

Township Of Bonnechere Valley



EMERGENCY RESPONSE PLAN

REVISION 2024

Revisions

Date	Revised By	Reason	Note
January 2020	Steve F	Annual Review	In Progress
December 2020	Erica Rice	Update	In Progress
December 2021	Erica Rice	Update/Annual Review	In Progress
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October 2024	Emma Normoyle/Erica Rice	Update/Annual Review	In Progress

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PART ONE

GENERAL

FORWARD

This plan has been developed to outline the probable course of action to be followed in the first few critical hours of an emergency. It also provides guidance for municipal officers and department heads that will be expected to make plans for and fulfill specific responsibilities in an emergency.

In an increasingly complex and technological society, emergencies of a man-made nature are on the increase and add to the natural hazards that man has always faced. Since initial response to such emergencies is usually from municipal resources, it is critical that the Township of Bonnechere Valley have a plan prepared for the coordination of essential services to meet the stress of an emergency in the most efficient way, especially at the onset when the health and safety of the population is at the greatest risk.

For this plan to be effective, it is essential that all concerned be made aware of and familiar with their assigned emergency functions. This will be accomplished by annual reviews of responsibilities, procedures and exercises to test the effectiveness of the emergency plan.

Under authority of the *Emergency Management Act*, and by enactment of Township of Bonnechere Valley By-Law # 2023-60 this plan governs the provision of necessary services during an emergency and the way in which employees of the municipality and other persons will respond in an emergency.

Date

Mayor Jennifer Murphy

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 and which affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Township of Bonnechere Valley.

To protect residents, businesses and visitors, the Township of Bonnechere Valley requires a coordinated emergency response by a number of agencies under the direction of the Community Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Bonnechere Valley Emergency Management Program Committee have developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials and departments of the Municipality important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Bonnechere Valley Emergency Response Plan may be viewed at the Township Office and Library.

1.0 PURPOSE

The purpose of this plan is to establish emergency procedures to coordinate local Municipal response to emergencies. It is the Municipality's objective to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors to the Municipality when faced with an emergency.

This plan is intended to provide guidance and direction for the initial response to an emergency of which there may be multiple sites, issues and one or more jurisdictions involved. It enables a centralized controlled and coordinated response to emergencies in the Township and meets the legislated requirements of the *Emergency Management Act*.

For further details, please contact the Community Emergency Management Coordinator.

1.1 MANDATE

Section 9 of the *Emergency Management Act* identifies what an emergency plan formulated under Section 3, 6 or 8 shall provide for.

The Township of Bonnechere Valley Emergency Plan includes these components:

1. Authorizes employees to act under the emergency plan where an emergency exists but has not yet been declared to exist;
2. Specifies procedures to be taken for the safety or evacuation of persons in an emergency area;
3. Designates one or more Council members who may exercise the powers and perform the duties of the Mayor under this act or the emergency plan during the absence of the Mayor or during his/her inability to act;
4. Establishes committees and designates employees to be responsible for reviewing the emergency plan, training employees in their functions, and implementing the emergency plan during an emergency;
5. Provides for any other matter required by the standards for emergency plans set under Section 14; and
6. Provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency.

The emergency plan has been developed from an "All-hazards" approach. An all-hazards emergency plan is appropriate when the response is directed at the effect and not the cause

Specific hazard plans have been developed for specific hazards in which the cause is critical wherein the cause determines what response is required in response to a specific situation. The specific hazard plans are maintained in a separate annex to this plan.

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

1.2 LEGISLATIVE AUTHORITY

1.2.1 LEGISLATION

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario. A copy of the act is attached as Annex A.

The EMA states in part that that:

Every municipality shall 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 the council of the municipality shall by by-law adopt the emergency plan. [Section 3(1)]

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/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property, the health, safety and welfare of the inhabitants of the emergency area. [Section 4(1)]

As enabled by the *Emergency Management Act*, this emergency response plan and its elements have been:

- a. Issued under the authority of Township of Bonnechere Valley By-Law 2020-058
- b. Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

1.2.2 MUNICIPAL AUTHORITIES

- a. Resolution # 24.191 Appoint Coordinator

Appointment of Erica Rice as Community Emergency Management Coordinator. Passed on 24 October 2023 A copy of this resolution is contained in Annex B to this plan.

- Resolution # 24.191 Appoint Alternate C.E.M.C

Appointment of Dillon Holly alternative Community Emergency Management Coordinator.

- Resolution # 24.191 Appoint Emergency Information Officer

Appointment of Dana Barkley as Emergency Information Officer.

- b. By-Law # 2023-60 Adopt Emergency Plan

By-Law # 2023-60 adopts the Emergency Plan for the Township of Bonnechere Valley, repeals Township of Bonnechere Valley By-Law #2004-45 and provides for monies up to the amount of \$100,000.00 for emergency expenditures relating to a situation based on two criteria:

- a. The situation constitutes a danger of major proportions to life or property; and
- b. An official declaration of a state of local emergency has been made by the Township of Bonnechere Valley.

- c. By-Law #2023-049 Purchase and Tendering Policy

Part V 4. of the policy sets out the process for purchasing by the Department Head regardless of the amount of the expenditure for emergency response activities.

1.3 LEGAL ASPECTS-EMPLOYEE LIABILITY

1.3.1 Employee Liability

a. Employee Actions Prior to Declaration:

When an emergency exists, but has not yet been declared to exist, Township of Bonnechere Valley employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Municipality.

b. The following authorities relate to protection from personal liability:

i. Section 11 of the Provincial Emergency Plans Act 1983 RSO 1988,

ii. By-Law #2005-14 *A By-Law to provide for the Indemnity and Defense of Councilors and Employees of the Township of Bonnechere Valley Against Liability Incurred While Acting on Behalf of the Township of Bonnechere Valley.*

1.4 FINANCIAL ASPECTS

The nature and scope of the emergency will determine if specialized or additional resources will be required or whether they may be incorporated into existing elements. As emergencies cannot be forecast, no budget exists.

1.4.1 During Normal Operations:

Regardless of the circumstances at any time in which the Emergency Operation Center is not activated and a State of Emergency has not been declared, purchases of Emergency Management material and supplies will be made in accordance with normal purchasing guidelines.

Emergency Operations Center activities are charged to Emergency Preparedness Department Code 14-2220 All participants shall also use code when exercises are conducted. This facilitates a roll-up of costs should it be necessary.

1.4.2 Emergency Situations:

Normal purchasing procedures are suspended when the Emergency Operations Center is activated, AND a State of Local Emergency has been declared. Authorization for all spending is delegated to the CECG up to the amount authorized in Bylaw 2019-60 (\$100,000).

1.4.3 Delegated Signing Authority

Normal delegated signing authorities remain in effect during an emergency. Additional procedures have been put into place for emergency funding and expenditures as noted below.

1.4.4 Purchasing Policy during Emergency Operations

The purchasing policy includes expenditure guidelines in the event of an emergency; there are no changes from normal delegated spending authorities

1.5 Strategic Considerations

1.5.1 Daily versus Emergency Roles

Department heads must remember that when operating in an emergency situation that the people in their respective departments will be tasked with jobs outside of the normal parameters of their jobs. They must remember that there would be aspects of the normal, daily routine outside of the disaster area, which must still be maintained during an emergency. Each department will designate a “second-in-command” to deal with the running of the “routine” department operations that must be accomplished so that service to the unaffected areas of the Township is not detrimentally impinged upon.

The Emergency Management Coordinator should be aware of and plan for a shortage of human resources as this issue normally arises during an emergency in the event of a prolonged emergency response effort and the resultant shift change requirements.

1.5.2 Service to Areas Unaffected by The Emergency

Dependent on the nature and scope of the Emergency there will be areas of the Township unaffected by the emergency. Basic services unless suspended must be maintained to these areas at all times. The staffing plan will be addressed as part of the Business Continuity plan for each department to ensure that these services are maintained.

1.5.3 Reduction or Suspension of Services to Unaffected Areas

During the period that a state of emergency exists the CECG has the power to suspend all services to the areas of the Township not affected by the Emergency with the exception those services designated as being critical to the health and safety of the residents in those areas.

1.6 Requests for Emergency Assistance

1.6.1 Introduction

All requests to and from the Township for assistance or resources will follow the “Single Window” approach. In the Single Window approach ALL requests for support whether from or to the CECG.

The Township’s Community Emergency Control Group is the single-window for obtaining resources for the Township. Requests for additional resources from other Municipalities, County or Provincial / Federal sources must to be channeled through the CECG for the following reasons:

- a) The CECG and CEMC are kept aware of the needs of the Township;
- b) The CECG is the single responsible and accountable body for responding to the emergency.

In no instance will the requesting of aid or resources from an upper tier government be viewed as a request for that upper tier government to assume control of the situation.

It must be remembered that any equipment resources requested from another source become the responsibility of Bonnechere Valley for upkeep, maintenance and repair for as long as we are in possession of that resource. Department heads must make a detailed inspection of any equipment loaned to the Township on acceptance.

1.6.2 Requesting Assistance – From Other Municipalities

The protocol for requesting assistance is:

- a. The department head informs the CECG of the required additional resource
- b. The CECG determines that additional resources are required and decides which Municipality is in the best position to provide those resources.
- c. The CECG authorizes the CEMC or CAO and the department head to contact the preferred Municipality and arrange for the resources.

1.6.3 Requests for Assistance from Other Municipalities

- a. Requests from other municipalities for support must be made by way of an official request from the CECG of the requesting Municipality. This provides legal protection for the employees responding to an emergency not working within their usual area of jurisdiction.
- b. Any resources assigned to a requesting municipality fall under the direction, control and maintenance of the municipality requesting the assistance and as such maintenance, Repair and upkeep of the resources become the responsibility of the municipality requesting them.

1.6.4 Requesting Assistance from Renfrew County Resources

When the CECG decides that because of the nature or scope of the emergency assistance from the County is required the protocol for requesting that assistance is:

- a. The CECG decides that County resources are required.
- b. The CECG authorizes the Mayor to contact the County Warden and arrange for the resources.
- c. The Mayor will contact the County Warden and arrange for the resources.

1.6.5 Requesting Assistance from Provincial or Federal Resources

All requests for provincial or Federal assistance are processed through the EMO.

When the CECG decides that because of the scope or nature of the Emergency that resources in addition to those available from any of the locally available sources are required then the CEMC will immediately contact the EMO sector officer (if not in attendance) to make that request.

The EMO sector officer will act on behalf of the Township to secure the resources required from provincial sources.

Part 2

Declaring an Emergency

2.0 DEFINITIONS

The Emergency Management Act R.S.O. 1990; Chapter E.9 defines an emergency as:

“emergency” means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property;

2.1 Declaring a State of Emergency

The authority for declaring a state of local emergency is the Head of Council under the provisions of section 4 of the Emergency Act, R.S.O. 1990

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).

2.2 Emergency Notification Procedure

2.3.1 CECG Notification

Upon receiving notification of a local emergency or impending emergency that threatens the safety, security or wellbeing of the Municipality the CEMC shall immediately activate the callout procedure and prepare the Emergency Operations Center for occupation.

Because of security and privacy issues the Emergency Callout List is deemed to be classified as CONFIDENTIAL and as such is not included with this document.

Copies of this list are held by:

- a. Community Emergency Management Coordinator
- b. Community Emergency Management Coordinator Alternate
- c. Chief Administration Officer (CAO)
- d. Detachment Commander – Killaloe Detachment, OPP
- e. Duty Officer – Ontario Provincial Police Dispatch Center
- f. Duty Officer Emergency Management Ontario

This list must be updated by the CEMC immediately when there are any changes, this will ensure prompt and correct assembly of the CECG

2.3.2 Notification of Township Employees

Department Heads are responsible to contact their staff, assembling them at their regular place of employment to await instructions.

2.3.3 Volunteer and NGO organizations

Once the CECG has declared that a state of Emergency exists, and the immediate steps have been taken to mitigate the emergency the Mayor in consultation with the CECG and Volunteer Coordinator will decide which if any of the Volunteer and NGO organizations in the area should be contacted to render aid and if general volunteers should be accepted.

Volunteers will be assembled, coordinated and controlled by the Volunteer Coordinator who is part of the CECG

Part 3

The Emergency Control Group

3.0 Community Emergency Control Group (CECG)

3.1.1 Composition

The CECG consists of Township staff and local emergency organizations that have a delegated emergency response role.

- a. The Mayor or designated head of Council
- b. The CAO
- c. The CEMC
- d. The Emergency Information Officer (EIO)
- e. Municipal Department Heads who will be involved in the emergency situation
- f. Recording Secretary (Alt CEMC)
- g. Council Members as available
- h. Emergency Management sector Representative (if available)
- i. Representative – OPP Killaloe Detachment (if available)
- j. Any other person or representative of any group or organization identified as being a critical asset to the resolution of the Emergency

The CECG may function with only a limited number of persons depending upon the emergency. The Mayor or designated head of Council, The CAO or Deputy CAO, The CEMC or alternate CEMC are critical members of the CECG and must be in attendance. While the CECG may not require the presence of all the people listed as members of the control group, all members of CECG must be notified.

3.1.2 Operating Cycle

After the initial meeting of the CECG the members will meet on a schedule as dictated by the nature of the Emergency.

The CEMC will confirm the frequency of the meetings and the agenda items.

3.1.3 Responsibilities (general group)

The members of the Community Emergency Control Group (CECG) are responsible for the following actions or decisions as a group: Individual responsibilities are detailed in section five of this publication.

- a. Advising the Mayor as to whether the declaration of an emergency is recommended;
- b. Ordering, coordinating and/or overseeing the evacuation of inhabitants considered being in danger.
- c. Determining the need for Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, waste pickup ect
- d. Authorizing requests for assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- e. Determining if additional volunteers are required and if appeals for volunteers are warranted.
- f. Authorizing all monies expended to deal with the emergency.

3.1.4 Responsibilities (Individual)

The members of the CECG as well as having decision-making responsibilities as a group have individual responsibilities because of their primary jobs

These responsibilities are unique to each individual according to their primary jobs and to the nature of the emergency but play an important role in the overall mitigation of the emergency.

Equally important are the Township employees that fill the key supervisory positions in the operation of the EOC. These employees are key to the smooth operation of the EOC and free up the members of the group to concentrate on the Emergency.

During any Emergency any number of volunteer groups and individuals will be called upon to help support the personnel directly involved in the Emergency Operation. These volunteers must be coordinated to provide the maximum benefit from their efforts but at the same time to avoid duplication of services and confusion.

Mayor

In consultation with the Community Emergency Control Group (CECG), the Mayor is responsible for the following:

- a. In consultation with the CECG, declare the existence of a State of Emergency in The Township.
- b. Contact the County Warden, The Provincial Member of Parliament and the Member of Federal Parliament to apprise them that a state of Emergency has been declared in Bonnechere Valley.
- c. In consultation with the CECG, issue orders considered necessary to protect the safety, health, welfare and property of the citizens of the Township Of Bonnechere Valley.
- d. On the recommendation of the CECG negotiate assistance with neighbor municipalities as required
- e. On the recommendation of the CECG contact the County of Renfrew for assistance where required.
- f. Act as official spokesperson for the municipality during the emergency. Consult with the Emergency Information Officer to confirm a schedule of press releases as appropriate
- g. Maintain a personal log of all major decisions, instructions issued, and actions taken.

Chief Administration Officer (CAO)

The Chief Administrative Officer (or alternate) shall provide and direct all emergency responses or support activities within the Emergency Operations Centre. The CAO shall convene all meetings of the Municipal Control Group.

The CAO is responsible to:

- a. In conjunction with the CEMC supervise the opening of the EOC.
- b. Provide regular updates and act as principal advisor to the Mayor on all administrative matters relating to the emergency.
- c. Act in the position of purchasing and financial supervisor to the CCEG and approve and action all expenditures
- d. Act as the primary human resources manager and oversee all recruitment and training of additional human resources required for the Emergency situation.
- e. Maintain a personal log of all major decisions, instructions issued and actions taken.

Emergency Management Coordinator – (CEMC)

As one of the first persons contacted when the first responders call for assistance the CEMC will immediately report to the EOC.

The Community Emergency Management Coordinator (CEMC) is responsible for:

- a. activating and arranging the Emergency Operations Centre;
- b. Coordinate all operations of the CCEG. Schedule and chair all meetings and Ensure that all decisions and recommendations of the CCEG are implemented.
- c. Ensuring that security is in place for the EOC
- d. Coordinate the request for assistance from other municipalities, local organizations and/or Ontario Government Ministries.
- e. Ensuring that all members of the CCEG have necessary plans, resources, supplies and maps, and equipment available in the CCEG meeting room;
- f. Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- g. Ensuring that the operating cycle is met by the CCEG and related documentation is maintained and kept for future reference;
- h. Maintaining the records and logs for the purpose of debriefings and post emergency reporting that will be prepared.
- i. Maintain a personal log of all decisions and actions of the members of the EOC for post Emergency review of the Emergency plan.
- j. In conjunction with the volunteer coordinator Aid in the training of all volunteers

Fire Chief

The Fire Chief is responsible for:

- a. Activating the Emergency Notification System through the Ontario Provincial Police when as the first response it is determined that the nature or scope of the Emergency is greater than can be handled by the Township resource;
- b. Depending on the nature of the emergency, in concert with the other first response units on the scene assigning the Emergency Site Manager and informing the CECG;
- c. Providing a detailed briefing to the CECG on the situation at the Emergency site.
- d. Providing the CECG with information and advice on firefighting and rescue matters;
- e. Establishing an ongoing communications link with the CECG
- f. Act independently to Inform the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed and brief the CECG on requirements.
- g. Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing to the CECG;
- h. Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;

Public Works Superintendent

Although not a “first Response” unit the Township works department is expected to play a vital role no matter what the emergency. As such the works Superintendent is on the primary call list and a member of the CECG.

Works Superintendent is responsible for:

- a. Providing the CECG with information and advice on engineering and public works matters;
- b. Maintain an ongoing communications link with the public works employees at the scene of the emergency;
- c. Ensuring liaison with the public works representative from the neighboring community(s) to ensure a coordinated response if mutual assistance is required by the exigencies of the emergency.
- d. Set a priority list for the construction and repair to township roads as required allowing access to the emergency site by all response units.
- e. Act in an advisory capacity to the county roads department where they are required to repair or maintain roads to allow access to the Emergency Site.
- f. Providing public works vehicles and equipment as required by any other emergency services;
- g. Ensuring liaison with officials regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- h. Through the CECG arrange for and coordinate the equipment requirements of the units responding to the emergency including rentals and use of private equipment.
- i. Arrange for all transportation needs as detailed by the CECG including busses or other means as needed.

Water / Sewer Superintendent

Although not a “first Response” unit the Township water department is expected to play a vital role no matter what the emergency. As such the water Superintendent is on the primary call list and a member of the CECG

The Water/Sewer Superintendent is responsible for:

- a. Providing the CECG with information and advice on water and sewage matters;
- b. Ensuring the maintenance of sanitary sewage and water systems;
- c. Providing equipment for emergency pumping operations.
- d. Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- e. Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- f. Arranging for and providing portable washroom facilities to the Emergency site if required.
- g. Arranging for Portable washroom facilities for any evacuation center set up by the County Social Services team.
- h. Discontinuing any sewer or water service to any resident or property, as required, and restoring these services when appropriate;
- i. Ensuring liaison with officials regarding flood control, conservation and environmental matters and being prepared to take preventative action.

Facilities Manager – Eganville Arena

Although also not a “first Response” unit the Municipal Facilities Manager is expected to play a vital role no matter what the emergency. As such the works Superintendent is on the primary call list and a member of the CECG. The facilities manager will not report to the EOC but to their normal work location at the Eganville Arena.

- a. Upon notification prepare and open the “eagles nest” for the EIO
- b. Supervise parking and other requirements for the Emergency Information center

Emergency Information Officer

The media officer is in every sense one of the most important persons on the CECG. From the first indication of an emergency the EIO will be the face and the voice of the Municipality in informing the residents of the Municipality with news and instructions and interacting with the Mayor to address the Media. The EIO will report directly to the Emergency Operations Center upon being activated.

- a. In cooperation with the Eganville Arena facilities manager open and establish the media center
- b. Provide approved messaging and information from the CECG regarding the incident to the media and to the public.
- c. Post approved messages to Municipal website, Facebook and other pertinent social media information sites
- d. Participate as a member of the CECG to receive briefings regarding to formulate media

briefings and where applicable to modify or change public alerts or risk communications as needed.

- e. Issue an initial incident information report to the media as directed by the CECG
- f. Ensure that all news releases have the approval of the CECG
- g. Inform media and the general public of areas, that are accessible and areas that are restricted.
- h. Arrange for interviews, teleconferences, video conferences, satellite broadcasts, website revisions, broadcast faxes, etc.,
- i. Compile initial and updated scripts for interviews, hotlines and websites, direct ongoing evaluation of message content. Relay any pertinent questions raised by the media or Public back to CEC.

Emergency Financial Officer

In an emergency situation the normal hiring and material procurement procedures are suspended, and the CCG has the authority to authorize virtually any expenditure they feel is necessary to mitigate the Emergency situation. To ensure that money is not mismanaged and to ensure accurate accounting for future claims it is paramount that a financial Officer be present at all meetings of the CCG where financial aspects are discussed and be the primary person responsible for ensuring accurate accounting of all moneys and resources expended.

The Emergency Accounting Officer is responsible for:

- a. Keeping an accurate record of all expenditures authorized by the CCG.
- b. Working in concert with the CAO and department heads to ensure all temporary employees brought in for the emergency are compensated correctly
- c. Working in concert with the CAO ensuring that the financial aspects of employees and equipment brought in from other municipalities is recorded.

Volunteer Coordinator

During emergency operations it may become necessary to involve volunteers and non-government organizations to aid in the emergency. Though well minded these individuals and organizations can if not properly supervised and directed hinder emergency operations, so as to eliminate the detrimental effects these groups can have the Human Resources Coordinator act to ensure that these valuable resources are employed for the maximum benefit. While acting in this capacity the Human Resources Coordinator will be responsible for:

- a. Coordinating and processing requests for volunteers;
- b. Coordinating offers of, and appeals for, volunteers with the support and the CECG;
- c. Selecting the most appropriate site(s) for the registration of human resources;
- d. Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- e. Ensuring that a Volunteer Registration Form is completed, when volunteers are involved, and a copy of the form is retained for township records;
- f. In concert with the CEMC arrange for appropriate training and transportation of volunteers to and from site(s);
- g. Arranging for additional temporary administrative staff as required fulfilling the tasks as detailed by the nature of the emergency.

- h. Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

CECG Recording Secretary

In addition to their regular duties the CAO's Administrative assistant will also act in the capacity of Administrative assistant to the CECG. They will be responsible for:

- a. Providing administrative assistance to the CECG;
- b. Maintaining a log of all conversations and Decisions made by the CECG;
- c. Ensure that the Map boards and charts are kept up to date;

Other Township Employees

Irregular, Part Time or On call employees of Bonnechere Valley Township will during Emergency Operations be called in during the Emergency. These Employees will be detailed to augment the various departments that due to their involvement in the emergency need additional manpower to maintain operations. These employees will be under the direct supervision of the department head that they are assigned to, such employees are;

- a. Waste Site Attendants
- b. Parks and Recreation Workers
- c. Shelter workers
- d. Any seasonal or contract workers employed by the Township at the time of the emergency.

These workers can be assigned to but not exclusive to the following departments depending on their qualifications and need;

- a. EOC Security and General Maintenance
- b. Works Department
- c. Water / Sewer Department
- d. Runners
- e. Other duties as detailed by the CAO / CECG

Administration Personnel

The Administrative support team is comprised of Township employees who in addition to their regular duties will provide administrative support to the CECG during Emergency Operations.

The Support team will consist of those employees who by the nature of their employment would have involvement in regular Emergency Operations the Administrative support team will be under the supervision of the deputy CAO or in their absence the senior Administration employee in attendance who will coordinate their activities.

Staff members may be detailed by the CAO or CEMC to provide the following support functions to the CECG;

- a. Initiating the opening, operation and staffing of telephones at the community offices, as the situation dictates and, and ensuring operators are informed of CECG members telephone numbers in the EOC;
- b. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;

Part 4

The Emergency Operations Center (EOC)

4.1 Introduction

In the event of an emergency, an Emergency Operations Centre (E.O.C.) will be established. The Emergency Control Group, the Support and Advisory Staff and other non-governmental and volunteer groups as required will congregate and work together at the Emergency Operations Centre to make decisions, share information and provide support as required to handle the emergency. The Emergency Operations center is configured so that the elected and designated individuals overseeing the emergency have access to real time information on the mitigation, response or recovery operations. The Emergency Control group must also be able to maintain real time effective communications with both the Emergency Site Commander on the ground and be able to keep both the affected residents and press informed with timely updates.

The Emergency Operations Center Site Commander is responsible for the co-ordination of all operations within the Emergency Operations Centre.

Once activated the Emergency Operations Center is restricted to members of the Emergency Control Group or have been asked to report on specific items. The general Public and the Media are not permitted to attend the rotation meetings of the Emergency Control Group.

4.11.1 Primary Emergency Operations Centre

The primary location of the Emergency Operations Centre is the Township Municipal offices located at 49 Bonnechere Street E, Eganville. Located at this site will be:

4.1.2 Secondary Emergency Operations Center

Secondary Emergency Operations Centers will be located to be best able to respond to any emergency in the Township when the primary location is compromised or unavailable. The secondary Emergency Operations Center will be located at the Garage on Foymount Road.

4.1.3 Media Centre

The Media Center including a prepared briefing and press release area will be located at the Eagles Nest, in the Eganville Community Center on Jane Street under the control of the Emergency Information Officer and Facilities Manager. No matter what the emergency, the township can expect to be hosting a large number of media persons. To ensure that information is coordinated and is released in a controlled and organized manner a media center needs to be organized. This center will be under the control of the Information Officer. The media center will be located at the Eagles Nest located in the Eganville Community Center on Jane Street. This location provides a large parking area for media vehicles as well as having the facilities to provide for a medium size group of people for an extended period.

4.1.4 Emergency Operations Center for County wide Emergencies

Where the Emergency affects two or more Townships the County Operations Center should be activated by the County Warden and would act as the Regional Emergency Operations Center. The County Operations Center is located at the County Administration Center in Pembroke. The local Township Emergency Operations Center would then act as a local control unit involving only the Elected Township Officials and the Township Staff and employees minus the Mayor and the CEMC who will attend at the county level.

4.1.5 Physical Environment

CECG Meeting Room Physical Requirements

To be effective the CECG meeting room will be completely set up with all of the equipment and supplies needed to function without interruptions. The following equipment and supplies will be present in the CECG meeting room.

- a. Individual packages with office supplies for every EOC member
- b. Flip charts & supplies
- c. Laptop and mounted screens

4.2 Emergency Operations Center Security Considerations

To be effective the EOC must maintain an atmosphere free of distractions. To this end access to the EOC must be strictly controlled. Staff members as detailed in Annex J will perform the task of access control and physical management of the EOC resources under the Direction of the CEMC or alternate.

4.2.1 Emergency Operations Center Equipment / Supply list

Both the Primary and Secondary locations will be equipped with basic supplies that will be required by the Community Control Group on arrival at the center. The storage of these supplies will ensure that when the time comes to set up the EOC the CERC and whatever staff is available are able to provide enough basic supplies to open the EOC. These supplies will be stored at both sites in sealed boxes clearly marked as to their purpose. Each box will contain:

Part 5

Terminating the Emergency

5.0 Introduction

Once the Emergency situation has been abated the CEMC and the CAO will begin phasing out operations of the various departments and resources involved. The termination of the emergency should not be viewed as the end of the work to be done but simply another phase of the Emergency Operation and should be treated with the same dedication. Section 4(2) of the Emergency Management Act states that:

Declaration as to termination of emergency

4(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2). And that

Solicitor General to be notified

4(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

4(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

5.1 Declaring the Emergency Terminated

5.1.1 Duties of the Mayor

When the Mayor in consultation with the CECG determines that that the Emergency has Terminated, **OR** that the severity of the emergency has abated to a degree that a state of emergency is no longer required the Mayor will Immediately make a formal declaration that the State of Emergency has been terminated and will fill out a "Termination of a State of Local Emergency " form and will notify:

- a. The Solicitor General (through the EMO's Office)
- b. The Office of the Member of Parliament (Federal)
- c. The office of the member of the provincial legislature
- d. The Office of the Warden of Renfrew County
- e. The Township Council
- f. The Mayors of neighboring Townships or any other township who has been involved in the Emergency of the emergency.
- g. The general public through a press release.

To inform them that the State of Local Emergency has been terminated.

A "Termination of a State of Local Emergency" form is included as Annex S of this publication

The Mayor will prepare from their personal log a briefing for the Emergency Planning Committee in its preparation of the After-Action Report.

5.1.2 Duties of the CAO

Once the Emergency has been declared as terminated the CAO will:

- a. Prepare a briefing for the Emergency session of council on the state of Township financial resources with recommendations on returning to normal operations.
- b. Supervise a return to normal operations the administrative department

5.1.3 Duties of the CEMC

Once the State of Emergency termination has been declared the CEMC will immediately:

- a. secure the log from the recording secretary
- b. secure the personal log of the Mayor and CAO
- c. secure the Communications log(s)
- d. secure the press release and statement package from the Media Officer
- e. secure all of the Situation Reports sent and received
- f. secure all CECG member reports from department heads
- g. Request a detailed briefing from each of the Township departments.
- h. Aid the CAO in the return to normal operations

Once normal operations have resumed but not more than 3 days after the termination of the emergency the CEMC will

- a. Call a meeting of the EPC to begin the after-action report
- b. Prepare a briefing for the EPC on the Emergency Operation
- c. Chair the EPC while preparing the after-action report
- d. Deliver the After-Action Report with recommendations to Council with copies forwarded to the EMO area supervisor.
- e. Advise the members of the CECG of a date and time to meet and complete a debriefing report on the emergency for the EPC.
- f. Chair the debriefing session of the CECG and prepare a report for the EPC to compile the after action report.
- g. Chair a debriefing session with any organizations, Individuals or Agencies involved in the Emergency but not part of the CECG and prepare a briefing for the EPC. (Including Volunteer and NGO organizations)
- h. In conjunction with the Mayor and the CEMC prepare a detailed report on the emergency operation for dissemination to Emergency Measures Ontario.
- i. information contained in the Situation Report - a sample of which is contained in Annex S is appropriate for keeping the Province apprised of the emergency situation

5.1.4 Duties of the CECG

Once the emergency has been terminated the members of the CECG will return to their respective organizations. The members of the CECG will turn over to the CEMC all personal log(s) for use by the EPC in their after-action report

5.1.5 Demobilizing of Equipment and Resources

As soon as is feasible any physical resources borrowed from other sources must be inventoried, cleaned, repaired if necessary and returned to the Township or Organization that owns them. The department heads will refer to the Equipment checklist that was completed when the equipment arrived and ensure that any damage or repairs required to return them to the state that was present at the time of the arrival is completed. The repair and maintenance of loaned equipment takes priority over Township owned resources. Equipment resources owned and operated by a non-township first response organization will be turned over to the control of that organization; Equipment resources on loan or rented by the township will be removed to the Township Garage site for inspection and repair

The rate and details of demobilization are directly tied to the nature of the emergency therefore specific demobilization plans will be addressed in the Specific Hazard Plans.

5.2 The After-Action Report

The Emergency Planning Committee is responsible for creating the after-action report Following the termination of an emergency. They will gather all information pertaining to the handling emergency and are authorized to request any member of the CECG to attend a meeting if clarification is required on any action or decision that was taken during emergency operations. The Emergency Planning Committee's only responsibility is to ensure that by looking at all facets of how the emergency was handled and how the emergency plan responded to the situation this will dictate whether the plan needs to be changed or augmented. The community control group is not responsible for nor will they look at or make recommendations towards how any persons or organizations responded to or acted during the emergency.

The Emergency Planning Committee will create a report on the effectiveness of the emergency Response plan and make any recommendations it feels necessary for the update or revision of the Emergency Plan to be delivered in a closed session to the Township of Bonnechere Valley Council. The meetings of the Community Control Group are closed to the media and the public.

The final report of the Community Control Group Will Include

- a. An assessment of the effectiveness of the emergency plan
- b. An assessment of strong areas
- c. An assessment of weak areas or areas that were unworkable
- d. Recommendations on general or advanced training required by township staff to support the aims of the plan.
- e. Recommendations for the update of the emergency plan.
- f. Recommendations to equipment or supplies that should be purchased.

The report created by the community control group is for internal use only. If requested the CEMC may review the report and its recommendations with EMO for their input.

In the event that an Upper Tier government calls for or convenes an inquiry into the emergency the Emergency Planning Committee will immediately upon request turn over all document pertaining to the emergency to the Legal Advisor for the Township. The Emergency Planning Committee will suspend its review of the emergency plan until such time as the upper tier inquiry is finished its work. The Emergency Planning Committee will consider any recommendations made by such an inquiry when creating their report.

Part 6

Emergency Notification Plan

1.0 Introduction

In any emergency the first few hours are critical to the success or failure of the steps being taken to mitigate the Emergency. The faster the Community Control Group and the Site Commander can meet and get an organized response going the less severe or disruptive the effects of the emergency. The Community Control group must report to the Emergency Operations Center without any delay where they can be met by an organized staff and get down to work immediately.

1.1 Objectives

1. The objective of this plan is to ensure that the Community Emergency Control Group is contacted, get organized and begin the task of assessing and responding to the Emergency situation without any undue delays.

1.2 Initial Contact

Once the Fire Chief or Senior Fire Officer on scene ascertained that **a real or potential emergency** exists they will immediately:

a. Immediately attempt to contact in order of priority

1. The CEMC
 2. The CAO
 3. The CEMC Alternate
 4. The Deputy CAO
 5. The Mayor
- b. If the Emergency Response unit cannot reach any of these persons by any means then the Emergency Site Commander will contact Emergency Management Ontario.

1.4 Provincial EOC

Where the County or Provincial Emergency Operations Center is aware of an impending emergency, they will immediately contact the Municipality in the order of priority above.

1.5 Contact Procedure – Township Departments

Once the CEMC or designate has been notified of the existence of an emergency they will immediately contact the heads of all township departments who in turn will contact all of their staff informing them of where to assemble.

1.6 Contact Procedure – Other Emergency Services

Once the CEMC or designate have activated the EOC they will immediately inform the other emergency services as per the contact list and apprise them of the situation.

EMERGENCY CONTACT COMMUNITY EMERGENCY CONTROL GROUP				
Name	Position	Address	Home Phone	Cell / Pager
Erica Rice	CEMC	337 Rice Line, Douglas	613-649-2982	613-433-1374
Annette Gilchrist	CAO	34 Gypsie Lane	613-281-1777	
Sandra Barr	Deputy CAO	203 Grattan Road	613-432-0423	
Dana Barkley	EIO	1218 Wittke Road	613-602-3419	
Jennifer Murphy	Mayor	1922 Foymount Road	613-628-9583	613-433-0956
Tracey Sanderson	Councilor	128 Hartwig Street		613-963-4697
Brent Patrick	Councilor	525 Wellington Street		613-898-0798
John Epps	Councilor	2773 Fourth Chute Road	613-628-5897	613-732-5852
Merv Buckwald	Councilor	Bonnechere Lodge Road	613-625-2045	
Jason Zohr	Public Works	896 Letts Cemetery Road	613-628-3747	343-369-0925
Daryl Verch	Water Sewer	1176 Minnie Road	613-312-9258	
Kevin McGrath	Recreation	834 Kennedy Road	613-312-9489	
Dillon Holly	Water Sewer	211 Oak St.	613-585-9649	

EMERGENCY CONTACT ADMINISTRATION				
Name	Position	Address	Home Phone	Cell / Pager
Annette Gilchrist	CAO	34 Gypsie Lane	613-281-1777	
Sandra Barr	Deputy/CAO	203 Grattan Road	613-432-0423	
Erica Rice	Planning and Licensing Clerk	337 Rice Line	613-649-2982	613-433-1374
Connie Brown	Accounts	74 Wallace Street	613-628-3473	613-281-1074
Sarah Richer	Community Development/Administrative Assistant			613-602-1323
Darryl Wagner	Building Inspector/Fire Chief	152 Jane Street		613-281-2200

EMERGENCY CONTACT PUBLIC WORKS				
Name	Position	Address	Home Phone	Cell / Pager
Jason Zohr	Works Superintendent	896 Letts Cemetery Road	613-628-3747	343-369-0925
Dana Barkley	Planning	1218 Wittke Road		613-602-3419
Dale Verch	Works Manager	1277 Perrault Road	613-628-1255	
Kevin Jessup	Equipment Operator	31 Madawaska Foymount		613-281-0037
Danny Monette	Equipment Operator	141 Donnegin Rd.	613-754-5483	613-635-6563
Arthur Nigel	Equipment Operator	259 Augsburg Road		
Dylan Belaire	Equipment Operator	43 Bochert Road		
Jeffrey Maschke	Equipment Operator	194 Donegal Road	613-628-1715	
Alex Van Massenhoven	Equipment Operator	52 James Street		

EMERGENCY CONTACT WASTE				
Name	Position	Address	Home Phone	Cell / Pager
Glen Shilkie	Driver / Hwy 41/ McGrath	1474 Perrault Road		
Calvin Zadow	Ruby Rd	2087 Silver Lake Road	613-628-1503	
John Valiquette	Truck	3343 Foymount Road	613-754-2874	
Terry Yantha	Sno Drifters	1207 Lake Clear Road	613-754-2740	613-602-2740
Tammy Roesner	Sand Road	580 Silver Lake Road	613-401-9401	

EMERGENCY CONTACT WATER / WASTE WATER				
Name	Position	Address	Home Phone	Cell / Pager
Daryl Verch	Manager	1176 Minnie Road	613-628-3070	613-312-9258
Dave Loader	Operator	376 Letts Cemetery Road	613-628-1717	343-369-0487
Cody Tiederman	Operator	2756 Fourth Chute Road		343-369-0487
Dillon Holly	Operator	211 Oak Street		613-585-9649

EMERGENCY CONTACT RECREATION				
Name	Position	Address	Home Phone	Cell / Pager
Kevin McGrath	Facility Manager	834 Kennedy Road		613-312-9489
Laurie Resmer	Recreation Assistant	233 Oak Street	613-628-1008	
Noreen Carver	Recreation Assistant	P.O. Box 735	613-628.1749	
Mark Dalmer	Recreation Assistant	141 Grattan Road		705-330-2724

Part 7

Communications Plan

1.0 Introduction

Communications is of paramount importance in any Emergency situation. Internal communications ensure that all personnel involved in the mitigation of the Emergency have timely and factual information and direction from the Community Emergency Control Group. Equally if not more important is communication with the Residents affected by the Emergency – The residents will be looking for direction and leadership by the Municipality, without an effective way to communicate with all the affected parties the Municipalities efforts may be in vain.

2.0 Purpose

The purpose of this communications plan is to outline the procedures for the co-ordination of communications between the CECG both internal within the Municipality, The residents seeking leadership and direction as well as the Media and any outside agencies wishing information when the Emergency Response Plan has been activated.

It is the goal of this communications plan to establish guidelines for dealing with a variety of situations, and to ensure that the Media and Communications Officer are familiar with those procedures and their roles in the event of a crisis. The plan is designed to be used in conjunction with the normal decision-making hierarchy of the organization and does not supplant that decision-making process.

3.0 Objectives:

The objectives of this plan are:

- a. To assess the situation and determine what communications response is warranted.
- b. To enable the CECG and Media Officer to make recommendations on appropriate responses.
- c. To ensure that the CECG and Media Officer are able to take immediate action to:
- d. Identify those parties that should be informed about the situation.
- e. Communicate facts about the situation.
- f. Minimize rumors.
- g. Aid in the return to normal operations and instill a sense of confidence.
- h. To enable the Mayor or alternate in conjunction with the Media Officer and the CAO to make factual, timely and appropriate announcements as they are due or warranted.

1. Introduction
2. Objective
3. Initial Response Guidelines
4. Designated Spokespersons
5. Rumour Control
6. Contact Logs
7. Media Relations
8. Internal Communications:
9. External Communications
10. EIO

Appendices to Part one

- a. Media Center Contact Log
- b. Sample Scripts for Initial response Interview
- c. News Conference Guidelines
- d. Media Relation
- e. Media Interview Techniques

Emergency Information Plan

General

Once an emergency has been declared and the Emergency Response Plan has been activated it will be important to ensure that the information being released to the media and to the public is done in a coordinated and controlled fashion. By controlling the output of information, the CECG can ensure that the spread of rumors will be greatly reduced.

Media and Communications Officer

In order to fulfill these functions, the Emergency Information Officer (EIO) will oversee all facets of the Emergency Communications Plan. The specific Responsibilities of the EIO are found in Part 3 of this publication.

The Media Center

Where the situation does not warrant the establishment of a dedicated the Media Centre the EIO will work out of the EOC under the direction of the CECG.

Where this situation dictates a dedicated media centre be established the EIO will be responsible for the operations of the Media and Information Center located at the Eganville Community Center, Eagles Nest on Jane Street in Eganville. Details of the Media Center are found in Part 4 of this publication.

Citizen Inquiry Group

In any localized Emergency situation, there can be expected to be a large number of citizens or concerned relatives trying to get information about the emergency. To ensure that the Emergency Operations Center does not get overwhelmed with these requests a Citizen Inquiry Group will be formed to respond to all requests for information from the general public. The Citizen Inquiry group will be made up of all available Council Members and will be co-located with the Emergency Operations Center at the Municipal Offices on Bonnechere Street. The citizen Inquiry Group will be under the supervision of and take their direction from the EOC coordinator. In the case of an emergency situation where large-scale evacuations are implemented the Citizen Inquiry group would co-locate with the NGO organization in charge of the evacuation center(s) so as to be kept well informed of the location of all the citizens of Bonnechere Valley.

Where the situation is a county or Provincial wide situation the EOC will ensure that up to date information is available on our Media outlets and an inquiry hot line will be established.

Initial Response:

Immediately after an emergency situation has occurred the Media officer must be prepared to respond to the media. Initial response and dissemination of any information will be handled by the Media Officer after consulting with the CAO. Sample Scripts for Initial response are attached as annex "a" of this document.

Initial Response Timeline

- Emergency occurs
- EOC & Media Center are Activated
- Media Officer / CAO give brief account of the emergency to the Media
- Media Officer / CAO prepare in depth briefing for the Mayor to present to the Media, (at that time the Media Officer will set a schedule with the media for follow-up broadcasts.

Designated Spokes Person(s)

Only those persons designated by the Media Officer or CAO shall give interviews with the media.

5.0 Rumour Control

The Media officer must work quickly to minimize the spread of rumors, they must schedule an immediate response for the media and the statements released must not give any indication that anything is being hidden or kept back. The media officer must be prepared to hold impromptu media briefings as soon as possible once new information becomes available.

6.0 Contact Log

The contact log is designed to keep track of which media have been contacted or have contacted the Media Center and which media persons have been contacted. This will ensure an even distribution of Information without excessive repetition. It will also serve to alert the Media Officer on any “games” by the any media member to get conflicting information. The contact log will also help ensure that callbacks are not forgotten, and that important media are not overlooked. The log will be turned over to the CEMC immediately upon the termination of the emergency for use in the post emergency analysis. Blank copies of the Contact Log are found attached as annex a of this document.

THIS SECTION UNDER REVISION / REVIEW

Internal communications

Key players & Means

- Emergency Services
 - Face to face
 - Two way Radio
 - Telephone
 - Text
 - Runners
- Public Works / Internal Departments
 - Face to Face
 - Two way Radio
 - Telephone
 - Text
 - Runners

Physical Requirements

- Base Radio in or near meeting room
- Dedicated Cell phone
- Dedicated Cell Phone
- Use of Auxiliary personnel

External Communications

Purpose is to communicate with:

- Media to pass information
- General public

➤ **Section Two – Call Center and Public Information Center**

Emergency Information Plan

General

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