



# EMERGENCY RESPONSE PLAN

2022

January 2022

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## Contents

Introduction .....	4
Contact Information CEMC and Alternate .....	5
Aim / General .....	6
Declaration of an Emergency .....	7
Emergency Operations and Procedures .....	8
Municipal Emergency Control Group (MECG) .....	8
<i>Membership</i> .....	8
<i>Membership Organizational Chart</i> .....	9
<i>Collective Responsibilities of the MECG</i> .....	10
Activation of the Emergency Response Plan .....	11
Notification of the MECG and EOC staff .....	11
Emergency Operations Centre (EOC) .....	12
Location of the EOC .....	12
Operation of the EOC .....	12
Township of Greater Madawaska Declaration .....	13
Termination of Emergency .....	13
Responsibilities of MEOC Members .....	14
1. Mayor (or alternate) .....	14
2. Operations Officer.....	15
3. Liaison Officer. ....	16
4. Accountability/Safety Officer (or alternate).....	17
5. Finance/Administration & Logistics Officer .....	18
6. Fire Chief .....	19
7. Manager of Public Works (or alternate) .....	20
8. Logistics Officer .....	21
9. Public Information Officer (or alternate) .....	22
10. Duty Officer .....	23
11. Scribe .....	23
Responsibilities of Emergency Professionals	
Ontario Provincial Police .....	24
Medical Officer of Health .....	25
Amateur Radio Emergency Services (ARES) Plan .....	26
Acronyms Definitions.....	27

## **INTRODUCTION**

Emergencies are defined as per the Emergency Management & Civil Protection Act as “*a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.*” These emergencies can affect the health, welfare, property, environment, and economic health of the Township.

The 2001 amalgamation of the Township of Bagot, Blythfield, and Brougham and the Township of Griffith and Matawatchan made the Township of Greater Madawaska the largest township within Renfrew County. A very significant amount of Crown-owned land affords a multitude of excellent lakes and waterways for fishing and hunting, as well as hundreds of kilometres of land for year-round recreational enjoyment.

Located in the south-eastern end of Renfrew County and only 20 minutes off of Highway #17, the Township of Greater Madawaska has a seasonal population range fluctuating from 2,500 residents/visitors in the winter to 10,000 residents/visitors in the summertime.

The Township also has Resorts, Motels and Bed and Breakfast facilities. There are hardware, building supply, LCBO and general stores, an elementary school, and several churches, restaurants, a medical office, and many campgrounds.

In order to protect the residents, businesses, and visitors the Township of Greater Madawaska requires a coordinated emergency response by a number of different agencies under the direction of the Municipal Emergency Control Group. These are distinct arrangements and procedures **separate** from the normal day-to-day operations carried out by local emergency services.

The Emergency Management Program Committee has approved the Township of Greater Madawaska **EMERGENCY RESPONSE PLAN**. Every key official, municipal department and agency shall be prepared to carry out their assigned responsibilities in the event of an emergency.

In addition, it is important that the residents, businesses, and interested visitors be aware of the provisions of the Township of Greater Madawaska **EMERGENCY RESPONSE PLAN**.

The Township of Greater Madawaska **EMERGENCY RESPONSE PLAN** has been prepared to provide key officials, municipal departments, and agencies of the Township of Greater Madawaska with important emergency response information that will be used during an emergency.

Copies of The Township of Greater Madawaska Emergency Response Plan may be viewed or may be downloaded from the Township website at [www.greatermadawaska.com](http://www.greatermadawaska.com) .

For more information, please contact:

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## **AIM**

The aim of this plan is to make provision for extraordinary arrangements and measures to protect the health, safety, welfare, environment and economy of the residents, businesses and visitors of the Township of Greater Madawaska in an emergency.

This meets the requirements of the *Emergency Management and Civil Protection Act* (EMCPA)

## **GENERAL**

The *Emergency Management and Civil Protection Act* (EMCPA) is the legal authority for this emergency plan.

The EMCPA states that:

- Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [Sec. 3 (1)]
  
- The Head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. [Sec. 4 (1)]

As enabled by the EMCPA, this emergency response plan and its elements have been issued under authority of By-law No. 55 – 2009 and filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

## **Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist, community employees may take such action under this emergency response plan as may be required to protect property, and the health, safety and welfare of the persons in Township of Greater Madawaska.

The Emergency Operations Centre (EOC) may be activated for any emergency for the purposes of managing the emergency, maintaining services to the community and supporting the emergency response.

**DECLARATION OF AN EMERGENCY**

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).

## **EMERGENCY OPERATIONS AND PROCEDURES**

### **Municipal Emergency Control Group (MECG)**

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

### **Membership**

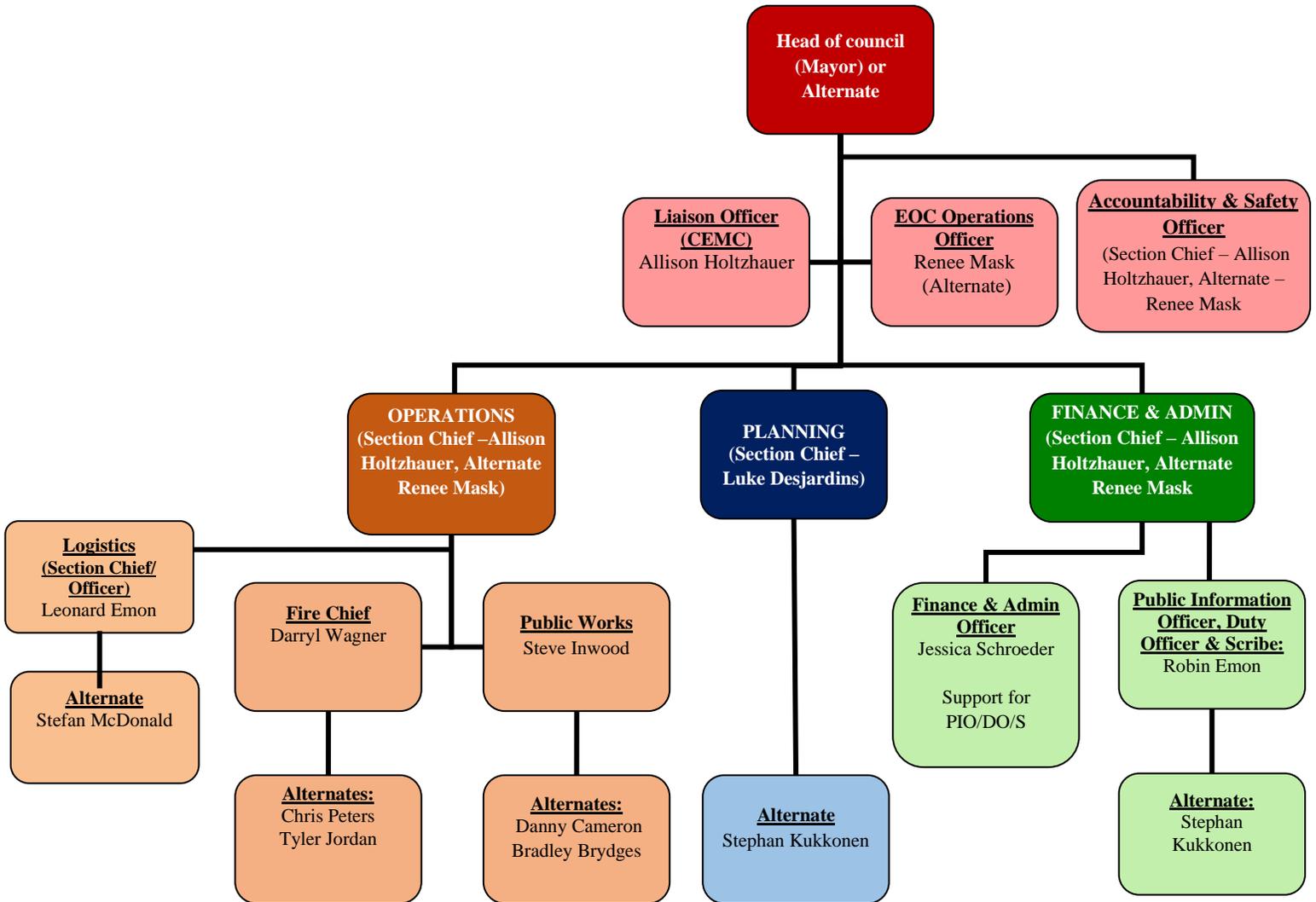
The Municipal Emergency Control Group (MECG) is made up of the following members:

- 1. Mayor (page 14)
- 2. EOC Operations Officer<sup>5</sup> – (CAO) (page 15)
- 3. Liaison Officer<sup>5</sup> – (Community Emergency Management Coordinator) (page 16)
- 4. Accountability/Safety Officer<sup>5</sup> (page 17)
- 5. Finance/Administration (page 18)
- 6. Fire Chief (page 19)
- 7. Public Works Manager (page 20)
- 8. Logistics Officer<sup>5</sup> (page 21)
- 9. Public Information Officer<sup>5</sup> (page 22)
- 10. Duty Officer (page 23)
- 11. Scribe (page 23)

The Municipal Emergency Control Group may function with only a limited number of persons depending upon the nature of the emergency. While the MECG may not require the presence of all members, all members (including as and when required members outlined above) must be notified whenever the plan is activated and when an emergency is declared.

Depending on the nature and duration of the emergency, the following ad hoc members will be added to the MECG as needed:

- Amateur Radio Emergency Service (ARES) Officer<sup>5</sup>
- Ontario Provincial Police
- County Services appropriate to needs (e.g., Emergency Management Services; Fire Coordinator; Liaison, Emergency Information Officer (Media Relations/Grants Coordinator); Directors of Social Services; Public Works & Engineering; Medical Officer of Health)
- Provincial OFMEM Field Officer
- Regional Paramedic Service



***Collective Responsibilities of the Municipal Emergency Control Group (MECG)***

The members of the Municipal Emergency Control Group are responsible, as a group, for the following actions and/or decisions required to support an effective *Emergency Site Response Team*:

1. Ensuring that all information that is discussed and planned within the group is kept strictly confidential.
2. Implementing the Township of Greater Madawaska *Emergency Response Plan*, in whole, or in part, to respond to an impending, potential or existing emergency.
3. Providing advice and information to the Mayor concerning the declaration and termination.
4. Advising the Mayor and Council regarding requests for assistance from local communities, the County of Renfrew, the Province of Ontario, or the Government of Canada.
5. Coordinating and directing Township resources used to mitigate the effects of an emergency, in cooperation with and as a support to local communities.
6. Ensuring the composition of the Municipal Emergency Control Group is appropriate to mitigate the effects of a given emergency situation.
7. Ensuring the provision of essential resources and services to support emergency response activities and maintain delivery of services to the community.
8. Ensuring the Emergency Public Information personnel are kept informed regarding information for the media and public.
9. Activating and directing the Municipal Emergency Control Group Emergency Operations Support Team;
10. Maintaining a log outlining decisions made and actions taken related to the Emergency and submitting this log to the Chief Administrative Officer and copy to the Community Emergency Management Coordinator within seven working days of the termination of the emergency.
11. Participating in the operational de-brief of the emergency, upon termination.

## **ACTIVATION OF THE EMERGENCY RESPONSE PLAN**

The activation of the Township of Greater Madawaska *Emergency Response Plan* will result in the Municipal Emergency Control Group convening in the designated Emergency Operations Centre. Any member of the Municipal Emergency Control Group, or Council member, may request that the plan be activated. The request will be made to the Mayor, or the Chief Administrative Officer, or the Community Emergency Management Coordinator. Only the Mayor, the CAO and the CEMC have the authority to activate the *Emergency Response Plan*; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the Head of Council.

Activation of the plan includes:

- Notification of the Municipal Emergency Control Group
- Determination of the appropriate Emergency Operations Centre;
- Set up of the Emergency Operations Centre; and
- Any other actions required to implement the plan.

The Township of Greater Madawaska *Emergency Response Plan* may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

**NOTE:** *It is not necessary to declare an emergency to activate the plan.*

### **Notification of the MCEG and EOC support staff**

Upon activation of the *Emergency Response Plan* the Chief Administrative Officer will contact the Mayor and the Community Emergency Management Coordinator. The Community Emergency Management Coordinator is responsible to notify members of the Municipal Emergency Control Group and the Emergency Operations Centre Support Staff and to record this contact. The CEMC will take all necessary methods to contact the MCEG.

### **EMERGENCY OPERATIONS CENTRE (EOC)**

The Emergency Operations Centre is the command centre for the Township’s emergency response. The Emergency Operations Centre has secure meeting rooms, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The Emergency Operations Centre Staff includes the Municipal Emergency Control Group (MECG) and the Emergency Operations Centre Support Team.

#### **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 Municipal Emergency Control Group shall report will be given.

#### **Operation of EOC**

Members will meet at a schedule defined by the Mayor or Community Emergency Management Coordinator to review progress and make decisions in regards of the event.

### **TOWNSHIP OF GREATER MADAWASKA DECLARATION**

The Mayor of the Township of Greater Madawaska or the alternate has the authority to declare a state of emergency for the Township. The decision to declare a state of emergency is usually made in consultation with the CAO, CEMC and other available members of the Municipal Emergency Control Group.

As a resource to assist the Mayor, Office of the Fire Marshal and Emergency Management has prepared a *Checklist in Consideration of a Declared Emergency*<sup>4</sup>. This checklist is available to members of the OFMEM.

When an emergency situation exists but has not yet been declared by the Mayor, Township employees may 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 Township of Greater Madawaska *Emergency Response Plan*.

### **TERMINATION OF EMERGENCY**

The *Emergency Management and Civil Protection Act* define that a municipal emergency may be terminated by the:

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

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

Upon termination the following will be notified:

- Township Council;
- Public
- Provincial Emergency Operations Centre for The Minister of Community Safety and Correctional Services;
- County Council;
- Neighbouring community officials, as required;
- Local Member of Provincial Parliament and Federal Parliament, as required;

***Responsibilities of Municipal Emergency Control Group Members***

***1. MAYOR (or alternate)***

1. Declaring/terminating an emergency.
2. Notifying members of the Municipal Council of the emergency and all major decisions made during emergency response. Upon declaration/termination of a Township emergency, the Mayor (or their alternate) will notify:
  - The Minister of Community Safety and Correctional Services;
  - Emergency Management Ontario;
  - Renfrew County – via the Warden;
  - Public;
  - Neighbouring community officials, as required;
  - Local Member of Provincial Parliament, as required; and
  - Local Member of Parliament, as required.
3. Communicating decisions/actions of the MECG to both Municipal and County Councils.
4. Approve communications to the public and the media.
5. Maintaining a personal log.
6. Participating in the post emergency de-brief sessions.

**2. OPERATIONS OFFICER – Chief Administration Officer (or alternate)**

During an emergency the CAO is referred to as the EOC OPERATIONS OFFICER in the Emergency Operations Centre and Municipal Emergency Control Group.

1. Activating the emergency notification system.
2. Chairing the Municipal Emergency Control Group Operations Cycle meetings.
3. Coordinating the activities of the Emergency Operations Centre.
4. Advising the Mayor on Municipal Policies and Procedures, as required.
5. Reviewing with, and advising the Mayor on the key messages, major announcements and media releases; in the absence of the Mayor approving such messages.
6. Activating the other resources, if required.
7. Ensuring a master record is maintained to record all decisions/actions.
8. Ensuring that all essential services of the Township of Greater Madawaska are maintained and that business continuity is minimally disrupted.
9. Maintaining a personal log.
10. Participating in the post emergency de-brief sessions.

### **3. LIAISON OFFICER (or alternate)**

***During an emergency at the Municipal level*** the Liaison Officer is responsible for:

1. Support the activation of the Emergency Response Plan and its notification procedures.
2. Contacting the members of the Municipal Emergency Control Group.
3. Support setting up of the Emergency Operations Centre .
4. Providing information and assistance to the Mayor and the CAO to facilitate decision-making.
5. Maintaining communication with the EOC/Liaisons Officers other agencies to ensure that required services are coordinated. For example Social Services, Medical Officer of Health, NGOs etc.
6. Identifying resource needs, emerging issues and future planning requirements to the MCEG.
7. Liaising with Ontario Fire Marshal and Emergency Management.
8. Participating in the Emergency Operations Cycle meetings.
9. Tracking the key messages of the Municipal Emergency Control Group during Operation Cycle meetings.
10. Maintaining a personal log.

***During an emergency at the County, other Municipality or community level***, the Liaison Officer is responsible for communications to other parties and reporting to the Mayor, decision will be made at the time what services the Township can offer. The Liaison Officer acts as the conduit to other levels of government and agencies.

**4. ACCOUNTABILITY/SAFETY OFFICER (or alternate)**

During an emergency, the Accountability/Safety Officer is responsible for the following:

1. Upon notification, proceeding to the designated Emergency Operations Centre.
2. Activating Notification Procedures, as required.
3. Providing direction/advice regarding safety concerns during the emergency response.
4. Participating fully in the Operations Cycle Meetings of the MCEG.
5. Providing direction to the MCEG members to ensure that the health and safety standards of the emergency site(s), all responders and other areas affected are maintained.
6. Liaising with the Ministry of Labour, if required.
7. Maintaining a personal log.
8. Participating in the post-emergency MCEG de-brief sessions.

**5. FINANCE & ADMINISTRATION OFFICER (or alternate)**

The Finance & Administration Officer is responsible for managing all financial aspects of an incident.

The Finance & Administration Officer is responsible for the following:

1. Upon notification, proceeding to the designated Emergency Operations Centre.
2. Activating Notification Procedures, as required.
3. Manage all financial aspects of an incident.
4. Provide financial and cost analysis information requests
5. Gather pertinent information from briefings with responsible agencies
6. Develop an operating plan for the F&A section to fill supply, support and logistical needs
7. Determine need to set up and operate an incident commissary
8. Meet with assisting and cooperating Agency representatives as needed.
9. Maintain daily contact with agency(s) administrative headquarters on F&A matters
10. Ensure that all personnel time records are accurately completed and transmitted according to policy
11. Provide financial input to demobilization planning
12. Ensure that all obligation documents initiated at the incident are properly prepared and completed
13. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
14. Ensure that all functions and obligations of the Time, Procurement, compensation/claims and Cost units are provided in an efficient and effective manner.

**6. FIRE CHIEF (or alternate)**

**The Fire Chief is responsible for:**

1. Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
2. Upon notification, proceeding to the designated Emergency Operations Centre, if cannot the Fire Chief will assign a fire liaison to report to the EOC.
3. Activating Renfrew County Mutual Fire Aid Plan, as required.
4. Maintaining regular communications with local municipal fire departments and Central Ambulance Communications Centre, as related to the implementation of the Mutual Aid Plan.
5. Liaising with the senior fire officials at the emergency site(s) regarding the emergency response.
6. Managing the Fire Department response related to; ongoing provision of 9-1-1 service; and Fire Dispatch services.
7. Liaising with the Ontario Fire Marshal, if required.
8. On request, participating fully in the Operations Cycle Meetings of the MCEG regarding the municipal fire services' needs and responsibilities.
9. Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
10. Maintaining a personal log.
11. Coordinating a post- emergency Mutual Aid Fire Service incident de-brief session.
12. Participating in the post-emergency de-brief sessions.

**7. MANAGER OF PUBLIC WORKS (or alternate)**

During an emergency, the Manager of Public Works is responsible for:

1. 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.
2. Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
3. Upon notification, proceeding to the designated Emergency Operations Centre, if cannot the Public Works Manager will assign a public works liaison to report to the EOC.
4. Activating Departmental Notification Procedures, as required.
5. Managing the Public Works response of the Township.
6. Providing direction/advice to the Public Works staff responding to the emergency.
7. Participating fully in the Operations Cycle Meetings of the MCEG.
8. Maintaining communication and providing information to the Emergency Operations Support Team.
9. Ensuring that the health and safety standards of the Public Works Department staff responding to the emergency are maintained.
10. Maintaining a personal log.
11. Participating in the post-emergency de-brief session.

**8. LOGISTICS OFFICER (or alternate)**

During an emergency, the Logistics Officer is responsible for the following:

1. Upon notification, proceeding to the designated Emergency Operations Centre.
2. Activating Notification Procedures, as required.
3. Responsible for all the supplies and support needs of an incident, including obtaining and maintaining essential ground personnel, equipment, facilities, communication, supplies and nutrition for deployment.
4. Participating fully in the Operations Cycle Meetings of the MECC.
5. Maintaining a personal log.
6. Participating in the post-emergency de-brief session.

**9. PUBLIC INFORMATION OFFICER (or alternate)**

The Public Information Officer is responsible for:

1. Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
2. Upon notification, proceeding to the designated Emergency Operations Centre.
3. Opening the Emergency Public Information and Media Centres.
4. Participating fully in the Operations Cycle Meetings of the MECG.
5. Apprising the MECG of any significant information passed on to the public and correcting any misinformation.
6. Liaising with Emergency Information Officers of the County and other agencies to ensure consistency of messaging to the public.
7. Recording and tracking the key messages of the Municipal Emergency Control Group during Operation Cycle meetings.
8. Coordinating interviews and media conferences for Municipal Emergency Control Group members.
9. Preparing public and media releases for review by appropriate officials.
10. Maintaining chronological record of all media releases.
11. Accessing copies of news reports, interviews during and following the emergency.
12. Monitoring news coverage.
13. Maintaining communication and providing information to the Emergency Operations Support Team.
14. Ensuring that the health and safety standards of the emergency information and media centres are maintained.
15. Maintaining a personal log.
16. Participating in the post-emergency de-brief sessions.

**10. DUTY OFFICER (or alternate)**

Responsible for the following:

1. Upon notification, proceeding to the designated Emergency Operations Centre.
2. Opening and maintaining the Emergency Operations Centre sign-in process.
3. Maintaining access control for all personnel in the EOC.
4. Opening and maintaining a Major Events Log.
5. Ensuring that appropriate supplies are available to MCEG members.
6. Ensuring that refreshments, meals and rest breaks are provided for the MCEG and EOC staff.
7. To identify staffing, equipment and supply issues of the EOC to the EOC Operations Officer.
8. To identify outstanding issues to the EOC Operations Officer.
9. Gathering MCEG members' personal logs at the end of the event.

**11. SCRIBE (or alternate)**

The Scribe(s) is responsible for the following:

1. Upon notification, or as requested, proceeding to the designated Emergency Operations Centre.
2. Recording actions and decisions taken by the MCEG.
3. To take messages for the MCEG members during Operations Cycle Meetings.
4. To regularly update the MCEG members concerning outstanding issues.

**Responsibilities of Emergency Professionals**

**ONTARIO PROVINCIAL POLICE**

The Ontario Provincial Police representative is responsible for:

1. Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
2. Participating in the Operations Cycle Meetings of the MCEG regarding police matters.
3. Establishing and maintaining ongoing communications with the senior police officer at the emergency site(s).
4. The provision of traffic control to facilitate movement of emergency vehicles.
5. Co-ordination of evacuation routes.
6. Liaison with the Operations Officer regarding security of reception and evacuation centres.
7. Advising the MEOC in matters of security during the event.
8. Notifying the coroner of fatalities.
9. Liaison with municipal police forces and/or external police and security providers, as required.
10. Ensuring that the health and safety standards of the emergency site(s) and responders are maintained.
11. Maintaining a personal log.
12. Participating in the post-emergency de-brief sessions.

**MEDICAL OFFICER OF HEALTH**

The Medical Officer of Health is responsible for:

1. Requesting activation of the *Emergency Response Plan* to the Mayor, CAO or the CEMC.
2. Upon notification, proceeding to the designated Emergency Operations Centre.
3. Liaison with the Ontario Ministry of Health, Public Health Branch.
4. Coordinating the response to disease related emergencies or anticipated emergencies such as a human health pandemic, according to Ministry of Health and Long Term Care policy.
5. Providing advice and direction on any matters that may adversely affect Public Health.
6. Liaison with the local municipalities and the Social Services Department regarding public health and food safety issues at reception and evacuation centres.
7. Providing authoritative instructions on public health matters to the public through the Emergency Information Officer.
8. Coordinating public health resources and activating and coordinating volunteer and private agency response for the augmentation of the public health response.
9. Ensuring the coordination of all efforts to prevent and control the spread of disease during an emergency
10. Effective prevention and control of infectious disease during the emergency.
11. Maintaining a personal log.
12. Participating in the post-emergency de-brief sessions.

### **Amateur Radio Emergency Services (ARES) Plan**

Upon implementation of the **EMERGENCY RESPONSE PLAN**, it will be important to ensure that communications are established between the emergency site and the Emergency Operations Centre. As well, communications may be required at various locations including evacuation centres, hospitals, and other key responding agencies.

The ARES Officer is a pre-designated Amateur Radio Operator and is part of the initial Notification Procedure. The ARES Officer will call upon his contacts for further support as required.

The ARES Officer is located adjacent to the Emergency Operations Centre (EOC). The EOC is equipped appropriate to identified needs of the incident to communicate with all first responders, Community Emergency Response Teams, partners and other stakeholders including County and Provincial EOCs.

Communications between the Emergency Operations Centre and the other responding agencies will be done appropriate to the needs of the incident. All messages sent via ARES are to be written on Amateur Radio Message Forms and logged.

As appropriate to the needs of the emergency, communications could also be obtained via cellular phones, satellite phones, Public Works repeater system, Fire radios etc.; which will act as a relay between the emergency site and the Emergency Operations Centre.

### **County of Renfrew**

Role of the County of Renfrew is to provide resources they deem necessary as per the nature of the event.

### **Role of Other Agencies**

Other agencies can be called in to provide assistance. The role and responsibilities of other agencies are to be determined as per the nature of the event. Other agencies include but not limited to Red Cross, St. John's Ambulance, etc.

**Acronyms Defined**

ARES – Amateur Radio Emergency Services

CEMC – Community Emergency Management Coordinator

EMCPA – Emergency Management and Civil Protection Act

EOC – Emergency Operations Centre

MECG – Municipal Emergency Control Group

OFMEM – Office of the Fire Marshal and Emergency Management