

**Corporation of the Township  
of  
HARLEY**



**Emergency Response Plan**

**By-law 2004-23**

November 2004

# **TOWNSHIP OF HARLEY** **EMERGENCY RESPONSE PLAN**

## TABLE OF CONTENTS

		Page	
PART	1.	INTRODUCTION	4
PART	2.	AIM	5
PART	3.	AUTHORITY	6
	3.1	Definition of an Emergency	6
	3.2	Action Prior to Declaration	6
PART	4.	EMERGENCY NOTIFICATION PROCEDURES	7
	4.1	Requests for Assistance	7
	4.2	Declaration of Community Emergency	8
PART	5.	EMERGENCY COMMUNITY CONTROL GROUP	9
	5.1	Emergency Operation Centre (EOC)	9
	5.2	Community Control Group (CCG)	9
	5.3	Operating Cycle	9
	5.4	Community Control Group (CCG) Responsibilities	10
PART	6.	EMERGENCY RESPONSE SYSTEM	11
	6.1	Individual responsibilities of the CCG	11
	6.1.1	Reeve or Acting Reeve	11
	6.1.2	Clerk-Treasurer / Operation Officer	12
	6.1.3	Police Representative	13
	6.1.4	Fire Chief Representative	14
	6.1.5	Public Works Representative	15
	6.1.6	Medical Officer of Health	16
	6.1.7	Senior Social Services Representative	17
	6.1.8	Emergency Medical Services (EMS) Representative	18
	6.1.9	Emergency Management Coordinator or Alternate	19
	6.1.10	Utility Representative - Hydro One	20
	6.2	Support and Advisory Staff	20
	6.2.1	Clerk-Treasurer Assistant	20
	6.2.2	Legal Services Representative	20
	6.2.3	Communication Coordinator	21
	6.2.4	Emergency Information Officer	21
	6.2.5	Other Agencies	21

	6.3	Relationship between CCG and Emergency Site Manager (ESM)	21
	6.4	Relationship between ESM, and command and Control structures of emergency responders	21
PART	7.	EMERGENCY COMMUNICATION PLAN	22
PART	8.	EMERGENCY INFORMATION PLAN	22
	8.1	Emergency Information Officer	22
PART	9.	PLAN REVISION, TRAINING AND ANNUAL EXERCISE	23
	9.1	Plan Revision	23
	9.2	Training	23
	9.3	Annual Exercise	23

# Emergency Response Plan

## **PART 1. INTRODUCTION**

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

The Township of Harley has a population of 608 (1996), a land mass of 91.6 square km (1996) and is situated in the District of Timiskaming.

Harley Township is bordered by the Townships of Hilliard (to the north), Kerns (west), Dymond (south), and Casey (east).

Harley Township is intersected by Highway 11, Ontario Northland Railway and is approximately 191 km north of North Bay and 96 km south of Kirkland Lake.

Harley Township residents have logged, cleared land, and at present the area is mostly an agriculture municipality with an interest in tourism. There is also some local business interests plus many inhabitants working outside of the Township.

The Township is served by Ontario Hydro, propane and oil utilities; the township has its own roads & fire departments. Policing is the Ontario Provincial Police and ambulance is through Emergency Medical Services. The nearest airport is the Earlton-Timiskaming Regional Airport which is 24 km \* north-west of Harley Township.

The nearest hospital is the Temiskaming Hospital, New Liskeard 11 km \*

Communications is supplied by Northern Telephone system, ONR Telecommunications and has 3 television stations; MCTV (ch. 2) Timmins (ch 11) Sudbury, CKRN (ch. 4) Rouyn, Quebec.

Newspapers : 1 weekly, Temiskaming Speaker/Gazette, New Liskeard, & 4 dailies, North Bay Nugget-North Bay, Northern Daily News/Temiskaming Today-Kirkland Lake, Globe & Mail and The Toronto Star-Toronto.

The township has one water course, the Wabi River. The highest point (850 feet above sea level) is a ridge from Thornloe, which traverses in a south-easterly direction towards Casey and Dymond Townships. The lowest point is 600 feet above sea level along the Wabi river water course.

In order to protect residents, businesses and visitors, the Township of Harley requires a coordinated emergency response by a number of agencies under the

direction of the Community Control Group. These are distinct arrangement and procedures form the normal, day-to-day operations carried out by emergency services.

The Township of Harley Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Harley important emergency response information related to:

- Arrangements, services and equipment: and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, business and interested visitors be aware of its provisions. Copies of the Township of Harley Emergency Response Plan may be viewed at the Township Office. For more information, please contact:

Michel Lachapelle  
Emergency Management Coordinator  
Township of Harley  
(705) 647-5439

Note: \* closest point to Harley Township boundary

## **PART 2. AIM**

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment economic health of the residents, businesses and visitors of the Township of Harley when faced with such an emergency.

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

While many emergencies could occur, those most likely to occur are: forest fire, snowstorms, windstorms, epidemics, highway chemical spills, any other highway disasters, power failure (black outs), or the threat of any of the foregoing emergencies or that any other unforeseeable disaster which may occur within the boundaries of the township or nearby so as to affect the inhabitation or property of the township.

## **PART 3. AUTHORITY**

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

The EMA states that the:

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."

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

- Issued under the authority of the Township of Harley By-law # 2004-23
- Files with Emergency Management Ontario, Ministry of Public Safety and Security.

### **3.1 Definition of an Emergency**

The EMA defines an emergency as:

"An emergency means a situation or an impending situation caused by the forces of nature, an accident, and intentional act or otherwise that constitutes a danger of major proportions to life or property."

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

### **3.2 Action Prior to Declaration**

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

**PART 4. EMERGENCY NOTIFICATION PROCEDURES**

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Municipal Clerk-Treasurer, to request that the notification system be activated.

Upon receipt of the warning, the Municipal Clerk-Treasurer will notify all members of the Community Control Group (CCG).

Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the CCG will be notified and placed on STANDBY.

**4.1 Requests for Assistance**

Assistance may be requested from the Federal and/or Provincial Governments, neighboring municipalities and communities, volunteer groups, residents, private and public business sectors, at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

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

## **4.2 Declaration of Community Emergency**

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

Upon declaration of an emergency, the Reeve will notify:

- Emergency Management Ontario, Ministry of Public safety and Security
- Township Council
- Public
- Neighboring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Ontario Provincial Police

A community emergency may be terminated at any time by:

- Reeve or Acting Reeve
- Township Council
- Premier of Ontario

When terminating an emergency, the Reeve will notify:

- Emergency Management Ontario, Ministry of Public safety and Security
- Township Council
- Public
- Neighboring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Ontario Provincial Police

## **PART 5. EMERGENCY COMMUNITY CONTROL GROUP**

### **5.1 Emergency Operation Centre**

The CCG will report to the Emergency Operations Centre located at the Harley Township Office (903303 Hanbury Rd, Lot 9, Con 2 Harley Twp.) In the event that this operation cannot be used, then the secondary location will be the Casey Township Office (6 rue Lachapelle Street) or another location at the discretion of the CCG.

### **5.2 Community Control Group (CCG)**

The emergency response will be directed and controlled by the Community Control Group (CCG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The CCG consists of the following officials:

- Reeve of the Township of Harley, or alternate;
- Clerk-Treasurer, or alternate, who becomes the Operations officer;
- Emergency Management Coordinator, or alternate;
- Police Representative, or alternate;
- Fire Chief, or alternate;
- Public Works Representative;
- Medical Officer of Health, or alternate;
- Social Services Representatives, or alternate;
- Emergency Medical Services, or alternate;
- Emergency Information Officer;
- Additional personnel called or added to the CCG may include:
  - Emergency Management Ontario Representative;
  - Liaison staff from provincial ministries;
  - Any other officials, expert or representatives from the public or private sector as deemed necessary by the CCG.

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

### **5.3 Operating Cycle**

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

#### **5.4 Community Control Group (CCG) Responsibilities**

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Reeve on the need to designate all or part of the Township as an emergency area;
- Ensuring that an emergency Site Manager (ESM) is appropriate;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be a danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro;
- Arranging for services and equipment from local agencies not under community control i.e. private contractor;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Clerk-Treasurer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

**PART 6. EMERGENCY RESPONSE SYSTEM**

**6.1 Individual responsibilities of the Community Control Group (CCG)**

**6.1.1 Reeve or Acting Reeve**

The Reeve or Acting Reeve is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated;
- Notifying the Emergency Management Ontario, Ministry of Public Safety and Security of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of the emergency, and kept informed of the emergency situation;
- Request assistance from neighboring municipalities and/or from senior levels of government, when required.

## **6.1.2 Clerk-Treasurer / Operations Officer**

The Clerk-Treasurer becomes the Operations Officer for the Township of Harley and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Ensuring liaison with the Police Chief regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Reeve on policies and procedures, as appropriate;
- Approving, in conjunction with the Reeve, major announcement and media releases prepared by the emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional township staff to provide assistance, as required;
- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Clerk-Treasurers of neighboring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.

### **6.1.3 Police Representative**

The Police Representative is responsible for:

- Activating the emergency notification system through the Clerk-Treasurer office;
- Providing the Reeve with information and advice on law enforcement matters;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Controlling traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area; liaise with the road superintendent regarding location of barricades and flashers;
- Controlling and if necessary disperse crowds within the emergency area;
- Ensure free movement of ambulance over routes to hospitals;
- Ensuring free movement of fire vehicles in the performance of their emergency related tasks;
- Providing a liaison with all other municipal department heads and aid wherever possible to ensure complete movements of departmental functions, free of outside influence which is not warranted;
- Assisting the evacuation of buildings and/or areas when ordered by head of Council or designate;
- Ensuring the protection of life and property and the provision of law and order;
- Arranging for maintenance of law and order in evacuee centres and other temporary facilities as required;
- Notifying the coroner of fatalities;
- Providing an Emergency Site Manager, if required.

#### **6.1.4 Fire Chief**

The Harley Fire Chief is responsible for:

- Activating the emergency notification system through the Clerk-Treasurer office;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, evacuation, casualty collection;
- Providing an Emergency Site Manager, if required;
- Protecting property as required in the emergency area;
- Arranging for additional "police assistance" if required;
- Advising the Coroner in the event of fatalities and perform whatever additional responsibilities as may be necessary under the Coroners Act.

### **6.1.5 Public Works Representative**

The Public Works Representative is responsible for:

- Providing the CCG with information and advice relating on public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Providing material, supplies, equipment and operators as required and if not otherwise available, make arrangements for sources of supply with neighboring municipalities, private contractors etc. and public agencies;
- Assisting in traffic control, barricades, flashers, route direction signs, evacuations, transportation etc. at the site of both police and fire services;
- Ensuring construction, maintenance and repair of township roads;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Maintaining liaison with private and public utility companies (hydro, telephone etc.) and make recommendations for the discontinuation of any utility public or private, where necessary in the interest of public safety;
- Providing public works vehicles and equipment as required by any other emergency services;
- Making recommendation and demolish unsafe structures if ordered by CCG;
- Arranging for clearance of debris that is obstructing operations;
- Providing and securing of equipment and supplies not owned by the Township of Harley;
- Re-establishing essential services at the conclusion of an emergency.

### **6.1.6 Medical Officer of Health**

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the Emergency Medical Services 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 Emergency Information Coordinator;
- Coordinating the response to disease related emergencies and anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.

### **6.1.7 Senior Social Services Representative**

The DTSSAB CEMC / Alternate CEMC (or designate) will participate as a member of the Emergency control Group and attend at the emergency Operations Centre (once activated).

The DTSSAB will make provision to:

- Coordinate response with appropriate members of the Community Control Group on required logistics, supplies, and/or advice;
- Liaison with the Ministry of Community & Social Services (MCSS), Ministry of Children's Services (MOC), Ministry of Municipal Affairs & Housing (MMAH) and the Ministry of Health (MOH) as required;
- Continued delivery of mandated DTSSAB programs and services;
- Activation of the DTSSAB's Emergency Response & Business Continuity Plans as appropriate;
- Overall supervision, coordination and staffing of the operation of all shelters that have been designated and opened by the Emergency Control Group;
- Ensure the provision of registration and inquiry services (at designated shelters) for evacuees, victims, volunteers and pets;
- Ensure the provision of childcare services for children at the evacuation centre and the children of staff involved in the emergency response. Liaise with Police, Fire & Rescue and Children's Aid Society regarding the care of children separated from their families as a result of the emergency;
- Assist in the distribution of supplies (clothing, food, personal items) where available and applicable for individuals evacuated to emergency centre;
- Arranging pastoral care and emotional support. Liaison with the Medical Officer of Health regarding the psycho-social response;
- Make arrangements for meals for the staff and registered volunteers at the EOC and evacuation centres;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centre;
- Coordinate overall response with any agencies (Canadian Red Cross, Salvation Army, Service Clubs etc.) that are involved in providing support services to evacuees, victims, and volunteers;
- Maintain detailed documentation on decisions made, actions taken and expenses incurred;
- Assist with the recovery process and the restoration services as soon as deemed appropriate;
- Prepare and submit a final report containing a review of the operation of evacuation centres including recommendations on possible alterations to the Emergency Response Plan.

### **6.1.8 Emergency Medical Services (EMS) Representative**

The Emergency Medical Services Representative is responsible for:

- Ensuring emergency medical services are present at the emergency site;
- Depending on the nature of the emergency, assigning an EMS representative to be present at the emergency site(s) and communicating with the CCG;
- Establishing an ongoing communications link with the senior EMS official at the site of the emergency;
- Ensuring triage at the site;
- Advising the CCG if other or additional means of transportation is required for the evacuation of victims;
- Enacting mutual aid protocols with other EMS providers as required and appropriate;
- Ensuring for the provision of basic first aid at evacuation centre;
- Ensuring liaison with the receiving hospital;
- Medical Officer of Health and CACC as required;
- Maintain detailed documentation on decisions made, actions taken and expenses incurred;
- Assist with the recovery process and the restoration services as soon as deemed appropriate;
- Prepare and submit a final report containing a review of the operation of emergency medical services including recommendations on possible alterations to the Emergency Response Plan.

### **6.1.9 Emergency Management Coordinator or Alternate**

The Emergency Management Coordinator is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.

### **6.1.10 Utility Representative - Hydro One**

The Utility Representative - Hydro One is responsible for:

- Monitoring the status of power outages and customers without services;
- Providing updates on power outages, as required;
- Ensuring liaison with public works representative;
- May provide assistance with accessing generators for essential services, or other temporary power measures.

### **6.2 Support and Advisory Staff**

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

#### **6.2.1 Clerk-Treasurer Assistant**

The Clerk-Treasurer Assistant is responsible for:

- Assisting the Clerk-Treasurer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operation Centre;
- Assuming the responsibilities of the Citizen Inquiry Supervision;
- Arranging of printing material, as required;
- Upon direction by the Reeve, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Reeve, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.

## **6.2.2 Legal Services Representative**

The Legal Services Representative is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature and they may apply to the actions of the Township of Harley in his response to the emergency, as requested.

### **6.2.3 Communication Coordinator**

The Communication Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Initiating the necessary action to ensure the telephone system at the township office functions as effectively as possible, as the situation dictates;
- Ensuring the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Making arrangements to acquire additional communications resources during an emergency.

### **6.2.4 Emergency Information Officer**

The Reeve or Alternate will act as the Emergency Information Officer during an emergency.

The Public Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Part 8.

### **6.2.5 Other Agencies**

In an emergency, many agencies may be required to work with the Community Control Group. I might include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshall, volunteer groups, representative from the industry sector and federal and provincial ministries.

### **6.3 Relationship between CCG and Emergency Site Manager (ESM)**

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

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

### **6.4 Relationship between ESM, and command and control structures of emergency responders**

The senior representative for each emergency responder at the site will consult with the Emergency Site Manager, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency Site manager, so as to establish the manner and process of the emergency.

**PART 7. EMERGENCY COMMUNICATION PLAN**

Upon completion of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC.

The Emergency Communication Office is located in the Township of Harley Fire Hall. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with fire, 911 dispatch, and the Ontario Fire Marshall.

**PART 8. EMERGENCY INFORMATION PLAN**

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, an Emergency Information Office will be established:

The local Emergency Information Centre (EIC) will be located in the Township of Harley Fire Department Hall, 903303 Hanbury Road. In the event that this centre cannot be used, the secondary location will be the Township of Casey Municipal Garage, located 981548 Belle-Vallée Rd.

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Community Control Group. This area, if established, will be staffed as determined by the community spokesperson.

**8.1 Emergency Information Officer**

The Emergency Information Officer is responsible for:

- Giving interviews on behalf of the Council of the Township of Harley;
- Establishing a communication link and regular liaison with the emergency Information Coordinator at the EOC;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

**PART 9. PLAN REVISION, TRAINING AND ANNUAL EXERCISE**

**9.1 Plan Revision**

This plan will be reviewed by the Emergency Management Program Committee as required by the Emergency Management Act.

Administrative revisions (i.e. Names and Telephone # etc.) may be authorized by the Clerk-Treasurer or as requested by the CEMC or members of the CCG.

Substantial changes to the plan must be approved by CCG.

**9.2 Training**

Training will be provided once a year for the Community Control Group and the Emergency Operations Centre staff.

**9.3 Annual Exercise**

An annual exercise will take place each year to evaluate the Community Emergency Response Plan.