



County of Lanark

Emergency Response Plan

Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all County departments have been notified and either activated or placed on standby. Each Municipal Emergency Control Group member is responsible for their own department.
- The Warden must inform the Province of Ontario that the County of Lanark has declared an emergency and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Provincial Emergency Operations Centre at **(416) 314-0472** or **1-866-314-0472**
- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the Municipal Emergency Control Group will report and respond to immediate needs in accordance with the Operations Cycle format.
- The CAO (Operations Officer) or their designate will direct the activities in the Emergency Operation Centre.

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GLOSSARY OF TERMS

Municipal Emergency Control Group (MECG) means the group responsible for managing the emergency situation on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community.

Community Emergency Management Coordinator (CEMC) means the person responsible and accountable for the development and implementation of the County's emergency management program.

Emergency Management Program Committee (EMPC) means the committee that oversees the development, implementation and maintenance of the emergency management program.

Critical Infrastructure means institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

Emergency Operations Centre (EOC) means the location where the MECG functions. A primary and secondary EOC are identified to ensure operational viability.

Hazard Identification and Risk Assessment (HIRA) means the identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community.

ADMINISTRATION

1.1 INTRODUCTION

The Emergency Response Plan for the County of Lanark has been developed to reflect the public safety requirements of our County and is part of a comprehensive emergency management program. The plan is structure to allow individual sections or annexes to be used, reviewed, updated, or re-written independently or collectively.

The plan is designed to provide staff and the Municipal Emergency Control Group with guidelines and procedures for prompt, coordinated responses to all types of emergencies that may occur within the County and adversely affect residents, businesses and visitors in the community. As well, this Plan has been created to inform the community and key emergency responders and stakeholders of their roles and the County's role during an emergency.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our County is prepared to respond to an emergency in the most effective manner possible.

1.2 PURPOSE

The purpose of this plan is to protect the health, safety, welfare and property of the residents, businesses and visitors of Lanark County from the effects of an emergency.

The Plan enables a controlled and coordinated response to emergencies affecting the County and/or the local municipalities and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The aim is also to support the local municipalities and is premised on the basis that a request for assistance will most likely occur when the emergency exceeds the resources of the local municipality or when more than one municipality is involved, and the County's assistance is requested.

1.3 AUTHORITY

This Emergency Response Plan has been developed and will be implemented under the legal authority of the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended.

As enabled by the Emergency Management and Civil Protection Act, this Plan and its elements have been:

- Issued under the authority of the County of Lanark By-Law 2004-26.
- Filed with Emergency Management Ontario, Ministry of the Solicitor General.

1.4 HAZARD IDENTIFICATION AND RISK ASSESSMENT

An in-depth Hazard Identification and Risk Assessment has been conducted in the preparation of this Plan and is reviewed annually. This review assists in determining the probability and consequence(s) of a hazard occurring within the County. These potential hazards are identified in Appendix F and are based on Lanark County's HIRA.

1.5 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

1.6 PLAN ACCESSIBILITY AND AVAILABILITY

This Plan has been prepared in a public version. Portions of the appendices contain confidential resource information and are thus not available to the public.

The full version will be distributed and available to members of the Municipal Emergency Control Group as identified in this plan. A supply of copies will be maintained at both the Emergency Operations Centre sites to ensure availability to MECG members in the time of an emergency.

The public version of the plan is posted to the County's website at:

<https://www.lanarkcounty.ca/en/county-government/emergency-planning.aspx>

In addition, copies of the plan can be made available to community partners, municipalities, agencies and groups upon request.

Recipients are reminded of their obligation to keep personal information in the Contact Lists confidential and shall only use it in the case of an emergency.

For more information please contact:

Community Emergency Management Coordinator
99 Christie Lake Road
Perth, ON K7H 3C6
613-267-4200

1.7 PLAN MAINTENANCE AND REVISION

This Plan will be reviewed annually and where necessary, revised by the Community Emergency Management Coordinator and the MECG. The CEMC will determine the schedule under which the maintenance activities will be performed.

Each time the plan is revised, it must be forwarded to Council for approval. However, the CEMC may update, correct or amend information contained within the appendices of this emergency plan on an as required basis so long as the updates do not materially change the intent of the plan.

1.8 EMERGENCY MANAGEMENT PROGRAM COMMITTEE

Lanark County's Emergency Management Program Committee (EMPC), in conjunction with the CEMC, will oversee the development, implementation, and maintenance of the Lanark County emergency management and business continuity programs. The EMPC shall recommend an emergency plan and a business continuity plan that will ensure municipal services can continue to be provided in the event of a disruption.

The EMPC will be composed of six (6) members that are appointed by Council through by-law. The members will be:

- Chief Administrative Officer
- Community Emergency Management Coordinator
- Director of Public Works
- Director of Social Services
- Director of Long-Term Care
- County Clerk

1.9 PLAN AMENDMENTS

Amendment No.	Date of Amendment	Sections Amended	Approved By
N/A	2004	Plan Created	Council
1	August 2008	Appendix A, Appendix M	CEMC
2	March 2011	Table of Contents, Plan Distribution, Section 3	Council
3	March 2012	Table of Contents, Section 2	Council
4	January 2013	Appendix A	CEMC
5	November 2013	Table of Contents, Plan Distribution, Section 2, Section 3, Appendix A, Appendix F, Appendix G, Appendix K, Appendix M	Council
6	January 2016	Appendix A, Appendix F, Appendix G	CEMC
7	December 2017	Appendix A, Appendix F, Appendix G	CEMC
8	November 2019	Section 2, Section 3	Council
9	November 2022	Full Update / Revision of Plan	Council

DECLARATION OF A COUNTY EMERGENCY

2.1 COUNTY DECLARATIONS

As the County of Lanark is comprised of a number of townships and small towns, each with its own Emergency Response Plan, the declaration of a state of local emergency at the County level would only occur in certain instances which would include but not be limited to the following:

- A general health issue identified by the Medical Officer of Health that may affect the entire County;
- A situation compromising the critical infrastructure of the Corporation;
- A general situation, such as severe weather which affects a majority of the County;
- At the request of one or more local municipalities which have already declared a state of local emergency;
- In situations where the County was requested to support local emergency plans and mitigation measures; and
- At the request of the Province of Ontario.

In general, the implementation of the County of Lanark Emergency Response Plan would only occur when the resources and the capability to respond had been weakened or exhausted at the level of the member municipalities.

It is expected that there will be situations in which member municipalities may declare an emergency and call upon specific facets of the County to assist (i.e. Public Works, Social Services). While the County may assist member municipalities at the discretion of the CAO, this may not necessitate the assembly of the Municipal Emergency Control Group or require the County to declare a state of emergency.

2.2 AUTHORITY TO IMPLEMENT PLAN WITHOUT DECLARATION

When an emergency exists but has not been declared, County employees are authorized to act under this Emergency Response Plan where such action is considered necessary to protect property and the health, safety and welfare of the County, its residents and visitors, even though the declaration of the existence of an emergency has not yet been made.

2.3 AUTHORITY TO MAKE EMERGENCY DECLARATION

Only the head of Council, or a delegated elected official, can officially declare an emergency in a community and exercise the special powers the legislation confers on the head of Council. In the County of Lanark, the head of Council is the Warden or alternate.

Included in the Appendix section is an Emergency Management Ontario document, "Checklist in Consideration of a Declaration of Emergency" which has been provided as a reference tool for Municipal Emergency Control Group members and Head of Council for review during an emergency.

EMERGENCY OPERATIONS AND PROCEDURES

3.1 MUNICIPAL EMERGENCY CONTROL GROUP (MECG) - MEMBERSHIP

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The Municipal Emergency Control Group ensures the provision of the essential services necessary to minimize the effects of an emergency on the community. The Municipal Emergency Control Group is responsible to implement the Lanark County Emergency Response Plan.

The Municipal Emergency Control Group is made up of the following members:

- Warden *(or alternate)*
- CAO *(or alternate)*
- CEMC *(or alternate)*
- Public Works Director *(or alternate)*
- Director of Social Services *(or alternate)*
- Emergency Information Officer *(or alternate)*
- Director of Long Term Care

The Municipal Emergency Control Group may function with only a limited number of persons depending on the nature of the emergency. While the MECG may not require the presence of all members, all members must be notified when the plan is activated.

3.2 PLAN ACTIVATION

Any member of the Lanark Municipal Emergency Control Group, or Head of Council of a member municipality, may request, through the County Warden or County CAO, that the County Emergency Response Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The County CAO will immediately notify the Warden and other members of the Municipal Emergency Control Group. Notification lists and procedures are located in Appendix A.

3.3 EMERGENCY OPERATIONS CENTRE (EOC) LOCATION & PROCEDURES

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, information and direction as to which location will be used shall be provided to members of the Municipal Emergency Control Group.

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary Emergency Operations Centre Location:

Lanark County Administration Offices
99 Christie Lake Road
Perth, ON
613-267-4200

Alternate Emergency Operation Location:

A local municipality Emergency Operation Centre not impacted by the emergency (To be determined at the time).

Upon receiving notification, the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the Emergency Operation Centre. The Emergency Operation Centre will be set up and operational within one hour of activation. The Community Emergency Management Coordinator (CEMC) will supervise the set up and ensure operational viability.

Upon arrival at the Emergency Operations Centre, each Municipal Emergency Control Group member/designate will:

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Municipal Emergency Control Group decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the Emergency Operations Centre Operations Cycle.

Upon leaving the Emergency Operation Centre, each Municipal Emergency Control Group member will:

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

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

3.4 OPERATIONS CYCLE

An operations cycle is how the Municipal Emergency Control Group (MECG) manages overall emergency operations. MECG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Warden and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resource requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MCEG meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Warden but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MCEG members use this time to follow up and ensure decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MCEG meetings. No calls should interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MCEG.

It is essential that the Emergency Operation Centre is comfortable, has good communications and is secure from unnecessary distractions. Only MCEG members and Emergency Operations Centre support staff should have access to the Emergency Operation Centre. No media are allowed into the Emergency Operation Centre, nor is anyone who has not been authorized by the Operations Officer.

3.5 MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES

The MECG is responsible for the following:

1. Implementing the Emergency Response Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of County resources used to mitigate the effects of an emergency, in cooperation and support of local municipalities.
3. Ensuring that the composition of the Municipal Emergency Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Warden regarding requests from local municipalities, the Province or the Federal government for assistance.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media.
8. Appeals for volunteers.
9. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
10. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery, as directed by the Warden.
11. Maintenance of an operational log detailing the group's decisions and activities.
12. Deactivating the plan and notifying all of those who had been notified of its activation.
13. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

3.6 WARDEN

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

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
4. Ensuring the members of County Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
5. Ensuring that the local MPP and MP, municipalities, and neighboring Counties are advised of the declaration and termination, and kept informed of the emergency situation.
6. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO & Municipal Emergency Control Group.
7. Authorizing such expenditures as are required due to the emergency.
8. Approving all major expenditures in the mitigation of an emergency based on the recommendations of the Municipal Emergency Control Group and the CAO.
9. Maintaining a personal log.

3.7 CAO / OPERATIONS OFFICER

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

1. Activating the emergency notification system.
2. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including set up of Emergency Operation Centre and the scheduling of regular meetings.
3. Chairing meetings of the Municipal Emergency Control Group.
4. Advising the Head of County Council on policies and procedures, as appropriate.
5. Reviewing with, and advising the Head of County Council, on major announcements and media releases prepared by the Public Information Officer, in conjunction with the Municipal Emergency Control Group.
6. Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.

7. Initiating and maintaining a business cycle format during the operational functioning of the Emergency Operation Centre, including shift change updates.
8. Ensuring a master record of all events and actions taken is maintained (main events board).
9. Calling out additional staff as required.
10. Maintaining a personal log.

3.8 DIRECTOR OF SOCIAL SERVICES

The Director of Social Services or alternate is responsible for;

1. Arranging for the care, feeding and shelter of evacuees, as required.
2. Management of reception and evacuation centres, as required.
3. Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
4. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centres.
5. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
6. Coordinate the response of volunteer organizations directly involved with Community and Social Services.
7. Maintaining a personal log.

3.9 DIRECTOR OF PUBLIC WORKS

The Director, Public Works or alternate is responsible for:

1. Requesting activation of the emergency notification system through the Operations Officer (CAO).
2. Providing the Municipal Emergency Control Group with information and advice on Engineering or Public Works matters.
3. Liaison with the senior public works officers from the local municipalities with respect to local capacity and county resources to ensure a coordinated response. If required, contacting municipalities outside the County for assistance.
4. The provision of engineering assistance.
5. Providing advice to Municipal Emergency Control Group on building and structural integrity issues.
6. The construction, maintenance and repair of County roads.

7. Assistance with roadblocks and/or closures of County Roads.
8. The provision of equipment for emergency pumping operations.
9. Liaising with Utilities.
10. Providing public works vehicles and resources to any other emergency service or local municipality, as required and if operationally feasible.
11. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
12. Maintaining a personal log.

3.10 COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The CEMC is responsible for:

1. Activation of the emergency notification system upon the direction of the CAO/Warden or their respective designates.
2. Providing information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
3. Providing direction to Emergency Operation Centre support staff as required in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operation Centre.
4. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
5. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Warden and County Council.
6. Ensuring the EOC Admin Support Group responsibilities are met.
7. Maintaining a personal log.

3.11 EMERGENCY INFORMATION OFFICER

The Public Information Officer is responsible for;

1. Notifying information centre staff.
2. Establishing an Information Centre or media area that is situated away from the emergency site and the EOC.
3. Liaising with the MEEG to obtain up-to-date information for media releases/conferences and providing a summary of public questions/concerns to the MEEG.
4. Initiating press releases, subject to approval by the Warden and Operations Officer (CAO).

5. Establishing and maintaining linkages with provincial, community, local municipalities, 211, and/or industry media officials as appropriate.
6. Coordinating interviews and media conferences for members of Council and the MCEG.
7. Ensuring set up and staffing of public inquiry lines.
8. Coordinating of public inquiries with the Citizen Inquiry Officer
9. Monitoring news coverage and social media channels to correct any misinformation that is being shared.
10. Maintaining copies of all media releases.
11. Maintaining a personal log.

3.13 DIRECTOR OF LANARK LODGE

The Director Lanark Lodge is responsible for:

1. Activating the Lanark Lodge Emergency Response Plan if required.
2. Liaison with other Long Term Care facilities affected by the emergency
3. Liaison with the Medical Officer of Health and local ambulance representatives with respect to medical matters as required
4. Evaluating provision of assistance/space for fragile citizens within the County facility.
5. Liaise with the Ministry of Health as required.

EMERGENCY SUPPORT

4.1 EMERGENCY OPERATIONS CENTRE SUPPORT

The following positions are not members of the MECG but may be present in the Emergency Operations Centre throughout the emergency.

- Treasurer / IT
- Citizen Inquiry Officer
- Administrative Support Group
- Logistics / Purchasing
- Health & Safety Advisor
- Other Municipal Staff

Reeves/Mayors of affected Municipalities within the County limits may be requested to form an advisory committee to assist the Warden.

The Municipal Emergency Control Group may also require the assistance of external organizational and/or professionals to provide an effective response.

Representatives from the following allied agencies may be invited to participate in an advisory capacity to the MECG.

- County Fire Coordinator
- Ontario Provincial Police
- Lanark County Paramedic Service
- Medical Officer of Health
- Legal Advisor
- Telecommunications Coordinator (ARES)

4.2 TREASURER / IT

The Treasurer / IT, or alternate, is responsible for the following:

1. Ensuring that finance personnel and equipment are available to provide assistance.
2. Provision of information and advice on financial matters as they relate to the emergency and the capabilities of the County of Lanark.
3. Liaison with Treasurers of affected municipalities as required.
4. Ensuring that all expenditures are documented for claim procedures and consolidating all purchase orders.
5. Acting as a resource to groups such as the Social Services department with the Logistics & Purchasing Officer who may be doing some of their own purchasing.
6. Ensuring the prompt payment of legitimate invoices and claims which occur during the emergency.

7. Ensuring a log of donations and donations-in-kind is kept for potential issuance of tax receipts.
8. Assisting with the establishment of Disaster Relief Committees to be responsible for the provision of adequate funding for required services and supplies.
9. Assisting with providing necessary staff to assist with emergency operations by matching employees' skills with required job.
10. Arranging to make contact with employees to assist in the emergency as required
11. Ensuring staff is aware of debriefing and counseling services available through the Employment Assistance Program
12. Providing advice to the Emergency Operations Centre on implications of collective agreements as necessary/requested.
13. Ensuring that the communication system in the Emergency Operations Centre is activated and functioning.
14. Initiating the necessary action to ensure that the County telephone system at the County Administration Building functions as effectively as possible.
15. Ensuring that the County telephone messaging is adjusted appropriately to reflect the circumstances of the emergency
16. Ensure that connectivity to the Internet/E-mail and any other communication technology is maintained as required.

4.3 CITIZEN INQUIRY OFFICER

In consultation with the Public Information Officer, the Citizen Inquiry Officer is responsible for:

1. Establishing and coordinating operations for the effective and efficient response by telephone to all public telephone inquiries.
2. Voice communications and cellular communications.
3. Liaison with the Public Information officer to obtain current information on the emergency.
4. Redirecting inquiries pertaining to persons who may be located in reception/evacuation centres to the registration and inquiry telephone number.
5. Obtaining extra cellular phones, as required. Preparing a distribution list of items issued and maintaining an inventory of telephone lines, equipment, phone books etc.
6. Working with Human Resources and the Public Information Officer regarding staff and family member communications.

7. Ensuring personnel staffing phones only give out authorized information, which has been cleared by the Municipal Emergency Control Group. No personal opinions or speculation is to be given. When citizens have questions for which there is no scripted solution, their names and numbers are to be taken with the understanding that someone will get back to them with an answer as soon as possible.

4.4 ADMIN SUPPORT GROUP

The Admin Support Group is responsible for:

1. Liaison with Community Emergency Management Coordinator regarding Emergency Operations Centre requirements.
2. Activating the emergency notification system under the direction of the Operations Manager (CAO).
3. Ensuring that the Emergency Operations Centre is properly equipped and staffed and working to correct any problems which may arise under the direction of the Municipal Emergency Control Group.
4. Making arrangements to acquire additional resources during an emergency if required and as directed by the Municipal Emergency Control Group.
5. Maintain a personal log.

4.5 LOGISTICS / PURCHASING OFFICER

The Logistics / Purchasing Officer is responsible to:

1. Ensure that Support for the provision of goods and services is provided throughout the emergency
2. Develop and implement tasks, functions and agreements, as required, that include:
 - a. Logistics management system for emergency shelter site set up, maintenance and closure.
 - b. Procurement procedures and documentation.
 - c. Inventory control, warehousing and acquisition of goods and services procedures.
 - d. Transportation of goods and persons procedures.
 - e. Training of personnel on procedures.
3. Initiate and perform procedures relating to support for emergency shelter site when emergency declared
4. Ensure that the goods and services acquired during an emergency are returned to the originator(s) and/or disposed of in accordance with procedures.

5. Provide documents to Finance Department to track and maintain a record of all expenses incurred during the emergency
6. Develop reporting process to Shelter Manager, Finance Department and CAO.
7. Offer assistance and/or training to Local Municipalities, emergency shelter support staff, volunteers and other organizations before and during an emergency relating to Logistics and Purchasing Officer responsibilities.
8. Providing updates on resource availability, support needs, identified shortages, and the estimated time of arrival for key resources.
9. Maintain a personal log.

4.6 HEALTH & SAFETY ADVISOR

The Health & Safety Advisor, or designate is responsible to:

1. Inspect locations that Lanark county staff and/or representatives may be located during a declared emergency.
2. Complete an inspection checklist for each location on a regular basis or as directed by the CAO, CEMC or Emergency Site Manager.
3. Ensuring adequate levels of personal protective equipment are available; this includes ensuring that staff are properly trained on the use of relevant personal protective equipment and that it is being used as intended.
4. Identify and recommend corrective action to the CAO, CEMC and Emergency Site Manager.
5. Provide a synopsis report to the CAO, CEMC and Emergency Site Manager.
6. Follow up on recommendations with the Emergency Site Manager.
7. Provide a report to the Lanark County JHSC once the declared emergency has ended.
8. Maintain a personal log.

4.7 OTHER MUNICIPAL STAFF

Other municipal staff are responsible for:

1. Assisting the CAO/Operations Officer and the Warden as required.
2. Acts as scribes to ensure all important decisions made and actions taken by the Municipal Emergency Control Group are recorded.
3. Ensuring that contact lists, maps and status boards are kept up to date.
4. Perform input & maintain information in GEMS system.
5. Phone Operations in the EOC.

6. Other duties as assigned by the Operations Officer.

4.8 REEVES / MAYORS OF AFFECTED LOCAL MUNICIPALITIES

The Reeves / Mayors of **affected** local municipalities within Lanark County Council are responsible for:

1. Requesting activation of the County Emergency Response Plan. This should occur only when the resources and the capability to respond has been weakened or exhausted at the level of the member municipalities.
2. To ensure own municipal Emergency Response Plan has been implemented prior to requesting activation of the County Emergency Plan.
3. Maintaining direct liaison with the Municipal Emergency Control Group to ensure that a timely, accurate flow of information and requests are maintained.
4. Initiate requests for resources, which are not directly controlled by their community, to the Municipal Emergency Control Group as soon as the need is identified.
5. Be prepared to participate as a member of an Advisory Committee to assist the Warden, and/or provide an alternate who has similar authority to speak on behalf of the affected community and to participate as the Reeve's/Mayor's representative.
6. Maintain personal logs.

4.9 COUNTY FIRE COORDINATOR

The County Fire Coordinator is responsible for:

1. Requesting activation of the emergency notification system through the Operations Officer (CAO).
2. Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.
3. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
4. Initiating Mutual Aid as required.
5. Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear Team, etc.
6. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
7. Providing an Emergency Site Manager as required.
8. Maintaining a personal log.

9. Participate in debriefing as required.
10. Preparing and submitting a final report that contain an operational evaluation of their area of responsibility, including recommendations for any changes to the Emergency Response Plan or supplementary plans.

4.10 ONTARIO PROVINCIAL POLICE (OPP)

The duties and responsibilities of the OPP in a major emergency/disaster situation and the method by which the OPP functions must be developed and produced by the OPP Commander for the geographical area designated by legislation.

The Ontario Provincial Police representative is responsible for:

1. Requesting activation of the emergency notification system through the Operations Officer (CAO).
2. Providing Advice on police-related matters to the CAO, Warden and the Municipal Emergency Control Group.
3. Establishing and maintaining ongoing communications with the senior police at the emergency site.
4. Providing traffic control to facilitate the movement of emergency vehicles and restrict access to the scene to all but essential emergency personnel.
5. Coordination and implementation of evacuation procedures, if required.
6. Liaison with Social Services regarding security of reception/evacuation centres.
7. The protection of life and property and the provision of law and order.
8. The provision of police services in evacuation centres, morgues, and other facilities as required.
9. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
10. Notifying the coroner of fatalities.
11. Liaison with Municipal Police forces or external police agencies, as required.
12. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
13. Maintaining a personal log.
14. Participate in debriefing, as required.
15. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Emergency Response Plan or supplementary plans.

4.11 LANARK COUNTY PARAMEDIC SERVICE

The Lanark County Paramedic Service representative is responsible for:

1. Requesting activation of the emergency notification system through the Operations Officer (CAO).
2. Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
3. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
4. Alerting all staff using the Provincial Health Emergency Alert System.
5. Ensuring emergency medical services are available at the emergency site, including triage, treatment, and transportation of patients to the appropriate receiving facilities.
6. Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
7. Maintaining a personal log.
8. Participate in debriefing as required.
9. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Emergency Response Plan or supplementary plans.

4.12 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible to:

1. Ensure the implementation of provisions under the Health Protection and Promotion Act (HPPA) including but not limited to making specific recommendations/issuing orders regarding health hazards, evacuation, isolation, and quarantine.
2. Ensure essential public health services relevant to the emergency are provided including but not limited to:
 - a. Public health announcements
 - b. Food safety
 - c. Water quality
 - d. Vaccination clinics
 - e. Control of disease outbreaks
 - f. Health information
 - g. Inspecting evacuation/reception centres and feeding operations
 - h. Health hazard identification, communication, mitigation/remediation

3. Provide advice on public health matters to the Municipal Emergency Operations Centre.
4. Identify groups most at risk from the emergency and ensure appropriate actions are taken to mitigate the effects of the emergency on them (vulnerable populations).
5. Liaise with the Emergency Control Group members, emergency and social services, relevant agencies, government ministries, departments, volunteer groups, as required.
6. Implement recommendations for limiting morbidity and mortality of citizens and responders affected by the emergency based on risk assessment, epidemiology and data analysis.
7. Prevent and control the spread of infectious disease(s) by providing accurate information to health care professionals and the public.
8. Provide accurate information to officials, the media and concerned citizens.
9. Ensure that all media releases and interviews on public health issues are coordinated through the Public Information Officer at the activated Emergency Operation Centre.
10. Ensure that records are kept of orders given, actions taken and results of special investigations undertaken.
11. Evaluate the effectiveness and efficiency of the public health response to the emergency.
12. Cooperate with other emergency response agencies to ensure a coordinated and comprehensive response.
13. In the event of mass casualties, liaise with the coroner and monitor the situation to ensure the spread of disease is minimized.
14. Provide services to address post emergency issues resulting from the emergency and assist with the recovery phase.
15. Assist in the restoration of normal services in the community.
16. Participate in debriefing.
17. Preparing and submitting a final report that contains an operational evaluation of their area of responsibility, including recommendations for any changes to the Emergency Response Plan or supplementary plans.

4.13 LEGAL ADVISOR

The Legal Advisor is responsible for:

1. Providing legal opinions and advice to the Municipal Emergency Control Group on matters of a legal nature pertaining to emergency management as required.
2. Maintaining an awareness of and provide advice regarding:
 - a. Legal position in regard to proposed actions
 - b. Minimizing long term liability
 - c. Protecting the interests of all parties performing actions required by this plan.

4.14 TELECOMMUNICATIONS COORDINATOR (ARES)

The Telecommunications Coordinator (Amateur Radio Emergency Service) is responsible for:

1. Liaison with Community Emergency Management Coordinator regarding telecommunications requirements.
2. Activating the emergency notification system of the local amateur radio operators group.
3. Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise.
4. Maintaining an inventory of community and private sector Amateur Radio communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
5. Making arrangements to acquire additional communications resources during an emergency as directed by the Municipal Emergency Control Group.

Appendices

Appendix A	Emergency Notification System
Appendix B	Emergency Operations Centre Procedures
Appendix C	Local Resources Directory
Appendix D	Emergency Management and Civil Protection Act
Appendix E	County Bylaw
Appendix F	Hazard Identification and Risk Assessment
Appendix G	Critical Infrastructure Identification
Appendix H	Emergency Operation Centre Log & Message Forms
Appendix I	Emergency Declaration Checklist
Appendix J	Declaration & Termination of Emergency Form
Appendix K	Guide to Emergency Media Relations
Appendix L	Risk Based Specialty Plans
Appendix M	Alert Ready Broadcast Information
Appendix N	Agreements: Mutual Assistance and Third Party
Appendix O	Supplementary Documents