

Madawaska Valley Emergency Plan



DECEMBER 2007

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1.1 COMMUNITY PROFILE

Madawaska Valley consists of the following communities—Barry’s Bay, Wilno and Combermere. The boundaries of the township are:

- *North:* Algonquin Park (Provincial);
- *South:* Township of Brudenell, Lyndoch and Raglan;
- *East:* Township of Killaloe, Hagarty and Richards, and the Township of Brudenell, Lyndoch and Raglan; and
- *West:* South Algonquin, Hastings Highlands.

Municipal Statistics for Madawaska Valley (2001 Census)

According to municipal statistics from the 2001 Census, the population for Madawaska Valley as a whole is 4,406 and the number of dwellings within the township is 2,724. The Township of Madawaska Valley covers an area of 670.14 square kilometres.

The number of businesses located within township boundaries is 22 manufacturing, 57 commercial, 53 tourism, 104 services and 7 social organizations.

In the event of an emergency, members of the Madawaska Valley Community Control Group (CCG) must give consideration to the significant increase or decrease in population due to tourism depending upon the season.

Health Services and Facilities

EMERGENCY HEALTH SERVICES

The County of Renfrew Paramedic Service provides 24-7 Basic Life Support services throughout the County 24/7. The service is provided from 7 base stations, one of which is located in the community of Barry/s Bay. The County of Renfrew is also responsible for 9-1-1 service which is fully accessible throughout the township.

HOSPITAL AND LONG-TERM CARE FACILITIES

The St. Francis Memorial Hospital (756-3044) is a 27-bed hospital that can accommodate 14 acute and 13 Continuing Care Unit (CCU) patients. Specialists attend the hospital on scheduled visits. The nearest hospitals are the Pembroke General and the Renfrew Victoria.

A Family Health Centre is linked to the hospital, and is designed to accommodate six physicians and five dialysis machines.

There is one Long-Term-Care facility within the township with a capacity of 90 residents; the Valley Manor Nursing Home (756-2643) is located at 88 Mintha Street, Barry’s Bay. The Water Tower Retirement Lodge (756-9086), located at Stafford Street in Barry’s Bay, has a capacity for 52 residents.

In an emergency, a request can be made through Emergency Management Ontario for the Health Canada 200-bed Emergency Hospital which is equipped with its own generators and a temporary water supply capability. The Emergency Hospital can be set up in an existing building such as a school. Health Canada can be reached through Emergency Management Ontario (EMO) on a 24/7 basis.

Hydro and Natural Gas

Madawaska Valley receives its hydro from Hydro One. The Ontario Power Corporation generates hydro at the Bark Lake Dam. There is no natural gas supplied to the township.

Media

Madawaska Valley residents rely on radio broadcasting from Moose FM in Bancroft; in addition, there is one FM radio station—STAR 96--in the City of Pembroke.

Residents also receive television broadcasts from ‘The New RO’ television station located near Pembroke, CTV in Ottawa (approximately 200 km northeast of Madawaska Valley), and via COGECO cable network in Pembroke. Residents also receive TV service from satellite outlets.

1.2 PREFACE

For purposes of this document, the “Corporation of the Township of Madawaska Valley” shall hereinafter be referred to as “Madawaska Valley”.

The *Emergency Management Act* defines an emergency as:

“A situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major portions to life or property”.

The *Emergency Management and Civil Protection Act* states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part hereof 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 the property of the health, safety and welfare of the inhabitants of the emergency area.” R.S.O. 1990, E.9, s.4 (2).

Section 2.1(1) of the *Emergency Management Act* states that, “*Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.*” Madawaska Valley By-Law # 2003-61 adopts the Emergency Management Program for Madawaska Valley.

Sub-section 2(1) of the *Emergency Management Act* states that every municipality shall develop and implement an emergency management program. The program shall consist of:

- an emergency plan in accordance with Sub-section 2(2)(a);
- training programs and exercises in accordance with Sub-section 2(2)(b); and
- public education in accordance with Sub-section 2(2)(c).

Sub-section 3(1) states that, “...the council of the municipality shall by by-law adopt the emergency plan.” Madawaska Valley By-Law # 2003-62 adopts the *Madawaska Valley Emergency Plan* of October 2003. [\(Part 1- Appendix A\)](#)

1.3 OBJECTIVE

The objective of the *Madawaska Valley Emergency Plan* is, as per Section 4(1) of the Act, to protect property and the health, safety and welfare of the inhabitants of the emergency area.

The aim of this emergency plan is to provide guidance and direction for the municipality to effectively respond to an emergency. In accordance with Sub-section 4(1), the plan is designed for implementation in whole or in part as the situation warrants.

1.4 DECLARATION OF AN EMERGENCY

The Mayor of the Corporation of the Township of Madawaska Valley, or his/her designate has the authority to declare a state of emergency for the Municipality of the Township of Madawaska Valley. The decision to declare a state of emergency is usually made in consultation with the CAO/Clerk, CEMC and other available members of the Community Control Group. (*Appendix H*)

1.4.1 Activation Of Madawaska Valley Emergency Plan

When an employee of Madawaska Valley becomes aware of a potential emergency, he/she shall notify his/her Department Head who in turn will notify the Chief Administration Officer (CAO). The CAO/Clerk or alternate is responsible for notifying other members of the Community Control Group. The CAO/Clerk or alternate will assume the role of the EOC Manager and is responsible for notifying the Mayor or alternate. The EOC Manager, in collaboration with CCG members, will render a decision as to whether the *Madawaska Valley Emergency Plan* should be activated.

Implementation Of Madawaska Valley Emergency Plan

The *Madawaska Valley Emergency Plan* may be implemented, in whole or in part, without being first activated dependent upon the severity and scope of the situation. There are two mechanisms whereby the emergency plan will be implemented:

- the Mayor declares a state of local emergency; and
- the Premier of Ontario declares that an emergency exists throughout the province or in any part thereof.

In the absence of the Chief Administrative Officer (EOC Manager), or his/her inability to act, the Deputy Clerk/Treasurer is authorized to activate the *Madawaska Valley Emergency Plan*. In the absence of both, the Operations Manager of Public Works is the designated authority.

Nevertheless—upon formal request by another municipality with whom no mutual aid agreement exists—Madawaska Valley may implement its emergency plan and provide support as appropriate in the situation.

APPOINTMENT OF AN EMERGENCY SITE MANAGER (ESM)

Depending on the scope of an emergency, an Emergency Site Manager (ESM) may be appointed by the Community Control Group (CCG) to manage the impact area. Should the scope of the emergency be beyond the capacity of one ESM to effectively handle, a second ESM may be appointed by the CCG. The appointment should be based on the nature and scope of the emergency. In an emergency covering a very large area, the township could be divided into manageable segments, with perimeters clearly defined, and site managers designated accordingly.

As a resource to assist the Mayor and the EOC Manager, the following checklist is included for Consideration of notification during a Declared Emergency for use. (Contact #'s appendix)

- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- Renfrew County C.E.M.C.;
- St. Francis Memorial Hospital, as required;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament, as required; and
- Local Member of Parliament, as required.

When an emergency situation exists but has not yet been declared by the Mayor, Township of Madawaska Valley employees take such actions as may be required to protect the health, safety, welfare and the property of the resident population and the Corporation. Employees acting under these conditions are obligated to immediately notify their supervisor, department head and the Community Emergency Management Coordinator to initiate proper activation and notification procedures of the *Corporation of the Township of Madawaska Valley Emergency Response Plan*.

1.4.2 TERMINATION OF EMERGENCY

The *Emergency Management and Civil Protection Act* defines that a municipal emergency may be terminated by the: (*Appendix I*)

- Head of Council;
- Municipal Council; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the County Control Group.

Upon termination the following will be notified:

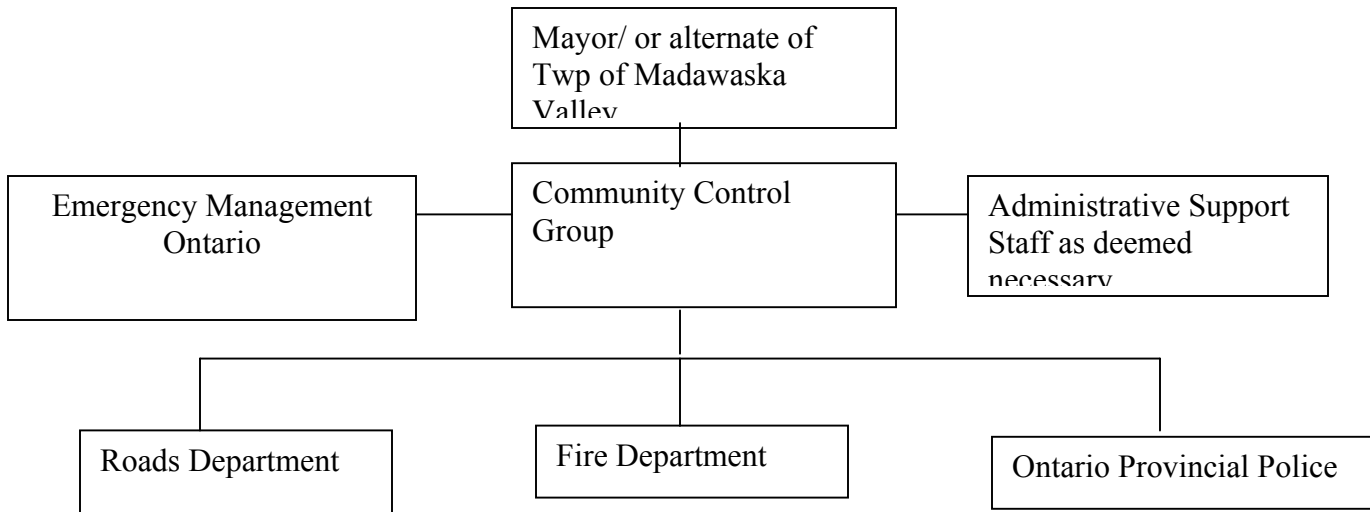
- The Minister of Community Safety and Correctional Services;
- Emergency Management Ontario;
- County Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament, as required; and
- Local Member of Parliament as required.

PART TWO: EMERGENCY OPERATIONS AND PROCEDURES

2.1 COMMUNITY CONTROL GROUP (CCG)

The Community Control Group is responsible for the direction and control of the overall emergency response at the County level. In keeping with the elements of an Incident Management System, the County Control Group assumes the functions of: Command, Operations, Planning and Logistics. The County Control Group ensures the provision of essential services to minimize the impact of the emergency on the community. The Community Control Group is responsible to implement the Township of *Madawaska Valley Emergency Response Plan*

Organization Chart- Community Control Group



2.1.1 MEMBERSHIP

The Community Control Group is made up of the following members:

- Mayor
- EOC Manager (CAO/Clerk) or alternate
- Community Emergency Management Coordinator or alternate
- Emergency Management Ontario (ex officio)
- Chief Fire Official
- Ontario Provincial Police Representative
- Site Duty Officer
- Treasurer/ Deputy Clerk
- Public Relations Officer
- Administrative Support
- Other Agencies and/or Services as deemed necessary

The Community Control Group may function with only a limited number of persons depending upon the nature of the emergency. While the CCG may not require the presence of all members, all

members must be notified whenever the plan is activated. The Community Control Group requires the administrative assistance provided by the Emergency Operations Support Staff. The roles associated with this support include: Operations Officer, Site Duty Officer and Administrative Support Staff.

The Emergency Operations Centre Support Team are required to have designated alternates to respond in the event that the primary member is unavailable. All responsibilities of the primary member extend to the alternate when acting in such capacity.

2.1.2 COLLECTIVE RESPONSIBILITIES OF THE COMMUNITY CONTROL GROUP

The members of the Community Control Group are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the *Township of Madawaska Valley Emergency Response Plan*, in whole, or in part, to respond to an impending, potential or existing emergency.
- Providing advice and information to the Mayor and Council concerning the declaration and termination.
- Advising the Mayor regarding requests for assistance from local municipalities, the Province of Ontario, or the Government of Canada.
- Coordinating and directing municipal resources used to mitigate the effects of an emergency.
- Ensuring the composition of the Community Control Group is appropriate.

EMERGENCY OPERATIONS CENTRE

The EOC has secure meeting rooms, appropriate communications equipment, washrooms, and appropriate areas for meals and the capability of segregating the office to ensure business continuity.

2.2.1 LOCATION OF THE EOC

The Emergency Operations Centre (EOC) has both primary and alternate locations. During the notification process, direction as to which location members of the Community Control Group will report will be given. The primary and alternate locations of the EOC are geographically separated so that if one site is endangered or rendered non-functional as a result of the emergency situation another should be safe and operational.

2.2.2 EOC Procedures

The Community Emergency Management Coordinator will ensure that the EOC is operational within 120 minutes. Upon notification the EOC Manager (CAO) of the CCG will determine if the assistance of the Site Duty Officer is required to support the effective operations of the EOC.

Upon arrival at the Emergency Operations Centre, each CCG member will:

- a) Sign in with the C.E.M.C
- b) Check telephone/communications devices.
- c) Open personal log.

- d) Contact own department/agency and obtain a status report.
- e) Participate in the initial briefing.
- f) Participate in planning the initial response/decision making process.
- g) Communicate the Community Control Group decisions on to department and/or agency staff.
- h) Continue participation in the Emergency Operations Centre Operations Cycle.

Upon leaving the Emergency Operations Centre, each CCG member will:

- a) Provide location/contact information for the interim.
- b) Fully brief any replacement/relief.

Once the initial response is established, the EOC Manager puts routine procedures into place. The Community Control Group functions most efficiently on an Operations Cycle. Each member of the CCG and Support Team has specific roles and responsibilities related to the Emergency Operations Centre. These responsibilities are outlined in detail further in this document.

2.3 OPERATIONS CYCLE

Emergency management is cyclical in nature and the Operations Cycle is how the Community Control Group manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are very disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The meetings are to be chaired by EOC Manager and the CCG as a whole will determine the meeting schedule. It is important to note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The Community Control Group will convene at the Emergency Operations Centre, usually around a planning board or a map, at which time they will in turn report their departments' or agencies' status to EOC Manager and CCG Group. In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The Community Control Group is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

The agenda for each Operations Cycle meeting should consistently include:

- a) Current Status of each CCG member area of responsibility; including 1st and 2nd priority issues for decision/action. (Once this round table is complete, then...)
- b) List of 1st Priority Items.
- c) Determination of decision/action for 1st Priority Items.
- d) List of 2nd Priority Items.

e) Determination of decision/action for 2nd Priority Items Determination of Priority Issues

f) Discussion of emerging issues for future planning.

g) Determination of Key Messages for Public Information Officer.

h) Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and/or agencies and pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG members will begin the process of taking action on decisions, gathering information and preparing for the next Operations Cycle meeting.

2.4 ROLES AND RESPONSIBILITIES

2.4.1 MAYOR

- Declaring an emergency.
- Terminating an emergency.
- Notifying the County of Renfrew of the declaration and termination of the emergency.
- Ensuring that Council is advised of the declaration and termination of an emergency.
- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.2 CCG - EOC MANAGER (CAO/CLERK)

During an emergency the CAO is referred to as the EOC Manager in the Emergency Operations Centre and Community Control Group. The Operations Manager performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Activating the Emergency Operations Support Team, as required.
- Coordinating the activities of the Emergency Operations Centre.
- Chairing the Community Control Group Operations Cycle meetings.
- Advising the Mayor of the Township of Madawaska Valley of Policies and Procedures, as required and alerting the Mayor and Council of an emergency which may involve municipal resources.
- Reviewing with, and advising the Mayor on the key messages, major announcements and media releases; in the absence of the Mayor approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the Community Control Group.
- Communicating the needs of the Community Control Group to the Manager of the Emergency Operations Support Team.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the Manager of the Emergency Operations Support Team, ensuring that all essential services of the Township of Madawaska Valley are maintained and that business continuity is minimally disrupted.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.
- Requesting assistance from the province or federal government (as appropriate), through the provincial EMO, upon recommendation from the CCG;
- Designating an alternate to co-ordinate EOC activities during the temporary absence of the EOC Manager from the EOC;
- commencing long-term operational planning as soon as possible; and

- conducting a meeting of the CCG within 48 hours after termination of the emergency to review the preliminary report on emergency response activities and make recommendations.

2.4.3. COMMUNITY EMERGENCY MANAGEMENT COORDINATOR or alternate

- Activating the Emergency Response Plan and its notification procedures.
- Contacting the members of the Community Control Group.
- Ensuring that the Emergency Operations Centre is operational within 2 hours of activation.
- Providing information and assistance to the Mayor and the CAO to facilitate decision-making.
- Providing information, advice and assistance to the Community Control Group on matters of emergency management – liaison, legislation, policy, best practice and principles.
- Identifying resource needs, emerging issues and future planning requirements to the CCG and ultimately Council.
- Coordinating the activation of Provincial Emergency Response Teams (CBRN, CISM, HUSAR, etc.) as required.
- Liaising with Emergency Management Ontario.
- Providing direction to the Operations Officer and Duty Officer to ensure effective operation of the EOC.
- Participating in the Emergency Operations Cycle meetings.
- Tracking the key messages of the Community Control Group during Operation Cycle meetings.
- Maintaining a personal log.
- Coordinating the necessary post-emergency de-briefings (CCG, Emergency Operations Support Team, Departments) and developing a final report for Council.

2.4.4. OPERATIONS MANAGER –PUBLIC WORKS

- Alerting the Community Emergency Management Coordinator, the CAO, or the Mayor of an emergency, or a threat of an emergency that may involve municipal resources.
- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Activating departmental Notification Procedures, as required.
- Managing the Public Works response of the Township of Madawaska Valley.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, municipal roads, infrastructure, traffic plans and other matters related to the department’s responsibilities.
- Maintaining communication and providing information to the Emergency Operations Support Team.
- Ensuring that the health and safety standards of the Public Works Department staff responding to the emergency are maintained.
- Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.5. ONTARIO PROVINCIAL POLICE

The Ontario Provincial Police representative is responsible for:

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
- Establishing and maintaining ongoing communications with the senior police officer at the emergency site(s).
- The provision of traffic control to facilitate movement of emergency vehicles.
- Co-ordination of evacuation routes.
- Liaison with the local municipalities regarding security of reception and evacuation centres.
- The protection of life and property and provision of law and order.
- The provision of police services in evacuation centres, and other facilities as required.
- Notifying the coroner of fatalities.
- Liaison with municipal police forces and/or external police and security providers, as required.
- Participating fully in the Operations Cycle Meetings of the CCG regarding police service needs and responsibilities.
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
- Maintaining a personal log.
- Participating in the post-emergency de-brief sessions.

2.4.6. CHIEF FIRE OFFICIAL

The Chief Fire Official is responsible for:

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.
- Activating Renfrew County Mutual Fire Aid Plan, as required.
- Maintaining regular communications with local municipal fire departments as related to the implementation of the Mutual Aid Plan.
- Liaison with the senior fire officials at the emergency site(s) regarding the emergency response.
- Liaison with the Ontario Fire Marshall if deemed necessary.
- Participating fully in the Operations Cycle Meetings of the CCG regarding the municipal fire services' needs and responsibilities.
- Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
- Maintaining a personal log.
- Coordinating a post- emergency Mutual Aid Fire Service incident de-brief session.
- Participating in the post-emergency de-brief sessions.

2.4.7. PUBLIC INFORMATION OFFICER – MEDIA COORDINATOR

- Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated Emergency Operations Centre.

- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the Emergency Information Centre, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the Community Control Group during Operation Cycle meetings.
- Coordinating interviews and media conferences for Community Control Group members.
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news reports, interviews during and following the emergency.
- Monitoring news coverage.
- Maintaining communication and providing information to the Emergency Operations Support Team.
- Ensuring that the health and safety standards of the emergency information and media centres are maintained.
- Maintaining a personal log.
- Participating in the post- emergency CCG de-brief session.

2.4.8 SITE DUTY OFFICER OR ALTERNATE

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Setting up the Emergency Operations Centre: seating, equipment and supplies.
- Maintaining the official record of all CCG decisions and directions.
- Maintaining an Emergency Operations Map(s) for the CCG.
- Arranging for security of the Emergency Operations Centre.
- Ensuring effective communications link between the Operations Manager and Municipal staff responding to the emergency.
- Planning shift rotations for EOC staff.
- Arranging for scribes/ and or note taking as required by the CCG.
- Providing administrative assistance to the Operations Manager to ensure effective implementation of the Planning Cycle and CCG Meetings.
- Recording all in-coming and out-going messages of the EOC Manager.
- Providing advice and guidance to members of the CCG on administrative and corporate procedures and operations.

2.4.9. SCRIBE

The Scribe(s) is responsible for the following:

- Upon notification, or as requested by the Operations Officer, proceeding to the designated Emergency Operations Centre.
- Recording actions and decisions taken by the CCG member.
- To take messages for the CCG member during Planning Cycle Meetings.
- To regularly update the CCG member concerning outstanding issues.

2.4.10. TREASURER/DEPUTY CLERK

The Deputy Clerk/ Treasurer is responsible for:

- Upon notification, proceeding to the designated Emergency Operations Centre.
- Participating fully in the Operations Cycle Meetings of the CCG
- Providing information and advice to the Community Control group on financial matters as they relate to the emergency and the capabilities of the Township of Madawaska Valley
- Preparing briefings for the municipal staff, as required.
- Maintaining all regular Departmental processes to continuity of service.
- Ensuring that all expenditures are documented for claim procedures and consolidating all purchase orders.
- Donations management.
- Establishing a Disaster Relief Committee, if required (meet the Ontario Disaster Relief Assistance Program requirements of the Ministry of Municipal Affairs and Housing)to be responsible for the provision of adequate funding for required services and supplies.
- Regular communication with departmental staff responding to the emergency.
- Alternate CAO/Clerk ensuring business continuity.

2.4.11.ROLES AND RESPONSIBILITIES OF THE EMERGENCY OPERATIONS CENTRE SUPPORT STAFF

The membership of the Community Control Group can be supplemented as required. The Operations Manager may make requests from municipal partners and/or allied agencies as required.

A Site Duty Officer of Emergency Management Ontario participates in an advisory capacity to the Community Control Group. Representatives from other appropriate Provincial Ministries are also available as resources to the Control Group. Members from other private, commercial and/or industrial organizations may also be requested to participate as advisors to the Control Group to assist with the response and recovery efforts.

As the mandate of the Community Control Group is to manage the overall municipal response to the emergency, the Control Group does require administrative and support services to function effectively. There are three, defined, support staff roles for the Emergency Operations Centre. These positions are not members of the CCG, but may be required to be present in the Emergency Operations Centre throughout the emergency.

- Receptionist/ Accounts Receivable
- Administrative Assistant
- By-law Enforcement officer or alternate
- Water/Wastewater/Taxation Clerk
- Part Time Employees as required

2.5 TELECOMMUNICATIONS

The primary methods of communicating to and from the Emergency Operations Centre will be by telephone, facsimile, data, messenger or courier. In the event that landline and/or cellular telephone service is not available radio communications provided through the municipal roads department and the fire department) may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services may also be activated to support the necessary communications between the CCG members and the Site. The Public Works Operations Manager is responsible to activate the ARES and provide for their needs as required.

Although every attempt has been made to accurately transcribe the following by-law from the original by-law, in the event of any variances, the original by-law is the legal authority.

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW NUMBER 2003-61

Being a By-Law Formulating An Emergency Management Program for Protecting The Health, Safety and Welfare, Property and Environment of the Residents of the Township of Madawaska Valley.

WHEREAS the Province of Ontario has passed the *Emergency Management Act R.S.O.1999 ChapterE.9*, which requires the development and implementation of an emergency management program by council of a municipality;

AND WHEREAS this Act requires the emergency management program to conform to the standards promulgated by Emergency Management Ontario in accordance with best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery: and also makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health., the environment, the critical infrastructure and property, and to promote economic stability and a disaster-resilient community;

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of one or more members of council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

NOW THEREFORE the Municipal Council of The Corporation of the Township of Madawaska Valley enacts as follows:

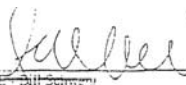

1. THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;

2. THAT the Head of Council or designated alternate, as provided in the plan be empowered to declare a state of local emergency and implement the emergency response plan;
3. THAT certain appointed officials or their designated alternates as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Community Control Group, and to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;
4. THAT the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval;
5. THAT the Corporation of the Township of Madawaska Valley will—following adoption of the *Madawaska Valley Emergency Plan* dated September 2003—update and exercise the emergency plan on an annual basis;
6. THAT the Council or the Township of Madawaska Valley authorize emergency expenditures of up to \$25,000 by the Chief Administration Officer in the event of an emergency with the proviso that:
 - a state of local emergency has been declared;
 - the *Madawaska Valley Emergency Plan* has been implemented; and
 - for the protection of the life and safety of residents of the Township.

READ A FIRST AND SECOND TIME THIS 6th DAY OF October 2003.

READ A THIRD TIME AND PASSED THIS 6th DAY OF October 2003.




ACTING CHAIRPERSON,
Jorn H. Hildebrandt

CAO/CLERK - Pat Pilgrom

MADAWASKA VALLEY - EMERGENCY MANAGEMENT MAJOR INCIDENT REPORT

LOG # _____ LOCATION: _____ DATE/TIME RECEIVED: _____

DEPARTMENT: _____ ORIGINATOR: _____

NATURE OF INCIDENT:

STATUS:

OTHER COMMENTS:

DISTRIBUTION LIST:

- Mayor
- Official File
- Other _____

EOC Manager _____

Date: _____

**MADAWASKA VALLEY – EMERGENCY MANAGEMENT
SITUATION REPORT (SITREP)**

Date: _____ Time: _____ Department: _____ Routine Urgent

Location: _____ From: _____ to _____

GENERAL INFORMATION:

EOC MANAGER:

FIRE SERVICES:

HEALTH SERVICES (AMBULANCE, HOSPITALS AND MOH):

HUMAN RESOURCES:

POLICE SERVICES:

PUBLIC INFORMATION (MEDIA AND INQUIRY CENTRE):

PUBLIC WORKS:

SOCIAL SERVICES:

TELECOMMUNICATIONS:

OPERATIONS OFFICER:

OTHER:

(Signature of EOC Manager)

(Date)

Distribution List:

- Mayor
- EOC Manager
- Official File
- Other _____

DECLARATION OF A STATE OF LOCAL EMERGENCY

WHEREAS the area described herein is in immediate or imminent danger due to a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major portions to life or property;

Emergency Area Defined

The emergency has occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Township of Madawaska Valley; or
- () the area within the Township of Madawaska Valley bounded by:

North: _____

South: _____

East: _____

West: _____

NATURE OF THE EMERGENCY

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Management Act*, exists or threatens the Corporation of the Township of Madawaska Valley;

AND WHEREAS the Council of the Corporation of the Township of Madawaska Valley has:

- () by resolution approved or, in the absence of a sufficient number of Council members: or
- () the undersigned has consulted with the majority of the members of the Madawaska Valley Community Control Group (CCG);

THE UNDERSIGNED HEREBY DECLARES, pursuant to Section 4(1) of the *Emergency Management Act*, a state of local emergency in the Township of Madawaska Valley as of _____ and from _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ 20__ A.D.

THE DECLARATION OF A STATE OF LOCAL EMERGENCY shall exist:

- () until ___ o'clock in the () forenoon or () afternoon of the ___ day of _____ 20__ A.D., or, () for the maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 4(2) of the *Emergency Management Act*.

DATED at Barry's Bay, in the Township of Madawaska Valley, in the County of Renfrew, Province of Ontario, this _____ day of _____, 20__ A.D.

 Mayor
 Corporation of the Township of Madawaska Valley

Appendix I

TERMINATION OF A STATE OF LOCAL EMERGENCY

WHEREAS, pursuant to Section 4(1) of the *Emergency Management Act*, a state of local emergency was declared by the Corporation of the Township of Madawaska Valley at _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ 20__ A.D.;

Emergency Area Defined

The emergency occurred in the area defined hereunder:

- () the area under the jurisdiction of the Corporation of the Township of Madawaska Valley; or
- () *the area within the Township of Madawaska Valley bounded by:*

North: _____ South: _____
East: _____ West: _____

NATURE OF THE EMERGENCY

AND WHEREAS the undersigned is satisfied that an emergency as defined in the *Emergency Management Act* no longer exists or threatens the Corporation of the Township of Madawaska Valley;

AND WHEREAS the Council of the Corporation of the Township of Madawaska Valley has:
() by resolution approved or,
() in the absence of a sufficient number of Council members, the undersigned has consulted with the majority of the members of the Community Control Group (CCG);

THE UNDERSIGNED HEREBY DECLARES, pursuant to Section 4(2) of the *Emergency Management Act*, the state of local emergency in the Township of Madawaska Valley terminated as of _____ o'clock in the () forenoon or the () afternoon of the _____ day of _____ 20__ A.D.

DATED at Barry's Bay, in the Township of Madawaska Valley in the County of Renfrew, Province of Ontario, this _____ day of _____, 20__ A.D.

Mayor
Corporation of the Township of Madawaska Valley

