



# **CORPORATION OF THE TOWN OF MATTAWA**

## **COMMUNITY EMERGENCY PLAN**

**THE CORPORATION OF THE TOWN OF MATTAWA**

**Updated: June 2014**

**COMMUNITY EMERGENCY PLAN FOR MATTAWA**

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**BY-LAW NO. 04-24**

**BEING A BY- LAW TO FORMULATE A PLAN FOR THE PROTECTION OF PROPERTY AND THE HEALTH, SAFETY AND WELFARE OF THE INHABITANTS IN AN EMERGENCY WITHIN THE TOWN OF MATTAWA.**

**WHEREAS** the Emergency Management Act, Chapter E. 9 R.S.O. 1990 as amended provides for the Formulation and Implementation of Emergency Plans by the Council of the Municipality;

**WHEREAS** this Act makes provisions for the Head of Council to declare that an emergency exists in the municipality or in any part thereof and also provides Head of Council with the authority to take such action or deliver such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality;

**AND WHEREAS** the Act authorizes employees of a municipality to take action under the emergency plans where an emergency exists, but has not yet been declared to exist:

**NOW THEREFORE**, the Corporation of the Town of Mattawa enacts as follows:

1. That the emergency plan attached hereto as Schedule "A" of this by- law is hereby adopted.
2. That the Head of Council or designated councilor as provided in the plan is empowered to declare an emergency.
3. That certain appointed officials or their designated alternatives as provided in the Schedule "A" are empowered to cause an emergency alert to be issued to members of the Municipal Control Group and to take action under the emergency plan where an emergency exist, but has not yet been declared to exist; and
4. That annually, the Emergency Measures Co-ordinator will cause the emergency plan to be reviewed and to make such changes to its appendices as are considered appropriate while referring all other changes to council for further review and approval.
5. That By- Law # 97-15 is hereby repealed.

READ, PASSED AND ADOPTED this 13 day of December 2004.

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Mayor

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Clerk

## **AUTHORITIES**

**This plan was first in 1985 under By-Law #85-13. The plan was further amended of June 9, 1997 under By-Law #97-15 and further updated by By-Law #04-24, under authority of the Emergency Management Act 2003.**

## AIM / INTRODUCTION

The aim of this plan is to make provision for extraordinary arrangements and measures that may have to be taken to safeguard property and the health, safety and welfare of the inhabitants of the Town of Mattawa when faced with an emergency.

1. By their nature, emergency incidents require coordinated response by a number of agencies, under the direction of elected and appointed officials. They are distinct from routine operations carried out by these agencies under day- to – day procedures.
2. Emergencies may include: floods, hurricanes, wind storms, blizzards, landslides, explosions, aircraft or rail crashes, toxic or hazardous material spills, building collapses, vehicular accidents, uncontrolled fires, or any threat of the foregoing or any other matter in which immediate remedial action will be required by the Town of Mattawa.
3. This plan also prescribes procedures and the manner in which municipal employees and other persons will respond to an emergency. Important measures enabled under the legislation and which forms part of this plan:
  - a) The expenditures of monies associated with the formulation and implementation of the emergency plan;
  - b) The authorization for municipal employees to take appropriate action before formal declaration of an emergency;
  - c) To specify procedures to be taken for safety and/or evacuating persons in an emergency area;
  - d) To designate other members of the Council who may exercise powers and perform the duties of the Head of Council under the emergency plan during the absence of the Head of Council or upon his/ her inability to act;
  - e) To establish committees and designate employees to be responsible for reviewing the emergency plan; training employees in their functions and implementing the emergency plan during an emergency;
  - f) To obtain and distribute materials, equipment and supplies during an emergency, and such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.
  - g) To maintain an inventory list of all municipally owned equipment and infrastructure such as community centre, vehicles, portable radios and tools for the necessary needs in which an emergency arises.  
Buildings:
    - 1.Community Centre (with heat/hydro)
    - 2.Fire Hall (with heat/hydro)
    - 3.Municipal Office (with heat/hydro)
    - 4.Municipal Garage (with heat/hydro)

<u>Vehicles:</u>	1 Backhoe	1 Grader	2 Dump Truck
	1 Plow Truck	1 Loader	2 Fire Trucks
	2 Rescue Vans	1 Utility Truck	3 Pickup Trucks
	2 Suburbans		

<u>Communications:</u>	14 Portable Radios	1 Base Station	5 Cell Phones
	3 Fax Machines		

<u>Accessory Tools:</u>	2 Cut-Off Saws	2 Chainsaws	Jaws of Life
	2 Gas Water Pumps	7 Generators	

## **IMPLEMENTATION AND PROCEDURES**

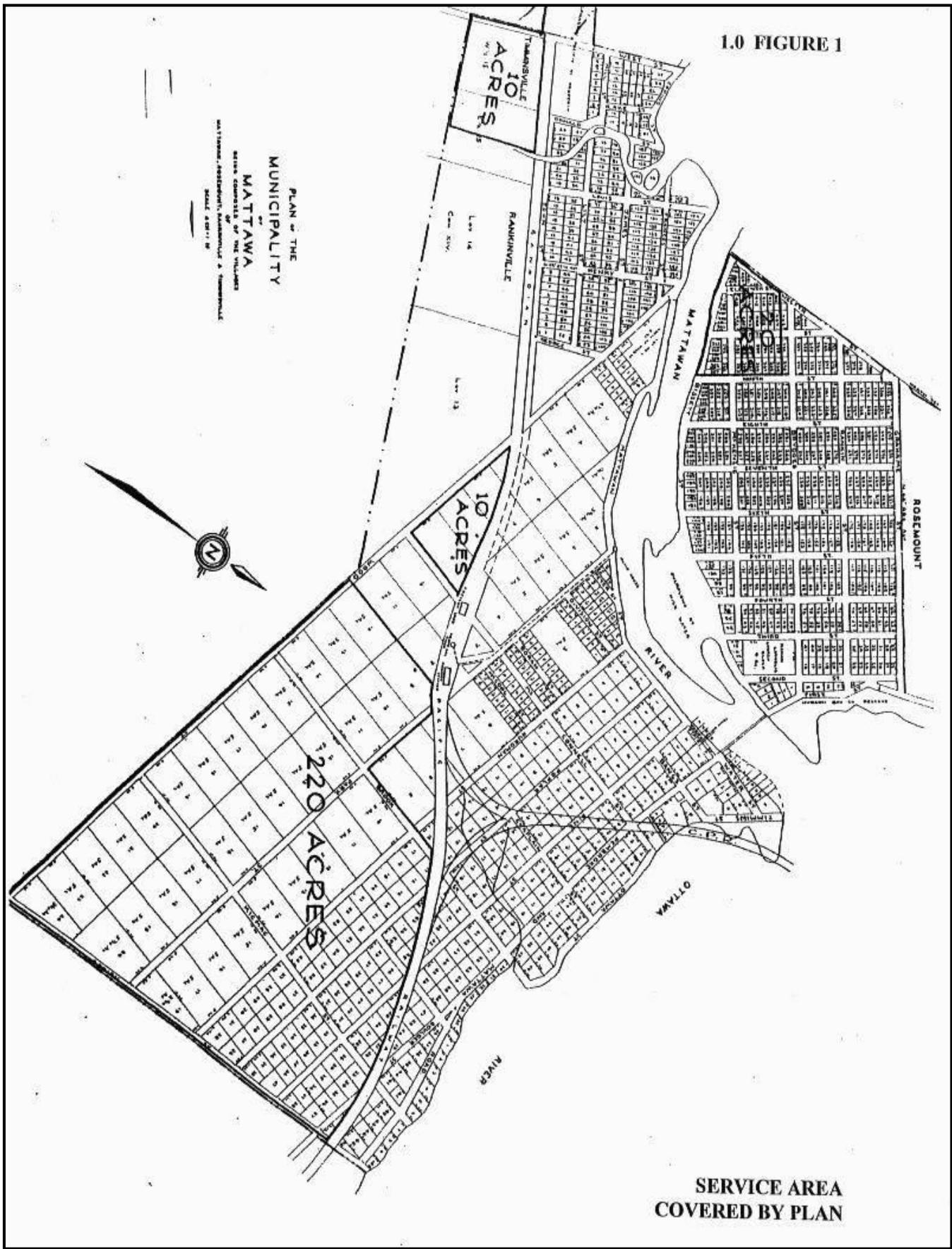
1. Emergencies could arise with or without warning. This plan takes into account and is intended to deal with the worst case, a situation that develops without warning.
2. An emergency will usually be reported or discovered by either police or fire services who would in any event be among the first to be called to the scene of a potential emergency. A senior member of the police and the fire services or possibly some other member of the Municipal Control Group should personally assume control at the site of an emergency or arrange for an on site coordinator to take charge immediately and then, depending upon the situation, he/she may make a decision to alert and assemble the **Municipal Control Group**.

## **DISTRIBUTION OF COPIES**

Copies of the Emergency Plan are available with:

- Mayor and Councillors
- Administrator / Clerk / Treasurer
- O.P.P. (Mattawa Detachment)
- Fire Chief or Deputy Chief
- Emergency Management Ontario (E.M.O)
- Public Works Superintendent
- Recreation Director
- By-Law Enforcement Office / CEMC
- Ambulance / Hospital
- North Bay and District Health Unit

1.0 FIGURE 1



SERVICE AREA COVERED BY PLAN

Figure 1

## 1.0 FIGURE 2

### ADMINISTRATIVE FRAMEWORK

#### MUNICIPAL CONTROL GROUP

- A) Head of Council (or Designate)
- B) Administrator/ Clerk/ Treasurer  
Deputy Clerk
- C) Ontario Provincial Police
- D) Fire Chief or Deputy Fire Chief
- E) Community Emergency Management Coordinator/  
By- Law Enforcement Officer
- F) Public Works Superintendent
- G) Recreation Director

#### SUPPORT GROUP

- A) Public and private utilities
- B) Industry Representatives
- C) School Boards
- D) Transportation Companies
- E) Suppliers
- F) Caterers
- G) Churches
- H) DNSSAB
- I) Public Health Unit

#### Federal & Provincial Government

- Assistance if required
- Technical expertise

#### Local Emergency Response Agencies

- Front- line response/ assessment
- Monitoring
- Plan activation

Figure 2

1.0 FIGURE 3

**COMMUNITY EMERGENCY PROCEDURAL FLOW CHART**

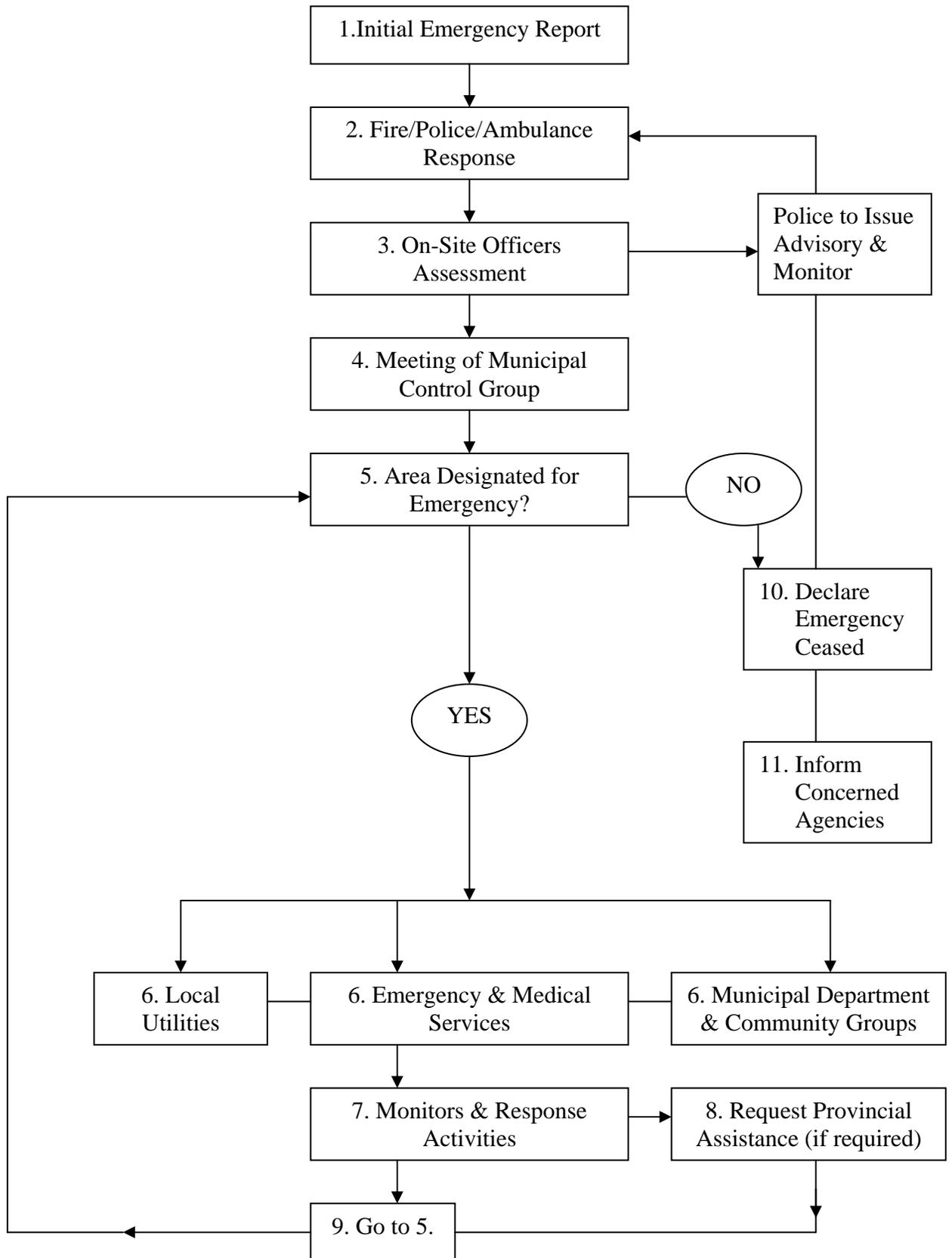


Figure 3

## **2.0 COMPOSITION OF THE EMERGENCY OPERATIONS**

### **2.1 MUNICIPAL CONTROL GROUP**

Emergency operation will be directed and controlled by the elected and appointed official's listed hereunder who will assemble for this purpose at an Operation Centre. This group will be known as the **Municipal Control Group (MCG)** and will be composed of the persons below and as illustrated in **Section 1, Figure 2** of this By-Law.

- a) Head of Council or designate
- b) Administrator / Clerk / Treasurer or Deputy- Clerk / Treasurer
- c) Senior Officer of the O.P.P. (Mattawa Detachment)
- d) Chief Fire Official or Deputy Fire Chief
- e) Community Emergency Management Coordinator / By- Law Enforcement Officer
- f) Public Works Superintendent
- g) Recreation Director

### **2.2 SUPPORT GROUP**

If required, a support group may be formed from members of the public and private agencies having specialist knowledge and advice to give. This group drawn from organizations listed hereunder may be called upon individually or be asked to deliberate and make recommendations collectively. Such agencies are listed in **Section 1, Figure 2** of this By-Law.

- a) Public and private utilities
- b) Provincial and Federal Government Ministries
- c) Industry representatives such as chemical manufacturers
- d) School boards
- e) Transportation Companies
- f) Suppliers
- g) Caterers
- h) Churches
- i) Public Health Unit

## 2.3 GENERAL

The role of the **Municipal Control Group** probably can best be accomplished by round table assessment of events as they occur and by agreeing on a course of action to overcome specific problems areas or situations. Normally, an agreed course of action will be implemented by municipal departments functioning primarily within their own spheres. However, from time to time, it may become necessary for the MCG to adopt and implement a joint plan of action which could involve two or more departments operating in unison. In this latter situation, it would be necessary for the MCG to determine which department will have the greater commitment and to appoint on- site co-ordinators accordingly. Thereafter, until emergency operations conclude and in consonance with MCG directions, other departments will act in support of whichever department is exercising on –site co-ordination of operation of operations. The Administrative Framework is provided in **Figure 2** of this By- Law.

## 2.4 COMMUNICATIONS AND CO-ORDINATION

An important function of every department is to provide timely information for the MCG Decision making process. This will necessitate reliable systems of communication between the emergency site and the MSG Operation Centre for every department involved. Radio communications are least susceptible to damage or interruption in times of emergency. However, if telephones are to provide this vital medium of communication, the operation centre must be sufficiently large to accommodate both information gathering and display activities and provide room for the MCG to function.

Once decisions have been taken by the MCG, it is essential they be quickly and accurately passed to every response agency and, where necessary, to the public. That vital function will normally fall to the **Administrator/Clerk/Treasurer** and be responsible for co-ordinating the activities of the operations centre and for ensuring good communication between all agencies involved in emergency operations.

## 3.0 ACTIVATING THE PLAN

This plan will be formally activated when an emergency is considered by the Municipal Control Group through the Head Council to be of such magnitude as to warrant its use

## 3.1 PRELIMINARY PHASE

In the preliminary phase, the senior officers of the Ontario Provincial Police detachment in Mattawa, and other necessary services (eg: Fire and Ambulance) on-site will gather soon after arrival and assess the incident.

3.1.1 If the incident can be dealt with under normal procedures, then the response continues.

3.1.2 If the incident could expand to become a community emergency, then the on duty officer with the Ontario Provincial Police will send an advisory to

the municipal Control Group by contacting the Mayor or Administrator, Clerk or Deputy Clerk Treasurer (see **Figure 2**). Monitoring should continue.

### **3.2 SECONDARY PHASE**

The secondary phase of activation will be made by a member of the Municipal Control Group, who receives the initial warning or arrives first on the scene of the emergency.

- 3.2.1 The notification may be activated by the Administrator/Clerk/ Treasurer, Chief Fire Official, Senior Officer OPP, Municipal Law Enforcement Officer or Public Works Superintendent
- 3.2.2 Upon activation, the notification process will be carried out at once by the OPP Communication Centre in North- Bay who will give a description of the emergency, instruction to remain on standby or assemble at the command centre.
- 3.2.3 Persons on the notification list will be called in order starting with the Mayor until one in each group is contacted. (**Figure 2**)
- 3.2.4 If the primary person cannot be reached at any of the listed numbers, telephone the alternate. **Note and record time of attempted contact.**
- 3.2.5 If neither can be reached, go to the next appointment on the list.
- 3.2.6 Once the end of the list has been reached, try again to reach those who were not available on the first attempt.
- 3.2.7 Record the exact time each person was reached, or the time of attempted contact.
- 3.2.8 In the event that neither contact person is reached the Head Council may formally request the co- operation from other agencies.

### **3.3 OPERATIONAL PHASE**

On receiving the Emergency Alert, the members of the Municipal Control Group will assemble at the Municipal Building at 160 Water Street or alternate area. Radio Communication system will be established at the site.

- 3.3.1 The Administrator/Clerk/Treasurer will exercise overall control, pending the arrival of the Mayor or Alternate, at the Command Centre.
- 3.3.2 All Municipal Departments will provide, if required, radio-equipped vehicles or cell phones will be used (if operational) for the use of the Municipal Control Group.
- 3.3.3 Other organizations and agencies may be contacted for assistance

### **3.4 INFORMATION - MEDIA**

The Administrator/Clerk/Treasurer will act as Public Information Officer, and with the approval of the Municipal Control Group will make contact with the local media at the earliest possible opportunity to release information.

- 3.4.1 The Public Information Officer or his/ her designate, with the Municipal Control Group approval, will arrange for the safe conduct of Media Representatives to a point as close as possible to the incident site as soon as possible. Such site visits may be repeated from time to time during the emergency if deemed to be safe and feasible.
- 3.4.2 Media contact with members of the Municipal Control Group will be through the Public Information Officer only.

### **4.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL**

- 4.1 The responsibility and functions of the Mayor in an Emergency will be as follows:
  - 4.1.1 On the advice of the other members of the Municipal Control Group, officially declare an emergency to exist.
  - 4.1.2 On the advice of the other members of the Municipal Control Group, officially declare the emergency terminated.
  - 4.1.3 On consultation with members of the Municipal Control Group, request senior Government assistance.
  - 4.1.4 As Head of Council, inform other members of Council of incident status from time to time.
  - 4.1.5 Consult with the Administrator/ Clerk/ Treasurer on press releases.
  - 4.1.6 Chair the meetings of the Municipal Control Group

### **5.0 RESPONSIBILITIES OF THE MUNICIPAL CONTROL GROUP**

- 5.1 In the responsibilities of the Municipal Control Group in an Emergency will be as follows:
  - 5.1.1 Declaring an emergency to exist
  - 5.1.2 Designating any area in the municipality as an “emergency area”
  - 5.1.3 Authorizing expenditures of funds for implementing the emergency plan.
  - 5.1.4 Evacuating those buildings or selections within an emergency area which

are themselves considered to be dangerous in which the occupants are considered to be in danger from some other source.

- 5.1.5 Dispersing of groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.
- 5.1.6 Discontinuing utilities or services provided by public or private concerns without advising any consumers in the municipality if necessary, or when continuation of such utilities or services constitutes a hazard to public safety within emergency area.
- 5.1.7 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.
- 5.2 Calling in and employment of any municipal personnel and equipment which is required in the emergency.
- 5.3 Arranging assistance from senior levels of government, volunteers, or of other personnel and equipment and other agencies not under municipal control as may be required by the emergency.
- 5.4 Establishing a reporting and inquiry centre to handle individual requests for information concerning any aspect of the emergency.

## **6.0 RESPONSIBILITIES OF THE ADMINISTRATOR/CLERK/TREASURER OR DEPUTY-CLERK**

- 6.1 The Administrator/Clerk/Treasurer will perform the duties and responsibilities of an “Operation Officer” as such he/she will:
  - 6.1.1 Activate the emergency notification system.
  - 6.1.2 Organize and supervise the Operations Centre and, in particular make arrangements for obtaining and displaying up to date information at all times, including the scheduling of regular meetings.
  - 6.1.3 Advising the Mayor on policies and procedures, as appropriate.
  - 6.1.4 Arrange and coordinate telecommunication systems between the Emergency Operations Control Groups and the Emergency Site Manager and response team on site.
  - 6.1.5 Advise the Head of Council on Administration matters.
  - 6.1.6 Be responsible for media arrangements after consulting with the Mayor and assist in the preparation and issue of press and public announcements
  - 6.1.7 in consultation with the Emergency Operations Control Group.

- 6.1.7 Calling out additional municipal staff to provide assistance as required.
- 6.1.8 Coordinating and advising supervising staff in municipal departments on basic training in the area of emergency procedures.
- 6.1.9 Arranging for support clerical assistance for the discussions and actions of the Emergency Control Groups.

## **7.0 RESPONSIBILITIES OF THE ONTARIO PROVINCIAL POLICE**

- 7.1 Upon learning of a potential emergency, the Senior Police Official or alternate should consider the possible need for activation of the emergency plan and, if warranted, he should trigger the alert system.

As a member of the MCG, he/she would perform the following additional functions and responsibilities:

- 7.1.1 Provide the Head of Council with information and advice on law enforcement matters.
- 7.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency.
- 7.1.3 Seal off the area of concern.
- 7.1.4 Control and, if necessary, disperse crowds within the emergency area.
- 7.1.5 Control the movement of emergency vehicles to and from the site of the emergency.
- 7.1.6 Coordinate police operations with other municipal departments and arrange for additional supplies and equipment when needed, i.e., barriers and flashers etc.
- 7.1.7 Conduct evacuation of buildings or areas when ordered by Head of Council.
- 7.1.8 Arrange for maintenance or law and order in temporary facilities, e.g. evacuation centers.
- 7.1.9 Protect property in the emergency area.
- 7.1.10 Arrange for additional police assistance, if required.
- 7.1.11 Advise the Coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.

## **8.0 RESPONSIBILITIES OF THE FIRE DEPARTMENT**

- 8.1 Upon learning of a potential emergency, the Senior Fire Official or alternate should

consider the need for possible activation of the emergency plan, and if warranted he should trigger the emergency alert system. Thereupon he should report to the Operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:

- 8.1.1 Provide Head of Council with information and advise on fire fighting matters.
- 8.1.2 Develop and maintain a system for alternating MCG members in an emergency.
- 8.1.3 If appropriate, appoint an 'on- site coordinator' to control operations at the scene of an emergency.
- 8.1.4 Inform the Mutual Aid fire coordinator and trigger mutual aid arrangements for the provision of additional fire fighting manpower and equipment if needed.
- 8.1.5 Determine if additional or special equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc, and
- 8.1.6 Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non- fire fighting operations if necessary, e.g., rescue, first aid, casualty, collection, etc.
- 8.1.7 Assist the Police Department in conducting any required evacuations.

## **9.0 RESPONSIBILITIES OF THE DIRECTOR OF PUBLIC WORKS**

9.1 Upon learning of a potential emergency, the Public Works Superintendent or alternate should consider the need for the possible activation of the emergency plan, and, if warranted he should trigger the emergency alert system. Thereupon he should report to the Operation Centre to sit as a member of the MCG and perform the following additional functions and responsibilities:

- 9.1.1 Provide Head of Council with information and advise on public works matters.
- 9.1.2 If appropriate, appoint an 'on-site coordinator' to control operations at the scene of an emergency. Provide assistance in the event of chemical spills.
- 9.1.3 Maintain liaison with environment agencies and be prepared to conduct relief or preventative operations.
- 9.1.4 Arrange for contingency plans relating to reduction or termination of municipal water distribution in the event of incidents affecting drinking water.
- 9.1.5 Provide materials, supplies and equipment and if not otherwise available, make arrangements for sources of supply from neighbouring

municipalities, private contractors, etc.

- 9.1.6 Assist traffic control, evacuations, etc., by clearing emergency routes, marking obstacles, providing road signs, etc.
- 9.1.7 The monitoring of water supplies, advice or treatment methods, monitoring to prevent pollution of selected sources, and sampling of system to ensure quality.
- 9.1.8 Waste disposal, including sanitary and liquid waste.
- 9.1.9 Maintain liaison with private utility companies (hydro, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety.
- 9.1.10 Re-establish essential services at the conclusion of an emergency.
- 9.1.11 Obtain information on rising flood waters as required.
- 9.1.12 Arrange for demolition of unsafe buildings.
- 9.1.13 Advise Police on alternate traffic routes.

#### **10.0 RESPONSIBILITIES OF THE RECREATION DIRECTOR**

- 10.1 Will work in conjunction with the MCG to help provide needed facilities for those in need.
- 10.2 Assist with coordinating the Health Unit, Emergency Ambulance and Hospital services and any other areas requiring assistance.

#### **11.0 RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR/BY-LAW ENFORCEMENT OFFICER**

- 11.1 Activating and arranging the Emergency Operations Centre;
- 11.2 Ensure that security is in place for the EOC and registration of CCG members;
- 11.3 Ensure that all members of the CCG have necessary plans, resources, supplies, maps and equipment;
- 11.4 Assist Ontario Provincial Police in crowd dispersion, traffic control, to facilitate the movement of emergency vehicles both in and out of the emergency area;
- 11.5 Keep the Public Information Officer informed on events at the site;
- 11.6 Liaison between Emergency Site and Operation Centre (Communication Officer);
- 11.7 Ensuring liaison with community support agencies;
- 11.8 Ensure volunteer coordination

## **12.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT**

12.1 The responsibilities of the District Health Unit in a Peacetime Emergency will be as Follows:

- 12.1.1 Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 12.1.2 Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District (e.g. toxic spills, water quality, air quality);
- 12.1.3. Liaises with Ontario Ministry of Health and Long Term-Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 12.1.4. Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according according to Ministry of Health and Long Term-Care directives;
- 12.1.5. Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound;
- 12.1.6. Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 12.1.7. Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 12.1.8. Provides inspection of evacuation centres, makes recommendations and initiates remedial action in areas of accommodation standards related to:
  - a) Overcrowding, sewage and waste disposal;
  - b) Monitoring of water supply, air quality, sanitation;
  - c) Food handling, storage, preparation, distribution and service;
- 12.1.9. Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- 12.1.10. Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 12.1.11. Provides instruction and health information through public service announcements and information networks;
- 12.1.12. Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 12.1.13. In the event of mass casualties, the health unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease;
- 12.1.14. Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

## **13.0 RESPONSIBILITIES OF THE EMERGENCY AMBULANCE, HOSPITAL AND PHYSICIANS SERVICES**

13.1 The responsibilities of the Emergency Ambulance, Hospital and Physicians Services are as follow:

- 13.1.2 Establish facilities at the incident site for on-scene triage and communications with local hospitals.

- 13.1.3 Coordinate the response of all Emergencies Medical and Hospital services and facilities.
- 13.1.4 Arrange for mass ambulance transportation where required.
- 13.1.5 Arrange for a balance distribution of casualties to hospitals.
- 13.1.6 Arrange for relocation of patients to other hospitals outside of the municipality, if necessary.
- 13.1.7 Coordinate and develop individual Hospital Contingency Plans.

#### **14.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC AND PRIVATE UTILITIES**

- 14.1 The responsibilities and functions of Hydro One, Trans Canada Pipelines, Union Gas, Bell Canada, and any other Utilities in an Emergency will be as follows:
  - 14.1.1 Provide an Emergency Site Manager (ESM) as required, at the direction of the Emergency Operations Control Group (EOCG).
  - 14.1.2 Utilities Managers, if requested will send a representative to advise the Emergency Control Group.
  - 14.1.3 Utilities will generally follow their usual Emergency procedures, but will coordinate actions with the Emergency Operations Control Group.
  - 14.1.4 Utilities will have responsibility for the following general functions:
    - i) Calling out staff to the disaster site, checking buildings for safety and, where necessary, cutting off supplies.
    - ii) Restoration of services, if interrupted, on a priority basis. This is to be decided by the Emergency Operations Control Group in consultation with suppliers.
    - iii) Discontinuation of services to any customer or group of consumers when authorized by the Emergency Operations Control Group, and where this is considered necessary in the interests of public safety.
    - iv) Provision of alternate supplies, where necessary and practicable, e.g., temporary electricity lines.

#### **15.0 RESPONSIBILITIES OF COMMUNITY SERVICES**

- 15.1 The responsibilities of Community Services in an Emergency will be as follows:
  - 15.1.1 Provide social services assistance to any person in need of food, accommodation, clothing, financial and personal counselling due to the emergency situation.

- 15.1.2 Arrange for the opening, operation, direction and supervision of sufficient Emergency Welfare Centres required to provide the immediate emergency social services needed. **(DDNSAB)**
- 15.1.3 Arrange for and coordinate assistance from the volunteer agencies within the community to carry out the social services functions (e.g. Red Cross, Salvation Army, Church Groups, Local Business & Industry) as required.
- 15.1.4 Arrange for the establishment of registration and inquiry centre or centres as required with the assistance of the local Red Cross.
- 15.1.5 Advise the Emergency Operations Control Group if Senior Government assistance is required for emergency social services.
- 15.1.6 Establish and maintain an internal Contingency plan for the provision of emergency social services.

## **16.0 UPDATE**

- 16.1 It will be the responsibility of the Municipal By-Law Enforcement Officer to review the Appendices to this document on a semi-annual basis for correctness of names and telephone numbers, and distribute any changes to the appropriate agencies and personal and advise the Administrator/Clerk/Treasurer.
- 16.2 It will be the responsibility of the Municipal By-Law Enforcement Officer to convene periodic meetings of the Municipal Control Group in order to review the public and private manpower and equipment resources available to deal with Municipal Emergencies.
- 16.3 It will be the responsibility of the Administrative/Clerk/Treasurer to conduct an Incident Debriefing with the affected agencies within a reasonable time period after a recorded emergency incident occurs.
- 16.4 It will be the responsibility of the local Municipal By-Law Enforcement Officer to update the Community Emergency Plan as needed.
- 16.5 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct annual training for the Community Control Group and Emergency Centre staff.
- 16.6 It will be the responsibility of the local Municipal By-Law Enforcement Officer to conduct an annual exercise to evaluate the Community Emergency Response plan.