

THE CORPORATION OF TAY VALLEY TOWNSHIP

BY-LAW NO. 03-080

A By-law to adopt an Emergency Measures Plan for Tay Valley Township.

WHEREAS pursuant to section 2.1 of the Emergency Management Act 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;


AND WHEREAS it is deemed appropriate to adopt an Emergency Measures Plan as part of the Township's overall Emergency Management Program;

NOW THEREFORE the Council of the Corporation of Tay Valley Township enacts as follows:


1. The attached Emergency Measures Plan, dated September 9, 2003, be hereby adopted.
2. The provisions of this by-law shall come into force and take effect upon the passing thereof.

Read a first and second time this 9th day of September, 2003

Read a third time and passed this 9th day of September, 2003



Mayor



Clerk

Attachment – Emergency Measures Plan



Tay Valley Township

Emergency Measures Plan

September 9, 2003

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PART 1 - EMERGENCY MANAGEMENT

1.0 INTRODUCTION

Tay Valley Township has responsibility for dealing with any emergency affecting, or likely to affect, the people and property situated within the limits of Tay Valley Township. The Tay Valley Plan provides arrangements and procedures for carrying out this responsibility. If requested, Tay Valley Township may respond and assist adjacent municipalities requiring emergency assistance.

1.1 EMERGENCY QUICK REFERENCE GUIDE

- Upon the arrival of three or more members, the *Community Control Group (CCG)* may initiate its function.
- Ensure that all *Community* departments have been notified and either activated or placed on standby. Each *CCG* member is responsible for their own department.
- The *Reeve* must inform the *Solicitor General* of Ontario that the Township has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the *Ontario Provincial Police (OPP)* who will pass the notification on accordingly. The *OPP* number to use for this purpose is (705) 329-6950.
- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the *CCG* will report and respond to immediate needs in accordance with the *Operations Cycle* format.

1.2 AIM AND SCOPE

The aim of the Tay Valley Plan is to:

- Protect the health, safety, welfare and property of our citizens
- Identify and develop mechanisms and arrangements for preparedness, recovery and risk reduction
- Establish arrangements and procedures necessary for a prompt and effective response by Tay Valley Township to any emergency

1.4 AUTHORITY

Emergency response operations by Tay Valley Township are to be carried out when an emergency or disaster has occurred requiring a coordinated response. It does not apply to those day-to-day situations normally dealt with by municipal emergency services.

This Plan is authorized in accordance with Section 3(1) of *The Emergency Management Act* and is adopted by Municipal By-law No. 03-080.

Tay Valley Township Plan may be implemented in part or in whole, (excluding those sections to declaration and termination of a state of local emergency) and the associated powers when an emergency or disaster has occurred or threatens to occur (*The Emergency Management Act*). Implementation may be authorized by one of the following:

- Reeve
- Chief Administrative Officer
- Community Emergency Management Coordinator
- OPP Detachment Commander
- Fire Chief

In the event of an emergency or disaster, the Reeve may declare a state of local emergency with respect to all or a portion of the Township. When in the opinion of the Reeve, an emergency no longer exists for which a state of local emergency was declared, s/he may terminate the declared state of local emergency. For details, see "State of Local Emergency, Declaration and Termination" in the Standing Operation Procedures.

1.5 DEFINITIONS

1. In the Tay Valley Township Plan:

- ***Emergency*** - Emergency is defined as a situation caused by a natural, accidental, or intentional act, or otherwise, that constitutes an actual or impending danger of major proportions to life or property.
- ***Council*** - means a majority of the whole number of members required to constitute the council, as described in *The Municipal Act, 2001*.
- ***Department*** - means a distinct functional area of Tay Valley Township operations.
- ***Disaster*** - means a calamity, however caused, which has resulted in or may result in:
 - The loss of life, or.
 - Serious harm or damage to the safety, health or welfare of people, or.
 - Wide-spread damage to property or the environment.
- ***Hazard*** - Represents a potential source of danger.
- ***Mitigation*** - Implies arrangements or activities that will reduce the severity of the hazard, should it become a reality.
- ***Risk Reduction*** - Implies a reduction of the probability of occurrence of the hazard and of the probable levels of injury and property damage.
- ***Community Emergency Management Coordinator*** - means that person appointed by a by-law of the Council as the Emergency Coordinator for Tay Valley Township.
- ***Community Control Group*** - means those persons designated within this Plan for the direction and control of emergency operations.
- ***Emergency Site Manager (ESM)*** - means that person designated by the Reeve or Chief Administrative Officer to provide the control and coordination of the on-site emergency response of participating departments and other organizations.
- ***Municipal Emergency Services*** - means police, fire, ambulance, public works and any other emergency public service provided by or on behalf of Tay Valley Township.
- ***CEMC*** - Community Emergency Management Co-ordinator

(Definitions cont'd)

- **Reception Centre** - The centre is a facility which is set up for the purpose of receiving evacuees, providing refreshment and temporary shelter. Its primary purpose is for the registration of evacuees and, if necessary, the evacuees will be directed to evacuation centres as required.

- **Evacuation Centre** - The centre is a facility set up to provide emergency shelter, food, recreation and basic requirements to a group of people who have been evacuated from an area as a result of an emergency.

1.6 PLAN MAINTENANCE

1.6.1 General

Preparedness includes those activities that contribute to development of operational capabilities that will result in effective emergency response. This includes development of effective response plans and alerting systems, preparation and conduct of appropriate training exercises, provision of emergency communications, mutual aid agreements, resource management arrangements and a public education/information program. This section identifies responsibilities for preparedness, that is to be done, and how it is to be accomplished.

1.6.2 Emergency Response Plans

- Responsibility for the maintenance and updating of emergency response plans for Tay Valley Township rests with the Community Emergency Management Coordinator.
- Each emergency response plan is to be evaluated and reviewed annually by the Emergency Management Coordinating Committee and immediately on termination of any emergency response action.
- Recommendations are to be made to the Emergency Management Coordinating Committee for approval by Council. All departments are required to develop standing procedures for emergency response operations where such operations differ from the day-to-day activities. All key personnel should develop action checklists that identify the important actions they may be required to take in:
 1. Pre-emergency phase
 2. Emergency response
 3. Recovery phase

1.6.3 Emergency Alert System

- The Community Emergency Management Coordinator (CEMC) for Tay Valley Township is responsible for ensuring that appropriate alerting procedures are clearly defined, current and promulgated to all participants in the Tay Valley Plan.
- Evaluation and review of alerting procedures will be undertaken as described.

1.6.4 Emergency Communications Network

The Emergency Communications Network, implemented in December of 2002 for the 911 Emergency Response Service (police, fire, public works and ambulance departments) is to be tested regularly, including alternate communications systems. The Emergency Coordinator will develop a coordinated communications exercise for this purpose. The 911 Emergency Services Committee will monitor these testing exercises to ensure adequacy for Tay Valley Township needs.

1.6.5 Emergency Training, Education and Exercises

The necessary training, education and exercise requirements of Tay Valley Township for effective emergency response will be reviewed each year by the Community Emergency Management Committee and will consist of:

- appropriate training for enhancing the knowledge and skills of emergency planning and response personnel
- exercises required that will increase response effectiveness, and a program of public education

1.6.6 Mutual Assistance

- **Firefighting**: Arrangements for mutual assistance are in place between Tay Valley Township and neighbouring municipalities and townships.
- **Other Emergencies**: Requirements for mutual assistance, in emergencies other than fire, shall be examined and/or recommended during the annual review by the Community Emergency Management Co-ordinator.

1.6.7 Resource Management

Responsibility for identifying primary resource needs for emergency response operations rests with appropriate departmental heads. This information is to be provided annually to the Chief Administrative Officer and Community Emergency Management Co-Ordinator. Corporate wide resource planning for effective emergency response operations is the responsibility of the Community Emergency Management Coordinator and includes recommending priorities for the acquisition/facilities to meet primary resource deficiencies.

1.7 DISTRIBUTION LIST

OFFICE AND/OR NAME	NO. OF COPIES
Reeve and Council	8
Reeve -Tay Valley Township Bathurst Ward Councillors Burgess Ward Councillors Sherbrooke Ward Councillors	
Tay Valley Township Staff	14
Chief Administrative Officer Clerk Administrative Assistant x3 Treasurer Deputy Treasurer / Tax Collector Chief Building Official Public Works Superintendent Area Roads Supervisor x2 Fire Chief BBD&E - Station Chief South Sherbrooke - Station Chief	
Provincial Police	1
Ontario Provincial Police - Emergency Planning Coordinator	
Tay Valley Emergency Planning & Response Committee	1
Jim McIsaac, Lanark County Ambulance Service	
Provincial/Federal Ministries	2
Ministry of the Solicitor General - Emergency Measures Ontario x2	
Medical Officer of Health	1
Dr. Jane Lister	

1.8 ORGANIZATION AND RESPONSIBILITIES

Coordination and control of all emergency operations will be conducted from the primary or alternate Emergency Operation Centre. Within the Emergency Operations Centre (EOC), provision is made for the Community Control Group. The EOC components are:

Community Control Group, which is the first call response group, as detailed on page #13
Support staff, which includes:
Alternates
Communications operators (from Fire dispatch or Perth Communications Centre)
Clerk-typists (from designated departments)

Each of these officials has access to the telephone system and can also send and receive messages via the message control centre. The message control centre prioritizes messages if necessary, ensures that outgoing messages are properly routed and that incoming messages are logged, kept in duplicate and routed to the correct officials.

The CEMC is responsible to the Chief Administrative Officer for the activation and operational policy of the EOC in support of the Community Control Group. The CEMC is also responsible for preparation of EOC standing operation procedures.

1.9 EMERGENCY OPERATIONS CENTRE

The **PRIMARY** Emergency Operations Centre (EOC) is located:

In the Council Chambers at 217 Harper Road

The following areas of the Township Office have been designated for the following purposes. See Appendix S for room layout.

Tax Office:	
Kitchen:	Eating Facility
Chamber:	Meeting Room for CCG
Chamber Outer Wall:	Dept. EOC desks
CAO's Office:	Provincial/Federal Operations Advisor's Centre
CBO's Office:	Public Inquiry Centre
Treasurer's Office:	Emergency Sleeping Centre
Garage Area:	Media Release Centre

The **ALTERNATE** Emergency Operations Centre is located:

Maberly Hall at 172 Maberly Elphin Road

This facility will be provided with telephone access, meeting space, and facilities for a media room, lunchroom, a telecommunications centre, and potentially some sleeping accommodations.

Use both Community Centre and Public Works Garage

Bar:	Public Inquiry
Kitchen:	Eating Facility
Stage:	Meeting Area CCG
To Be Arranged	Provincial/Federal Operations Advisor's Centre
Public Works Garage:	Media Release
Bar area or coat room:	Emergency Sleep Area
To Be Arranged	Communications Room

PART 2 - EMERGENCY OPERATIONS & PROCEDURES

2.0 Community Control Group - Responsibilities & Procedures

The Community Control Group is the group which is responsible for the direction and control of the overall emergency response within the community. The CCG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG is made up of the following members:

Reeve *(or alternate)*

CAO *(or alternate)*

Police Representative *(or alternate)*

Fire Chief *(or alternate)*

Public Works Superintendent *(or alternate)*

PIO *(Admin Assistant-Corporate)*

Medical Officer of Health *(or alternate)*

Director of Social Services *(or alternate)*

Treasurer *(or alternate)*

The CCG is responsible for the following:

- Maintaining the operational readiness of the plan and the resources which are required to support it.
- Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
- Coordination and direction of Community resources used to mitigate the effects of an emergency.
- Ensuring that the composition of the CCG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
- Advising the Reeve regarding requests for assistance from the Province, and the Federal Government.
- Ensuring the provision of essential resources and services to support emergency response activities.
- Coordination of services provided by outside agencies.
- Appointing an Emergency Site Manager.
- Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
- Coordinating the evacuation of citizens who may be in danger.
- Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses or malls.
- Appeals for volunteers.
- Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
- Maintenance of an operational log detailing the group's decisions and activities.

(CCG resp. cont'd)

- Deactivating the plan, and notifying all of those who had been notified of its activation.
- Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.1 Emergency Operation Centre Procedures

Comprehensive emergency management involves preparedness, response, recovery and risk reduction, and constitutes a long-term objective. It includes hazards analysis, capability assessment, development and maintenance of response plans, action required to enhance the response capability, and steps that can be taken to reduce potential adverse effects of the hazards. Integrated emergency management is the current implementation strategy and response to natural and man-made disasters. It includes, for each of the phases, coordinated arrangements within the local authority, and with provincial, federal and private organizations/agencies.

Concept of Operations

- The control and conduct of emergency operations rests with Tay Valley Township. When the capacity of Tay Valley to deal with an emergency is exceeded, or is likely to be exceeded, the Township will activate support response from other municipalities in accordance with the formal mutual-aid arrangements or other informal arrangements. When the combined response capability is exceeded, or is in danger of being exceeded, the Township will request assistance through the Ontario Emergency Management Organization.
- In any emergency situation there will be only one authorized Emergency Site Manager (ESM), as appointed. Representatives of response elements will receive direction from the authorized Emergency Site Manager and will in turn provide advice to the Emergency Site Manager.

Emergency Response Structure

- **General:** The basic emergency structure of Tay Valley Township involves the council, the community control group, and one or more emergency response teams. It may be augmented by other response/support teams depending on the specific needs of a particular emergency. The emergency response structure is shown later on page # 63.
- **Council:** The Council, through the Reeve, will provide such assistance as may be required to the Community Control Group. If deemed appropriate, the Reeve may declare a state of local emergency upon consultation with the Community Control Group.
- **Community Control Group (CCG):** Emergency operations carried out in or by Tay Valley Township will be controlled by the Tay Valley Township Control Group. The Control Group consists of the first call response group as detailed on page #13.
- **Provincial Response/ Support Team:** When a provincial emergency response is required, provincial response/support personnel will provide appropriate advice, response, support and coordination of provincial and federal input.

- **Emergency Operations Centre (EOC):** This centre provides the necessary communications and physical facilities for the control and direction of emergency operations by Tay Valley Township. The Tay Valley Township Community Emergency Management Co-ordinator is responsible for the operational readiness of the Centre. The Chief Administrative Officer is responsible for the conduct and control of emergency operations.

The Tay Valley Township EOC is located at 217 Harper Road, Perth ON and the Alternate EOC will be located at Maberly Hall at 172 Maberly Elphin Road.

General Operations Procedures

When an emergency response is required that extends beyond the normal responsibilities or capabilities of the police or fire departments, the general procedure for the conduct of emergency operations by Tay Valley Township is as follows:

- The Chief Administrative Officer, during an emergency situation, will assume the role of EOC manager. The EOC Manager will chair meetings of the Control Group with the assistance of the Head of Council.
- The designated Tay Valley Emergency Site Manager (ESM) assumes control of the coordination of all on-site emergency response elements and takes direction only from the Control Group. Coordination of emergency response includes authority to direct, as deemed necessary by the Emergency Site Manager. On-site advisors will provide appropriate advice only through the Tay Valley Emergency Site Manager.
- The Chief Administrative Officer advises all participating organizations/elements, listed in the appropriate emergency response plan, of the situation and the immediate issue of an alerting instruction. This is followed by operational instructions after an assessment of the situation by the Chief Administrative Officer, the Emergency Site Manager (ESM), the Head of Council, and selected Community Control Group members. The operation instructions will clarify the scope of the emergency, the necessary response, which elements are to be involved, and how the operation is carried out.

Emergency Alert System

This covers arrangements for alerting Tay Valley Township municipal emergency services, activating emergency response plans and warning the public. See Appendix A for details.

Opening the Emergency Operations Centre

- Liaison with participating organizations is to be established immediately upon receipt of an alerting instruction from the Community Control Group. Contact points for these organizations and the procedures for establishing liaison are given in the specific emergency response plans and in the standing operating procedures.
- Reporting location for members of the Community Control Group is in the Tay Valley Emergency Operations Centre.
- Equipment assembly areas and arrangements for special resources are given in the specific emergency response plans, where known prior to an emergency. Otherwise they will be included in the appropriate operational instructions at the time of the emergency. A Main Event Record shall be immediately established and maintained throughout the emergency.
- Details of which organizations/elements are to be involved, and specific information concerning the emergency and the necessary response that may not be identifiable before the emergency, are to be included in the operational instruction. The operational instructions must be issued by the CCG immediately following an assessment of the emergency situation. They can be verbal, followed by written instructions.
- Identification will be issued to members of the Community Control Group and Support Staff. Access to the area shall be restricted and security shall be identified and assigned to the Community Control Group.

Service Support

Service support requirements and arrangements are described in each of the Health Canada manuals on file in the Emergency Operations Centre and cover topics including:

- 1) Registration and inquiry
- 2) Emergency clothing
- 3) Emergency lodging
- 4) Personal services
- 5) Emergency food source

Command and Communications

- The principal command appointments are:
 - Reeve
 - Chief Administrative Officer
 - Emergency Site Manager
 - Support Staff

- The Community Control Group (CCG) will be located in the Emergency Operations Centre (EOC) in the Council Chambers. Location of command posts and operations headquarters of participating elements and organizations will be provided in the alerting instruction, if known at that time, and confirmed in the operating instructions, when issued.
- The emergency communications network will consist of existing communications systems of the police, fire, public works and ambulance services, controlled through the Perth 911 Communications Centre. Alternate non-secure communications will be through the cellular telephone system or systems, from Bell Canada and/or private radio services offered by volunteer HAM / CB operators in the community, as deemed appropriate by the Community Control Group.

Public Information

- The Chief Administrative Officer and/or the Emergency Coordinator shall designate a PIO who shall be responsible for interviews, news releases and the dissemination of information to the media. A Media Release Centre will be established near the office area. The alternate Media Release Centre will be at Maberly Hall at 172 Maberly Elphin Road. The Public Inquiry Centre will be located at the treasury counter of the Emergency Operations Centre and will be operated by Municipal Staff.
- *Role of Participating Organization:* Media interviews, news releases and dissemination of public information are the responsibility of the PIO of Tay Valley Township. The role of participating organizations with respect to public information is to provide information to the Township's PIO, to ensure a single point of contact for the media and the public. The PIO, with the assistance of the Chief Administrative Officer and/or the Emergency Coordinator, shall establish procedures for providing this information.

2.2 Operations Cycle

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

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

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

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

2.3 Reeve (or designated alternate)

- Declaration of an Emergency.
- Termination of an Emergency.
- Notify Emergency Management Ontario of the declaration of and/or termination of the emergency.
- Authorize the implementation of evacuation, reception and re-entry arrangements upon the advice of the Community Control Group.
- Ensure the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
- Ensure that the local MPP and MP are advised of the declaration and termination, and kept informed of the emergency situation.
- On behalf of council, authorize release of official statements to the media and general public, as well as act as the spokesperson for council
- Maintain a personal log.

Tay Valley EOC Checklist - REEVE (or designated alternate)

✓	Functions:
	Open Log Sheet
	Check all telecommunications equipment
	Set-up Operational Map
	Alert Provincial EMO
	Ensure telecommunications system - up and running
	Assume Telecom designate functions if not yet present
	Place EMO Volunteer Groups on standby
	Ensure all EOCG representatives are en route to EOC (obtain ETA's when possible)
	If a long term operation required, set up EOC relief shifts
	Maintain a log

2.4 Chief Administrative Officer (EOC Manager) (or designated alternate)

- Activating the emergency notification system.
- Coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings, with the assistance of the CEMC.
- Chairing meetings of the Community Control Group.
- Advising the head of council on policies and procedures, as appropriate.
- Ensure Provincial EMO has been notified
- Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the CCG.
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM).
- If a long term operation is required, ensure CCG members arrange for relief shifts.
- Calling out additional staff as required.
- Maintaining a log.

Tay Valley EOC Checklist - CAO / EOC Manager (or designated alternate)

✓	Functions:
	Open Log Sheet
	Set up Operational Map
	Alert Emergency Management Ontario
	Activate Notification System, ensure all CCG members are en route to EOC (obtain ETA's when possible)
	Determine telecommunications status of each department
	As soon as possible, obtain status briefing from ESM, service departments, etc.
	Brief CCG members
	Appoint ESM
	Ensure all CCG members announce who ESM is to their departments, dispatchers, etc.
	Assist Reeve in preparing Elected Officials briefing
	Coordinate press releases with PIO
	Coordinate CCG response to immediate priorities
	Guide CCG in planning and prioritizing long term phase
	If a long term operation is required, ensure EOC relief shifts.
	When CCG is stood-down or phased out, ensure everyone is informed
	Maintain a log
	Collect all records, logs, etc. for follow-up/completion after termination

2.5 Ontario Provincial Police (or designated alternate)

The Police Representative or alternate is responsible for:

- Activating the emergency notification system.
- Establishing and maintaining ongoing communications with the senior police at the emergency site.
- The provision of traffic control to facilitate the movement of emergency vehicles.
- Co-ordination of evacuation routes.
- The protection of life and property and the provision of law and order.
- The provision of police services in evacuation centres, morgues, and other facilities as required.
- Warn population in the immediate danger zone, after consultation with the Emergency Site Manager
- Notifying the coroner of fatalities.
- Liaison with external police agencies, as required.
- Providing an Emergency Site Manager if requested to by the CCG.
- Coordinate activity of the snowmobile group
- Arrange for the feeding and evacuation of abandoned pets and livestock
- Provide communication links from the mobile emergency control centre to the Emergency Operation Centre
- Maintaining a log.

Tay Valley EOC Checklist - POLICE (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Obtain status of committed resources and those in reserve
	Obtain information on what has transpired from Dispatcher
	Prepare briefing for CCG; highlight problems, additional resource needs, mutual aid, etc.
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.6 Fire Department (or designated alternate)

The Fire Chief is responsible for:

- Activating the emergency notification system.
- Providing the CCG with the information and advice on fire fighting and rescue matters.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- Initiating Mutual Aid as required.
- Provide liaison with CANUTEC (Transport Canada) and Ontario Environmental Control Services in any emergency involving hazardous goods and radiological hazards
- Determining if additional or specialized equipment is required ie. protective suits etc.
- Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- Providing an Emergency Site Manager as required.
- Maintain a log.

Tay Valley EOC Checklist - FIRE CHIEF (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Obtain status of committed resources and those in reserve
	Obtain information on what has transpired from Dispatcher
	Prepare briefing for CCG; highlight problems, additional resource needs, mutual aid, etc.
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.7 Emergency Co-ordinator (or designated alternate)

- activates EOC and establishes communications with participating elements
- provides directions to the EOC staff required in support of the CCG and ensures proper set-up and operation of the EOC
- establishes liaison and communications with provincial response/support groups, as necessary
- prepares recommendations for improving response operations and capability
- amends the Emergency Response Plan
- provides appropriate situation reports to the Reeve, Council and participating elements
- provides direction and obtains advice from members of the CCG, as appropriate
- when authorized by the Reeve, advises participants that the emergency is ended and arranges for release of response elements
- provides appropriate damage direction to the PIO with respect to the authorization and release of official statements and the operation of the public information center
- initiates damage estimation (in accordance with policy and procedures of the Ontario Disaster Assistance Board)
- arranges, through department heads, an evaluation of the Emergency Response Operations and identification of deficiencies in procedure and equipment
- provides an after-action report to the Reeve
- confirms the Emergency Site Manager (ESM)
- Maintain a log

Tay Valley EOC Checklist - EMERGENCY COORDINATOR (or designated alternate)

✓	Functions:
	Open Log Sheet
	Activate Notification System, determine who has arrived and when others will report to EOC
	Determine telecommunications status of each department
	As soon as possible, obtain status briefing from ESM, service departments, etc.
	Brief EOCG members
	Confirms ESM
	Ensure all CCG members announce who ESM is to their departments, dispatchers, etc.
	Prepare Elected Officials briefing
	Coordinate press releases with PIO
	Coordinate EOCG response to immediate priorities
	Guide EOCG in planning and prioritizing long term phase
	When EOCF is stood-down or phased out, ensure everyone is informed
	Collect all records, logs, etc. for follow-up/completion after termination

2.8 Emergency Site Manager (ESM) (or designated alternate)

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

- direct, control and coordinate the on-site emergency response effort of the Emergency Response Team in accordance with direction from the Chief Administrative Officer
- establish a command post for the control and coordination of emergency on-site operations
- establish the Emergency Response Team communications in accordance with the Emergency Communications Network
- maintain contact with the CCG and all response elements
- advise the CCG of the nature of the emergency and the activities and requirements at the site
- Maintain a log

Tay Valley EOC Checklist - EMERGENCY SITE MANAGER

✓	Functions:
	Open Log sheet
	Check all telecommunications equipment
	Obtain status of committed resources and those in reserve
	Obtain information on what has transpired from Dispatcher
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Establish a command post for the control and coordination of emergency on-site operations
	Maintain a log

2.9 Duty Officer (or designated alternate)

- Report to the EOC when notified of its activation
- Collect, collate, summarize, display and circulate information concerning emergency operations on a master event status board;
- Maintain operations map
- Assist EOC Manager with operational activities
- Monitors all work station telephones during Sitreps and that Emergency messages are received and copied;
- Tasks as assigned by EOC Coordinator (CAO)
- Reports to the EOC Coordinator (CAO), as required

Tay Valley EOC Checklist - DUTY OFFICER (or designated alternate)

✓	Functions:
	Open Log sheet
	Check all telecommunications equipment
	Start Main Event Log
	Maintain operations map
	Activate building Security system
	Ensure log supplies, forms & other office supplies adequate
	Coordinate provision of additional clerical staff, as necessary
	Cover phones during Situation Reports (Sitreps)
	Assist EOC Manager with operational activities
	Maintain a log

2.10 Public Works Superintendent (or designated alternate)

- coordinate and control of all engineering and construction work associated with the emergency
- arrange for the construction of temporary roads, bridges, airports, emergency water supply, emergency sewage systems, as well as the provision, maintenance and operation of flood control works
- damage assessment
- Maintenance of sanitation and a safe supply of potable water, as required.
- The provision of equipment for emergency pumping operations.
- Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- Providing public works vehicles and resources to any other emergency service, as required.
- Maintain liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Providing an Emergency Site Manager if required.
- Maintain a log.

Tay Valley EOC Checklist - PUBLIC WORKS (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Obtain status of committed resources and those in reserve
	Obtain information on what has transpired from Dispatcher
	Prepare briefing for CCG; highlight problems, additional resource needs, mutual aid, etc.
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.11 Medical Officer of Health (or designated alternate)

- Acting as a coordinating link for all emergency health services at the CCG.
- Liaison with the Ontario Ministry of Health, Public Health Branch.
- Liaison with the ambulance service representatives.
- Liaison with the Community Care Access representative.
- Providing advice on any matters which may adversely affect public health.
- Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- 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.
- Ensuring the safety of drinking water in conjunction with the public works representative.
- Liaison with the senior social services representative regarding health services in evacuee centres.
- Maintain a log.

Tay Valley EOC Checklist - MEDICAL OFFICER OF HEALTH (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Obtain status of ambulances
	Obtain status of hospitals, special care facilities, nursing homes, etc.
	Advise Telecommunications Officer of extraordinary communications needs
	Prepare briefing for CCG; highlight problems, additional resource needs, mutual aid, etc.
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.12 Treasurer (or designated alternate)

- emergency financial management
- emergency purchasing services
- requisition of emergency stores and construction materials
- processing of disaster rehabilitation and compensation grants, loans, requests
- provide additional human resources for emergency response operations as necessary
- maintain appropriate records of human resource usage and cost in an emergency
- provide liaison with Canada Employment Centre
- providing assistance to the PIO Officer and answering public inquiries

Tay Valley EOC Checklist - TREASURER (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Verify Department's operational status
	Determine from EOC Coord. what finances are needed and coordinate
	Maintain all records of human resources (financial and liable implications)
	Check with all other agencies for additional personnel needs
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.13 Area Road Supervisor (or designated alternate)

- Activating the emergency notification system.
- Advising control group regarding road status/accessibility.
- Liaison with neighboring community(s) roads depts.
- Liaison with the County roads department.
- Assistance with road closures/road blocks.
- Road/route maintenance.
- Maintain a personal log.

Tay Valley EOC Checklist - AREA ROAD SUPERVISOR (or designated alternate)

✓	Functions:
	Open Log sheet
	Check all telecommunications equipment
	Check for any messages delivered prior to your arrival
	Complete operational check of all available radio networks
	Participate in Sitreps and planning
	Maintain log

2.14 Public Information Officer (or designated alternate)

- Notifying information centre staff.
- Ensuring that the Information Centre is set up and operational.
- Produce initial and subsequent press releases, subject to approval by the Reeve and EOC Coordinator (CAO)
- Establish and maintain linkages with provincial, county and industry media officials as appropriate.
- Coordinate interviews and press conferences.
- Designate a site media spokesperson as appropriate.
- Ensuring set up and staffing of public inquiry lines.
- Coordination of public inquiries.
- Monitoring news coverage.
- Maintaining copies of all media releases.
- Maintain a personal log.

Tay Valley EOC Checklist - PUBLIC INFORMATION OFFICER (or designated alternate)

✓	Functions:
	Open Log sheet
	Check telecommunications devices
	Check for messages received before your arrival
	Coordinate first news release with agencies and EOC coordinator
	Advise Telecommunications of extraordinary communications needs
	Prepare briefing for CCG; highlight problems, additional resource needs, mutual aid, etc.
	Pass information as appropriate to DO for Main Events Log and Ops for Operational Map
	Participate in Sitreps and planning
	Maintain log

2.14.1 Guide to Emergency Media Relations

This guide is to be used in conjunction with 3.9, Communications Centre procedures. The guide provides a framework for conducting the Townships PIO during an emergency.

The Reeve and the CAO have the ultimate authority for the release of information to the media. Their responsibilities may be delegated to the Public Information Officer at their discretion.

The Information Centre, the Public Information Officer, and this guide should be implemented immediately upon activation of the Township Emergency Measures Plan.

PIO cannot be handled totally by one person. A PIO team should be set-up and lead by the Public Information Officer.

Members of the PIO team should include;

- The Public Information Officer
- An OPP media/public relations representative
- A media or public relations representative from the industry involved, *(if there is an industrial element to the emergency)*

The PIO team will under the supervision of the Public Information Officer:

- a. Distribute the background information to the media and prepare all media tours and briefings.
- b. Conduct and arrange interviews.
- c. Ensure consistency of messages going out to the media.
- d. Monitor all media broadcasts and stories related to the emergency.
- e. Prepare the Reeve for interviews.
- f. Prepare and issue all press releases after approval from the Reeve and CAO.
- g. Arrange and conduct press conferences/briefings at regular intervals.
- h. Prepare a post-emergency report and submit it to the Clerk-Administrator.

PART 3 - EMERGENCY SUPPORT

3.0 Canadian Red Cross

- a. Upon receiving notification, activate the local Red Cross Emergency Response Plan.
- b. Provide support to the emergency response.
- c. Provide registration and inquiry services.
- d. Assist St. John Ambulance at first aid stations established at reception centres, on a need basis as determined by St. John Ambulance.
- e. Liaise with Regional Red Cross to access additional resources.
i.e. Emergency Response Team.
- f. Establish and maintain contact with the Director, Social Services in the EOC to coordinate activities.
- h. Perform duties in accordance with the guidance given in Part 4 Guide to Emergency Social Services.

3.1 Clergy Responsibilities

- a. Provide for multi-denominational religious observances.
- b. Establish visitations to evacuees in evacuation centres on a scheduled basis.
- c. Provide guidance to the CCG regarding matters of a religious nature.
- d. Provide advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

3.2 Salvation Army Responsibilities

- a. Upon receiving notification, activate the Salvation Army organization.
- b. Liaise with external Salvation Army resources to provide additional assistance on a need basis.
- c. Provide emergency resources for the care of evacuees, including bedding, food and clothing.
- d. In conjunction with other clergy provide for spiritual needs of evacuees.
- a. Establish contact with the Director, Social Services and support the operation as required.

3.3 St. John Ambulance Responsibilities

- a. Upon receiving notification, activate organization.
- b. Establish contact with the Director, Social Services and support the operation as required.
- c. Establish first aid posts at reception centres.
- d. Assist public health nurses at evacuation centres on an as required basis.
- e. Assist in the evacuation of casualties.
- f. Assist in the evacuation of home care patients as required.

3.4 Public Board of Education Responsibilities

- a. Provide schools for reception centres.
- b. Provide schools for evacuation centres.
- c. Provide access to school facilities in accordance with the agreement regarding access/use of schools by municipalities/county in the event of an emergency for reception and evacuation facilities.
See attached Bylaw No.
- d. Provide liaison with the Director, Social Services and the CCG.

3.5 Critical Incident Stress Organization Responsibilities

- a. Respond to direction from the Medical Officer of Health to provide critical incident stress services to those in need of the service.
- b. Liaise with the Medical Officer of Health in the CCG.

3.6 Human Resources Development Canada Responsibilities

- a. Provide emergency human resource services including the recruitment and registration of emergency workers.
- b. Provide for the allocation of workers for employment by other agencies as required.
- c. Access and provide staff possessing specific skills and training on loan to agencies requiring expertise.
- d. Provide assistance with post-emergency assessments.
- e. Provide liaison to the Duty Officer in the CCG, regarding emergency volunteer/worker recruitment, registration and allocation.

3.7 Legal Advisor Responsibilities

- a. Provide legal opinions and advice to the *CCG* as required.
- b. Provide legal representation as required.

3.8 Communications Designate

- a. Provision of telecommunications to support the CCG.
- b. Provision of telecommunications to support the reception and evacuation centres.
- c. Provision of telecommunications for the media centre.
- d. Liaison with amateur radio, on behalf of CCG.
- e. Liaison with Bell Canada on behalf of CCG.
- f. Liaise with CCG Duty Officer regarding all telecommunications issues.

3.9 Communications Centre Procedures

The Communications centre is located in close proximity to the EOC to facilitate the briefings and passage of information which take place during an emergency. For this reason it must have a primary and secondary location which corresponds to the location of the EOC. During the notification process, if the primary EOC were designated as the place to set up operations, the communications centre would then be set up in its primary location.

Upon notification, the Duty Officer will ensure that the communications centre is set up and operational within one hour after notification. It is essential that the communications centre is operational as soon as possible because the media will be involved as soon as they are aware that an emergency situation exists. The centre is known by local media but must be publicized for media from the outside. Upon arrival at the communications centre, the media will be given background information folders, which highlight the county, its people, industry and geography. The background information will be useful to the media and it will help generate some time prior to giving the initial briefing to the media regarding the immediate situation.

The media will work in accordance with scheduled press releases and briefings, provided these are well publicized and proceed as scheduled. The lack of structure will encourage the media to go out and get the news on their own. The media has a job to do and it is the PIO's job with the support of the communication centre to ensure that the media's needs are met within the required limits.

The Duty Officer, will be required to arrange for installation of telephone lines necessary to the operation of the Communications Centre.

Communications Centre personnel will be briefed by the PIO regarding media protocol, media kits and releases.

PART 4 - EVACUATION, RECEPTION & RE-ENTRY

4.1 General Procedure

When the CCG has decided/confirmed evacuation is necessary and has notified the public, people living in the danger area with transportation will proceed directly to the registration and inquiry centre for registration and accommodation allocation. Those without transportation will proceed to the nearest designated evacuee pick-up point, and people in care homes and schools will be evacuated under the direction of facility officials, in accordance with arrangements between the facility and the Emergency Group.

Evacuation, reception and re-entry arrangements are described below, followed by a checklist of principal actions.

4.2 Registration and Inquiry

All evacuees, regardless of the transportation arrangements, shall be directed to report to the registration and inquiry centre. Information recorded is intended for use in answering any inquiries on the safety and location of evacuees. This centre will be located at **217 Harper Road** in the Public Works Garage. Alternate locations, if required will be at **Maberly Hall at 172 Maberly Elphin Road**. Refer to the Evacuation Plan for Tay Valley Township for further information.

Evacuation areas, routes and pick-up points will be identified by the Community Control Group on receipt of the operations instruction report and confirmed/amended immediately following situation assessment. This information is to be provided to the public and all participating elements.

4.3 Notification and Information

Notify the general public, care homes and schools in the affected area of the situation with precise information on the nature and extent of the danger, the area affected or likely to be affected, and actions to be taken. Provide detailed information on the evacuation, reception and re-entry arrangements.

4.4 Transportation

The individual designated by the EOC Manager (CAO) will arrange for the provision of transportation for people in care homes, and schools, and for the movement of evacuees from the pick-up points to the registration and inquiry centre, and subsequently to the reception centre(s) and return.

4.5 Reception Centre(s)

The function of the reception centre is to provide accommodation (at the centre or elsewhere) and meals. A reception centre will be designated from the Reception Appendices whenever possible. Alternate locations will be identified in the operations instruction when issued. The Social Service Officer will arrange for the necessary operating staff through other organizations as appropriate.

4.6 Security

Security of the evacuated area will be established and maintained by the police during the emergency evacuation period.

4.7 Re-Entry

Re-entry operations will be initiated as expeditiously as possible, but not before the proper authority has declared the area safe, and not before provincial authorities and Tay Valley Township are satisfied that the utilities and essential services have been restored. The Emergency Group is responsible for ensuring compliance with these requirements.

4.8 Principal Actions By

Police

- Warn people in danger of the action they should take

Community Control Group

- Confirm evacuation area, evacuation routes and location of:
 - Registration and inquiry centre
 - Reception centre(s)
 - Pick-up points

Reeve/CAO

- Implement evacuation arrangements. If compulsory evacuation, a declaration of state of local emergency is required.

CAO/Emergency Coordinator through PIO Office & Police

- Notify public in area to be evacuated, as well as hospitals, care homes, schools, group and private residences by radio, television, door-to-door, indicating nature of hazard, essential items to take, how to prepare homes/building being evacuated, location of registration and inquiry centre, reception centre(s) and pick-up points, and evacuation routes.

(Principal Actions By cont'd)

Social Services, Canadian Red Cross, assisted by Police

- Establish registration and inquiry centre, reception centre(s) and pick-up points (operating staff move).
- Provide transportation for hospitals, care homes, schools and pick-up points.

Police

- Establish and maintain security of evacuated area through evacuation period.

Amateur Radio

- Establish contact with amateur radio club with instructions to stand by, if required.

PART 5 - GUIDE TO EMERGENCY RECOVERY

This guide is intended to provide a structure from which the Township of Tay Valley will be able to perform the tasks necessary to bring the Township back to a normal state of existence.

The *Community Control Group* will decide when to activate the recovery process, which in most circumstances occurs during the period when the termination of the emergency is being discussed.

The structure is formed on a committee and sub-committee basis. The following committees are required;

- The Recovery Committee
- Citizen Needs Sub-Committee
- Township Infrastructure Sub-Committee
- Finance/Claims Sub-Committee
- Communications Sub-Committee

The responsibilities of the committees and their membership consist of the following;

The Recovery Committee

The Recovery Committee is the ultimate authority when it comes to directing the Township recovery process. All sub-committees report to the Recovery Committee.

- Members:**
- The Reeve
 - CAO
 - Chairs of sub-committees

Provision for ad hoc membership is made when a need for special representation is identified.

- Duties:**
- Inform citizens/Council of recovery activities
 - Coordinate sub-committee activities
 - Liaise with Province re; funding support
 - Termination of recovery when appropriate
 - Provide a final report to Township Council

Citizen Needs Sub-Committee

The chair of the sub-committee directs the activities of the sub-committee.

- Members:**
- Director, Social Services (Chair)
 - Medical Officer of Health, or representative.
 - Red Cross (representative)
 - Salvation Army (representative)
 - Public Information Officer (representative)

Provision is made for ad hoc membership when a need for special representation is identified.

- Duties:**
- Continuation of evacuee centres/services
 - Long term housing assistance
 - Storage/distribution of donated items
 - Assistance to special populations
 - Health standards maintenance
 - Report to the Recovery Committee

Township Infrastructure Sub-Committee

The chair of the sub-committee directs the activities of the sub-committee.

- Members:**
- Public Works Superintendent (Chair)
 - Area Superintendent
 - Building Inspection (representative)
 - Public Health (representative)

Provision is made for ad hoc membership when a need for special representation is identified.

- Duties:**
- Infrastructure Damage Assessment
 - Area Access Control/Restrictions
 - Insurance Liaison Services
 - Demolition Services
 - Sanitation Requirements
 - Public Utilities Liaison
 - Report to the Recovery Committee

Financial/Claims Sub-Committee

The chair of the sub-committee directs the activities of the sub-committee.

- Members:**
- Treasurer (Chair)
 - A Council Member

Provision is made for ad hoc membership when a need for special representation is identified.

- Duties:**
- Coordinate records of emergency expenditures
 - Liaison with the Ministry of Municipal Affairs and Housing re; funding assistance
 - Claims to Provincial/Federal Government
 - Township Insurance Claims
 - Financial Impact Assessments
 - Report to the Recovery Committee

Communications Sub-Committee

The chair of the sub-committee directs the activities of the sub-committee.

- Members:**
- Reeve (Chair)
 - CAO
 - Public Information Officer

Provision is made for ad hoc membership when a need for special representation is identified.

- Duties:**
- Liaise with the Recovery Committee.
 - Document Township progress of emergency recovery.
 - Prepare and distribute media releases of recovery progress.
 - Liaise with Communications Technician regarding recovery of Township communications infrastructure.
 - Maintain public relations function of the Information Centre.