



Municipality Of Brighton

Emergency Response Plan

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MUNICIPALITY OF BRIGHTON

EMERGENCY RESPONSE PLAN

PAGE

TABLE OF CONTENTS

PART 1	INTRODUCTION	5
PART 2	AIM	6
PART 3	AUTHORITY	7
	<i>a) Definition of an Emergency</i>	
	<i>b) Action Prior Declaration</i>	
PART 4	EMERGENCY NOTIFICATION PROCEDURES	8-9
	<i>a) Requests for Assistance</i>	
	<i>b) A Declared Community Emergency</i>	
PART 5	EMERGENCY COMMUNITY CONTROL GROUP	10-12
	<i>a) Emergency Operations Centre</i>	
	<i>b) Community Control Group</i>	
	<i>c) Operating Cycle</i>	
	<i>d) Community Control Group Responsibilities</i>	
PART 6	EMERGENCY RESPONSE SYSTEM	13-30
	<i>A) Individual Responsibilities of the CCG 13A</i>	13A
	1. Mayor or Acting Mayor	13
	2. Chief Administrative Officer/Operations Officer	14
	3. Police Chief	15
	4. Fire Chief	16
	5. Public Works Director	17
	6. Medical Officer of Health	18
	7. Social Services Director	19
	8. Emergency Medical Services (EMS) Director	20
	9. Community Emergency Management Coordinator	21

	10. Director of Finance and Administrative Services	22
	11. Emergency Information Officer (EIO)	23
	12. Electrical Utility Representative - Hydro One	24
	<i>B) Support and Advisory Staff</i>	25
	1. CAO's Administrative Assistant	25
	2. Municipal Solicitor	26
	3. Other Agencies	27
	4. Board of Education and Separate School Board	28
	5. Trenton Hospital Administrator	29
	<i>C) Relationship between CCG and Incident Commander</i>	30
	<i>D) Relationship between IMS, and command and control structures of emergency responders</i>	30
PART 7	EMERGENCY TELECOMMUNICATIONS PLAN	31
PART 8	DISTRIBUTION LIST	32
PART 9	UPDATES AND AMENDMENTS	33

ANNEXES		PAGE
ANNEX A	EMERGENCY NOTIFICATION CONTACT LIST	34
	NOTIFICATIONS MESSAGE FORMAT	35
ANNEX B	LOGISTICS	36
	<i>a) Location of the Emergency Operations Centre</i>	
	<i>b) Equipment</i>	
ANNEX C	EMERGENCY INFORMATION PLAN	37
	EMERGENCY INFORMATION OFFICER	38
	CITIZEN INQUIRY SUPERVISOR	39
ANNEX D	VITAL RESOURCE DIRECTORY	
ANNEX E	HAZARD RISK PROFILE	
ANNEX F	CRITICAL INFRASTRUCTURE	

MUNICIPALITY OF BRIGHTON EMERGENCY RESPONSE PLAN

PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Municipality of Brighton.

The population of the Municipality of Brighton is 10,900 residents.

In order to protect residents, businesses and visitors, the Municipality of Brighton requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Municipality of Brighton Emergency Management Committee 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, agencies and departments of the Municipality of Brighton important emergency response information related to:

- Arrangements, services and equipment; and
- 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 Municipality of Brighton Emergency Response Plan may be viewed at the Municipal Office, on the Brighton Web Site and at the Brighton Public Library. For more information, please contact:

Community Emergency Management
Coordinator Brighton Fire Department
20 Elizabeth St PO BOX 126
Brighton, Ontario K0K 1 H0
Telephone: (613) 475-1744
Fax: (613) 475-1385
Email: bfd@brighton.ca

PART 2: 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 Municipality of Brighton when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Municipality of Brighton, and meets the legislated requirements of the Emergency Management Act.

Emergencies can occur within the Municipality of Brighton, and the most likely are:

- Transportation Emergencies - Rail and Road - both hazardous and human injury
- Winter weather emergencies
- Water Quality emergencies

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

PART 3: AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The *EMA* states that the:

"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."

As enabled by the *Emergency Management Act, 2003*, this emergency response plan and its' elements have been:

- Issued under the authority of *Municipality of Brighton - By-Law 069-2013*; and filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The *EMA* 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 (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community 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 of Brighton

PART 4: EMERGENCY NOTIFICATION PROCEDURES

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

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Mayor or C.A.O. or alternate and request them to initiate the notification of the CCG. The member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet) as part of the notification procedure. Sample in **Annex A** is the recommended format.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place CCG members on standby.

The Emergency Service, Mayor or C.A.O. or alternates, must record the date and time CCG members were contacted.

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

a) Requests for Assistance

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

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

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex A**.

b) A Declared Community Emergency

The Mayor or Acting Mayor of the Municipality of Brighton, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

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

A Community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Municipal Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

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

PART 5: EMERGENCY COMMUNITY CONTROL GROUP***a) Emergency Operations Centre (EOC)***

The location of the Municipality of Brighton's primary and alternate Operations Centres are detailed in **Annex B**.

b) Community Control Group (CCG)

The emergency response will be directed and controlled by the Community Control Group (CCG) - 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. The CCG consists of the following officials:

- Mayor of the Municipality of Brighton, or alternate;
- Chief Administrative Officer, or alternate, who becomes the Operations Officer in the EOC;
- Community Emergency Management Coordinator (CEMC), or alternate;
- Chief of Police, (OPP Inspector), or alternate;
- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Medical Officer of Health, or alternate;
- Social Services Director, or alternate;
- Emergency Medical Services (EMS) Director, or alternate;
- Finance and Administration Director, or alternate;,,
- Emergency Information Officer; or alternate;
- Citizen Inquiry Supervisor
- Administrative Assistant (Scribe);
- Additional personnel called or added to the CCG may include:
 - Emergency Management Ontario Representative;
 - Hydro One representative;
 - CN and CP representatives;
 - Enbridge Gas and Union Gas representative;
 - Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Control Group may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

c) *Operating Cycle*

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The CAO's Assistant will maintain a status board and maps which will be prominently displayed and kept up to date.

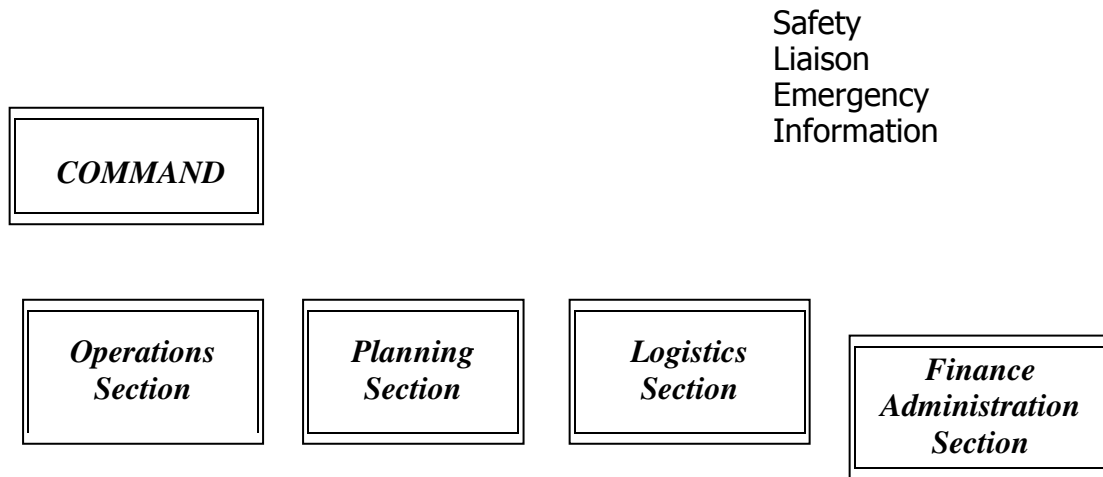
d) Community Control Group Responsibilities

The members of the Community Control Group (CCG) 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 law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the town as an emergency area;
- Ensuring that a Incident Commander (IC) is appointed;
- Ensuring support to the IMS 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, i.e. hydro, water, gas, closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance 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 appeals for volunteers are 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 Officer and Citizen Inquiry Supervisor for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

PART 6: EMERGENCY RESPONSE SYSTEM

The Municipality of Brighton is in the process of adopting an Incident Management System based on the Ontario IMS structure. The Incident Command System will consist of the following:



As this system takes place, appropriate training will be held, since this structure will be reflected at both the site and the EOC.

A) The Individual responsibilities of the Community Control Group:

1. Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Notify the MP, MPP, County Warden and neighbouring municipalities
- Approve in conjunction with the CAO, press releases and work closely with the EIO;
- Maintain a personal log of all actions taken.

2. Chief Administrative Officer / Operations Officer

The Chief Administrative Officer becomes the Operations Officer for the Municipality of Brighton and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Incident Commander (IC);
- Calling out additional Municipal staff to provide assistance, as required;
- Maintain a personal log of all actions taken.

3. Police Chief

The Police Chief is responsible for:

- Activating the emergency notification system;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- 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;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, 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;
- Providing an Incident Commander, if required;
- Maintain a personal log of all actions taken.

4. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system;
- Providing the CCG with information and advice on fire fighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid 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, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Incident Commander, if required;
- Maintain a personal log of all actions taken.

5. Public Works Director

The Public Works Director is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- 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 provision of engineering assistance;
- Ensuring construction, maintenance and repair of Municipal 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 fire fighting 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, and restoring these services when appropriate;
- 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 as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintain a personal log of all actions taken.

6. Medical Officer of Health

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG: Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the ambulance service representatives;
- 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 Officer and in consultation with the CAO and Mayor;
- 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 care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring 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 Social Services Representative on areas of mutual concern regarding health services in evacuee centres;
- Maintain a personal log of all actions taken.

7. Social Services Director

The Social Services Director is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and 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 police chief 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 operations in evacuee centres;
- Ensuring that a representative of the Kawartha Pine Ridge Board of Education and/or Separate School Board is/are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Applefest Lodge, Golden Pond Retirement Residence and Maplewood Nursing Home as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Maintain a personal log of all actions taken.

8. Emergency Medical Services (EMS) Director

The Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintain a personal log of all actions taken.

9. Community Emergency Management Coordinator or Alternate

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

- Activating the emergency notification system;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

10. Director of Finance and Administrative Services

The Director of Finance and Administrative Services is responsible for

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance 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;
- Coordinating and processing requests for human resources;
- 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;
- Arranging for transportation of human resources to and from site(s);
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for Municipal records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff;
- Ensuring that a record is maintained of drivers and operators involved;
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.

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11. Emergency Information Officer (EIO)

The Municipality's Emergency Information Officer, in consultation with the Mayor and CAO, is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in **Annex C**.

The Municipality's Emergency Information Officer, in consultation with the Mayor and CAO, is responsible for the dissemination of news and information to the media for the public. The EIO will also ensure that all pertinent information regarding an emergency is promptly provided to the Public Inquiry Supervisor for distribution to the public.

A detailed Emergency Information Plan is included in **Annex C**.

- Maintain a personal log of all actions taken.

12. Hydro One

The Utility Representative - Hydro One is responsible for:

B) *Support and Advisory Staff*

The following staff may be required to provide support, logistics and advice to the CCG:

1. *CAO's Administrative Assistant/Assistants*

The CAO's Administrative Assistant will act as the Scribe for the CCG and is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all of Council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of Council, as required, and advising members of council of the time, date, and location of the meetings;
- Maintain a personal log of all actions taken.

2. **Municipal Solicitor**

The Municipal Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Municipality of Brighton in its response to the emergency, as requested;
- Maintain a personal log of all actions taken.

3. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Others might include Emergency Management Ontario, Hydro One, Lower Trent Conservation, CN and/or CP Railways, Office of the Fire Marshal, Enbridge Pipelines and Union Gas, industry, volunteer groups, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Municipal Office.

- All agencies to maintain a personal log of all actions taken.

4. Board of Education and Separate School Board

The Board of Education and the Separate School Board are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative (s) to co-ordinate 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 (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;)
- Maintain a personal log of all actions taken.

5. Trenton Hospital Administrator

The Trenton Hospital Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams/medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Maintain a personal log of all actions taken.

C) Relationship between CCG and Incident Commander (IC):

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the CCG relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

D) Relationship between IMS, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Incident Commander, so as to establish the manner and process to the emergency.

PART 7: EMERGENCY 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 EOC. Also, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The EOC is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall.

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the Amateur Radio Message Forms and logged.

Should the Municipality of Brighton lose all telephone communications, pre-arranged communications could be obtained from the local ARIS club, the local taxi company and the school bus radios, which will act as relay to the EOC and the emergency site.

ANNEX A: EMERGENCY NOTIFICATION CONTACT LIST

Emergency Notification List:

Mayor: Name
Office phone number
Home phone number
Cell phone/Pager number

Alternate: Name
Office phone number
Home phone number
Cell phone/Pager number

Chief Administrative Officer: Name
Office phone number
Home phone number

Alternate: Name
Office phone number
Home phone number
Cell phone/Pager number

(The list continues, identifying all members of the Community Control Group and their alternates. All telephone numbers should be included -- home, work, cottage, cell phone, pager, etc.)

Upon activation, the notification process will be carried out at once by the Emergency Control Group Dispatcher, who will note the detail of the message (e.g. description of the emergency, instructions to remain on stand by or assemble at the EOC, etc). This dispatcher will ensure this information is passed to and understood by each person called. Persons on the notification list will be called in order, starting with the Mayor.

If the primary person cannot be reached at any of the listed numbers, telephone the alternate. If neither can be reached, go on to the next appointment on the list. Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

Note the exact time each person was reached.

Should an emergency occur or be impending, then contact should be made with the Emergency Management Ontario Duty Officer (24/7) for advice and assistance during an emergency. The relevant EMO contact numbers are included in the Vital Resources Directory as an Annex to this plan.

If a state of emergency is declared, then the dispatcher should make a call to the Emergency Management Duty Officer and the Declaration of Emergency should be sent by fax.

NOTIFICATION MESSAGE FORMAT

SAMPLE SCRIPT

I am **(insert caller's name)**, and I am calling to inform you that the Emergency Operations Centre will be activated at **(insert date and time)** due to **(state the nature of the emergency)**. As a member of the Community Control Group you **should report to (list location: primary/alternate EOC or other location at (insert date/time) and report to the CEMC or Operations Officer.** Please bring the following resources with you **(list any required items, including a copy of the Emergency Response Plan, extra clothing, phone list)**

Thank you

Note: The caller delivering this message MUST record the date and time EACH member (or alternate) of the CCG was contacted.

ANNEX B: LOGISTICS*a) Emergency Operations Centre*

The Emergency Operations Centre will be located in Brighton Public Works Office, which is located in Municipality of Brighton at 67 Sharp Road.

The alternate Emergency Operations Centre will be located at the Brighton Municipal Office which is 35 Alice St. (if no power interruption) or the North Fire Hall.

b) Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the Public Works storage closet. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which may be required for the Emergency Operations Centre is listed below:

Item	Location
Fax Machine	Codrington – North Hall
Fax Machine	Public Works Office
Fax Machine	Municipal Office
Television	Codrington – North Hall
Television	Public Works Office
Telephones	Emergency Kits Public Work
White Boards	Storage Closet Public Works
Ham Radio	Boardroom ARES
Flip Charts	Public Works Board Room
Radio	Public Works Emergency Kit
Laptop	Public Works Board Room

ANNEX C: 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.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located in the Brighton Municipal Office, 35 Alice Street. In the event that this centre cannot be used, the secondary location will be the Public Works Garage, 67 Sharp Road. And if we use the North Fire Hall, than the Codrington Community Centre will be used.

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, if established, will be staffed as determined by the Emergency Information Officer.

The Citizen Inquiry Section is located in the Public Works Building, under the supervision of the Citizen Inquiry Supervisor.

1. **Emergency Information Officer**

The Emergency Information Officer reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed and a site EIC, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Switchboard (Municipal and Emergency Services);
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the Chief Administrative Officer (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage by radio or T.V., and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency;
 - Giving interviews on behalf of the Municipality of Brighton's Council with the direction of the CAO and Mayor;
 - Coordinating media photograph sessions at the scene when necessary and appropriate;
 - Coordinating on-scene interviews between the emergency services personnel and the media;
- Maintain a personal log of all actions taken.

2 Citizen Inquiry Supervisor

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and municipal switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or 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 number(s);
- Procuring staff to assist, as required;
- Maintain a personal log of all actions taken.