

TOWNSHIP OF ARMOUR, TOWNSHIP OF RYERSON & VILLAGE OF BURK'S FALLS EMERGENCY RESPONSE PLAN

PART A: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Townships of Armour and Ryerson and the Village of Burk's Falls.

The permanent population of the Township of Armour is 1,239 residents and there are 1,114 households (permanent and seasonal). The permanent population of the Township of Ryerson is 588 residents and there are 544 households (permanent and seasonal). The permanent population of the Village of Burk's Falls is 862 residents and there are 473 households (permanent, very few seasonal).

In order to protect residents, businesses and visitors, the Townships of Armour and Ryerson and the Village of Burk's Falls requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangements and procedures from the normal, day to day operations carried out by emergency services.

The Townships of Armour and Ryerson and the Village of Burk's Falls 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 Townships of Armour and Ryerson and the Village of Burk's Falls important emergency response information related to:

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

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Townships of Armour and Ryerson and the Village of Burk's Falls Emergency Response Plan may be viewed at the Municipal Offices during regular office hours and on the Township of Armour and Village of Burk's Falls websites. For more information, please contact:

Leanne Crozier, Emergency Management Coordinator
Township of Armour
PO Box 533, 56 Ontario St.
Burk's Falls, ON P0A 1C0
705-382-3332

PART B: 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 and economic health of the residents, businesses and visitors of the Townships of Armour and Ryerson and the Village of Burk's Falls when faced with an emergency.

It enables a centralized and coordinated response to emergencies in the Townships of Armour and Ryerson and the Village of Burk's Falls, and meets the legislated requirements of the Emergency Management Act.

Emergencies can occur with the Townships of Armour and Ryerson and the Village of Burk's Falls, and the most likely are:

- ▶ Winter Storms
- ▶ Wind Storms
- ▶ Blackouts - winter
- ▶ Transportation incidents involving hazardous materials
- ▶ Blackouts - summer
- ▶ GTA events
- ▶ Flood
- ▶ Forest Fires
- ▶ Water Emergencies
- ▶ Epidemics
- ▶ Transportation incidents

For further details, please contact the Emergency Management Coordinator.

PART C: AUTHORITY

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

The EMA states:

“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 Armour By-law # 41-2004;
- ▶ Issued under the authority of the Township of Ryerson By-law # ;
- ▶ Issued under the authority of the Village of Burk's Falls By-law # 06-2006 ;

- ▶ and
Filed with Emergency Management Ontario, Ministry of Public Safety and Security.

a) 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, an international 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.

b) 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 Townships of Armour and Ryerson and the Village of Burk's Falls.

PART D: EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact Leanne Crozier, CEMC or alternate CEMC, James Mahoney, the Clerk of the Municipality or the Reeve of the Municipality, to request that the notification system be activated.

Upon receipt of the warning, Leanne Crozier, CEMC or alternate CEMC, James Mahoney, 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.

a) Requests for Assistance

Assistance may be requested from the Province of Ontario 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**.

b) A Declared Community Emergency

The Reeve(s) or the Acting Reeve(s) of the Townships of Armour and/or Ryerson and/or the Village of Burk's Falls, as the Heads of Council, are responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Reeve(s) will notify:

- ▶ Emergency Management Ontario, Ministry of Public Safety and Security;
- ▶ The Councils of the Townships of Armour and Ryerson and the Village of Burk's Falls
- ▶ Public;
- ▶ Neighbouring community officials, as required;
- ▶ Local Member of Provincial Parliament (MPP);
- ▶ Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- ▶ The Reeve(s) or Acting Reeve(s) of the municipality in which the emergency occurred; or
- ▶ Armour and/or Ryerson and/or Burk's Falls Council (depending on the emergency and extent thereof); or
- ▶ Premier of Ontario.

When terminating an emergency, the Reeve(s) will notify:

- ▶ Emergency Management Ontario, Ministry of Public Safety and Security;
- ▶ The Councils of the Townships of Armour and Ryerson and the Village of Burk's Falls;
- ▶ Public;
- ▶ Neighbouring community officials, as required;
- ▶ Local Member of the Provincial Parliament (MPP);
- ▶ Local Member of Parliament (MP).

PART E: EMERGENCY COMMUNITY CONTROL GROUP

a) Emergency Operations Centre

The CCG will report to the Emergency Operations Centre located at the Armour Township Municipal Office, 56 Ontario Street, Township of Armour. In the event this operation centre cannot be used, then the alternate location will be the Ryerson Township Municipal Office, 28 Midlothian Road, Township of Ryerson.

b) 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 Armour, or alternate;
- ▶ Reeve of the Township of Ryerson, or alternate;
- ▶ Reeve of the Village of Burk's Falls, or alternate;
- ▶ Township of Armour, Clerk Treasurer, or alternate;
- ▶ Township of Ryerson, Clerk Treasurer, or alternate;
- ▶ Village of Burk's Falls, Clerk Treasurer, or alternate;
- ▶ Emergency Management Coordinator, or alternate;
- ▶ Fire Chief, or alternate;
- ▶ Armour Township Road Department Representative;
- ▶ Ryerson Township Road Department Representative;
- ▶ Village of Burk's Falls Works Department Representative;
- ▶ Ontario Provincial Police Representative;
- ▶ Medical Officer of Health, or alternate;
- ▶ Emergency Medical Service (EMS) Representative;
- ▶ Red Cross Representative;
- ▶ Additional personnel called or added to the CCG may include:
 - ▶ Emergency Management Ontario Representative;
 - ▶ Hyrdo One and/or Lakeland Power Representative;
 - ▶ Union Gas Representative;
 - ▶ Trans Canada Pipeline Representative;
 - ▶ CN Representative;
 - ▶ Ontario Clean Water Agency
 - ▶ Liaison staff from provincial ministries;
 - ▶ Any other officials, experts 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.

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk Treasurer currently on duty 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's Assistant will maintain status board and maps and which will be prominently displayed and kept up to date.

d) Community Control Group 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(s) as to whether the declaration of an emergency is recommended;
- ▶ Advising the Reeve(s) on the need to designate all or part of the township(s) and/or village as an emergency area;
- ▶ Ensuring that an Emergency Site Manager (ESM) is appointed;
- ▶ Ensuring support to the ESM by offering equipment, staff and resources, as required;
- ▶ Ordering, the evacuation of inhabitants considered to be in danger;
- ▶ Discontinuing utilities or services provided by public or private concern, i.e. hydro, gas;
- ▶ 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(s) within one week of the termination of the emergency, as required;
- ▶ Participate in the debriefing following the emergency.

PART F: EMERGENCY RESPONSE SYSTEM

a) The individual responsibilities of the Community Control Group:

Reeve(s) or Alternate(s)

The Reeve(s) or Alternate(s) is responsible for:

- ▶ Providing overall leadership in responding to an emergency;
- ▶ Declaring an emergency within the designated area;
- ▶ Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- ▶ 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 an emergency, and are kept informed of the emergency situation.

Clerk Treasurer(s) or Alternate(s)

The Clerk Treasurer(s) is responsible for:

- ▶ Activating the emergency notification system through the CEMC;
- ▶ As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- ▶ Advising the Reeve(s) on policies and procedures, as appropriate;
- ▶ Approving, in conjunction with the Reeve(s), major announcements 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.

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;
- ▶ Ensuring liaison with community support agencies, e.g. Canadian Red Cross;
- ▶ 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.

Fire Chief or Alternate:

The Fire Chief or Alternate is responsible for:

- ▶ Activating the emergency notification system through the CEMC;
- ▶ Providing the CCG with information and advice on firefighting and rescue matters;
- ▶ Depending on the nature of the emergency, assign the Emergency Site Manager and inform the CCG;
- ▶ Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- ▶ 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 being necessary, e.g., rescue, first aid, casualty collection, evacuation.

Road/Public Works Department Representative(s) or Alternate(s)

The Road/Public Works Department Representative(s) or Alternate is responsible for:

- ▶ Providing the CCG with information and advice on roadway and public works matters;
- ▶ Depending on the nature of the emergency, assign the Emergency Site Manager and inform the CCG;
- ▶ Establishing an ongoing communications link with the senior road/public works department official at the scene of the emergency;
- ▶ Ensuring liaison with the road/public works department representatives from the neighbouring community(s) to ensure a coordinated response;
- ▶ Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- ▶ Ensuring liaison with public utilities to disconnect any service representing a hazard;
- ▶ Providing road department vehicles and equipment as required by any other emergency services.

Almaguin Highlands OPP Representative

The Almaguin Highlands OPP Representative is responsible for:

- ▶ Activating the emergency notification system through the CEMC;
- ▶ Notifying necessary emergency and community services, as required;
- ▶ Depending on the nature of the emergency, assign the Emergency 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;
- ▶ Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- ▶ Providing traffic control staff to facilitate the movement of emergency vehicles;
- ▶ Alerting persons endangered by the emergency and coordinating evacuation procedures;
- ▶ Ensuring the protection of life and property and the provision of law and order;
- ▶ Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- ▶ Notifying the coroner of fatalities.

Medical Officer of Health or Alternate

The Medical Officer of Health, or alternate is responsible for:

- ▶ Coordinates public health services with various Community Control Group members and related agencies in the Emergency Operations Centre;
- ▶ Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and District (e.g. toxic spills, water quality);
- ▶ Liaises with Ontario Ministry of Health Public Health Branch and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- ▶ Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health directives;
- ▶ Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and District;
- ▶ Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and District;
- ▶ Liaises with Road/Public Works representative(s) or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- ▶ Provides inspection of evacuation centres, makes recommendation and initiates remedial action in areas of accommodation standards related to:
 - ▶ overcrowding, sewage and waste disposal,
 - ▶ monitoring of water supply, air quality, sanitation,
 - ▶ food handling, storage, preparation, distribution and service;
- ▶ Liaises with local social service agencies on areas of mutual concern regarding evacuation centres related to public health information;
- ▶ Advises on or orders any necessary evacuation, isolation or quarantine measures;
- ▶ Provides instruction and health information through public service announcements and information networks;
- ▶ Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- ▶ In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the

- spread of disease;
- ▶ Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

The Emergency Medical Services (EMS) Representative

The Emergency Medical Services (EMS) Representative is responsible for:

- ▶ Ensuring emergency medical services at the emergency site;
- ▶ Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- ▶ Obtaining EMS from other municipalities for support, if required;
- ▶ Ensuring triage at the site;
- ▶ Advising the CCG if other means of transportation is required for large scale response;
- ▶ Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- ▶ Ensuring liaison with the receiving hospitals;
- ▶ Ensuring liaison with the Medical Officer of Health, as required.

The Red Cross

The Canadian Red Cross is responsible for:

- ▶ **Registration and Inquiry (R&I) Services:** Assists in reuniting families. Collects information and answers inquiries regarding the conditions and whereabouts of missing persons.
- ▶ **Emergency Feeding:** Provides food or meals to those persons without food or food preparation facilities.
- ▶ **Emergency Clothing:** Supplies clothing or emergency covering until regular sources of supply are available.
- ▶ **Personal Services:** Provides for the initial reception of disaster victims arriving at Reception Centres; informs them of immediate emergency help available; offers temporary care for unattended children and dependant adults/elderly; assists with the temporary care of residents from Special Care Facilities; and offers immediate and ongoing emotional support to people with personal problems and needs created or aggravated by a disaster. Particular personal services may be coordinated through the Community Emergency Operating Control Group and contracted with locate services providers to meet special needs of disaster victims.
- ▶ **Emergency Lodging:** Arranges for safe, immediate, temporary lodging for homeless or evacuated people and is comprised of the following elements.
 - ▶ Lodging Management: Provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure that the needs of facility occupants are being met. Designation, evaluation as per the guidelines established by Health Canada, set up and a space utilization plan for each temporary shelter is the responsibility of the Emergency

Management Program Committee and/or Community Emergency Operating Control Group.

- ▶ Registration: Ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for any period of time. Manage the system of record keeping for registrations.
- ▶ Feeding: Supervise on-site food preparation and service for residents and workers. Advise the Logistics/Feeding Manager of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel as requested.
- ▶ Management of Sleeping Area: Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots, blankets and comfort kits if available.
- ▶ Personal Client Services: In coordination with Community Emergency Operating Control Group, organize and administer childcare, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
- ▶ Volunteer/Staff Recruitment, Training and Placement: Recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manage other local volunteer organizations.
- ▶ Logistics: Provide support for the use of the facility. Ensure the safety, security and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with Community Emergency Operating Control Group, contract out some specialized logistics services i.e. security and sanitation.

b) Support and Advisory Staff

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

Clerk's Administrative Assistant(s)

The Clerk's Administrative Assistant(s) is responsible for:

- ▶ Assisting the Clerk, 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 Operations Centre;
- ▶ Arranging for printing of material, as required;

- ▶ Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- ▶ Upon direction of the Reeve(s), ensuring that all council(s) are advised of the declaration and termination of the emergency;
- ▶ Upon direction of the Reeve(s), arranging special meetings of council(s), as required, and advising members of council(s) of the time, date, and location of the meetings;
- ▶ Procuring staff to assist, as required.

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 as they may apply to the actions of the Township(s) of Armour and Ryerson and the Village of Burk's Falls in its response to the emergency, as requested.

Director of Finance

The Director of Finance is responsible for:

- ▶ Providing information and advice on financial matters as they relate to the emergency;
- ▶ Ensuring liaison, if necessary, with the Treasurers of neighbouring communities;
- ▶ Ensuring that records of expenses are maintained for future claim purposes;
- ▶ Ensuring the prompt payment and settlement of the legitimate invoices and claims incurred during an emergency.

Purchasing Agent

The Purchasing Agent is responsible for:

- ▶ Providing and securing of equipment and supplies not owned by the Township(s) of Armour and Ryerson and the Village of Burk's Falls;
- ▶ Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- ▶ Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.

Human Resources Manager

The Human Resources Manager is responsible for:

- ▶ Coordinating and processing requests for human resources;
- ▶ Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- ▶ Selecting the most appropriate site(s) for the registration of human resources;
- ▶ Ensuring records of human resources and administrative detail, that may involve

- financial liability, are completed;
- ▶ Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for township records;
 - ▶ Ensuring identification cards are issued to volunteers and temporary employees, where practical;
 - ▶ Arranging for transportation of human resources to from site(s);
 - ▶ Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.

Public Transportation Manager

The Public Transportation Manager is responsible for:

- ▶ Coordinating the acquisition, distribution and scheduling of various modes of transport for the purpose of transporting persons and/or supplies, as required, by members of the CCG and the support and advisory staff;
- ▶ Procuring staff to assist, as required;
- ▶ Ensuring that a record is maintained of drivers and operators involved.

Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group and may include: Emergency Management Ontario, Trans Canada Pipeline, Union Gas, Hydro One, Lakeland Power, Ontario Clean Water Agency, Office of the Fire Marshal, industry volunteer groups, conservation authorities, and provincial ministries.

c) 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.

d) Relationship between ESM, and command and control structure of emergency responders:

The senior representative for each emergency responder (police, fire, ambulance, road department) at the site will consult with the Emergency Site Manager, so as to offer a coordinated 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 to the emergency.

PART H: 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.

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.

Emergency Information Coordinator

The Emergency Information Coordinator reports to the Clerk on duty and is responsible for:

- ▶ Establishing a communication link with any other media coordinator(s) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- ▶ Ensuring that the EIC is set up and staffed, as required;
- ▶ Ensuring liaison with the CCG to obtain up to date information for media releases, coordinate individual interviews and organize press conferences;
- ▶ Ensuring that the following are advised of the telephone number of the media centre:
 - ▶ Media;
 - ▶ Community Control Group;
 - ▶ Neighbouring Communities;
 - ▶ Any other appropriate persons, agencies or businesses;
- ▶ Ensuring that the media releases are approved by the Clerk on duty (in consultation with the Reeve(s) prior to the dissemination, and distributing hard copies of the media release to the EIC, the CCG and other key persons handling inquiries from the media;
- ▶ Monitoring news coverage, and correcting any erroneous information;
- ▶ Maintaining copies of media releases and newspaper articles pertaining to the emergency.