MUNICIPALITY OF EAST FERRIS

COMMUNITY EMERGENCY PLAN

Originally Passed: February 28th, 2023* and approved by By-law 2023-09

Last Review: September 16th, 2026

An Emergency means:

"A situation or 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."

Emergency Management
And Civil Protection Act

*Review dates at bottom of every page

COMMUNITY EMERGENCY PLAN FOR THE MUNICIPALITY OF EAST FERRIS
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AUTHORITIES

This is Schedule 'A' to By-law # 2023-09 passed by Council for the Municipality of East Ferris on the 28th day of February, 2023 which contains changes and revisions made to the previous Community Emergency Plan under By-law #2191 and which replaces all previously adopted plans. By-law 2023-09 is passed under the authority of The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9.

Mayor, Rick Champagne

CAO, Jason Trottier

INTRODUCTION:

By their nature, emergency incidents require coordinated responses by several agencies, under the direction of elected and appointed officials. They are distinct from routine operations carried out by these agencies under day-to-day procedures.

Emergencies may include: - transportation accident (rail/aircraft/etc.), power failure (winter), power outage (black out of long duration), wind storm/tornado, winter ice storm, pandemic, uncontrollable fire, power failure (summer), flooding, explosions, building/structural collapse or any threat of the foregoing, in which immediate remedial action will be required by the Municipality of East Ferris.

This plan has been formulated to assign responsibilities and to guide the immediate actions of key officials in the first few critical hours after the onset of an emergency and until such time as the emergency is over.

For this plan to be effective, it is essential that all concerned be made aware of its provisions and that every official and department be prepared to carry out their assigned functions and responsibilities in an emergency.

Annual exercises will be staged to ensure the arrangements embodied in this plan are kept current and that all are kept familiar with its provisions. Department heads should likewise review and keep up to date their own procedures and arrangements for responding to emergencies.

NOTE:

Located at the bottom of each page, is the reviewed/updated date. This date will identify the page and the most current update (if any). The most current update is kept in the Office of the CAO and Office of the CEMC. Inquiries related to this document can be made at 705-752-2740.

Copies of this plan, not including the appendices, are available at the Municipal Office at 25 Taillefer Road Corbeil, Ontario, or on the Municipal website at eastferris.ca.

<u>Distribution of Copies</u> (Number)

List of who (ie, mayor, etc.) and what agencies (ie, police, ambulance) have copies and how many copies.

1. Mayor, Rick Champagne
2. Deputy Mayor, Dean Demers
3. CAO, Jason Trottier
4. Clerk, Kari Hanselman
5. CEMC, Tim Sheppard
6. Fire Chief/CEMC (Alternate), Steph Amyotte
8. Director of Public Works, Antoine Boucher
9. Scribe, Kim Rose
10. Corbeil Emergency Kit
11. Astorville Emergency Kit
12. Municipal Website

Copies of appendices to:

1. Mayor
2. CAO
3. CEMC
4. CEMC (Alternate)
5. Fire Chief
6. Director of Public Works
7. Scribe
8. Corbeil Emergency Kit
9. Astorville Emergency Kit

Abbreviations / Definitions

1. **CANUTEC** means 'spills information and emergency centre'
2. **CAO** means 'Chief Administration Officer' for the Municipality of East Ferris
3. **CEMC** means 'Community Emergency Management Coordinator' as appointed by the Council for the Municipality of East Ferris
4. **CEMPC** means 'Community Emergency Management Program Committee' as appointed by Council for the Municipality of East Ferris
5. **CERV** means 'Community Emergency Response Volunteer'
6. **DNSSAB** means 'District of Nipissing Social Services Administration Board'
7. **ECC** means 'Emergency Command Centre' or **EOC** 'Emergency Operation Centre' for the Municipality of East Ferris
8. **EMA** means 'Emergency Management Act (Bill 148) 2003'
9. **EMO** means 'Emergency Management Ontario'
10. **EMS** means 'Emergency Medical Service'
11. **ESM** means 'Emergency Site Manager'
12. **HAZMAT** means 'Hazardous Materials'
13. **HIRA** means 'Hazard Identification and Risk Analysis'
14. **ICS** means 'Incident Command System'
15. **IMS** means 'Incident Management System'
16. **MECG** means 'Municipal Emergency Control Group'
17. **MECP** means 'Ministry of Environment, Conservation and Parks'
18. **NNCCAC** means 'Near North Community Care Access Centre'
19. **OCWA** means 'Ontario Clean Water Agency'
20. **PEOC** means 'Provincial Emergency Operations Centre'
21. **PEP** means 'Provincial Emergency Plan'
22. **PNEP** means 'Provincial Nuclear Emergency Plan'
23. **PSEPC** means 'Public Security Emergency Preparedness Canada'
24. **PTSC** means 'Partnerships Towards Safer Communities'
25. **SAC** means 'MOE Spills Action Centre'
25. **SIT REP** means 'Situation Report Form,' usually from EMO/PEOC
26. **TEAP** means 'Transportation Emergency Assistance Plan'
27. **VCARS** means 'Victim Crisis Assistance and Referral Service'

Roads Maintained by Municipality		
Astor Street (N & S)	Edmond Road	Oakridge Drive
Astorville Road	Eglinton Road (N & S)	Ouellette Road
Belecque Road	Fay Road	Pargeter Drive
Bertha Road	Groulx Road	Park Drive
Big Moose Road	Guillemette Road	Perron Cresent
Blanche Road	Hillcrest Road	Philip Road
Booth Road	Hillside Road	Quae Quae Road
Carriere Road	Hurtubise Road	Ridgemount Drive
Catherine Drive	Johnson Road	Roger Road
Cedar Bay Road	Edmond Road	Scottsfield Road
Centennial Cresent	Eglinton Road (N & S)	South Shore Road
Champagne Road	Fay Road	Stepping Stone Drive
Corbeil Road	Knutson Road	Taillefer Road
Degagne Road	Lake Nosbonsing Road	Trappers Court
Denise Drive	Laundon Lane	Treadlightly Drive
Derland Road	Lavigne Road	Village Road
Dube Road	Leroux Road	Voyer Road
Dugas Road	MacPherson Drive	Waukegan Road
Durrell Road	Marina Road (1st 200m)	
Dyment Road	Meadow Drive	

Roads NOT Maintained by Municipality		
Ashwood Drive	Lakeside Lane	Osborne Lane (N and S)
AZ Road	Loon Lane	Raspberry Lane
Bay Lane	MacDonald Terrace (E & W)	Road to the Isles
Bayshore Lane	Madison Lane	Roy Road
Bayview Road	Maple Cove Road	Shady Lane
Birchill Road	Maple Lane	Shirlfred Lane
Cherry Lane	Marina Road	Souliere Lane
Deer Run Lane	Martyn Lane	South Bay Lane
Doucette Lane	Montcalm Lane	Stoneclough Lane
Ellas Lane	Morgan Road	Sunrise Lane
Ethier Road	Morris Lane	Sure Strike Road
Forest Lane	Mullins Lane	Trail's End Road
Gauthier Road	Narrows Road	Trillium Lane
Islandview Lane	Northwoods Drive	Turgeon Lane
Kyle Road	Oban Ayr Lane	Whispering Pines Lane
	One Mile Road	Woodcliff Road

SEE MAP FIGURE 1 ON NEXT PAGE

Figure 2
Administrative Framework

Municipal Emergency Control Group AND Emergency Management Planning Committee	
Mayor or Deputy Mayor	Director of Public Works
CAO/Treasurer – Information Officer	Scribe
Fire Chief/Alternate CEMC	CEMC

Federal & Provincial Governments
EMO / POC

- assistance if required
- technical expertise

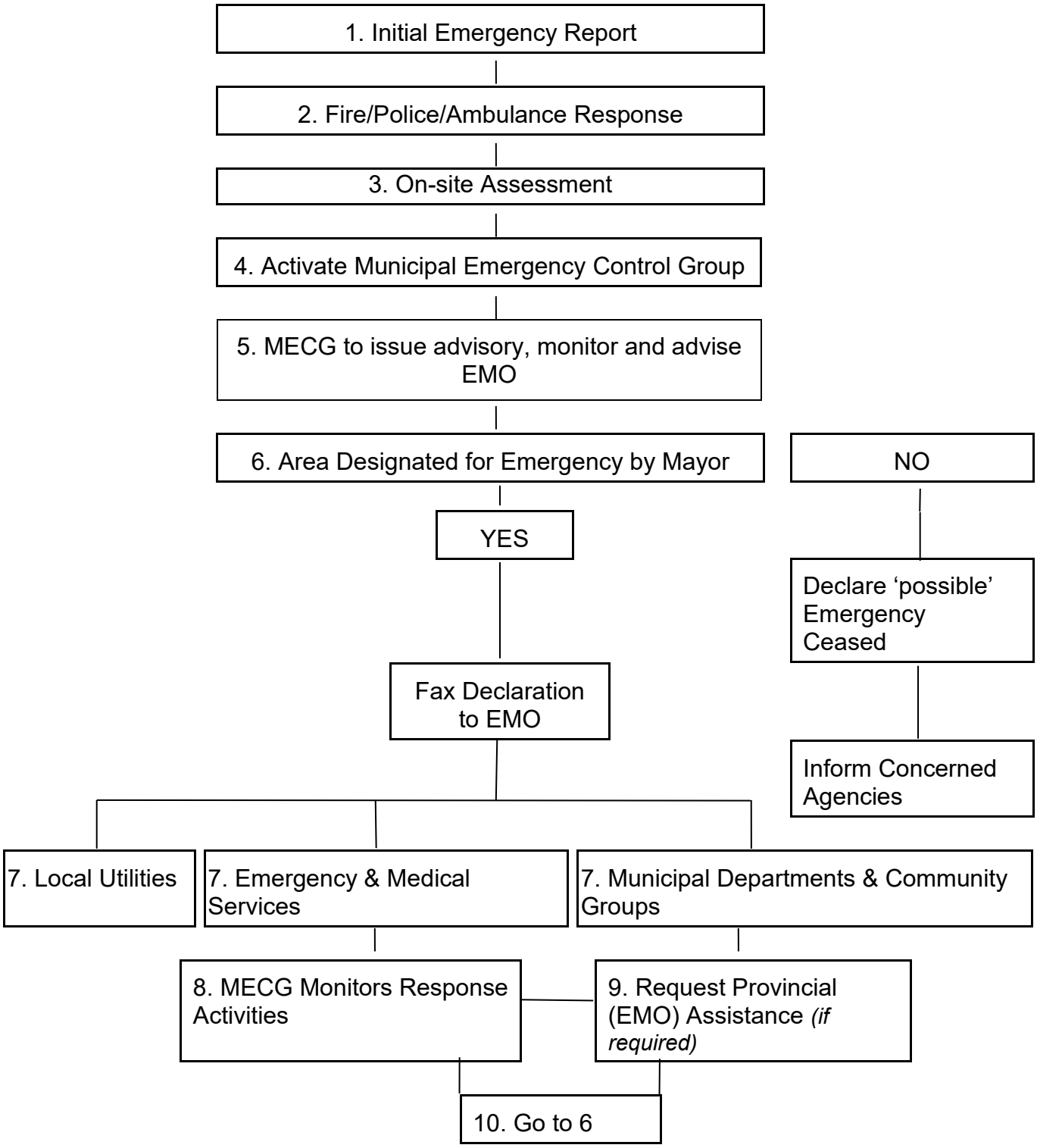
Municipality Departments, Local Support Agencies, Utilities, Businesses

- support resources
- reception services
- volunteer services
- front line staff
- evacuation services
- specialized equipment services

Local Support Agencies

- front-line response/assessment
- monitoring
- plan activation
-ambulance
-OPP
-North Bay-Parry Sound District Health Unit
- Red Cross
- Salvation Army
- St-John Ambulance
- Amateur Radio Club
- LIPI

Figure 3
Community Emergency Procedural Flow Chart



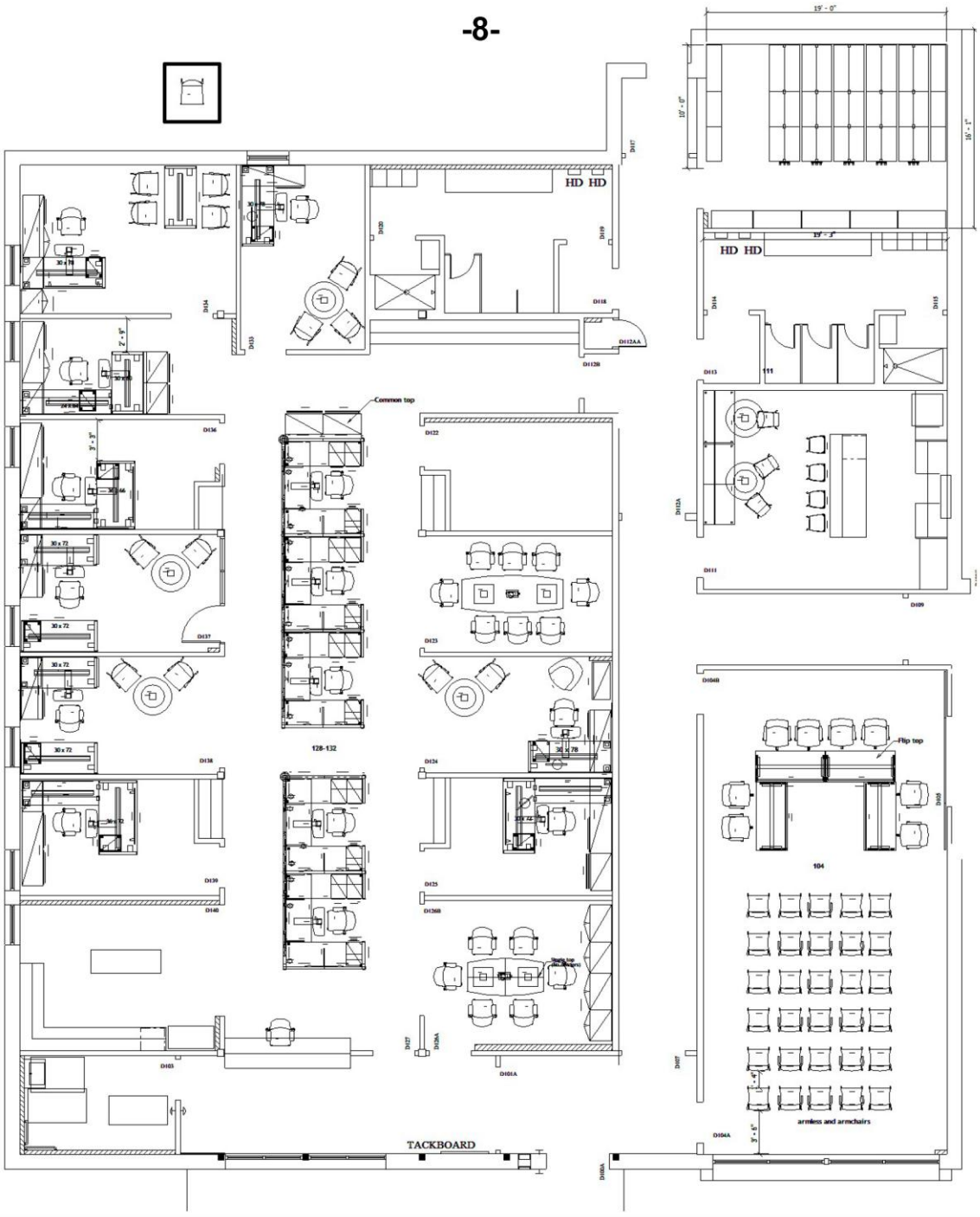


FIGURE 4 - PRIMARY EOC CENTRE
EAST FERRIS MUNICIPAL OFFICE, 25 TAILLEFER ROAD

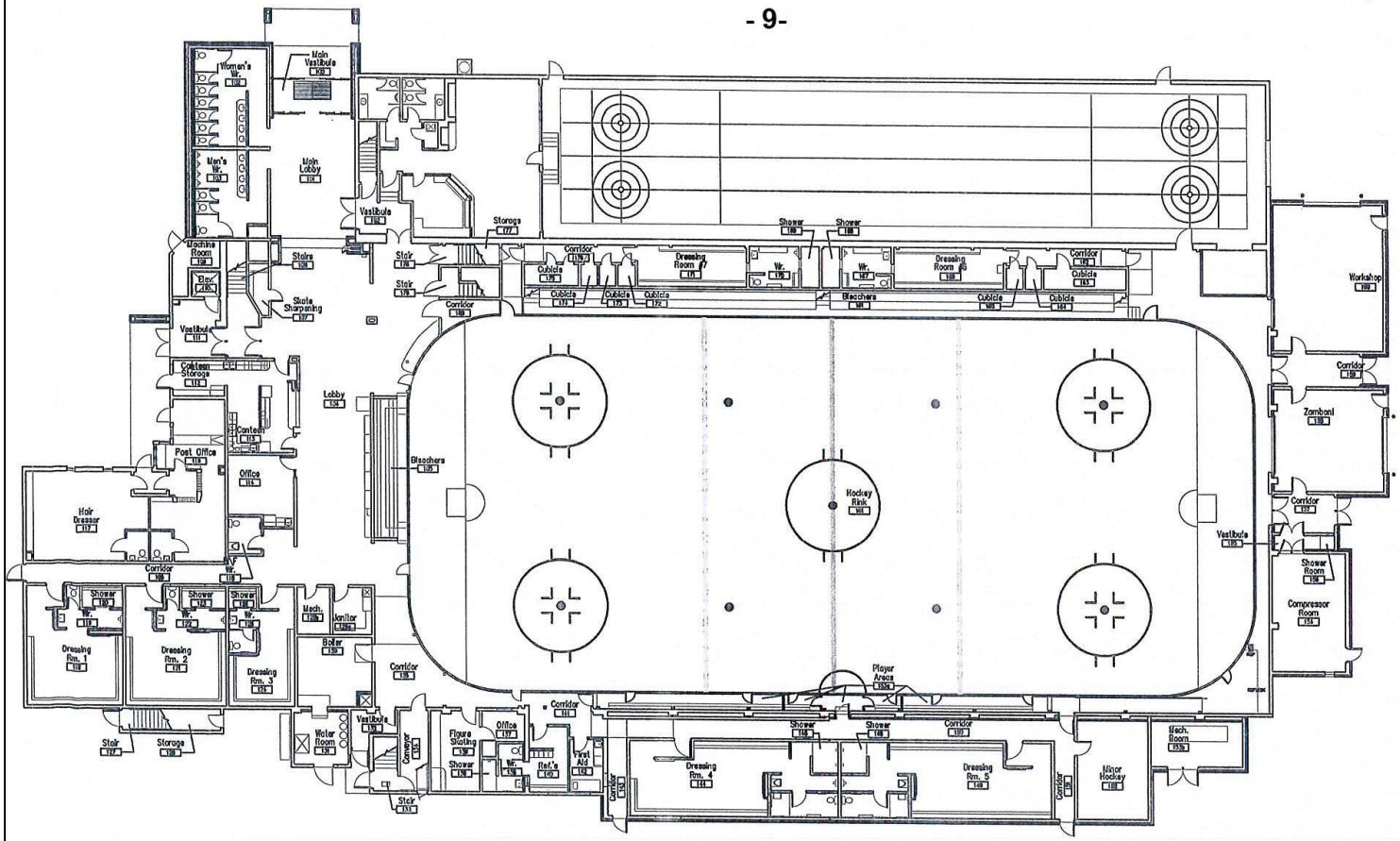


FIGURE 5
SECONDARY ECC

EAST FERRIS COMMUNITY CENTRE
First Floor
July, 2012

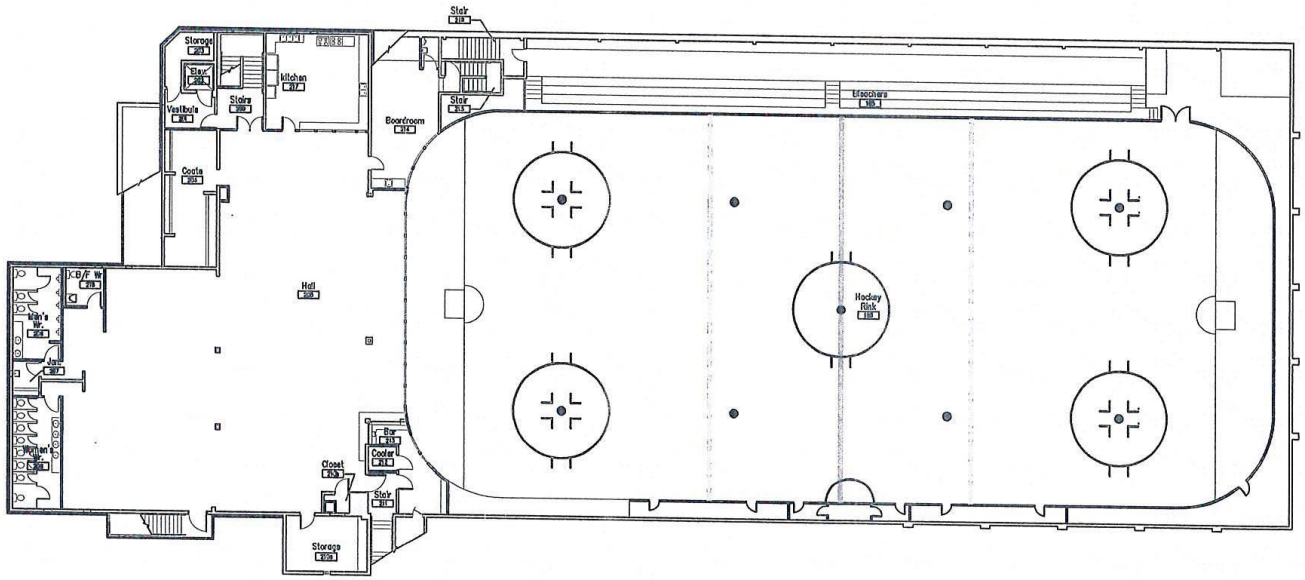


FIGURE 6
SECONDARY ECC

EAST FERRIS COMMUNITY CENTRE
Second Floor
July, 2012

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Reviewed September 16, 2026

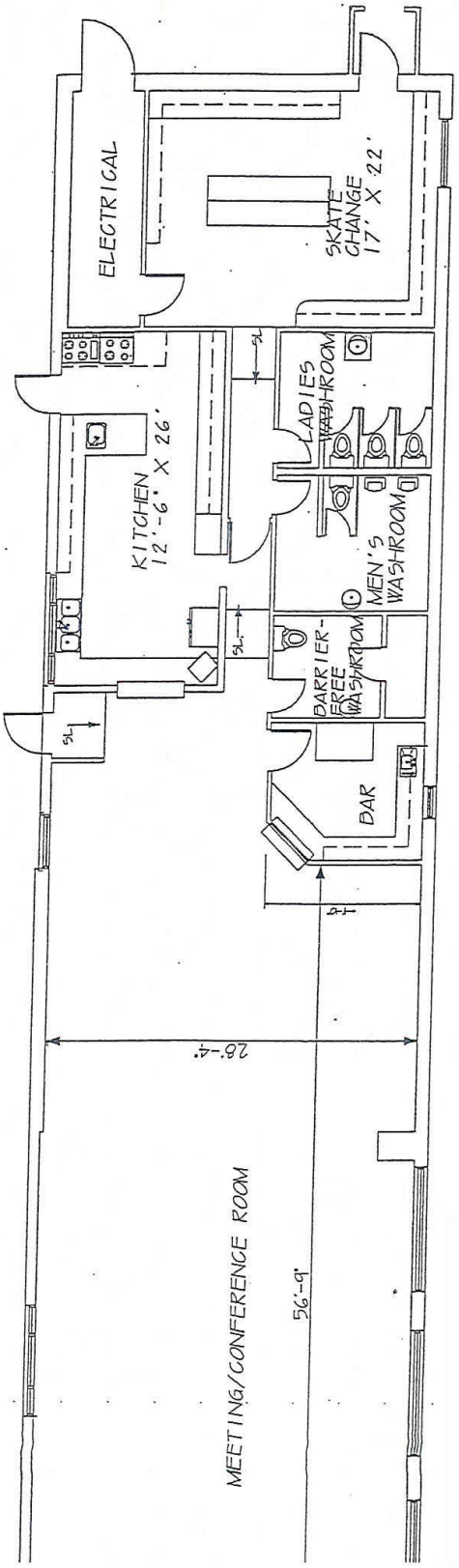


FIGURE 7

EVACUATION CENTRE - CORBEIL PARK HALL

1.0 MISSION STATEMENT

1.1 The Municipality of East Ferris through careful and comprehensive Emergency Planning, shall mitigate the impact that an emergency may have on the residents and businesses of the Municipality and those individuals and organizations actually involved in the emergency situation.

2.0 SERVICE AREA & EMERGENCY COMMAND CENTRES (ECC/EOC) AND EVACUATION CENTRES.

2.1 The area of service covered by this Plan shall include the Corporate Limits of the Municipality of East Ferris (See Figure 1) and may include assistance to other communities.

2.2 The **Primary ECC/EOC** is the municipal offices located at 25 Taillefer Road in Corbeil, Ontario.
(See Figure 4)

2.3 The **Secondary ECC/EOC** is the East Ferris Community Centre located at 1267 Village Road in Astorville, Ontario which includes the East Ferris Public Library. (See Figures 5 and 6)

2.4 Evacuation Centres consist of the East Ferris Community Centre located at 1267 Village Road in Astorville, St. Thomas D'Aquin school located at 1245 Village Road in Astorville, the Corbeil Park Hall located at 392 Highway 94 in Corbeil, and Corbeil Park Hall in Corbeil (See Figure 7).

3.0 COMPOSITION OF THE MUNICIPAL EMERGENCY CONTROL GROUP and the EMERGENCY MANAGEMENT PLANNING COMMITTEE FOR THE MUNICIPALITY OF EAST FERRIS

3.1 All emergency operations shall be directed and controlled by a group of officials responsible for providing the essential services needed to minimize the effects of the emergency on the Municipality. This will be known as the “Municipal Emergency Control Group”. It will consist of the following:

3.1.1 Mayor;
3.1.2 Chief Administrative Officer/Treasurer/Emergency Information Officer;
3.1.3 Scribe;
3.1.4 Fire Chief/Alternate CEMC;
3.1.5 CEMC;
3.1.6 Director of Public Works

The legislated Emergency Management Planning Committee shall be comprised of the same, and shall be responsible for advising on and overseeing a municipality's emergency management program, ensuring it aligns with legislation, standards, and best practices as well as providing public education.

3.2 The Services, Agencies or Officials listed below or appended to this Plan may operate in support of the Municipal Emergency Control Group as, and when required. Notification will be passed onto them by the CAO or the Municipal service with whom they normally operate.

3.2.1 The Clerk and The Chief Building Official
3.2.2 Emergency Medical Services
3.2.3 All resources of other Municipal Departments
3.2.4 General Manager of Union Gas or alternate
3.2.5 Manager of Hydro One or alternate
3.2.6 Emergency Social Services – Nipissing
3.2.7 Manager of Bell Canada or alternate
3.2.8 Base Operations Officer, C.F.B., North Bay, or alternate
3.2.9 The Manager of the North Bay - Mattawa Conservation Authority or alternate
3.2.10 The Operations Manager, Trans Canada Pipelines Ltd., or alternate
3.2.11 The Administrative Assistant
3.2.12 LIPI – Low Income People Involvement of Nipissing
3.2.13 Red Cross
3.2.14 OPP
3.2.15 North Bay-Parry Sound District Health Unit
3.2.16 Others

4.0 ACTIVATING THE PLAN

4.1 This Plan will be formally activated when an emergency is considered by the MECG, through the Head of Council to be of such magnitude as to warrant its use or 'declaration' as an emergency.

Preliminary Phase (Emergency Services)

4.2 In the preliminary phase, the senior officers of the Police, Fire and Ambulance services **on-site** will gather soon after arrival and assess the incident.

4.2.1 If the incident can be dealt with under normal procedures, then the response continues.

4.2.2 If the incident could expand to become a community emergency, one of the senior officers on site would contact 9-1-1 and make a request to the CAO, Mayor, or Fire Chief to notify the MECG. Monitoring should continue.

Secondary Phase (MECG Members)

4.3 The secondary phase of activation will be made by a member of the MECG, who receives the initial warning and/or arrives first on the scene of the emergency.

4.3.1 The notification may be activated by the Mayor, Chief Administrative Officer, the Fire Chief, the Police Official, the Director of Public Works, the CEMC or a designate of any of the above mentioned.

4.3.2 Upon activation, this person will notify other members of the MECG and provide the description of the emergency, instruct them to remain on standby or assemble at the ECC and ensure it is understood by each person called.

4.3.3 Persons on the notification list will be called in order, starting with the CAO (see Appendix 'B').

4.3.4 If the primary person cannot be reached at any of the listed numbers, telephone an alternate. Note and record time of attempted contact.

4.3.5 If neither can be reached, go on to the next appointment on the list.

4.3.6 Once the end of the list has been reached, try again to reach those who were not available on the first attempt.

4.3.7 Record the exact time each person was reached, or the time of attempted contact.

4.3.8 **In the event a contact person or a designate cannot be reached, the Head of Council shall formally request the co-operation of the agency or organization.**

4.4 On receiving the Emergency Alert, the members of the MECG will assemble at the ECC in the municipal offices at 25 Taillefer Road or if necessary, at the alternate location at the East Ferris Community Centre at 1267 Village Road in Astorville. Liaison of radio systems will be established at the site.

4.4.1 The CAO will exercise overall control, pending the arrival of the Mayor at the ECC.

4.4.2 Public Works and Services will provide a mobile radio for the use of the MECG.

4.4.3 Other support services and agencies may be contacted for assistance (see Appendix “D”).

4.5 The Emergency Information Officer will be apprised of the incident and will contact local Media at the earliest possible opportunity to release information in conjunction with OPP.

4.5.1 **Media contact with members of the MECG will be made through the Emergency Information Officer only, unless otherwise indicated.**

4.5.2 When it is deemed to be safe and feasible, the MECG may arrange for the safe conduct of media representatives to a point as close as possible to the incident site.

5.0 RESPONSIBILITIES OF THE HEAD OF COUNCIL

5.1 The responsibilities and functions of the Mayor in an Emergency shall be as follows:

5.1.1 In the absence of the CAO, activate the emergency notification system.

5.1.2 On the advice of the other members of the MECG, officially declare an Emergency to exist.

5.1.3 On the advice of the other members of the MECG, officially declare the Emergency terminated.

5.1.4 On consultation with members of the MECG, request Senior Government assistance.

5.1.5 As the Head of Council, inform other members of Council of incident status from time-to-time.

5.1.6 Take on duties of the Public Information Officer and review substance of Information Notices prior to release.

5.1.7 Authorize expenditures for implementation of the Community Emergency Plan.

6.0 RESPONSIBILITIES OF THE CHIEF ADMINISTRATIVE OFFICER

6.1 The responsibilities of the Chief Administrative Officer in an emergency shall be as follows:

6.1.1 Activate the emergency notification system (see flow chart on page 7).

6.1.2 As the Operations Officer, coordinate all operations within the ECC, including the scheduling of regular meetings.

6.1.3 Advise the Mayor on policies and procedures, as appropriate.

6.1.4 Act as spokesperson and create major announcements and media releases prepared by the MECG.

6.1.5 Ensure that a communication link is established between the MECG and the **ESM** and response team at the site.

6.1.6 Call out additional Municipal staff to provide assistance, as required.

6.1.7 Under extenuating circumstances, appeal for volunteers.

6.1.8 Arrange for clerical assistance in support for the discussions and actions of the MECG.

7.0 RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP

7.1 Declaration and Termination of Emergency shall be the official task of the Mayor or alternate, upon the advice given by the Emergency Control Group.

7.2 The following actions may be taken in an Emergency:

7.2.1 Select / appoint an appropriate **ESM** usually the highest ranking operational Incident Commander from the lead organization, (ex. Police, Fire, Ambulance etc.)

7.2.2 Coordinate the evacuation of those buildings within the “Emergency Area” which are themselves considered dangerous or in which the occupants are considered to be in danger from some other source.

7.2.3 Selection of an assembly area at which additional manpower and equipment of all services will gather.

7.2.4 Coordinate the dispersal groups of people who, by their presence, are considered to be in danger, or whose presence hinders in any way the efficient functioning of the operation.

7.2.5 Arrange for the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement as a result of the Emergency.

7.2.6 Arrange for the calling out and deployment of any Municipal equipment and personnel.

7.2.7 Request the assistance of personnel and equipment of voluntary and other agencies not under Municipal control as may be required for emergency operations (see Appendix No. D).

7.2.8 Utilize the Mayor or CAO as public spokesperson for the issuance of accurate releases to the Media, and for the distribution of authoritative instructions to the general public.

7.2.9 Establish a Registration and Inquiry Centre to handle individual requests for information concerning all aspects of the Emergency.

7.2.10 Arrange for discontinuance of any service within the “Emergency Area” without notice to the consumer, if such services constitute a hazard, upon consultation with the local Utility involved.

7.2.11 Assist in the provision of emergency medical and health services.

7.2.12 Request assistance from other Government Agencies, either Civilian or Military, should the resources of the Municipality of East Ferris be insufficient to control the Emergency.

7.2.13 Arrange inspections for the safe and orderly re-occupation of all premises within the designated Emergency Area.

7.2.14 Maintain a written record of MECG discussions and actions taken during the incident.

8.0 RESPONSIBILITIES AND FUNCTIONS OF THE POLICE SERVICES

8.1 The responsibilities and functions of the Ontario Provincial Police in an Emergency shall be as follows:

8.1.1 Provide an **ESM,** as required, at the direction of the MECG

8.1.2 Assume overall security control at the incident and at the ECC.

8.1.3 Control and disperse crowds within the Emergency Area.

8.1.4 Control traffic to facilitate the movement of emergency vehicles both in and out of the Emergency Area. This will include designation and traffic control for the Evacuation and Emergency access routes.

8.1.5 Designate an Inner Perimeter to control and disperse people and equipment within the Emergency area.

8.1.6 Conduct any required evacuation.

8.1.7 Arrange for the maintenance of law and order in any community emergency evacuation centre.

8.1.8 Ensure the protection of property against looting within the Emergency Area.

8.1.9 Advise the Coroner in the event of fatal casualties.

8.1.10 Request the assistance from any other Police Services when deemed necessary.

8.1.11 Conduct any Police Services investigations that may be required by Law.

9.0 RESPONSIBILITIES AND FUNCTIONS OF THE MUNICIPALITY OF EAST FERRIS FIRE DEPARTMENT

9.1 The responsibilities and functions of the Municipality of East Ferris Fire Department in an Emergency shall be as follows:

9.1.1 Provide an **ESM,** as required, at the direction of the MECG

9.1.2 Conduct all operations connected with the fighting of fires and fire rescue services.

9.1.3 Activate the Nipissing-Parry Sound Mutual Fire Aid System, if it is deemed necessary.

9.1.4 Determine if additional special equipment or supplies will be required and, if so, make the necessary arrangements for procurement (e.g., air-packs, special protective clothing, etc.).

9.1.5 Provide equipment and manpower to assist in pumping operations, if required.

9.1.6 Assist the Police Department in conducting any required evacuation.

9.1.7 Assist the Ambulance Services in providing emergency patient care and transportation at the scene of an emergency.

10.0 RESPONSIBILITIES AND FUNCTIONS OF PUBLIC AND PRIVATE UTILITIES

10.1 The responsibilities and functions of Hydro One, Ontario Hydro, TransCanada Pipelines, Enbridge Gas, Bell Canada, and any other Utilities in an Emergency shall be as follows:

10.1.1 Provide an **ESM,** as required, at the direction of the **MECG**.

10.1.2 Utilities Managers, if requested, will send a representative to advise the MECG.

10.1.3 Utilities will generally follow their usual Emergency procedures but will coordinate actions with the MECG.

10.1.4 Utilities will have responsibility for the following general functions:

i) Calling out their staff to the disaster site, checking buildings for safety and, where necessary, cutting off supplies.

ii) Restoration of services, if interrupted, on a priority basis. This is to be decided by the CCG in consultation with suppliers.

iii) Discontinuation of services to any consumer or group of consumers when authorized by the MECG, and where this is considered necessary in the interests of public safety.

iv) Provision of alternative supplies, where necessary and practicable, e.g., temporary electricity lines.

11.0 RESPONSIBILITIES AND FUNCTIONS OF THE MUNICIPAL PUBLIC WORKS DEPARTMENT

11.1 The responsibilities and functions of the Municipal Public Works Department in an Emergency will be as follows:

11.1.1 Provide an **ESM**, as required, at the direction of the **MECG**.

11.1.2 Provide barricades and flashers at the site of the incident on receipt of the "Emergency Alert".

11.1.3 Provide Municipal vehicles and equipment, together with operators as required.

11.1.4 Obtain information on rising flood waters as required.

11.1.5 Coordinate all snow clearing and removal operations.

11.1.6 Provide assistance in the event of hazardous material spills.

11.1.7 Organize and procure equipment for pumping operations.

11.1.8 Arrange for demolition of unsafe building on the recommendation of the Chief Building Official, and excavation operations where required.

11.1.9 Advise the Police Department on alternate traffic routes during an emergency.

11.1.10 Arrange for the disposal of sanitary and garbage waste including sewage disposal during an emergency situation.

11.1.11 Maintain liaison with private utility companies and make recommendations on discontinuing private or public utilities where necessary in the interest of public safety.

12.0 RESPONSIBILITIES OF THE DISTRICT HEALTH UNIT

12.1 The responsibilities of the Medical Officer of Health in an Emergency will be as follows:

12.1.1 Coordinates public health services with various MECG members and related agencies in the EOC.

12.1.2 Provides advice to the public and local health care professionals on matters which may adversely affect the public health unit within North Bay and Parry Sound District (ex. toxic spills, water quality, air quality).

12.1.3 Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers as required to augment and coordinate public health response as required.

12.1.1 Monitor and approve potable drinking water supplies including approval of source and treatment.

12.1.2 Food sanitation, including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially safe or contaminated foods, and providing information on mass feeding including storage, food handling, personal sanitation and refuse disposal.

12.1.3 In the event of mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system. Provide surveillance for communicable disease outbreaks including illnesses such as impetigo, scabies or lice infestations, respiratory-spread diseases such as influenza or meningitis as well as enteric-spread diseases including salmonella, giardiasis and campylobacter.

12.1.4 In the event of mass casualties, monitor the situation to ensure early and sanitary disposition of human remains in order to eliminate the spread of disease.

12.1.5 Provide to the public as required, information and advice on pest control, personal sanitation, emergency cleanups and disinfections, waste disposal and food and water safety.

12.1.6 Provide any needed immunization, vaccine/antiviral storage, handing and distribution. Initiate and implements mass vaccination clinics during outbreaks of disease within affected municipalities.

13.0 RESPONSIBILITIES OF THE EMERGENCY MEDICAL SERVICES

13.1 The responsibilities of the Emergency Medical Services are as follows:

13.1.1 Establish facilities at the incident site for on-scene triage / first aid and communications with local hospitals.

13.1.2 Coordinate the response of all Emergency Medical and Hospital services and facilities.

13.1.3 Arrange for mass ambulance transportation where required.

13.1.4 Arrange for a balanced distribution of casualties to hospitals.

13.1.5 Arrange for relocation of patients to other hospitals outside of the Municipality, if necessary.

14.0 RESPONSIBILITIES OF COMMUNITY SOCIAL SERVICES

14.1 The responsibilities of Community Social Services in an Emergency will be as follows:

14.1.1 Provide social services assistance to any person in need of food, accommodation, clothing, financial and personal counseling due to the emergency situation as per need test (DNSSAB).

14.1.2 Arrange for the opening, operation, direction and supervision of sufficient Emergency Welfare Centre required to provide the immediate emergency social services needed (DNSSAB).

14.1.3 Low Income People Involvement (LIPI) through coordination with District of Nipissing Social Services Administration Board (DNSSAB) will coordinate assistance to families in need.

14.2 Emergency Social Services – Nipissing is a district wide emergency response program which plays an important role in emergency management and provides the following services:

14.2.1 Provides primary services such as:

- Food/Water (vouchers, food bank distribution, etc.)
- Lodging (Short term)
- Clothing
- Financial Assistance for heat, hydro and propane
- Emotional support services

14.2.2 May also provide outreach services to those unable to leave their homes.

15.0 RESPONSIBILITIES OF THE CLERK'S DEPARTMENT

15.1 If so instructed by the MECG, assist Community Services in the establishment of an Information Centre.

15.2 Provide clerical services support to the MECG as required.

16.0 RESPONSIBILITIES OF THE CANADIAN RED CROSS

The Canadian Red Cross shall provide emergency social services for the immediate and continued well-being of persons affected by a declared emergency. It is the responsibility of the Red Cross to secure supplier Agreements for supplies procurement, volunteer resources and services to provide the following five Emergency Social Services:

- Registration and Inquiry Services
- Emergency Feeding
- Emergency Clothing
- Personal Services
- Emergency Lodging

17.0 RESPONSIBILITIES OF THE SCRIBE

17.1 The primary responsibility of the scribe is incident record-keeping.

17.2 The scribe takes and collects notes throughout the duration of an incident. They should also take notes during meetings and teleconference calls as well as record key activities, events, agreements and any matters of potential legal significance.

17.3 The scribe is responsible for always following the incident commander, taking notes at all command meetings and documenting decisions made.

1.0 RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

18.1 Attend ECC and setup ECC for emergency operations

18.2 Provide advice and assistance to MECG as required (ex. Callouts, contacting support agencies, organizing media meetings, etc.)

18.3 Provides briefs to incoming resources, attends provincial calls

18.4 Ensures information is organized and proper plans are being created such as the Incident Action Plan at the EOC level

19.0 UPDATING THE COMMUNITY EMERGENCY PLAN

19.1 It will be the responsibility of the CEMC to review the Appendices to this document on an annual basis for correctness of names and telephone numbers and distribute any changes to the appropriate agencies and personnel.

19.2 It will be the responsibility of the CEMC to convene periodic meetings of the MECG in order to review the public and private manpower and equipment resources available to deal with Municipal Emergencies.

19.3 It will be the responsibility of the CEMC to conduct an Incident Debriefing with the affected agencies within a reasonable time period after a recorded emergency incident occurs.

19.4 It will be the responsibility of the CEMC to update, and keep updated, the Hazard Identification and Risk Assessment (HIRA). The process of completing this assessment provides the Municipality with better insight into their exposure, vulnerability, capability and capacity to hazards.