

EMERGENCY PLAN

Municipality of Hastings Highlands

This Emergency Plan is issued under the Authority of the Council of the Corporation of the Municipality of Hastings Highlands in accordance with By-law 64-2004 dated December 8, 2004.

EMERGENCY PLAN

TABLE OF CONTENTS

FOREWORD	3
SECTION 1 INTRODUCTION	4
SECTION 2 AIM	4
SECTION 3 AUTHORITY	5
SECTION 4 NOTIFICATION PROCEDURE	6
a) Notification of Municipal Control Group	
b) Requests for Assistance	
c) A Declared Community Emergency	
SECTION 5 MUNICIPAL CONTROL GROUP	8
a) Municipal Operations Centre	
b) Municipal Control Group	
c) Operations Cycle	
d) Municipal Control Group Responsibilities	
SECTION 6 EMERGENCY RESPONSE	
a) Individual Responsibilities of the MCG	
Mayor	10
Chief Administrative Officer	11
Public Information Officer	13
Police Services	14
Fire Department	15
Transportation and Services Manager	16
Social Services Coordinator	18
Medical Officer of Health	20
Administrative Resource Officer	22
Emergency Site Manager	23
SECTION 7 Community Emergency Management Coordinator	24
SECTION 8 Emergency Telecommunications Plan	27

EMERGENCY PLAN

FOREWORD

Municipal Emergencies can be defined as situations 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 situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials, and are distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed to ensure the co-ordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

All municipal officials of the Municipality of Hastings Highlands, whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

SECTION 1

INTRODUCTION

The population of the Municipality of Hastings Highlands is 4,000 year-round, with an additional 6,000 cottagers. It is generally a rural/forested area, with established hamlets, served by over 500 km. of paved and/or gravel roads. Several lakes are developed with year-round homes and seasonal cottages.

It is important that residents, businesses and other interested parties be aware of the provisions of this Plan. Copies may be viewed on the municipal website www.hastingshighlands.ca

STATEMENT OF PURPOSE

To establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.

To prepare for and to establish a procedure for the declaration of an emergency.

OBJECTIVES

1. To prepare and maintain an emergency plan for the efficient training and deployment of all personnel and services required in an emergency situation in the Municipality of Hastings Highlands.
2. To authorize employees of the municipality to take action under the emergency plan, including the state prior to formal declaration of the emergency.

SECTION 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 Hastings Highlands when faced with an emergency:

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

SECTION 3

AUTHORITY

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

The Emergency Management Act states that:

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]

"The Mayor 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."
[Section 4 (1)]

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

- Issued under the authority of Municipality of Hastings Highlands By-law # 64-2004
- Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) Definition of an Emergency

The Emergency Management Act defines an emergency as:

"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 Municipal Operations Centre (MOC) 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 Hastings Highlands.

SECTION 4

a) Notification Procedure of The Municipal Control Group

Background:

The Municipality of Hastings Highlands Emergency Plan and the Municipal Control Group (MCG) depend on the Bancroft Detachment of Ontario Provincial Police to provide the essential 24-hour emergency contact location to initiate the notification and activation of the full response.

The Emergency Plan and the Municipal Operations Centre may be activated in response to a variety of problems and any two of the members of the Municipal Control Group may call for that activation.

Purpose:

The purpose of the notification procedure is to enable the OPP to accurately receive notification from any member of the MCG and to relay that information to the MCG in a timely manner.

Refer to Annex "A" for procedure

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.

A Declared Community Emergency

The Mayor (or alternate) is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MCG.

Upon declaring or terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Public Safety and Security;
- Council;
- County Warden;
- Public;

- Neighboring 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, Deputy Mayor or alternate
- Municipal Council
- Premier of Ontario.

SECTION 5

MUNICIPAL CONTROL GROUP

a) Municipal Operations Centre

The Municipal Control Group will report to the Municipal Operations Centre located at the Municipality of Hastings Highlands, Council Chambers, located at 33011 Highway 62 North, Maynooth. In the event this operation centre cannot be used, then the alternate location will be the OPP Bancroft Detachment Headquarters.

The Municipal Office is equipped with a 20KW generator. The EOC group's plans are organized in the Council chambers. The EOC is equipped with fax machines, telephones, flip chart, computers and stationary at the EOCG's disposal.

b) Municipal Control Group (MCG)

The Municipal Control Group functions as a senior management decision making and coordinating body to assess the events as they occur and to decide on a unified course of action to overcome specific problems. It is responsible for maintaining operations throughout the community, and also functions as a support center for the Emergency Site Manager by arranging to provide resources and expertise as required.

The Municipal Control Group is the central municipal authority, and will initiate contact with outside agencies as required.

The MCG consists of the following officials:

- a. Mayor
- b. Chief Administrative Officer
- c. Public Information Officer
- d. Police Representative
- e. Fire Chief
- f. Transportation and Services Manager
- g. Social Services Coordinator
- h. Medical Officer of Health
- i. Administrative Resource Officer

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

c) Operating Cycle

Members of the MCG 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 Administrative Resource Officer will maintain status board and maps, which will be prominently displayed and kept up to date. A log will be maintained, outlining decisions made and actions taken by the Control Group.

d) Municipal Control Group Responsibilities

The members of the Municipal Control Group (MCG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, 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 MCG 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 municipality as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM 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 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 appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Attending regular briefings with the Emergency Site Manager so as to offer a coordinated and effective response.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery;
- Authorizing 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 decisions made and actions taken;

- Participating in the debriefing following the emergency.

SECTION 6

EMERGENCY RESPONSE

- a) Individual Responsibilities of the MCG

MAYOR

GENERAL

The Mayor shall provide information to Council and the Public with regards to impacts of an emergency on our municipality and declare a state of local emergency when required.

During the emergency, the Mayor will provide information necessary to keep the media and public informed.

DUTIES OF THE MAYOR

In an emergency, the Mayor shall:

- a. Upon recommendation of the Municipal Control Group, declare that a state of local emergency exists within the municipality.
- b. Upon recommendation of the Municipal Control Group, declare that a state of local emergency has terminated within the municipality.
- c. Provide Council with status updates on a regular basis, including sufficient details of decisions made and actions taken to enable them to instill a sense of safety, security and confidence within their respective communities.
- d. Establish liaison with federal and provincial elected officials, and other local governments.
- e. Approve the expenditure of funds to meet the requirements of the emergency.
- f. In concert with the Public Information Officer, confirm a schedule of press releases, integrated with the Emergency Public Information plan.
- g. Maintain a log of all actions taken.

CHIEF ADMINISTRATIVE OFFICER

GENERAL

The Chief Administrative Officer shall provide and direct as required, all emergency response or support activities within the Municipal Operations Centre.

CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer shall be the Chairperson, shall convene all meetings of the Municipal Control Group and shall be the Chief Administrative Officer for the Municipal Control Group at such time as an Emergency is declared.

DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer shall:

- a. Obtain an initial briefing from response Department Heads.
- b. Ensure that new arrivals to the Municipal Operations Centre are briefed.
- c. Provide an initial briefing for the Mayor and ensure the Head of Council is frequently briefed.
- d. Act as principal advisor to the Mayor and other Council members on all emergency related matters.
- e. In conjunction with the Public Information Officer and the Community Emergency Management Coordinator, obtain, disseminate, and display information on a regular basis, to other Municipal Control Group members.
- f. Be responsible for the overall coordination of all municipal operations involved in or potentially involved in the emergency response. This is to be done in conjunction with advice received from other members of the Municipal Control Group or independently when it is not practical/possible to obtain the advice of the Control Group.
- g. Commence the long-term operational plan and establish the priorities for the re-establishment of any service discontinued as a result of the emergency.
- h. Approving in conjunction with the Mayor, major announcements and media releases prepared by the Public Information Officer.
- i. Upon recommendation of the Municipal Control Group, request Provincial assistance.
- j. Determine the level of staffing required for municipal operations not directly associated with an emergency and arrange support services.

- k. Ensure that the necessary administrative and clerical staff are provided to assist the Municipal Control Group.
- l. Secure the necessary financial support from existing sources or from Provincial or Federal authorities. Support may be provided by the Municipal Treasurer.
- m. Ensure that the appropriate legal and statutory requirements are met. Legal assistance may be provided by the Municipal Solicitor.
- n. The Chief Administrative Officer shall, after consultation with the Municipal Control Group, appoint an Emergency Site Manager.
- o. Maintain a log of all actions taken.

PUBLIC INFORMATION OFFICER (PIO)

GENERAL

1. Reporting to the Chief Administrative Officer, the Public Information Officer is the senior member of the public information response team and directly manages all public information activities during the emergency.

DUTIES OF THE PUBLIC INFORMATION OFFICER

The Public Information Officer shall:

- a. Direct the activation of the Public Information Plan.
- b. Consult with the Mayor and the Chief Administrative Officer on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication, and the release of any disaster-related information to the public.
- c. If deemed necessary by EOCG, set up a media information area adjacent to the emergency site. This area, if established, will be staffed as determined by the public Information Officer or his/her designate.
- d. Consult with other members of the Municipal Control Group on the status of the emergency situation and on any need for resources that could be fulfilled by the dissemination of public calls for assistance through the media or other means.
- e. Apprise the Municipal Control Group of any significant information received by the Public Inquiry Call Centre from members of the general public and the media.
- f. Correct misinformation by contacting media program producer.
- g. Ensure that a log is kept of all media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
- h. Delegate responsibilities and provide direction to the public information team with respect to production and distribution of informational material, media monitoring, media liaison and other essential information functions.
- i. Prepare and submit a final report containing an operational evaluation of the public information services provided during the emergency, as well as an analysis of media coverage, and recommend necessary adjustments to the Public Information Plan.

POLICE SERVICES

GENERAL

The duties of the Police continue to be:

- a. Protection of life and property
- b. Preservation of the peace
- c. Prevention of crime and disorder
- d. Crowd and traffic control
- e. Investigation of offences.

MCG Notification

The Station Commander of the Ontario Provincial Police, upon confirmation from one of the members of the Municipal Control Group, shall initiate activation of the Notification Procedure by advising the other members of the Municipal Control Group.

POLICE DUTIES

The Police Service will implement its procedure for Major Incident Plan including the following:

- a. The protection of life and property and the provision of law and order.
- b. Provide the Mayor with information and advise on law enforcement matters.
- c. Arrange for the establishment of perimeters for the Emergency Area.
- d. Control and disperse crowds, and prevent unauthorised entry into the Emergency Area and maintain law and order and prevent looting within the Emergency Area.
- e. Provide traffic control in the immediate vicinity of the emergency area to facilitate the movement of emergency vehicles to and from the emergency area.
- f. Arrange for the alerting of persons endangered by the emergency and coordinate evacuation procedures for buildings or areas as authorized and directed by the Municipal Control Group.
- g. Provide police services in evacuation and reception centres, morgues and other facilities as required.
- h. Provide notification of fatalities to the coroner.
- i. Provide assistance to the coroner for the location and operation of a temporary morgue. Ensuring that a normal police service consisting of protection to life and property and the provision of law and order is delivered, to the greatest extent possible, in non-emergency areas.
- j. Maintain a log of all actions taken.

FIRE DEPARTMENT

GENERAL

The duties of the fire department continue to be:

- a. Protection of Life and Property
- b. Suppression and prevention of fires
- c. Rescue and extrication.

TRANSPORTATION / PROPERTY / HAZARDOUS GOODS

The Fire Chief shall advise the Municipal Control Group as to properties and transportation of hazardous goods located within or travelling through the municipality by providing available information by accessing but not limited to, fire department pre plans, CANUTEC, and the M.O.E. Spills Action Centre.

FIRE DUTIES

The Municipality of Hastings Highlands Fire Department shall:

- a. Provide all operations connected with the fighting of fires.
- b. Provide all rescue and extrication operations.
- c. Provide equipment and manpower to assist in pumping operations, conditions permitting.
- d. Activate the mutual aid fire system as required.
- e. Determine if additional or special equipment is needed and recommend possible sources of supply (e.g. breathing apparatus, protective clothing, etc).
- h. Providing the Control Group with information and advice on firefighting and rescue matters.
- i. Maintain a log of all actions taken.

TRANSPORTATION AND SERVICES MANAGER

GENERAL

The duties of the Transportation and Services Manager include those areas of operation associated with:

- a. Solid waste collection and disposal
- b. Maintenance of sidewalks, roads, bridges
- c. Street lighting
- d. Transportation
- e. Provide forestry skilled labour
- f. Building inspection liaison
- g. Emergency water supply and distribution
- h. Distribution of electricity liaison

EQUIPMENT

The Transportation and Services Manager shall ensure that an inventory of equipment and personnel is available to assist in the response to an emergency.

CONTRACTORS AND EQUIPMENT

The Transportation and Services Manager shall ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.

TRANSPORTATION

The Transportation and Services Manager shall ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.

DUTIES OF TRANSPORTATION SERVICES

The Transportation and Services Manager shall contact the various Departments or agencies, who shall:

- a. Ensure that all vehicles, equipment and personnel are available for assistance.
- b. Provide barriers and flashers for control for the Emergency Area.
- c. Clear debris, snow or other obstructions in and around the Emergency Area.
- d. Deliver emergency water supplies for human consumption.
- e. Maintain liaison with flood control, conservation and environmental agencies and be prepared to conduct relief or preventative operations, such as pumping operations, sandbagging and other flood and water control measures.

- f. Liase with the Building Inspector to inspect buildings and facilities for safety, demolish unsafe buildings and secure premises.
- g. Provide supplies of fuel and oil for emergency services vehicles.
- h. Provide portable washroom and other sanitary facilities and provide essential waste disposal.
- i. Maintain essential roads and access routes for pedestrian and vehicular access.
- j. Provide transportation for evacuation as required.
- k. Provide equipment and personnel to assist in the clearing of trees and property.
- l. Liase with public works officials in neighbouring communities and at Counties to ensure a coordinated response.
- m. Assist traffic control, evacuations, and other tasks by clearing emergency routes, marking obstacles, providing road signs, etc.
- n. Maintain liaison with utility organizations (electrical, gas, telephone, etc.) and make recommendations for discontinuation of any utility, public or private, where necessary in the interest of public safety.
- o. Liase with Hydro One to ensure a coordinate response for electrical power restoration within the community.
- p. Maintain a log of all actions taken.

SOCIAL SERVICES COORDINATOR

GENERAL

The responsibilities of the Social Services Coordinator include those areas of operations associated with:

- a. emergency feeding
- b. emergency lodging
- c. emergency clothing
- d. emergency registration and inquiry
- e. emergency welfare services; and
- f. Provision of reception/ evacuee centres
- g. Co-ordinate supply and demand of human resources, both volunteer and compensated.

EQUIPMENT and PERSONNEL

The Social Services Coordinator shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

EVACUATION CENTRES

The Social Services Coordinator shall provide operational evacuation and/or reception centres in conjunction with designated agencies for the registration, feeding, care, clothing and shelters of persons using the centres.

DUTIES OF THE SOCIAL SERVICES DEPARTMENT

The Social Services Coordinator, in conjunction with the Social Services Department shall:

- a. Co-ordinate the volunteer agencies involved in the Social Services sector.
- b. Register, control and supervise evacuees entering and leaving the evacuation centres.
- c. Arrange for transportation of human resources.
- d. Establish evacuation centres with regards to the opening, security, contacts and funding for the provision of accommodations.
- e. Assist and arrange the movement of people to evacuation centres from the Emergency Area.
- f. Coordinate supply and demand of human resources.
- g. Advise the Municipal Control group on all matters of social services planning.

MEDICAL OFFICER OF HEALTH

The Medical Officer of Health is responsible for:

- a. Acting as coordinating link for all emergency health services at the Municipal Control Group.
- b. Ensuring that the Hospital and Access Centre are informed as appropriate in order for these organizations to implement their Emergency Plans as necessary.
- c. Liaison with the Ministry of Health, Public Health Division.
- d. Liaison with the ambulance service representatives regarding public health matters as well as arrangement for dealing with mass casualties in collaboration with hospital services.
- e. Providing advice on any matters that may adversely affect public health.
- f. Providing authoritative instructions on health and safety matters to the public through the Public information officer.
- g. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- h. Liaison with other agencies for the coordination of care of bed-ridden citizens and invalids at home and in evacuee centers during an emergency.
- i. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- j. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- k. Liaison with the Transportation and Services Manager regarding the need for potable water supplies.
- l. Liaison with Social Services on areas of mutual concern regarding health services in evacuee centers.
- m. Ensuring public health inspection of emergency sites, where necessary, and evacuee centers to ensure safe water, safe food and the control and prevention of health hazards.
- n. Liaison with the District Coroner and coordinate resource support as needed.
- o. Continuing delivery of mandated public health programs and services to ensure continuity of care and general public health protection as resources permit.

- i. Alert any health care facility and long term care facility in the immediate area of the emergency.
- j. Maintain a log of all actions taken.

ADMINISTRATIVE RESOURCE OFFICER

GENERAL

The Administrative Resource Officer supports the efficient functioning of the Municipal Operations Centre and administers human resource registration.

DUTIES OF THE ADMINISTRATIVE RESOURCE OFFICER

The ARO shall:

- a. Open the Log Sheet.
- b. Log MCG Members arrival and records attendance.
- c. Record information on the main events board.
- d. Ensure log supplies, forms and office supplies are adequate.
- e. Co-ordinate provision of clerical staff as necessary.
- f. Ensure logs are being completed and collect them from the MCG at the end of shift.
- g. Notify alternate MOC representative, provide a situation briefing and arrange for shift change.
- h. Establishes shift change schedule for the MCG.
- i. Select the most appropriate site(s) for registration of human resources.
- j. Maintain records of human resources and administrative detail that may involve financial liability.
- k. Advise the Municipal Control Group on all matters of human resources planning;
and
- l. Maintain a log of all actions taken.

EMERGENCY SITE MANAGER

GENERAL

The Emergency Site Manager's role is to provide the necessary on-site direction, control and coordination of the emergency response.

Duties of the Emergency Site Manager

The Emergency Site Manager shall:

- a. Direct, control and coordinate the on-site emergency response effort of the Emergency Response Team in accordance with direction from the Chief Administrative Officer;
- b. Establish a command post for the control and coordination of emergency on-site operations;
- c. Establish the Emergency Response Team communications (regular briefings)
- d. Maintain contact with the Municipal Control Group and all response elements;
- e. Advise the Municipal Control Group of the requirements at the site.
- f. Assess the situation, establish an aim and determine the site operational plan;
- g. Continuously update the Municipal Control Group of site operations;
- h. Take such action as necessary to minimize the effects of the emergency or disaster; and
- i. Maintain a log of all actions taken.

SECTION 7

COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The responsibilities of the Community Emergency Management Coordinator (CEMC) shall include:

Successfully completing all training as required by Emergency Management Ontario and maintaining familiarity at all times with current standards and legislated community accountabilities, ensuring that senior management and elected officials are aware of the latter.

Identify the emergency management program financial and resource requirements, and prepare, or assist in the preparation of, an annual emergency program budget submission.

Form a Community Emergency Management Program Committee to address the following:

- a. Conduct the community's Hazard Identification and Risk Assessment process.
- b. Prepare and obtain EMO approval of a community emergency response plan.
- c. Ensure the designation and development of an appropriate community Municipal Operations Centre.
- d. Conduct the critical infrastructure identification process.
- e. Document the existing community emergency response capability and identify and attempt to address additional needs.
- f. Conduct annual training for the members of the Municipal Control Group and Municipal Operations Centre staff.
- g. Conduct an annual exercise to evaluate the community emergency response plan.
- h. Identify individuals to act as community emergency information staff.
- i. Develop and implement a community emergency management public awareness program.
- j. Conduct an annual review of the community emergency management program and plan.
- k. Provide emergency management expertise and administrative support to the Municipal Control Group during an emergency.

- l. Maintain the response plan to ensure it is up to date and accurately reflects the community risk assessment and emergency management program priorities.
- m. Liaise with the sector EMO Community Officer at all times to ensure that the community emergency management program maintains the legislated standards.
- n. Maintain familiarity with the Joint Emergency Preparedness Program (JEPP) and prepare or assist others to in the preparation of funding requests to be submitted on the community's behalf.
- o. Monitor the community's level of mandated emergency program achievements and process the required verification documents to Emergency Management Ontario.
- p. Ensure that equipment and supplies are available in the designated Municipality of Hastings Highlands Primary and Alternate Municipal Operations Centres.
- q. Compile a final report on the emergency.

SECTION 8

EMERGENCY TELECOMMUNICATION 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 centers, hospitals, and other key responding agencies. Communication between the EOC and the site will be by radio (Fire Chief, municipal radio system).

Should the Municipality of Hastings Highlands lose all telephone communications, there are HAM radio operators available through the Bancroft detachment of the Ontario Provincial Police (613) 332-2112. All messages are to be recorded in a Radio Communications Log.

Communications between the EOC and other responding agencies, if not located at the same operations centre, will be with the support of a runner. Assistance may be obtained from local taxi/bus companies and/or volunteers (see Annex)

Locally, communications will also be arranged through use of the Fire Department and/or Public Works Department radios.