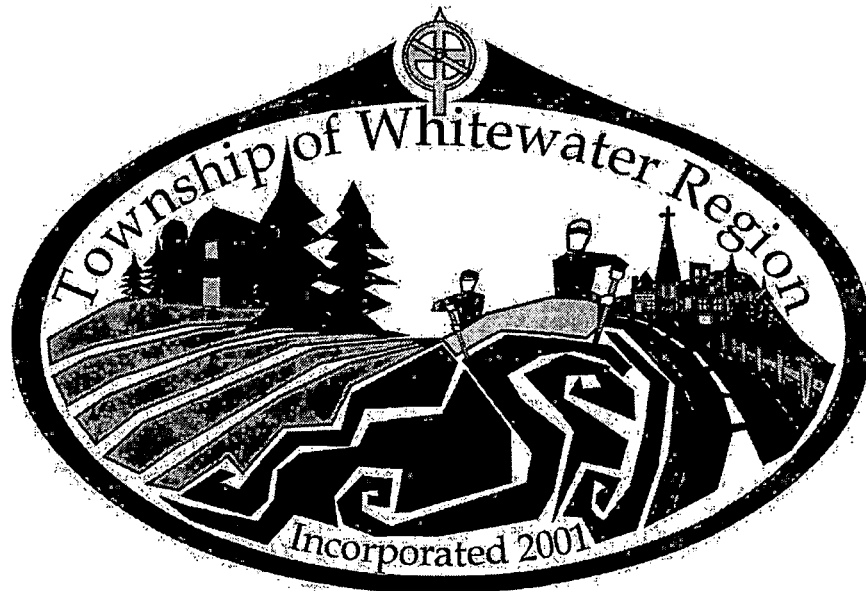


CAO/Clerk



Mayor

**TOWNSHIP OF
WHITEWATER REGION**



**EMERGENCY
RESPONSE
PLAN**



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PREFACE

This Emergency Response Plan was designed and developed for the Corporation of The Township of Whitewater Region to assign specific duties and responsibilities and to direct the actions of key officials in the event of an emergency.

For this plan to be effective, it is imperative that all municipal employees take responsibility for familiarizing themselves with the plan, procedure and protocol and that every official be prepared to perform all assigned duties and responsibilities in the event of an emergency.

Regular information and training sessions will occur to ensure the roles and responsibilities developed in this plan are kept current and familiar. Department heads should similarly review and keep up to date their own roles and responsibilities to ensure effective response in an emergency.

It is the responsibility of the Township's assigned Community Emergency Management Coordinator and Alternate Community Emergency Management Coordinator to make certain the Plan is reviewed and updated on an annual basis. Upon each review of the Plan, it will be brought to Council for approval.

DATE

MAYOR Jim Labow

UPDATES: **DECEMBER 2006**
 JULY 2007
 MAY 2008
 MAY 2009
 December 2010



EMERGENCY QUICK REFERENCE GUIDE

- ❖ Upon the arrival of three or more members, the Community Control Group (CCG) may initiate its function.
- ❖ Ensure that all Municipal departments have been notified and either activated or placed on standby. Each CCG member is responsible for their own department.
- ❖ The Mayor must inform the Province of Ontario that the Township of Whitewater Region has declared an emergency, and specify the nature of the emergency situation. This is done by filling out a Declaration form (Annex C) and subsequently faxed to Emergency Management Ontario. The provision of a return contact number is required for communication purposes therefore a call is also made to Emergency Management Ontario.

The phone and fax numbers are as follows: **Fax:** 416-314-0474 **Phone:** 416-314-0472

- ❖ Turn to individual responsibilities within the plan. Provide input and assistance as required.
- ❖ Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.



DISTRIBUTION LIST

Mayor	-	1*
Council	-	6
CAO/Clerk	-	1*
CEMC	-	1*
Public Works Supervisor	-	1
Fire Chief	-	1
Chief Building Official	-	1
Landfill Site Manager	-	1
Plants Manager	-	1
OPP	-	1
County of Renfrew	-	1
Emergency Management Ontario	-	2*
Emergency Operations Centre	-	10*

* = complete copy of Plan with Annexes



PART 1 - ADMINISTRATION

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 Whitewater Region.

AIM

The Aim of this plan is to protect the health, safety, welfare and property of our citizens from the effects of a natural, technological or human caused emergency.

AUTHORITY

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

Section 4(1) of the Act states that:

"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. R.S.O. 1990, C.e.9, S.4(1)."

Our by-law number 07-10-311 is the local authority for this plan and related activities. This by-law is Annex A of this Emergency Plan.



PART 2 - GENERAL

COMMUNITY PROFILE

The Township of Whitewater Region consists of four communities and rural areas:

- Village of Beachburg;
- Village of Cobden;
- Old Township of Ross; and
- Old Township of Westmeath.

Population: Approximately 6, 520 residents

MEDICAL SERVICES AND FACILITIES

Ambulance Services

The Province of Ontario provides land ambulance and paramedic services under the management of the County of Renfrew Emergency Services.

Hospital and Long-Term Care Facilities

There are no hospitals located within the Township of Whitewater Region. The closest hospitals are the Pembroke Regional Hospital (705 MacKay St., 613-732-2811) and the Renfrew Victoria Hospital (499 Raglan St. N., 613-432-4851).

A Medical Centre in Cobden provides "Urgent Walk-in" care located at 70 Main St., Cobden. In addition, the Village of Beachburg has a medical centre which is a stand-alone clinic/municipal operation. www.wbchc.org

There are two privately owned Long-Term Care Facilities within Whitewater Region.

- Caressant Care Nursing & Retirement Home in Cobden; and
- Country Haven Retirement Home in Beachburg.

In an emergency, a request can be made through Emergency Management Ontario (EMO) for the 200-bed Emergency Hospital which is equipped with its own generators and a temporary water supply capability. The Emergency Hospital can be set up in an existing building such as a school. Health Canada can be reached through EMO on a 24-7 basis. The portable hospital is similar to a MASH unit and can be operational under difficult circumstances when permanent medical facilities are overwhelmed or not operational.

HYDRO AND NATURAL GAS

Whitewater Region receives its hydro from Hydro One with the exception of Beachburg; hydro is supplied from the Ottawa River Power Corporation of the City of Pembroke. Within Whitewater Region, Enbridge Consumers Gas supplies natural gas to Cobden and Beachburg only.

MEDIA

Residents of Whitewater Region rely on radio broadcasting from the following FM Radio stations.

- STAR 96.7fm - located in the City of Pembroke
- MY FM 96.1 - located in the Town of Renfrew; 104.9 in the City of Pembroke
- CHIP 101.7 - located in Fort Coloungue, Quebec (operated by volunteers)
- CJHR 98.7 FM - Heritage Radio - located in Renfrew

Whitewater Region receives broadcasts from the A-Channel TV Station, CTV in the city of Ottawa (160 km east of Cobden), and via COGECO Cable Network in Renfrew. Whitewater Region also receives television service from satellite outlets.



MUNICIPAL SERVICES

Whitewater Region is responsible for providing the following services to the public:

- *Management Services* - TWP financial and administration services as well as planning regulations and policies;
- *Building Codes and Regulations* - compliance to codes and regulations with respect to all types of construction, ditching, and erection of signs within TWP limits;
- *Fire Services* - Volunteer Fire Department, operating out of Cobden, Beachburg, Westmeath, Foresters Falls and Haley Station;
- *Police Services* - provided by the Ontario Provincial Police- UOV Pembroke and Renfrew Detachments;
- *Recreational Facilities* - Three arenas (Cobden, Beachburg and Westmeath) and one public park;
- *Landfill Operations* - (1) Landfill open at 990 Kohlsmith Rd., old TWP of Ross
- *Plant Operations* - one water tower, one sewage treatment plant and life station;
- *Public Works* - maintenance of approx. 350 km of TWP road network;
 - maintenance of water distribution systems - Beachburg, Cobden and Haley Station
 - maintenance of sewage collection system - Cobden

Operation of the water supply system and the sewage collection system are shared responsibilities between the Plant Manager and Public Works Supervisor. The PW department is responsible for all pipes and valves "in ground" for both the water distribution and sewage collection system. Plant Operations relate to the fenced-in areas of the Plants.

There is one (1) water tower, located in Cobden; approximately one (1) day supply. Beachburg has an underground water storage system. Haley Townsite is a municipal system. One (1) Sewage system is located in Cobden.

RENFREW COUNTY SERVICES

These services are provided by the County of Renfrew throughout their jurisdiction:

- Community Services
- County Roads - includes mapping;
- Emergency Services (land ambulance);
- Emergency Social Services (by Order-in Council 167/2004); and
- Planning and Economic Development (including Land Division).

JURISDICTIONS

The Geographical boundaries of Whitewater Region are defined as:

WARD ONE:

- North Boundary - Pembroke TWP boundary to the Ottawa River including Lot 23, CON North Front A, Westmeath;
- South Boundary - Cobden Rd (Cty. Rd. 8) and Foresters Falls Rd. (Cty Rd. 7)
- East Boundary - Beachburg Rd through Beachburg (Main St.) to Foresters Falls Rd.
- West Boundary - Stafford TWP boundary / Snake River Line

WARD TWO:

- North Boundary - Ottawa River;
- South Boundary - LaPasse Rd and CON 4 between Lots 10 & 11;
- East Boundary - Provincial Boundary (Ottawa River);
- West Boundary - Beachburg Rd



WARD THREE:

- North Boundary - LaPasse Rd;
- South Boundary - Horton Line;
- East Boundary - Provincial Boundary (Ottawa River);
- West Boundary - Beachburg Rd to Queens Line (Cty Rds 21 and 4)

WARD FOUR:

- North Boundary - Foresters Falls Rd. and Cty Rd. 8 (Cobden Rd.);
- South Boundary - Horton Township Boundary;
- East Boundary - Queens Line (Cty Rd 4);
- West Boundary - Townline between Ross and Bromley Townships.



PART 3 - EMERGENCY NOTIFICATION PROCEDURES

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

The contact phone numbers and addresses of the CCG members (and their alternates) are contained in Annex E

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the CAO/Clerk and Community Emergency Management Coordinator and direct them to initiate the notification of the CCG. The member initiating the call must provide significant details (ex. a time and place for the CCG to meet) as part of the notification procedure.

If deemed appropriate, the individual CCG 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 CCG may initiate the notification procedure and place CCG members on standby.

Requests for Assistance

Assistance may be requested from the County at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

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

The Emergency Call Out/Resource List, including contact numbers for requesting assistance, is attached as Annex E

A Declared Community Emergency

The Mayor or Deputy Mayor of the Township of Whitewater Region, as the Head of Council, is responsible for declaring an emergency by filling out a Declaration Form (Annex C) This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council;
- County Warden (as appropriate);
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP);
- Police.



PART 4 - EMERGENCY OPERATIONS AND PROCEDURES

COMMUNITY CONTROL GROUP

The Community Control Group (CCG) is the group that is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members:

Mayor (or alternate)
CAO/Clerk (or alternate)
CEMC (or alternate)
Public Works Supervisor (or alternate)
Landfill Site Manager (or alternate)
Plants Manager (or alternate)
Chief Building Official (or alternate)
Fire Chief (or alternate)
Emergency Information Officer (or alternate)
Evacuee Services Manager (or alternate)

Additional personnel called or added to the CCG may include:

Ontario Provincial Police
Community Officer, Emergency Management Ontario
County of Renfrew - CEMC, Deputy Chief Paramedic Services
Ministry of Natural Resources

IMPLEMENTATION

Any member of the Community Control Group may request, through the CAO/Clerk or CEMC, that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site of severity of the situation.

The CAO/Clerk or CEMC will immediately notify the Mayor and other members of the CCG. Notification lists are located in Annex E.

PARTNERS

Depending on the nature of the emergency, the following partners may become part of the CCG. The roles of Partners to the Whitewater Region CCG are:

- Amateur Radio Emergency Services (ARES) - Renfrew County;
- Arena Managers;
- Community Officer, Emergency Management Ontario;
- County of Renfrew - Community Services;
- Medical Officer of Health (MOH) - Province of Ontario;

VOLUNTEERS - ORGANIZATIONS AND INDIVIDUALS

Volunteers play a significant role in responding to emergencies - whether it is through an organization or as an individual. Volunteers should be directed to register at the Volunteer Registration Centre established by the CCG.



EMERGENCY OPERATIONS CENTRE PROCEDURES

The Emergency Operations Centre (EOC) is a facility designed and equipped to facilitate the response activities of the CCG and operate under the authority and in support of the CCG. Administration of the EOC is the responsibility of the Community Emergency Management Coordinator.

EOC Location: Township of Whitewater Region Council Chambers
44 Main Street, Cobden Ontario

Upon receiving notification the CAO/Operations Officer or the Alternate CEMC will set up the EOC. The EOC will be set up and operations within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each CCG member/designate will:

- a) Sign in
- b) Check telephone/communication devices
- c) Open personal log
- d) Contact their department and obtain a status report
- e) Participate in the initial briefing
- f) Participate in planning initial response/decision making process
- g) Pass CCG decisions on to members of departments/areas of responsibility
- h) Continue participation in the EOC Operations Cycle

Upon leaving the EOC, each CCG member will:

- a) Conduct a hand over with the person relieving them
- b) Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The CCG functions most efficiently on a system known as the Operations Cycle

OPERATIONS CYCLE

The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved.

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) 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 CAO's Assistant will maintain status boards and maps which will be prominently displayed and kept up-to-date.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members and the EOC support staff should have access to the EOC. No media are allowed in the EOC, nor is anyone who has not been authorized by the CAO/Operations Officer.



COMMUNITY CONTROL GROUP RESPONSIBILITIES

The CCG is responsible for the following:

- 1) Implementing the Emergency Plan in whole or in part to respond to an impending, potential or existing emergency.
- 2) Coordination and direction of community resources used to mitigate the effects of an emergency
- 3) Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation by determining which, if any, ad-hoc members are required.
- 4) Advising the Mayor regarding requests for assistance from the Province and the Federal Government.
- 5) Ensuring the provisions of essential resources and services to support emergency response activities.
- 6) Coordination of services provided by outside agencies.
- 7) Appointing or confirming an Emergency Site Manager.
- 8) Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public. The Public Information Officer will be the CAO/Clerk and his alternate will be the Mayor.
- 9) Coordinating the evacuation of citizens who may be in danger.
- 10) The alternate CAO/Operations Officer will be the Deputy Treasurer.
- 11) Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
- 12) Appeals for volunteers.
- 13) Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- 14) Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- 15) Maintenance of an operations log detailing the Group's decisions and activities.
- 16) Deactivating the plan and notifying all of those who had been notified of its activations.
- 17) Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan



PART 5 - INDIVIDUAL ROLES AND RESPONSIBILITIES

1. MAYOR

The Head of Council, or designate, is responsible for:

- 1) Declaration of an Emergency
- 2) Termination of an Emergency
- 3) Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency (*Contact made through Emergency Management Ontario*)
- 4) Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational system.
- 5) Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- 6) Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO and CCG.
- 7) Maintain a personal log.
- 8) Participating in the post emergency de-brief sessions.

2. CAO - OPERATIONS OFFICER

The CAO is referred to as the "Operations Officer" for emergency purposes. The responsibilities of the Operations Officer (or alternate) are:

- 1) As the Operations Officer, coordinating all operations within the Emergency Operations Centre.
- 2) Chairing meetings of the Community Control Group.
- 3) Advising the Head of Council on policies and procedures, as appropriate.
- 4) Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
- 5) Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM).
- 6) Calling out additional staff as required.
- 7) Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles.
- 8) Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- 9) In conjunction with the alternate CEMC, coordinating a post-emergency debriefing and assisting in the development of a final report to the Mayor and Council.
- 10) Maintaining a personal log.
- 11) Participating in the post emergency de-brief sessions.

3. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (alternate)

The CEMC is responsible for:

- 1) Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- 2) Providing information, advice and assistance to members of the CCG on Emergency Management programs and principles; also to provide administrative support to the CAO/Operations Officer.
- 3) Providing direction to EOC support staff as required in support of the CCG, and ensure proper operation of the EOC.



- 4) Coordinating activities and deployment of CERV Team.
- 5) Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- 6) In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- 7) Ensuring a master record of all events and actions taken is maintained (main events board).
- 8) Maintaining a personal log.
- 9) Participating in the post emergency de-brief sessions.

4. PUBLIC WORKS SUPERVISOR

The Public Works Supervisor is responsible for:

- 1) Activating the Emergency notification system.
- 2) Providing the CCG with information and advice on engineering or public works matters.
- 3) The provision of engineering assistance.
- 4) The construction, maintenance and repair of public Township maintained roads.
- 5) Managing and assisting with road closures and/or roadblocks.
- 6) The provision of equipment for emergency pumping operations.
- 7) Ensuring the maintenance of sanitary sewage systems;
- 8) Discontinuing any Public Works service to any customer, as required, and restoring these services when appropriate.
- 9) Liaising with other Department heads (Chief Building Official, Plants Manager and Landfill Site Manager, Fire Chief)
- 10) Providing Public Works Vehicles and resources to any other emergency service as required.
- 11) Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- 11) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- 12) Providing an Emergency Site Manager, if required.
- 12) Ensuring that volunteer Amateur Radio Operators are in place, as appropriate and that communication networks are established as necessary.
- 13) Activating Mutual Aid agreements or any other agreement with existing resources is inadequate to meet the response demands.
- 14) Commence a long-term operational planning as soon as possible.
- 15) Maintaining a personal log.

5. FIRE CHIEF

The Fire Chief is responsible for:

- 1) Activating the emergency notification system.
- 2) Providing the CCG with the information and advice on fire fighting rescue matters.
- 3) Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- 4) Initiating mutual aid as required. (i.e. additional fire fighters, equipment etc.)
- 5) Determining if additional or specialized equipment is required, i.e. breathing apparatus, protective clothing.
- 6) Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
- 7) Providing an Emergency Site Manager as required.



6. CHIEF BUILDING OFFICIAL

The CBO is responsible for:

- 1) Enforcing building regulations and codes and ensuring compliance with respect to:
 - issuing building permits;
 - inspecting work sites;
 - inspecting structural damage due to the emergency and making recommendations for repair or demolition, as appropriate;
 - ensuring the availability, safety, maintenance and management of buildings, equipment and resources in the event that it is required for emergency response activities;
 - identify and prioritize the essential and non-essential building inspections that were temporarily suspended or assigned a reduced level of service in the emergency;

7. LANDFILL SITE MANAGER

The Landfill Site Manager is responsible for:

- 1) Activating the emergency notification system.
- 2) Providing the CCG with information and advice on municipal solid wastes and waste management systems.
- 3) Maintain liaison with all department heads as well as MOE for information on waste issues for relief measures.
- 4) Commence a long-term operational planning as soon as possible.
- 5) Maintain a personal log.

8. PLANTS MANAGER

The Plants Manager is responsible for:

- 1) Activating the emergency notification system;
- 2) Providing the CCG with information and advice on engineering resources, potable water and plant water and sewage supply systems;
- 3) Maintenance of sanitation and a safe supply of potable water, as required;
- 4) Provide emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- 5) Maintain liaison with service providers (ex. chemical suppliers) regarding status of service, Ministry of Health, and local and provincial authorities (ex. private laboratories, etc.)
- 6) Maintain a personal log.

9. EMERGENCY INFORMATION OFFICER

The Emergency Information Officer is responsible for:

- 1) Notifying the information centre staff.
- 2) Ensuring that the information centre is set up and operational as required.
- 3) Initial and subsequent media releases, subject to approval by the Mayor and Operations Officer.



- 4) Establish and maintain liaison with provincial, county, local or industry media officials as appropriate.
- 5) Coordinating interviews and media conferences.
- 6) Designating a site media spokesperson as appropriate.

- 7) Ensuring set up and staffing of public inquiry lines.
- 8) Coordinating of public inquiries.
- 9) Monitoring news coverage.
- 10) Maintaining copies of all media releases.
- 11) Maintain a personal log.
- 12) Participating in post emergency de-brief sessions.

10. EVACUEE SERVICES MANAGER

The Evacuee Services Manager is responsible for:

- ** Reports directly to the Operations Officer (CAO) during an emergency where evacuation centres will be opened to accommodate evacuees from other municipalities. Responsibilities include:
- 1) Assume responsibility for the detailed operations of Evacuation Centre Plan.
 - 2) Assume responsibility of Evacuation Centre Manager in the case of a short-term or small-scale incident at own discretion.
 - 3) Liaise with the regional Medical Officer of Health about the health and well-being of evacuees situated in Evacuation Centres.
 - 4) Appoint personnel to fill vacancies in Evacuation Centres that cannot be filled by volunteer services.
 - 5) Liaise with CCG in order to keep the CCG informed of activities in the Centres and be kept aware of the status of the emergency and decisions of the central group.
 - 6) Liaise with Manager(s) to ensure continuity in operations and the information process.
 - 7) Establish communications with Emergency Evacuation Centre(s).
 - 8) Liaise with the Ontario Provincial Police regarding Evacuation Centre security.
 - 9) Maintain a personal log.
 - 10) Liaise with the Renfrew County Social Services Department to ensure the provision of assistance to any person or persons in need of food, shelter or clothing as a result of an emergency situation.

PARTNERS

1. PARTNER - MEDICAL OFFICER OF HEALTH (Long-Term Care)

The Medical Officer of Health, or alternate, is responsible for:

- 1) Acting as a coordinating link for all emergency health services at the CCG.
- 2) Liaison with the Ontario Ministry of Health, Public Health Branch.
- 3) Liaison with local and regional hospital representatives.
- 4) Liaison with ambulance service representatives.
- 5) Liaison with the Community Care Access representative.
- 6) Providing advice on any matters that may adversely affect public health.
- 7) Providing authoritative instruction on health and safety matters to the public through the public information officer.
- 8) Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- 9) Ensure the safety of drinking water in conjunction with the Plants Manager.
- 10) Liaison with the senior Social Services Representative regarding health services in evacuee centres.
- 11) Maintain a log.
- 12) Participating in post emergency de-brief sessions.



2. PARTNER - AMATEUR RADIO SERVICES (ARES)

Amateur Radio Emergency Services (ARES) as a partner to the CCG under is responsible for the following:

- 1) Activate the ARES upon request by the EOC Manager.
- 2) Report to the EOC and advise CCG members on all matters related to amateur radio operations.
- 3) Open the telecommunications log.
- 4) Ensure that an operator is immediately dispatched to the sites as requested by the EOC Manager.
- 5) Obtain situation reports from the EOC Manager.
- 6) Commence long-term telecommunications plan in response to the emergency.
- 7) Ensure that the EOC Manager and members of the CCG are briefed on a regular basis on the status of the amateur radio services.
- 8) Provide telecommunications support wherever and whenever necessary as requested by members of the CCG.
- 9) Provide or request mutual assistance relating to telecommunications as required.

The above tasks may be expanded to meet the needs of the emergency at hand.

3. PARTNER - ARENA MANAGERS - BEACHBURG AND COBDEN

Note that the two Arena Managers report to the Whitewater Region Recreation Association. The Association operates three arenas - Beachburg, Cobden and Westmeath. The Beachburg arena is owned by the Beachburg Fair Board; the Cobden and Westmeath facilities are municipal buildings. The Beachburg Arena has three staff; Cobden has two. The Westmeath arena is operated by a volunteer committee. The Whitewater-Bromley Seniors Resource Centre is operated by Whitewater-Bromley while the Cobden Curling Rink is privately owned.

During an emergency within Whitewater Region, the Arena Managers are responsible for the following:

- 1) Open and maintain a Log on decisions and actions taken re parks and recreational facilities.
- 2) Contact recreation staff and determine the work schedules of arena staff and/or volunteers.
- 3) Brief the Whitewater Region EOC Manager on matters relating to:
 - the current arena staffing and the anticipated need for volunteers, if appropriate;
 - the possible cancellation of recreational programs;
 - the use of recreational facilities as emergency registration or reception centres; and
 - the development of group activities for reception and evacuation centres;
- 4) provide recreational activities and program activities for evacuees of all ages to the extent possible at the request of the EOC Manager.
- 5) Identify priorities to:
 - re-establish recreational activities temporarily suspended or reduced during the emergency;
 - re-establish routines to a normal state of affairs as quickly as possible;
 - ensure that residents are kept informed of the status of recreational activities.

The above tasks may be expanded to meet the needs of the emergency at hand.



4. PARTNER - COUNTY OF RENFREW - EMERGENCY SERVICES

County of Renfrew Emergency Services - as a partner to the CCG is responsible for the following:

- 1) Initiating contact with the CEMC of Whitewater Region.
- 2) Conducting an assessment of the emergency situation regarding the level of assistance that may be requested and/or required of the County of Renfrew.
- 3) Providing regular updates to the Chief Administrative Officer concerning the emergency and service implications for the County.
- 4) Providing support to the CEMC and Community Control Group of the Township of Whitewater Region, as requested.
- 5) Providing liaison between the Community Control Group of the Township of Whitewater Region and the implicated departments and the County of Renfrew.
- 6) Keeping a record of the activities and decisions taken during the emergency.
- 7) Making recommendations to the Warden and CAO concerning the need to activate the County of Renfrew Emergency Response Plan.

5. PARTNER - ONTARIO PROVINCIAL POLICE (OPP)

During an emergency within Whitewater Region, the OPP are responsible for the activities listed in accordance with their operational standards. The tasks may be expanded to meet the needs of the emergency.

- 1) Open and maintain a record of actions taken in respect to his/her area of responsibility.
- 2) Appoint an ESM when requested by the EOC Manager.
- 3) Request the Mobile Command Post from the Perth Police Detachment upon appointment of an ESM.
- 4) Liaise with the EOC Manager and advise members of the CCG on matters relating to crowd control, traffic control, protection of life and property, and law enforcement.
- 5) Ensure that:
 - o a traffic control system is activated to facilitate the movement of emergency vehicles to and from the outer perimeters, and that access to the emergency area is controlled;
 - o a crowd control system and, if necessary, crowd dispersal is initiated in order to maintain the integrity of the outer perimeters.
- 6) Coordinate police activities relating to the evacuation of buildings or areas.
- 7) Brief the EOC Manager on response activities and obtain reports from the EOC Manager.
- 8) Assist in ground search and rescue.
- 9) Monitor for emergency passes issued by the municipality to individuals who have a need to be on site (excluding uniformed first responders).
- 10) Establish liaison with the Humane Society when required.
- 11) Arrange for additional police assistance when required and recommend the activation of mutual aid and mutual assistance agreements as required.

Should this plan be implemented in support of a local municipality, or upon direction from the Province of Ontario, actions taken will be under the direction of the lead agency.

** As the Police Department is staffed 24 hours a day, the staff on duty at the time of the emergency will respond.