



EMERGENCY RESPONSE PLAN

2007

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INTRODUCTION

Emergencies are defined as situations, or impending situations, caused by forces of nature, an accident, or an intentional act that constitutes a danger of major proportions to life and property. Public safety in the Township of Greater Madawaska is affected by these emergencies. These emergencies can affect the health, welfare, property, environment, and economic health of the township.

The 2001 amalgamation of the Township of Bagot, Blythfield, and Brougham and the Township of Griffith and Matawatchan made the Township of Greater Madawaska the largest township within Renfrew County. A very significant amount of Crown-owned land affords a multitude of excellent lakes and waterways for fishing and hunting, as well as hundreds of kilometres of land for year-round recreational enjoyment.

Located in the south-eastern end of Renfrew County and only 20 minutes off of Highway #17, the Township of Greater Madawaska has a seasonal population range fluctuating from 2,500 residents/visitors in the winter to 10 000 residents/visitors in the summertime.

The Township of Greater Madawaska has become the home for many excellent tourism-related businesses with recreation facilities for everyone. Most of the facilities are privately owned such as the Calabogie Peaks Four Season Resort (boasting one of Eastern Ontario's largest vertical drop ski hills), the Calabogie Highlands (27-hole golf course), and the Calabogie Lodge (large time-share resort with indoor pool and tennis court). There are also many Bed and Breakfast facilities, fine restaurants, mini-putt courses, a medical office, and a petting zoo.

In order to protect the residents, businesses, and visitors the Township of Greater Madawaska requires a coordinated emergency response by a number of different agencies under the direction of the Community Control Group. These are distinct arrangements and procedures **separate** from the normal day-to-day operations carried out by local emergency services.

The Emergency Management Committee has developed the Township of Greater Madawaska **EMERGENCY RESPONSE PLAN**. Every key official, municipal department and agency must be prepared to carry out their assigned responsibilities in the event of an emergency.

The Township of Greater Madawaska **EMERGENCY RESPONSE PLAN** has been prepared to provide key officials, municipal departments, and agencies of the Township of Greater Madawaska with important emergency response information related to:

- Arrangements
- Services
- Equipment
- Roles and Responsibilities

during an emergency.

In addition, it is important that the residents, businesses, and interested visitors be aware of the provisions of the Township of Greater Madawaska **EMERGENCY RESPONSE PLAN**.

Copies of The Township of Greater Madawaska Emergency Response Plan may be viewed at the Greater Madawaska Public Library during regular business hours, or may be downloaded from the Township website at www.townshipofgreatermadawaska.com .

For more information, please contact:

John Baird
Community Emergency Management Coordinator

Township of Greater Madawaska
1101 Francis Street, PO Box #180
Calabogie, Ontario K0J 1H0

613-752-2222 (Office)
613-752-2617 (Fax)
johnabaird@on.aibn.com

AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment, and economic health of the residents, businesses, and visitors of the Township of Greater Madawaska when faced with an emergency.

It enables a centrally controlled and coordinated response to emergencies in the Township of Greater Madawaska, and meets the legislated requirements of the Emergency Management Act, 2003.

Emergencies can occur within the Township of Greater Madawaska as recently experienced with the Ice Storm in 1998 and the Water Incidents of 2002. Primary hazards include unforeseen natural disasters and major accidents.

Concept of Operations

Emergency Response operations within the municipality will be lead by the Head of Council (Reeve). Coordination will be exercised by the CAO/Clerk Treasurer acting as the Community Emergency Management Coordinator (CEMC) through an Emergency Operations Centre located at the Municipal office. On-site responsibility will be vested in an Emergency Site Commander.

Upon identification of an emergency, response will initially involve the Reeve, CEMC, Operations Officer and Communications Officer (Yellow Alert Stage). Once these individuals have assessed the emergency, the next stage of alert (Red Alert Stage) would involve all members of the Emergency Control Group being called to the Emergency Operations Centre.

Depending on the nature of the emergency, initial control will be assumed at the site by the Emergency Service first on the scene (normally police, fire or ambulance) and will be taken over by the Emergency Site Commander when appointed. The Emergency Operations Centre (EOC) functions to coordinate the overall response to the emergency, provide all necessary support to the Emergency Site Commander and to keep the General Public and appropriate levels of government advised of the emergency status. Increased emergency response, if required, will be obtained from other municipal, provincial or federal resources. This response could entail rescue and evacuation as well as provision of health, welfare, safety and other services.

Once the immediate danger subsides, the operational focus of the EOC will shift to Post Emergency response. This could potentially include establishing safe access to the damaged area and re-establishing use or occupation of damaged facilities. It could also include returning of evacuees to their homes or to alternate accommodations.

AUTHORITY

The Emergency Management and Civil Protection Act provides the legal authority for development of the **EMERGENCY RESPONSE PLAN**.

The Emergency Management and Civil protection 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.”

a) Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency as:

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

The Emergency Operations Centre can be activated for any emergency for the purposes of managing an emergency, maintaining services to the community, supporting the emergency site personnel and coordinating recovery efforts.

b) Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, community employees are authorized to take such action(s) under this **EMERGENCY RESPONSE PLAN** as may be required to protect the property, health, safety, and welfare of the Township of Greater Madawaska.

EMERGENCY NOTIFICATION PROCEDURES

- (1) Only the Head of Council, CEMC or his/her designate(s) may initiate the notification procedure.
- (2) The contact phone numbers and addresses of the Community Control Group members are contained in **Attachment A**.
- (3) When a member of the Community Control Group receives a warning of a real or potential emergency, that member will immediately contact the Emergency Management Coordinator/Operations Officer or Chief Administrative Officer and request them to initiate the notification of the Community Control Group. The member initiating the call must provide pertinent details as part of the notification procedure.
- (4) The Community Emergency Management Coordinator and/or Operations Officer must record the date and time the Community Control Group members were contacted.

a) Requests for Assistance

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

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

The Emergency Notification Contact List shall include the contact numbers for requesting assistance.

b) A Declared Community Emergency

The Reeve of the Township of Greater Madawaska, as the Head of Council, is responsible for declaring an emergency. This decision is usually made after consultation with the other members of the Community Control Group.

Upon declaring an emergency, the following will be notified as required:

- Emergency Management Ontario
- Township of Greater Madawaska Council
- County Warden, as required
- The Public, as required
- Neighbouring community officials, as required
- Local Member of Provincial Parliament, as required
- Local Member of Parliament, as required

An emergency may be terminated at any time by the:

- Head of Council (Reeve)
- Premier of Ontario

When terminating an emergency, the following will be notified as required:

- Emergency Management Ontario
- Township of Greater Madawaska Council
- County Warden, as required
- The Public, as required
- Neighbouring community officials, as required
- Local Member of Provincial Parliament, as required
- Local Member of Parliament, as required

COMMUNITY CONTROL GROUP

a) Emergency Operations Centre

The locations of the Township of Greater Madawaska's primary and alternate Emergency Operations Centre are detailed in **Attachment B**.

The Emergency Operations Centre Command and Control structure is outlined in **Attachment C**.

b) Community Control Group

The emergency response will be directed and controlled by the Community Control Group - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

1. Community Control Group Core Members

The Community Control Group will consist of the following positions as appointed by the Township of Greater Madawaska Council from time to time:

- **Reeve/Head of Council (Yellow Notification)**
- **Chief Administrative Officer/CEMC (Yellow Notification)**
- **Operations Officer (Yellow Notification)**
- **Communications Officer (Yellow Notification)**
- **Information Officer (Red Notification)**
- **Public Works Manager (Red Notification)**
- **Fire Chief (Red Notification)**
- **EMO Field Officer (Red Notification)**
- **OPP Detachment Commander (Red Notification)**

c) Community Control Group Operating Cycle

The Community Control Group will meet as required during an emergency to address operational and coordination issues.

d) Community Control Group General Responsibilities

The members of the Community Control Group are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency, and equipment
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to any law
- Determining if the location and composition of the Community Control Group is appropriate
- Advising the Reeve (or designate) of the Township of Greater Madawaska as to whether the declaration of an emergency is recommended
- Advising the Reeve (or designate) of the Township of Greater Madawaska on the need to designate all or part of the town as an emergency area
- Ensuring that an Emergency Site Manager is appointed
- Ensuring support to the Emergency Site Manager by offering equipment, staff, and resources; as required
- Ordering, coordinating, and/or overseeing the evacuation of inhabitants considered to be in danger
- Discontinuing utilities or services provided by public or private concerns (hydro, closing down a business or facility ...)
- Arranging for services and equipment from local agencies not under community control (private contractors, industry, volunteer agencies, service clubs ...)
- Notifying, requesting assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
- Determining if additional volunteers are required and if an appeal for additional volunteers is warranted
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and for dissemination to the media and public

- Determining the need to establish advisory groups, sub-committees, and/or working groups for any aspect of the emergency (including recovery)
- Authorizing the expenditure of money required for dealing with the emergency
- Notifying the service, agency, or group under their direction of the termination of the emergency
- Maintaining a log outlining the decisions made and the actions taken, submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency
- Participating in the debriefing following the emergency

a) Community Control Group Individual Responsibilities

1. Reeve or Head/Council

The Reeve/Head of Council is responsible for:

- Providing leadership and support for the Community Control Group
- Declaring an emergency and what stage of emergency is being called.
- Declaring that the emergency has been terminated
- Ensuring the members of council are advised of the declaration of an emergency
- Ensuring the members of council are advised of the termination of an emergency
- Ensuring the members of council are regularly informed of the emergency situation

2. Chief Administrative Officer/CEMC

The Chief Administrative Officer/CEMC is responsible for:

- Activating the emergency notification system and contacting alternates in the absence of the primary appointment.
- Activating and arranging the Emergency Operations Centre
- Ensuring that security is in place for the Emergency Operations Centre
- Ensuring that identification cards are issued to all Emergency Operations Centre staff
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the Emergency Operations Centre
- Ensuring that all members of the Community Control Group have the necessary plans, resources, supplies, maps, and equipment
- Advising the Reeve/Head of Council on policies and procedures, as appropriate
- Providing information and advice on financial matters as they relate to the emergency
- Ensuring liaison, if necessary, with administration of neighbouring communities
- Ensuring that records of expenses are maintained for future claim purposes
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- Providing and securing of equipment and supplies not owned by the Township of Greater Madawaska
- Ensuring liaison with Purchasing Agent of neighbouring communities, if necessary
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment, including 24-hour contact numbers
- Coordinating and processing requests for human resources
- Coordinating offers of, and appeals for, volunteers with the support of the Community Control Group
- Selecting the most appropriate site(s) for the registration of human resources
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed
- Ensuring that a Volunteer Registration Form is completed when volunteers are involved and a copy of the form is retained for town records
- Ensuring that identification cards are issued to volunteers and temporary employees, where practical
- Arranging for transportation of human resources to and from site(s)

- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies, and volunteer groups
- Calling out additional Township of Greater Madawaska staff to provide assistance, as required

3. Operations Officer

The Emergency Management Coordinator/Operations Officer is responsible for:

- Report directly to the CEMC
- Providing advice and clarifications about the implementation details of the **EMERGENCY RESPONSE PLAN**
- Coordinating all operations within the Emergency Operations Centre
- Addressing any action items that may result from the activation of the **EMERGENCY RESPONSE PLAN** and keeping the Community Control Group informed of implementation needs
- Developing, in conjunction with the CEMC and Reeve , major announcements and media releases prepared by the Information Officer.
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared
- Supervising the Communications Officer, Information Officer, and additional representatives as required.
- Ensuring that a communication link is established between the Emergency Operations Centre and the Emergency Site Manager
- Assisting the CEMC as required
- Ensuring all important decisions made and actions taken by the Community Control Group are recorded
- Ensuring that maps and status boards are kept up-to-date
- Notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Centre

4. **Communications Officer**

The Communications Officer is responsible for:

- Report to the CEMC through the Operations Officer
- Activating the emergency notification system of the local Amateur Radio Emergency Services (ARES) group
- Initiating the necessary action to ensure the telephone system at the Emergency Operations Centre functions as effectively as possible, working to correct any problems which may arise
- Ensuring that the communications at the Emergency Operations Centre is properly equipped and staffed, working to correct any problems which may arise
- Maintaining an inventory of community and private sector communications equipment and facilities within the community which could, in an emergency situation, be used to augment existing communications systems
- Making arrangements to acquire additional communications resources during an emergency situation
- Procuring staff to assist, as required

5. Information Officer

The Information Officer is responsible for:

- Report to the CEMC through the Operations Officer
- Preparing the release of accurate information to the news media
- Issue authoritative instructions to the public
- Respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency situation
- Depending on the nature of the emergency it may be necessary to establish an Information Centre (media information area) adjacent to the emergency site.
- Establishing a communication link with any media coordinator (provincial, federal, private industry ...) involved in the incident, ensuring that all information released to the media and public is timely, full, and accurate
- Ensuring the Information Centre is set up and staffed
- Ensuring the site Information Centre is set up and staffed
- Ensuring liaison with the Community Control Group to obtain up-to-date information for media releases, coordinate individual interviews, and organize press conferences
- Ensuring that the following are advised of the telephone number of the Information Centre:
 - Media
 - Neighbouring communities
 - Fire and Emergency Medical Services dispatch centre
 - Ontario Provincial Police public relations officer
 - Any other appropriate persons, agencies, or businesses
- Ensuring that the media releases are approved by the CEMC through the Operations Officer prior to release
- Distribution of hard copies of the media releases to Information Centre, Community Control Group, and other key persons handling inquiries from the media
- Monitoring news coverage and correcting any erroneous information
- Maintaining copies of media releases and newspaper articles pertaining to the emergency
- Give interviews on behalf of the Township of Greater Madawaska
- Coordinating media photograph sessions at the scene when necessary and appropriate
- Coordinating on-scene interviews between emergency services personnel and the media
- Responding to and redirecting inquiries and reports from the public based upon information from the Community Control Group (school closings, access routes, the location of evacuee centres ...)

- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries, or matters of personnel involved with or affected by the emergency to the appropriate emergency service
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers
- Procuring staff to assist, as required

6. Ontario Provincial Police, Renfrew Detachment Commander

The Ontario Provincial Police, Renfrew Detachment Commander is responsible for:

- Reporting to the CEMC through the Operations Officer
- Establishing a site command post with communications to the Emergency Operations Centre
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Establishing the inner perimeter within the emergency area
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles
- Alerting persons endangered by the emergency and coordinating evacuation procedures
- Ensuring liaison with the Social Services representative regarding the establishment and operation of evacuation and reception centres
- Ensuring the protection of life and property
- Ensuring the provision of law and order
- Providing police service in the Emergency Operations Centre, evacuee centres, morgues, and other facilities, as required
- Notifying the coroner of fatalities
- Ensuring liaison with other community, provincial, and federal police agencies, as required

7. Fire Chief

The Fire Chief is responsible for:

- Report to the CEMC through the Operations Officer
- Providing the Community Control Group with information and advice on firefighting and rescue matters
- Recommends the appointment of an Emergency Site Manager to the CEMC
- Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency
- Informing the Renfrew County Mutual Aid Coordinator and/or initiating mutual aid/mutual assistance arrangements for the provision of additional firefighters and equipment, if needed
- Determining if additional or special equipment is needed and recommending possible sources of supply (self-contained breathing apparatus (SCBA), protective clothing, extrication equipment ...)
- Providing assistance to other community departments and agencies
- Being prepared to take charge of or contribute to non-firefighting operations, if necessary (rescue, first aid, casualty collection, evacuation ...)

8. Public Works Manager

The Public Works Manager is responsible for:

- Report to the CEMC through the Operations Officer
- Providing the Community Control Group with information and advice on engineering and public works matters
- Depending on the nature of the emergency, recommending the appointment of an Emergency Site Manager to the CEMC through the Operations Officer.
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response
- Ensuring the provision of engineering assistance
- Ensuring construction, maintenance, and repair of township roads
- Ensuring the maintenance of sanitary sewage and water systems
- Providing equipment for emergency pumping operations
- Ensuring liaison with the Fire Chief concerning emergency water supplies for firefighting purposes
- Providing emergency potable water, supplies, and sanitation facilities to the requirements of the Medical Officer of Health
- Discontinuing any public works service to any resident, as required
- Restoring any public works service to any resident, as required
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Providing public works vehicles and equipment to any other emergency service, as required
- Ensuring liaison with the Madawaska River Conservation Authority regarding flood control, conservation, and environmental matters and being prepared to take preventative action

9. **Medical Officer of Health**

The Medical Officer of Health is responsible for:

- Coordinate all activities through the Operations Officer
- Acting as a coordinating link for all emergency health services at the Community Control Group
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch
- Depending on the nature of the emergency, assign the Emergency Site Manager and inform the Community Control Group
- Establishing an ongoing communications link with the Senior Health Official at the scene of the emergency
- Ensuring liaison with the Emergency Medical Service representative
- Providing advice on any matters which may adversely affect public health
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies
- Ensuring coordination of the care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency
- Ensuring liaison with voluntary and private agencies for augmenting and coordinating public health resources, as required
- Ensuring the coordination of all efforts to prevent and control the spread of disease during an emergency
- Notifying the Public Works Director regarding the need for potable water supplies and sanitation facilities
- Ensuring liaison with the Social Services representative on areas of mutual concern regarding health services in evacuee centres

10. **Social Services Director**

The Social Services Director is responsible for:

- Coordinate all activities through the Operations Officer
- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration, inquiries, and personal services
- Supervising the opening and operation of temporary and/or long-term evacuee centres and ensuring they are adequately staffed
- Ensuring liaison with the Ontario Provincial Police with respect to the pre-designation of evacuee centres which can be opened on short notice
- Liaison with the Medical Officer of Health on areas of mutual concern regarding the operations in evacuee centres
- Ensuring that a representative from the Renfrew County District School Board (RCDSB) and/or Renfrew County Catholic District School Board (RCCDSB) is/are notified when facilities are required as evacuee reception centres, and that the staff and volunteers utilizing the school facilities take direction from the RCDSB/RCCDSB representative(s) with respect to their maintenance, use, and operation
- Making arrangements for meals for the staff/volunteers at the Emergency Operations Centre and the Emergency Site

11. Hydro One Networks Representative

The Hydro One Networks Representative is responsible for:

- Responsible for reporting to the CEMC through the Operations Officer
- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required
- Ensuring liaison with the Public Works Director
- Possibly providing assistance with accessing generators for essential services or other temporary power measures

12. Ontario Power Generation Representative

The Ontario Power Generation Representative is responsible for:

- Reporting to the CEMC through the Operations Officer
- Monitoring the status of any dam issues
- Providing emergency site expertise, as required
- Ensuring liaison with the Emergency Site Manager, as required

13. Renfrew County District School Board

The Renfrew County District School Board is responsible for:

- Coordinating all activities through the Operations Officer
- Providing any school (as appropriate and available) for use as an evacuation or reception centre
- Providing a representative(s) to coordinate the maintenance, use, and operation of the facilities being utilized as evacuation or reception centres
- Ensuring liaison with the municipality as to protective actions to the schools (implementing school stay in place procedure or the school evacuation procedure)

14. Renfrew County Catholic District School Board

The Renfrew County Catholic District School Board is responsible for:

- Coordinating activities through the Operations Officer
- Providing any school (as appropriate and available) for use as an evacuation or reception centre
- Providing a representative(s) to coordinate the maintenance, use, and operation of the facilities being utilized as evacuation or reception centres
- Ensuring liaison with the municipality as to protective actions to the schools (implementing school stay in place procedure or the school evacuation procedure)

15. Medical Doctor

The Medical Doctor is responsible for:

- Responsible for coordinating activities through the Operations Officer
- Implementing the hospital emergency plan
- Ensuring liaison with the Medical Officer of Health, County of Renfrew and Emergency Medical Services Director, County of Renfrew with respect to hospital and medical matters; as required
- Evaluating requests for the provision of medical site teams and/or medical triage teams
- Ensuring liaison with the Ministry of Health and Long-Term Care, as required

b) Relationship Between The Emergency Site Manager And The Command And Control Structures Of Emergency Responders

The senior representative for each emergency responder (police, fire, emergency medical services, public works) at the emergency site will consult with the Emergency Site Manager so as to offer a coordinated and effective response.

Regular briefings will be held at the site and will be chaired by the Emergency Site Manager so as to establish the manner and process to the emergency situation.

TELECOMMUNICATIONS PLAN

Upon implementation of the **EMERGENCY RESPONSE PLAN**, it will be important to ensure that communications are established between the emergency site and the Emergency Operations Centre. As well, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The Communications Officer is a pre-designated Amateur Radio Operator and is part of the initial Notification Procedure. The Communications Officer will call upon his contacts for further communications support as required.

The Communications Officer is located in an office adjacent to the Emergency Operations Centre. The office is equipped with portable hand radios, battery back-up, two-way radios with the necessary channels to communicate with the Ontario Provincial Police, Fire, Emergency Medical Services, and the Office of the Fire Marshal.

Communications between the Emergency Operations Centre and the other responding agencies will be done with the support of a “runner”. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Township of Greater Madawaska lose all telephone communications; pre-arranged communications could be obtained from cellular phones, satellite phones, Public Works repeater system, Fire radios ...; which will act as a relay between the emergency site and the Emergency Operations Centre.

ATTACHMENT “A”

EMERGENCY NOTIFICATION CONTACT LIST

A. Yellow Alert Notification List

The following people will be contacted immediately upon the identification of a potential emergency situation in the municipality:

1. Reeve

Peter Emon
(613) 752-2922 [Home]
(613) 433-6398 [Cell]

▪ Alternate(s)

John Pratt
(613) 752-0765 [Home]

Karin Lehnhardt
(613) 333-5169 [Home]

Don Mercer
(613) 752-0398 [Home]

Tom Ryan
(613) 649-2509 [Home]

2. Community Emergency Management Coordinator

John Baird
(613) 433-3533 [Home]
(613) 297-8984 [cell]
(613) 401-7722 [Work Cell]

▪ Alternate

Todd MacDonald
(613) 752-2673 [Home]
(613) 432-5431, Ext 228 [work]

3. **Operations Officer**

Bill Hewson
(613) 752-0215 [Home]
(613) 433-2737 [Cellular]

- **Alternate**
Ron Huntley
(613) 752-0072

4. **Communications Officer**

Wayne Greenough (VE3JSQ)
(613) 752-0721 [Home]

- **Alternate**
Ed Holmes (VA3ED)
(613) 432-2386

B. Red Alert Notification List

The following people will be contacted once a determination of an emergency that requires full response has been made:

1. Information Officer

Rick Brown
(613) 752-0982

- **Alternate**
Bruce McIntyre (County Media Officer)
(613) 735-7288

2. Chief Administrative Officer

John Baird
(613) 752-2222 [Work]
(613) 433-3533 [Home]
(613) 297-8984 [cell – weekends]
(613) 401-7722 [cell – weekdays]

- **Alternate(s)**

Maureen Brennan
(613)433-3498 [home]

Jennifer Barr
(613) 432-3779 [home]
(613) 432-3868 [cottage]
(613) 433-0296 [cell]

3. Ontario Provincial Police, Renfrew Detachment Commander

Staff Sergeant Dave MacDonald
(613) 432-3211

- **Alternate**

Emergency Dispatch (Smith Falls)
(888) 310-1122

4. **Fire Chief**

Todd MacDonald
(613) 752-2673 [Home]
(613) 432-5431 x228 [Work]

- **Alternate(s)**

Leonard Emon
(613) 752-0219 [Home]
(613) 752-2006 X312 [Work]

Gary Peters
(613) 333-2980 [Home]
(613) 333-5523 [Work]

5. **Public Works Director**

Jamie Doering
(613) 752-2214 [Work]
(613) 752-2440 [Home]

- **Alternate**

Darryl LeClaire
(613) 333-1197 [Work]
(613) 752-2116 [Home]

6. **Emergency Management Ontario**

Emergency Management Ontario Duty Officer
(416) 314-0472
(416) 314-0473
(866) 314-0472
(416) 314-0474 [Fax]

- **Alternate**

Ontario Provincial Police Duty Officer
(705) 329-6950

C. Secondary Call Out Notification List (as required)

The following groups, organizations, ministries and individuals will be notified and called out, as the case may be, as determined by the CEMC in consultation with the Emergency Control Group:

1. County of Renfrew

Office
(613) 735-7288
(800) 273-0183

Road Patrol
(613) 735-9930 [Days]
(613) 646-7774 [Nights]

2. Emergency Services Director, County of Renfrew

Michael Nolan
(613) 735-7288
(800) 273-0183

3. Mutual Aid Coordinator, County of Renfrew

Frank Boucher
Pembroke Fire Department
(613) 735-9974

4. Member of Parliament

Cheryl Gallant
(613) 732-4404
(800) 295-7165

5. Member of Provincial Parliament

John Yakabuski
(613) 735-6627
(800) 267-2515

6. Medical Officer of Health, Renfrew County

Renfrew County
(613) 732-3629

7. **Social Services Director, County of Renfrew**

Community Services
(613) 735-7784

8. **Hydro One Networks Representative**

(877) 363-7464

9. **Ontario Power Generation Representative**

Gary James
(613) 752-2237 x3224 [Work]
(613) 623-8086 [Home]

▪ **Alternate**

Amby Burchat
(613) 623-2875 x3544 [Work]
(613) 432-5348 [Home]

10. **Ministry of Natural Resources**

Pembroke Fire Dispatch
732-5541

11. **Medical Doctor**

Maxwell Buxton
(613) 752-2222 [Office]
(613) 432-4851 [Renfrew Victoria Hospital]
(613) 433-3134 [Home]

12. **Renfrew County District School Board**

Administration Office (Pembroke)
(613) 735-0151

▪ **Alternate**

Calabogie Public School
(613) 752-2204

13. Renfrew County Catholic District School Board

Administration Office (Pembroke)
(613) 735-1031

▪ **Alternate**

St. Joseph's Separate School
(613) 752-2808

14. Ministry of the Environment (MOE)

(800) 268-6060 [Spills Action Centre]

15. Canadian Transport Emergency Centre (CANUTEC)

(613) 996-6666

16. Electrical Safety Authority (ESA)

(800) 369-7535

17. Madawaska River Advisory Authority Representative

Linda Halliday
Ontario Power Generation – Ottawa
(613) 932-3072 x3304

18. Ministry of Health and Long-Term Care

(416) 326-6485
(877) 767-8889

19. Greyhound Bus Lines

(800) 667-8747

20. Emergency Anthrax Hotline

(866) 212-2272

21. Environment Canada

(613) 998-3440

22. Ministry of Transportation

General Inquiries
(800) 268-4686

Road Reports
(800) 268-1376

23. Marine/Air Search and Rescue

(800) 267-7270

24. Poison Information Centre

Ottawa
(800) 267-1373

Ontario
(800) 268-9017

ATTACHMENT B

LOGISTICS

1. Emergency Operations Centre

The Emergency Operations Centre will be located in the Township of Greater Madawaska Office and Council Chambers, which is located at 1101 Francis Street in Calabogie.

The alternate Emergency Operations Centre will be located in the Township of Greater Madawaska Fire Station #1, which is located at 12470A Lanark Road/Highway #511 in Calabogie.

The alternate Emergency Operations Centre (Griffith) will be located in the Municipal Office, Griffith which is located at the municipal complex, Highway 41, Griffith Ontario.

2. Equipment

The equipment and material required for the Emergency Operations Centre is boxed and stored in the basement at the Township of Greater Madawaska Township Office. The Operations Officer is responsible for inspecting the equipment and boxes on a regular basis and ensuring that everything is in working order.

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

- Fax machine (township office)
- Photocopy machine (township office)
- Television (township office)
- Ham Radio (ARES)
- White boards (township office)
- Telephones (township office)
- Flip charts (township office)

Emergency Operations Centre Floor Plan

ATTACHMENT C

EOC Command and Control Structure Flow Chart

ATTACHMENT D

EMERGENCY INFORMATION PLAN

Upon implementation of this **EMERGENCY RESPONSE PLAN**, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

The Emergency Information Coordinator will fulfill these functions during an emergency.

The local Information Centre (EIC) will be located in the Township of Greater Madawaska Township Office at 1101 Francis Street in Calabogie.

In the event that this Emergency Information Centre cannot be used, the secondary location will be located in the Township of Greater Madawaska Fire Station #1 at 12470A Lanark Road/Highway #511 in Calabogie.

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

ATTACHMENT "E"

Resource Contact List