

THE CORPORATION OF THE TOWN OF GREATER NAPANEE

BY-LAW NO. 2023-0086

Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan for the Town of Greater Napanee and to meet other requirements under the Emergency Management and Civil Protection Act

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the Council of the municipality shall by by-law adopt the Emergency Management Program.

AND WHEREAS the Act requires the municipality and Council to implement an Emergency Management Program to protect public safety, public health, critical infrastructure and property, the environment and to promote a disaster-resilient community.

AND WHEREAS the Act makes provision for the Head of Council to declare an emergency in the municipality and provides the Head of Council with the authority to take such action or deliver such orders as he/she considers necessary and 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 an emergency area.

AND WHEREAS the Emergency Management Program will consist of an Emergency Plan, training programs and exercises for employees and other persons with respect to the provision of necessary services and the procedures to followed in emergency response and recovery activities, public education on risks to public safety and public awareness for emergencies, and other elements as may be required standards for emergency management.

AND WHEREAS the Act authorizes elected officials and employees of the municipality to respond to emergencies in accordance with the Emergency Plan.

AND WHEREAS the Act authorizes that a municipality has the capacity, rights, powers and privileges of a natural person for exercising its authority under this Act.

NOW THEREFORE the Council of The Corporation of the Town of Greater Napanee (the “municipality”) hereby enacts as follows:

Emergency Management Program

1. That an Emergency Management Program for the municipality is to be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. That the Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. That the Emergency Response Plan that has been formulated in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response, and recovery, attached hereto as Schedule “A” and forming part of this by-law is hereby adopted (the “Plan”).
4. That the Plan shall be reviewed annually by the CEMC and the Town’s Emergency Management Program Committee. The CEMC is authorized to make such administrative changes, such as personnel, organizational, and contact information updates, to the Plan as are considered appropriate to keep the Plan current. Any significant revisions to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the plan as may be required to protect property and the health, safety, and welfare of the inhabitants of the Town.

Emergency Management Program Coordinator (CEMC)

6. That the Administrative Coordinator/CEMC is hereby appointed as the primary Emergency Management Program Coordinator (the “CEMC”) responsible for all emergency management programs for the Town of Greater Napanee including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. That the Fire Chief is hereby appointed as the alternate CEMC to act in place of the primary CEMC in their absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation, and continuous improvement of the Town’s Emergency Management (EM) Program.

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

- Chief Administrative Officer (CAO)
 - Head of Council (Mayor)
 - The CEMC
 - The CEMC alternate
 - Community Partner
9. The CEMC is hereby appointed as Chair of the Emergency Management Program Committee.
 10. That the Emergency Management Program Committee shall advise the Council on the development and implementation of the municipality’s Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group (MECG)

11. The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community and monitoring and control of the emergency response/and or possibilities.

The members of the MECG are:

- Chief Administrative Officer (CAO)
- Clerk
- Community Emergency Management Coordinator (CEMC)
- Fire Chief
- General Manager of Infrastructure Services
- General Manager of Community/Corporate Services
- General Manager of Finance

The MECG will fill roles according to the functions of the Incident Management System (IMS). The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations Chief
- Planning Chief
- Logistics Chief
- Finance/Administration Chief

Community Partners to provide assistance/technical information to MECG, as required.

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic/EMS Representative
- Social Services Representative
- Public Health Unit Representative
- Conservation Representative
- Other

Emergency Operations Centre (EOC)

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Town's Manager of Economic Development is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Town's Communications Clerk will be appointed to act as the alternate Emergency Information Officer.

Administration

14. That the Plan shall be made available to the public for inspection and copying at the office of the CEMC during regular business hours.
15. That the Plan, or any amendments to the Plan, shall be filed immediately with the CEMC and shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. That in the event of any dispute with respect to the contents of the Plan, the information contained in the Plan held by the CEMC shall be deemed to be correct.
17. That Town of Greater Napanee By-law No. 2022-0005 and any other amendments thereto, shall be hereby repealed.
18. This by-law shall come into force and take effect on the date it is finally passed.

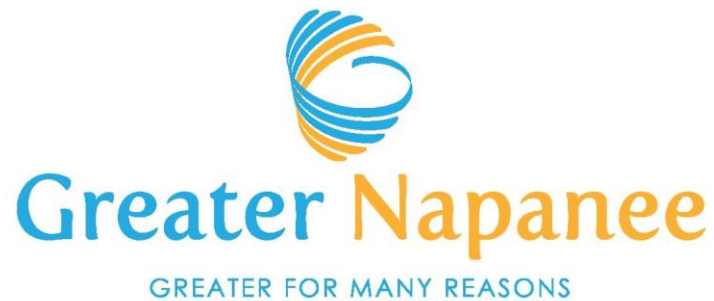
Read a first and second time and finally passed this 19th day of December, 2023.

Terry Richardson, Mayor

Jessica Walters, Clerk

**Schedule A
to
By-law No. 2023-0086**

**Town of Greater Napanee
Emergency Response Plan**



EMERGENCY RESPONSE PLAN

Adopted: January 12, 2010 (By-law No. 2010 – 01)
Revised: November 2015 (by EMPC/CEMC)
November 2021 (by EMPC/CEMC)
November 2022 (by EMPC/CEMC)
October 2023 (by EMPC/CEMC)

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Confidential (May Contain Personal or Proprietary Information)

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Glossary of Terms

Plan Distribution List

Position/Location	Number of Controlled Binders
Mayor & Council	1
Chief Administrative Officer	1
Community Emergency Management Coordinator (CEMC) & Alternate	2
Emergency Operations Centres	2
Position/Location (13 copies @ EOC and alternate EOC)	Number of Controlled Memory Sticks
Chief Administrative Officer	1
General Manager/Fire Chief	1
General Manager Community & Corporate Services	1
General Manager Infrastructure Services	1
Director of Finance	1
CEMC & Alternate	2
EMS/Ambulance Representative	1
Police (OPP) Representative	1
Emergency Information Officer	1
Director, Social Services (County)	1
Public Health Representative	1
Hospital Representative	1
CEMC (County)	1
Emergency Management Ontario	1

Part I Administration

Acronyms

CAO	Chief Administrative Officer
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCG	Community Control Group
CEMC	Community Emergency Management Coordinator
CG	Control Group
CISM	Critical Incident Stress Management
ECG	Emergency Control Group
EIO	Emergency Information Officer
EMO	Emergency Management Ontario
EOC	Emergency Operations Centre
ESM	Emergency Site Manager
HIRA	Hazard Identification Risk Assessment
HUSAR	Heavy Urban Search and Rescue
IC	Incident Commander
MCG	Municipal Control Group
ODRAP	Ontario Disaster Relief Assistance Program

Definitions

Business Continuity Plan

Business continuity plans ensure the continued availability of essential services, operations and programs, including all applicable resources. These plans are activated during, or immediately after an emergency or disruption and are aimed at permitting the rapid and cost-effective resumption of critical functions.

Community Emergency Management Coordinator

An individual officially designated by a community who is responsible and accountable for the development and implementation of their community's emergency management program.

Community Emergency Management Program Committee

This critical management team oversees the development, implementation and maintenance of the community emergency management program.

Community

The Corporation of the Town of Greater Napanee.

Control Group(s)

This is the group responsible for managing the emergency on a community wide basis. The membership, as detailed in the plan, consists of all key decision makers and officials who have the authority to direct or coordinate human and material resources within the community.

Critical Infrastructure

Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, (protect public safety and security), and maintain continuity of and confidence in government.

Emergency

Emergency is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Emergency Management

Organized and comprehensive program and activities taken to deal with actual or potential emergencies. These include mitigation against, preparedness for, response to and recovery from emergencies.

Emergency Management Ontario

EMO is an organization within the Treasury Board Secretariat, a part of the government of the Province of Ontario. EMO is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Emergency Response Plan

A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identifies persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Management Program

A comprehensive program that is based on a hazard identification and risk assessment process (HIRA) and includes the four core components of mitigation/prevention, preparedness, response and recovery.

Emergency Operations Centre

The EOC is the structure/facility where the Community Control Group conducts its emergency management functions. There is a primary and secondary EOC identified to ensure operational viability.

Emergency Site Manager / Incident Commander

Public sector official (usually fire, police, ambulance or public works) at the site, in charge of coordinating resources and developing actions to resolve the emergency.

Evacuation Centre

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

Emergency Information Centre

A facility set up to brief and inform the media during an emergency.

Hazard

- 1) A risk that is a threat.
- 2) An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazard Identification and Risk Assessment

Identification of hazards or risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community. The vulnerability of the community to each activity should also be evaluated.

Incident Management System

The Incident Management System (IMS) is an operational framework for emergency response. The system facilitates communication, response activities and cooperation within and between organizations; as well as allows for incidents to be managed in a cohesive manner

Mutual Aid Agreements

An agreement developed between two or more emergency services (usually fire services) to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

Mutual Assistance Agreement

An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

Ontario Disaster Relief Assistance Program

A provincial financial assistance program intended to alleviate the hardship suffered by private homeowners, farmers, small business enterprises and non-profit organizations, whose essential property has been damaged in a sudden and unexpected natural emergency, such as a severe windstorm, tornado, flood, forest fire or ice storm.

Reception Centre

The centre is a facility that is set up for the purpose of receiving evacuees, providing refreshments and temporary shelter. Its primary purpose is to register evacuees and if necessary direct them to an evacuation centre as required.

Introduction

This Emergency Response Plan (the “Plan”) for the Town of Greater Napanee has been prepared as part of a comprehensive Emergency Management Program to provide a prompt and co-ordinated response to all hazards affecting the Town of Greater Napanee.

In order to protect residents, businesses and visitors, the Town of Greater Napanee has prepared a coordinated emergency response by a number of agencies under the direction of the Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services. This plan utilizes the Incident Management System (IMS) to ensure the coordination in an emergency.

The Plan has been prepared to provide officials, agencies and departments of the Town of Greater Napanee important emergency response information related to:

- arrangements, services and equipment; and
- roles and responsibilities during an emergency.

The Plan is structured to allow individual parts or annexes to be used, reviewed or re-written independently.

The Plan has been developed to reflect the public safety requirements of our community. The effective use and implementation of this plan is reliant upon all municipal and community officials being aware of its provisions and being prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises that will assist them in the fulfillment of their roles.

The CAO, General Managers, and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. The Town of Greater Napanee Emergency Response Plan may be viewed at www.greaternapanee.com.

For more information, please contact the Community Emergency Management Coordinator at 613-856-2226.

Aim

The aim of the Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare and property of the residents, businesses and visitors of the Town of Greater Napanee from the effects of an emergency. The Plan enables a centralized, controlled and coordinated response to emergencies in the Town of Greater Napanee.

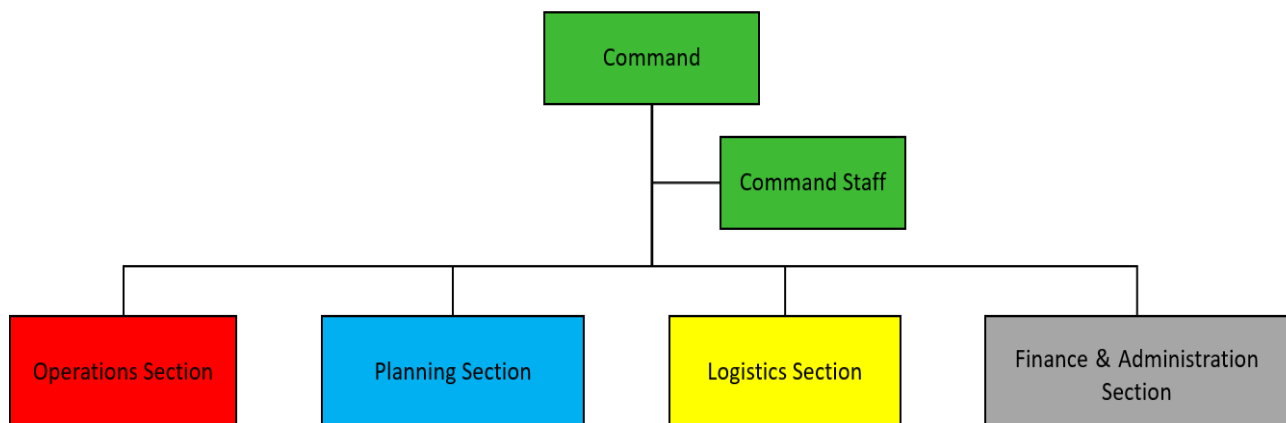
The Plan incorporates supplementary plans as annexes, which provide detailed response procedures for the most likely hazards that confront the Town of Greater Napanee. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment.

Incident Management System

The designated Municipal Control Group (MCG) for the Corporation of the Town of Greater Napanee has adopted the Province of Ontario Incident Management System (IMS) as the process to assist them in managing an emergency incident.

The five functions of the Incident Management System are Command, Operations, Planning, Logistics and Finance/Administration.

The IMS structure consists of the



Hazard Identification Risk Assessment

The Town of Greater Napanee annually completes our Hazard Identification Risk Assessment (HIRA), which assists us in determining the probability and consequent of a hazard in our community.

Confidentiality of Plan

The Town of Greater Napanee Municipal Emergency Plan is a public document, excluding the appendices, which are deemed confidential.

Authority

The Plan has been developed and implemented under the authority of, and in accordance with, the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the “Act”) and has been adopted by Council by by-law.

The Act also allows for the collection of personal information to be used solely for the purpose of planning, preparing and conducting responses to emergencies and/or training exercises.

Plan Maintenance & Revision

The CEMC is authorized to make administrative revisions to the Plan or change Annex’s as required however, substantial changes to the plan must be approved by Council by by-law. The CEMC will establish a maintenance schedule to review the Plan on an annual basis.

The annual review will include:

- confirming emergency telephone numbers
- testing the notification system
- updating vital services and/or local services directories
- a tabletop exercise for the Control Group(s) and support staff
- training for the Control Group(s) and support staff as needed on any component of the Plan

In addition to the annual review, a more thorough field exercise will be conducted to test the Plan every four (4) years.

Each department and agency involved with the Plan will be responsible to prepare emergency procedures or guidelines outlining how they will fulfill their responsibilities under the Plan during an emergency. Each agency will ensure that it designates a staff member to maintain and revise its own emergency procedures or guidelines.

Part II

Notification/Declaration Procedures

Notification System

When a member of the Control Group, a director or a Manager receives a warning of a real or potential emergency, that member may initiate the notification procedure.

Initial Notification Procedure

1. The member must contact the Town's Emergency Services dispatch (613-548-4001 ext 1) and direct them to begin the notification of the specific control group required.
2. The member initiating the call must provide details for the notification script;
 - nature of emergency
 - location of EOC (primary, secondary or alternate)
 - level of activation
3. A sample notification script and the contact phone numbers and addresses of the CG members and their alternates are contained in Annexes.
4. Records must be kept of the date and time CG members were contacted and their estimated time of arrival at the EOC.
5. It is the responsibility of each member of the CG to notify their staff or department, and standby alerting of the alternate, is mandatory when time permits.

Additional Notification

1. The CEMC will coordinate notifications of any additional people.
2. The Liaison Officer will make contacts for additional resources as needed.
3. The Emergency Information Officer will inform Town Council and Town Staff, as needed.

Emergency Operations Centre (EOC)

The EOC has both a primary and a secondary location. During the notification process members of the CG will be informed of which location to attend. The Chief Administrative Officer (CAO) or CEMC (whomever is first on site) will supervise the setup of the EOC and ensure it is operational.

Upon arrival at the EOC, each CG member will:

1. Sign in and get identification
2. Check telephone/communications devices.
3. Open EOC Cabinet, get out resource material, and personal log books.
4. Participate in the initial briefing.
5. Participate in planning the initial response/decision making process.
6. Pass CG decisions on their own department or organization.
7. Continue participation in the EOC operations cycle.

Upon leaving the EOC, each CG member will;

1. Conduct a hand over with the person relieving them, if applicable.
2. Sign out on the location board indicating where they can be reached.

It is not essential for the CG to have all of its members present to function, however each member or alternate must be notified.

Action Prior To Declaration

When an emergency exists but has not yet been declared, the CG and municipal employees may take such action(s) under this Plan as may be required to protect property and the health, safety, and welfare of the Town of Greater Napanee. The supplementary plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a declaration.

Requests For Assistance

Assistance may be requested from:

- Neighbouring municipalities
- County of Lennox & Addington
- Private sector
- Emergency Management Ontario (Provincial Government)
- Emergency Preparedness Canada (Federal Government) (through EMO)

Escalation of Emergencies

Each level signifies the variation of the impact to the community caused by the major incident or emergency.

Level 1 – Monitoring Activation

- Municipal Control Group

Level 2 – Partial Activation

- Emergency Control Group

Level 3 – Full Activation

- Community Control Group

Declaration of an Emergency

The Mayor, as the Head of Council, or his alternate is responsible for declaring that an emergency exists in the municipality and designating the area covered by that emergency. This decision is usually made in consultation with other members of the CG. See the *Declaration Checklist* attached in the Annexes. The Declaration of Emergency form is also attached.

When such declaration is made, the following organizations/persons will be notified:

- Treasury Board Secretariat (EMO)
- Other council members
- Neighbouring municipalities, as required
- County officials, as appropriate
- Public

An emergency may be terminated at any time by:

- Head of Council;
- Town of Greater Napanee Council; or
- Premier of Ontario.

When the emergency is terminated, the following will be notified:

- Treasury Board Secretariat (EMO)
- Other council members
- Neighbouring municipalities, as required
- County officials, as appropriate
- Public

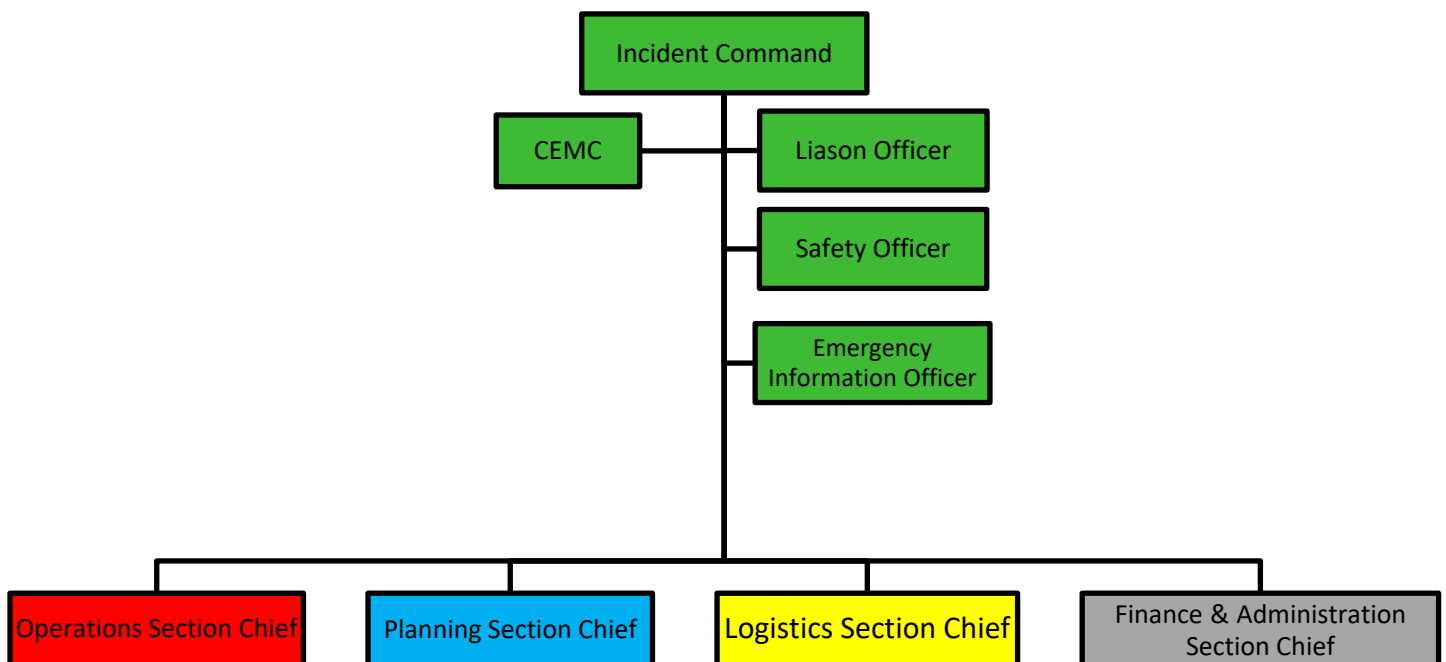
Part III Control Groups

Levels of activation of the Control Groups is based on the escalation of the Emergency. Each level signifies the variation of the impact to the community caused by the major incident or emergency.

Municipal Control Group Members

The Municipal Control Group (MCG) is the group that is responsible for the monitoring and control of the emergency response/ and or possibilities. The MCG is made up of the following members or their designated alternate, who are identified in **Annex B**.

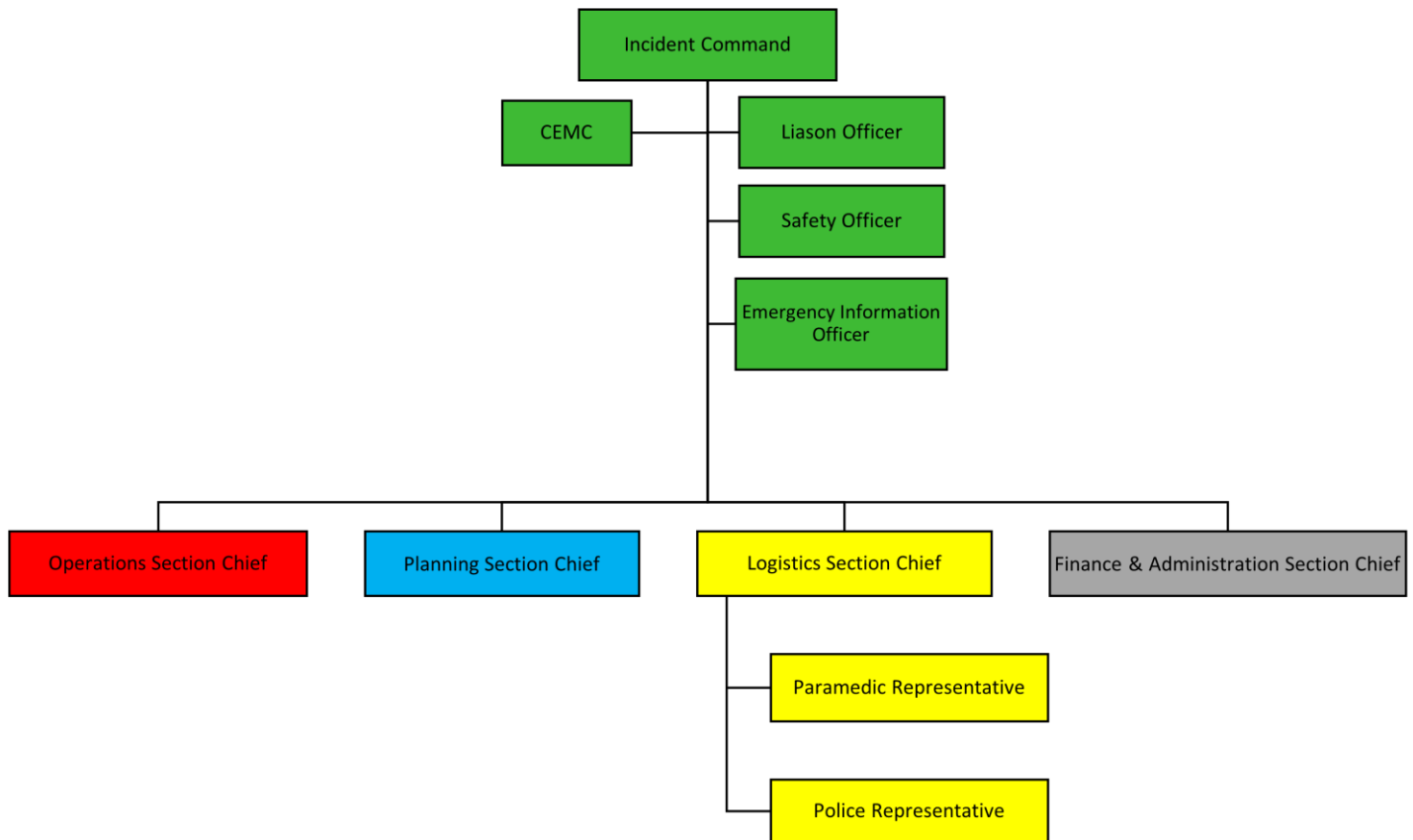
1. Incident Command
2. CEMC
3. Liaison Officer
4. Emergency Information Officer
5. Safety Officer
6. Operations Section Chief
7. Planning Section Chief
8. Logistics Section Chief
9. Finance/Administration Section Chief



Emergency Control Group Members

The Emergency Control Group (ECG) is the group that is responsible for the direction and control of the overall emergency response and ensuring essential services necessary to minimize the effects of an emergency on the community. The ECG is made up of the following members or their designated alternate, who are identified in **Annex B**.

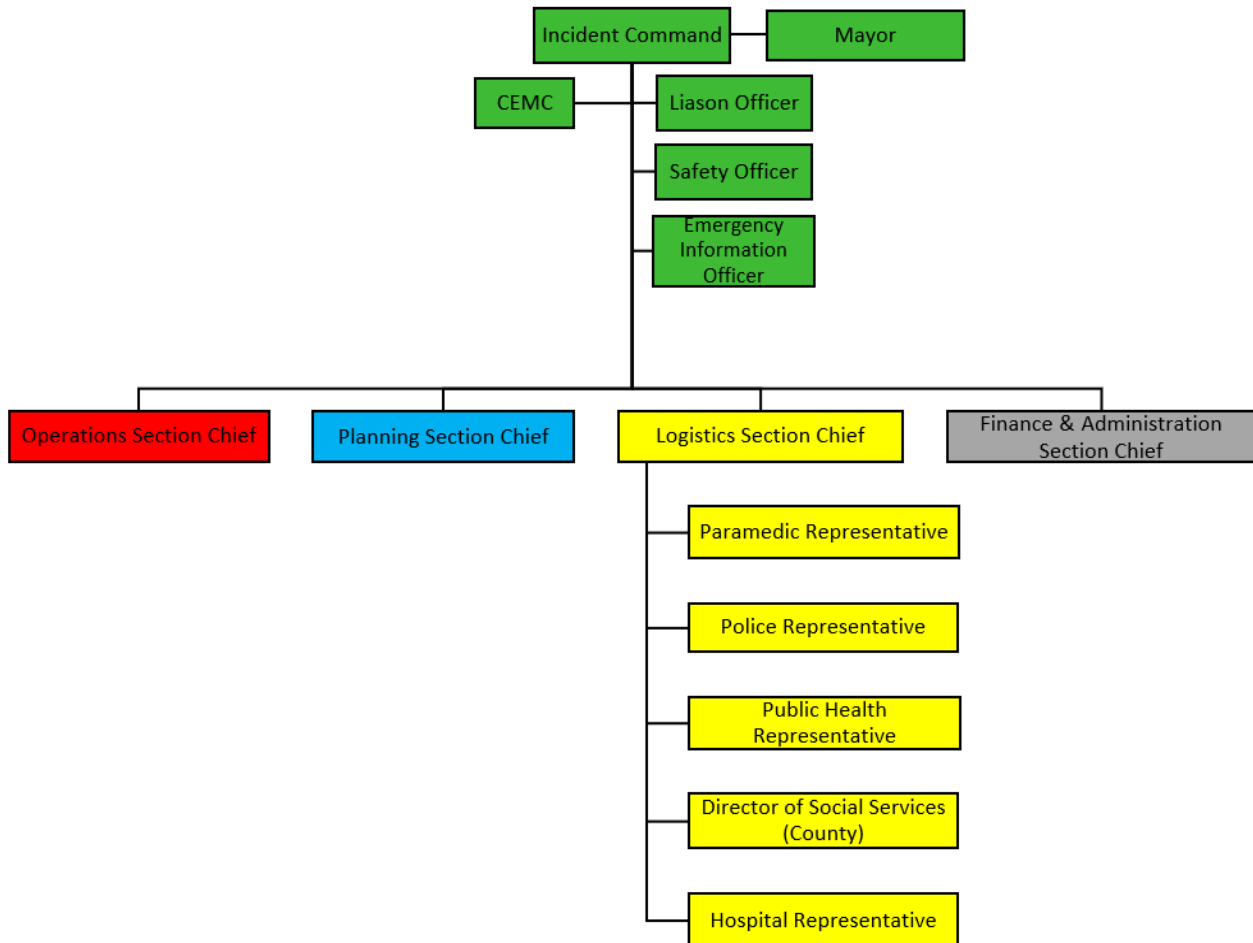
1. Mayor
2. Incident Commander
3. CEMC
4. Liaison Officer
5. Emergency Information Officer
6. Safety Officer
7. Operations Section Chief
8. Planning Section Chief
9. Logistics Section Chief
10. Finance/Admin Section Chief
11. Paramedic Representative
12. Police Representative



Community Control Group Members

The Community Control Group (CCG) is the group that is responsible for the direction and control of the overall emergency response and ensuring essential services necessary. This is a full activation utilizing a number of resources responding to the emergency. The CCG is made up of the following members or their designated alternate, who are identified in **Annex B**. As required, other persons may be invited to the EOC to provide assistance and/or technical information to the CG.

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Mayor 2. Incident Commander 3. CEMC 4. Emergency Information Officer 5. Safety Officer 6. Liaison Officer 7. Operations Section Chief 8. Planning Section Chief | <ol style="list-style-type: none"> 9. Logistics Section Chief 10. Finance/Admin Section Chief 11. Paramedic Representative 12. Police Representative 13. Director, Social Services (County of Lennox and Addington) 14. Hospital Representative 15. Public Health Representative |
|---|---|



Part IV Emergency Site Management

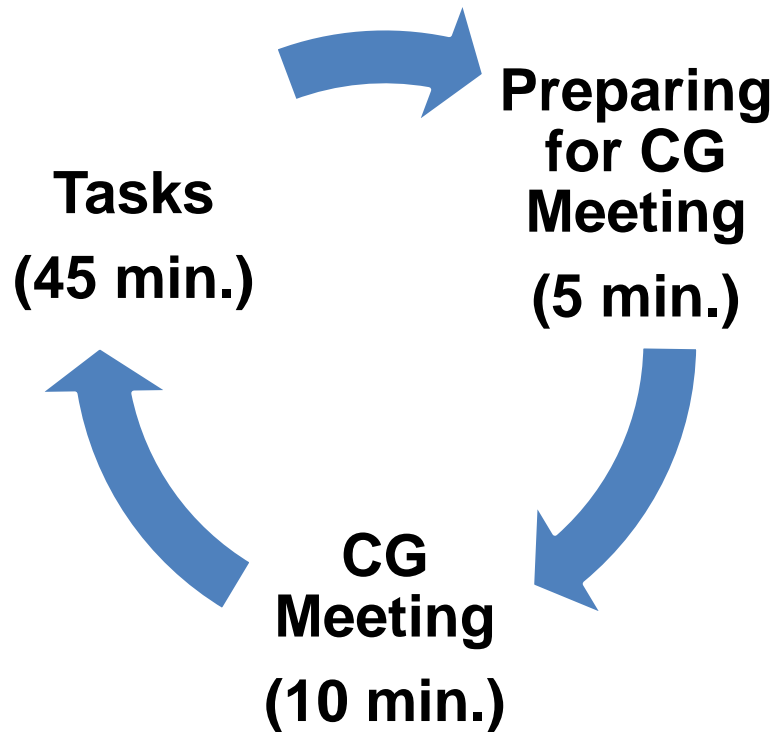
Operations Cycle

Members of the CG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO will establish the frequency of meetings and agenda items. Meeting will be brief as possible to allow members to carry out their individual responsibilities.

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

The Recording Clerk will maintain status boards and maps, the event log, and display them in a prominent place, and keep them up to date.

One Hour Operations Cycle



Part V Responsibilities of CG Members

Mayor

The Mayor, as Head of Council, is responsible for:

1. the declaration of an emergency and designating an area;
2. the termination of an emergency;
3. ensuring that all members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation;
4. ensuring that the Ministry of Community Safety & Correctional Services (EMO) is notified of the declaration of emergency, and termination of the emergency;
5. taking such action and making such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Town of Greater Napanee.
6. approving all major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CAO and CG;
7. approve the expenditures of funds to meet the requirements of the emergency;
8. request assistance from neighbouring municipalities, the County of Lennox & Addington, the Province and the Federal Government;
9. maintaining a personal log of all decisions and actions taken; and
10. prepare and submit a final report containing operational evaluation of their area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Incident Commander (CAO)

The Command is responsible for managing the responses to an incident.

1. Assessing and reassessing the situation.
2. Determining goals, strategies, objectives and priorities appropriate to the level of response.
3. Coordinating all operations within the EOC, including the scheduling of regular meetings;
4. Chairing meetings of the Control Group (CG);
5. Advising the Mayor regarding need for declaration or termination of an emergency and the area to be covered.
6. Advising the Head of Council on policies and procedures, as appropriate;
7. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer, in conjunction with the CG;
8. Approving an Incident Action Plan (IAP)
9. Ensure an Emergency Site Manager is established.
10. Establishing and maintaining liaison with supporting or assisting organizations.
11. Calling in additional municipal staff as required;
12. Advising the Mayor regarding requests for assistance from neighbouring municipalities, the County of Lennox & Addington, the Province and the Federal Government;
13. Ordering incident demobilization as appropriate.
14. Ensuring that a master record of all events and actions taken is maintained (main events board);
15. Ensure that the appropriate legal and statutory requirements are met;
16. Maintaining a personal log of all decisions and actions taken; and
17. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for the following:

1. implementing the Plan in whole or in part to respond to an impending, potential or existing emergency;
2. ensuring that all members of the CG have necessary plans, resources, supplies, maps, and equipment;
3. coordination and direction of community resources used to mitigate the effects of an emergency;
4. notifying the Ministry of the Solicitor General (EMO) that an emergency has been declared;
5. notifying Director, Social Services (County), Public Health Representative and Hospital Representative of the emergency and request them to attend the EOC as necessary;
6. ensuring that the neighbouring municipalities, the County CEMCs and EMO sector representative are advised of the declaration and termination and kept informed of the emergency situation.
7. providing information, advice and assistance to members of the CG on emergency management programs, principles and implementation details of the Emergency Response Plan;
8. providing direction to EOC support staff as required in support of the CG and ensuring proper set-up and operation of the EOC;
9. ensuring that staff is in place for the security of the EOC and registration of CG members;
10. ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
11. ensuring that the operating cycle is met by the CG and related documentation is maintained and kept for future reference;
12. maintaining the records and logs for the purpose of the debriefing sessions and post-emergency reports that will be prepared.
13. in conjunction with the CAO, coordinating a post-emergency debriefing and assist in the development of a final report to Mayor and Council;
14. maintaining a personal log of all decisions and actions taken; and
15. preparing and submitting a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Ensure Emergency Management Ontario annual municipal compliance is completed and submitted.

Liaison Officer (LO)

The Liaison Officer serves as the primary contact for assisting or supporting organizations.

1. Provide minute taking for CCG meetings.
2. Record all proceedings and decisions of the Community Control Group on Master Events Log.
3. Communicate through circulation of minutes and telephone, any required action by staff, in conjunction with the Command
4. Provide administrative support to the Command as required.
5. Gathering information from and about organizations that are involved with the incident.
6. Serving as a co-ordinator for organizations not represented in Command.
7. Maintaining a list of supporting and assisting organizations, and keeping it updated

Safety Officer (SO)

The Safety Officer monitors safety conditions and develops safety measures related to the overall health and safety of all incident responders.

1. Working closely with Operations to ensure that responders are as safe as possible under the circumstances, including wearing appropriate protective equipment.
2. Advising Command on issues regarding incident safety.
3. Minimizing employee risk by promoting safety procedures.
4. Altering, suspending or terminating activities that are deemed hazardous
5. Assist in the review of the Incident Action Plan (IAP) to identify safety concerns and issues.
6. Liaison with Ministry of Labour and prepare to take preventative action
7. Maintaining a personal log of all decisions and actions taken
8. Preparing and submitting a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Information Officer (EIO)

The Emergency Information Officer is responsible for the development and release of emergency information regarding the incident to the public.

1. Providing the CCG with information and advice on any matters that may be raised by public inquiry or the media;
2. The development and distribution of all media releases in consultation with the CCG and subject to approval by Command.
3. Ensuring set up and staffing of public inquiry lines;
4. Providing direction and regular updates to the Public Inquiry Supervisor/Public Inquiry Personnel to ensure that the most accurate and up-to-date information is disseminated to the public;
5. Establishing an Emergency Information Centre or Media area, away from incident operations and a safe distance away from any hazard.
6. Establish key messages for spokespersons and media products
7. Designate a site media spokesperson as appropriate;
8. Liaison with the emergency site, OPP or industry/business media spokesperson(s), as appropriate;
9. Co-ordinating interviews and media conferences for members of the CCG;
10. Ensuring that all information released to the media and public is consistent and accurate;
11. Co-ordinating public inquiries;
12. Monitoring news coverage and correcting erroneous information;
13. Maintaining copies of all media releases;
14. Maintaining a personal log of all decisions and actions taken; and
15. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Operations Section Chief

The Operations Section Chief is responsible for developing and managing the Operations Section.

1. Organizing, assigning, and supervising all resources assigned to an incident, including air operations and resources in a Staging Area
2. Work closely with other members of Command and General Staff to co-ordinate operational activities.
3. Depending on the nature of the emergency, providing the Emergency Site Manager;
4. Establishing and maintaining ongoing communications with the senior fire official at the emergency site;
5. Initiating Mutual Aid as required;
6. Determining if additional or specialized equipment is required (ie. protective suits, CBRNE or HUSAR team, etc.) and make requests through the County Fire Coordinator
7. The liaison with external fire agencies, as required;
8. Coordinating or providing assistance with rescue, first aid, casualty collection, evacuation, etc.
9. Coordinate vehicles and resources to any other service, as required;
10. The provision of equipment for emergency operations;
11. Maintaining a personal log of all decisions and actions taken; and
12. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Planning Section Chief

The Planning Section Chief is responsible for heading the development of the Incident Action Plan (IAP)

1. Collecting, collating, evaluating, analyzing, and disseminating incident information
2. Conducting long-range and/or contingency planning
3. Developing of plans for demobilization.
4. Providing the CG with information and advice on Public Works, Utilities, Facilities, Water & Waste water, Environmental concerns and Building Services;
5. depending on the nature of the emergency, providing the Emergency Site Manager;
6. Ensuring municipal facilities are available for evacuation or reception center purposes if required;
7. The provision of engineering assistance;
8. The construction, maintenance and repair of public roads;
9. Assisting with road closures and/or roadblocks;
10. discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
11. The liaison with electrical and gas utilities;
12. The liaison with environmental services;
13. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
14. The maintenance of sanitation and a safe supply of potable water, as required; ordering water usage restrictions, if required;
15. Discontinuing any water utilities service to any consumer, as required, and restoring these services when appropriate;
16. Maintaining a liaison with environmental agencies and public health authorities and being prepared to take preventative action;
17. Maintaining a personal log of all decisions and actions taken; and
18. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Logistics Section Chief

The Logistics Section Chief is responsible for providing resources, to the incident.

1. Obtaining, maintaining, and accounting for essential personnel, equipment and supplies beyond those immediately accessible to Operations.
2. Developing the telecommunications plan
3. Providing incident telecommunication/IT services and resources
4. Setting up food services
5. Providing support transportation
6. ensuring set up and staffing of public inquiry lines;
7. providing direction and regular updates to the Public Inquiry Supervisor/Public Inquiry Personnel to ensure that the most accurate and up-to-date information is disseminated to the public;
8. coordinating public inquiries;
9. Monitoring news coverage and correcting erroneous information;
10. Provide assistance to EOC and CG members related to information systems.
11. Maintain an appropriate inventory of computers for deployment at each EOC location;
12. Maintaining a personal log of all decisions and actions taken; and
13. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for providing the financial and cost analysis support to an incident.

1. Monitoring sources of funding
2. If required, arrange to advance funds to those in need and arrange recovery of these funds;
3. Issue payment as required for all emergency related expenditures;
4. Tracking timesheets for incident personnel and equipment
5. Maintain accurate and detailed records of all emergency related expenditures;
6. Analyze the impact of the emergency on the municipal budget;
7. Report on the budget status, as required;
8. Prepare insurance claims on behalf of the municipality;
9. Prepare claim for provincial and/or federal funding, as applicable;
10. Tracking disaster relief assistance including local fundraising
11. Maintaining a personal log of all decisions and actions taken; and
12. Prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Police (OPP) Representative

The Police (OPP) Representative is responsible for:

1. providing the CG with information and advice on policing and security matters;
2. depending on the nature of the emergency, providing the Emergency Site Manager;
3. establishing and maintaining ongoing communications with the senior police representative at the emergency site;
4. ensuring there is perimeter (inner and outer) security and crowd control at emergency site;
5. providing traffic control to facilitate the movement of emergency vehicles;
6. alerting persons endangered by the emergency and coordinating evacuation procedures, including evacuation routes;
7. in the event of an evacuation, making contact with residents in affected areas to advise of the need to evacuate and enforcing the evacuation of occupants, if appropriate;
8. the protection of life and property and the provision of law and order;
9. the provision of police services in evacuation centres, morgues, and other facilities as required;
10. notifying the coroner of fatalities;
11. the liaison with external police agencies, as required;
12. maintaining a personal log of all decisions and actions taken; and
13. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Paramedic Representative

The Paramedic Representative is responsible for:

1. providing the CG with information and advice on treatment and transport of casualties;
2. depending on the nature of the emergency, providing the Emergency Site Manager;
3. establishing and maintaining ongoing communications with the senior EMS official at emergency site;
4. taking charge of casualties within the emergency site and being responsible for triage, lifesaving care, and the transport to area hospitals;
5. the liaison with the Medical Officer of Health and/or Public Health Representative, area hospitals, and police and fire officials during an emergency situation;
6. alerting all staff using the Provincial Health Emergency Alert System;
7. maintaining a personal log of all decisions and actions taken; and
8. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Director, Social Services (County)

The Director, Social Services (County) is responsible for:

1. providing the CCG with information and advice on matters related to all social services related functions, including the management of reception and evacuation centres;
2. implementing the *County of Lennox & Addington's Emergency Response Plan, Social Services Component*;
3. upon receipt of notification, contact and place on standby or activate the social services staff and voluntary support agencies including Red Cross, Salvation Army, St. John Ambulance, Clergy and Boards of Education;
4. ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
5. supervising the opening and operation of temporary and/or long-term evacuation centres, and ensuring that they are adequately staffed;
6. maintaining a personal log of all decisions and actions taken; and
7. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Public Health Representative

The Public Health Representative is responsible for:

1. providing the CCG with information and advice on any matters that may adversely affect public health;
2. acting as a coordinating link for all emergency health services at the CCG;
3. depending on the nature of the emergency, provide the Emergency Site Manager;
4. providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
5. the liaison with the Ontario Ministry of Health, Public Health Branch;
6. the liaison with the Emergency Medical Services/Ambulance (EMS) representatives;
7. the liaison with the Community Care Access Centre representative;
8. coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies;
9. ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
10. ensuring coordination of all efforts to prevent and control the spread of disease during an emergency, including waste disposal, temporary mortuaries, and dead animal disposal;
11. ensuring the safety of drinking water in conjunction the Manager, Water & Sewer Utilities;
12. the liaison with the Director, Social Services (County) regarding health services in reception and evacuation centres;
13. maintaining a personal log of all decisions and actions taken; and
14. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Hospital Representative

The Hospital Representative is responsible for:

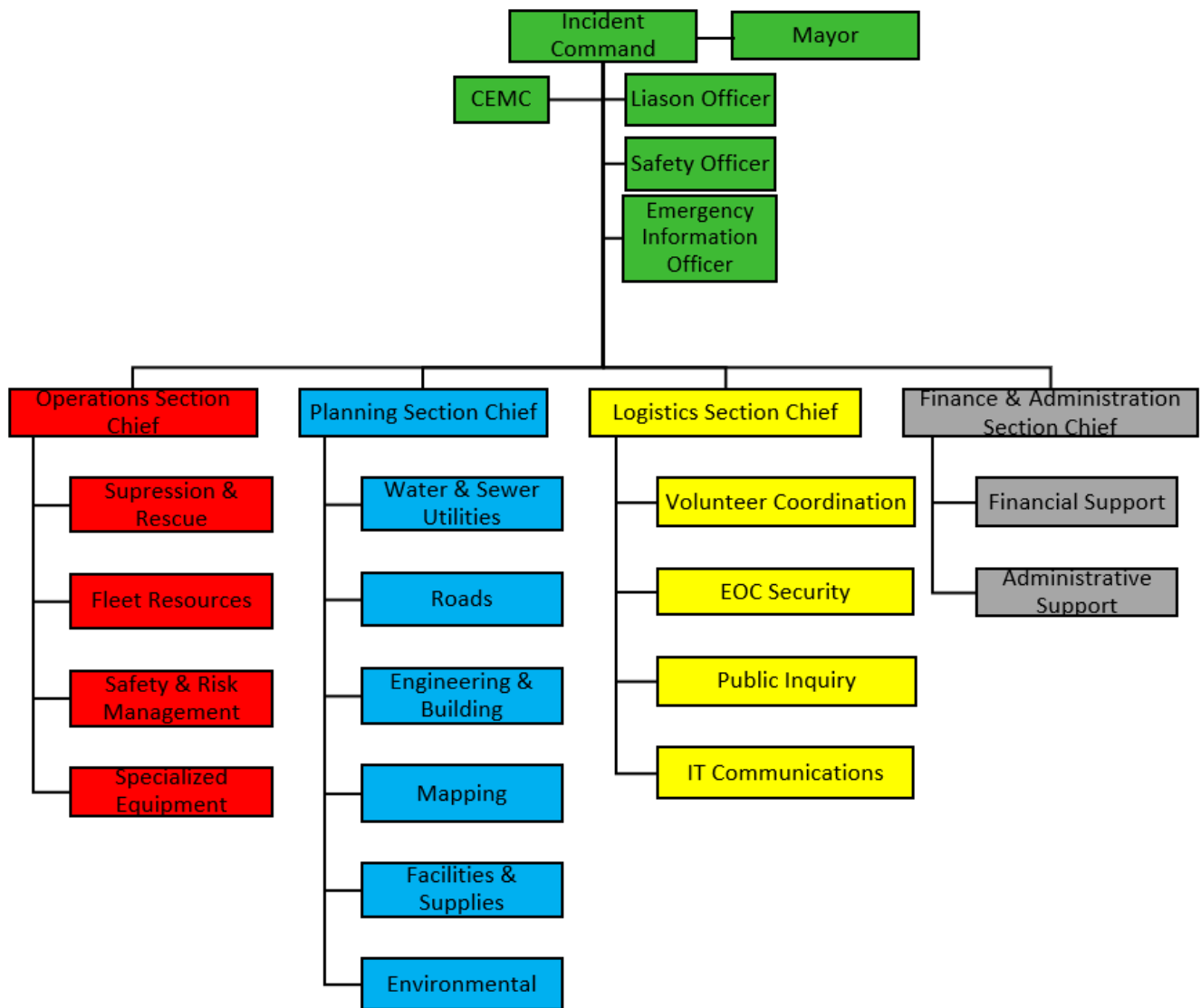
1. providing the CCG with information and advice on any matters that may adversely affect hospital operations or the emergency site operations;
2. implementing the hospital's emergency plan, if required;
3. ensuring liaison with the Medical Officer of Health and/or Public Health representative and local Emergency Medical Services/Ambulance (EMS) representatives with respect to hospital and medical matters, as required;
4. evaluating requests for the provision of medical site teams/medical triage teams at the emergency site;
5. ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
6. the provision of temporary accommodation for those members of the community with complex health care needs that are displaced by the emergency;
7. the provision of such assistance to the CCG as required & appropriate (eg. volunteer workers);
8. maintaining a personal log of all decisions and actions taken; and
9. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Emergency Site Manager

The Emergency Site Manager is responsible for:

1. direct, control and coordinate the on-site emergency response efforts;
2. establish a command post for the control and coordination of the emergency on-site operations;
3. establish communications;
4. maintain contact with the control group and update them on a regular basis or as required;
5. assess the situation, establish a site operation plan;
6. take such action as necessary to minimize the effects of the emergency or disaster;
7. maintaining a personal log of all decisions and actions taken; and
8. prepare and submit a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Part VI Town of Greater Napanee Support Staff Responsibilities



Support Staff Responsibilities

Any employee of the Town may be required to provide assistance and support to the Community Control Group. Every employee of the Town has been assigned certain specific support functions and reporting relationships as detailed below.

Control Group	Task	Staff Fulfilling Role
Incident Commander (CAO)	Recording Clerk/Liaison Officer	<ul style="list-style-type: none"> • Clerk • Administrative Assistants
	Human Resource	
Finance/Admin Section Chief (Treasurer)	Finance Support	<ul style="list-style-type: none"> • Deputy Treasurer • Finance Staff
	Human Resource	
Operations Section Chief (GM/Fire Chief Emergency Services)	Suppression & Rescue	<ul style="list-style-type: none"> • Deputy Fire Chief • Officers • Firefighters
	Fleet Resources	<ul style="list-style-type: none"> • Deputy Chief • Mechanic
	Safety Officer	<ul style="list-style-type: none"> • Manager of Human Resources
	Specialized Equipment	<ul style="list-style-type: none"> • Deputy Chief • Officers • Firefighters
Planning Section Chief (GM Infrastructure Services)	Water, Sewer & Utilities	<ul style="list-style-type: none"> • Director of Utilities • Manager of Utilities Operations • Utilities Operators
	Environmental	<ul style="list-style-type: none"> • Manager of Environmental Compliance • Director of Developmental Services
	Roads	<ul style="list-style-type: none"> • Public Works Supervisor • Public Works Operators
	Engineering & Buildings	<ul style="list-style-type: none"> • Director, Development Services • Building Inspectors • Planning Clerk
	Mapping	<ul style="list-style-type: none"> • Technical Design • Utility Maintenance Supervisor
	Facilities & Supplies	<ul style="list-style-type: none"> • Manager of Facilities • Lead Hands • Parks & Facilities Operators
Logistics Section Chief (GM Community/Corporate Services)	I.T. Communications	<ul style="list-style-type: none"> • IT Manager • Communications Coordinator
	Volunteer Coordinator	<ul style="list-style-type: none"> • Economic Development Coordinator
	Emergency Information Officer	<ul style="list-style-type: none"> • Clerk
	Public Inquiry	<ul style="list-style-type: none"> • Finance Staff • Receptionist. • Administrative Assistants
CEMC	EOC Support & Communications	<ul style="list-style-type: none"> • Administrative Assistants
	EOC Security	<ul style="list-style-type: none"> • By-law Enforcement Officer

Finance Support

Job Duties:

1. Provide information and advice and support on financial matters as they relate to the emergency
2. Setting up the necessary mechanisms for receiving, adjusting and paying claims for financial assistance.
3. Liaising with purchasing expenditures made by departments involved in the emergency.
4. Liaising with other agencies involved in fundraising, and utilization of donated funds.

Human Resource

Job Duties:

1. Coordinate and process requests for human resources;
2. Ensure records of human resources and administrative detail, that may involve financial liability are completed;
3. Maintain a personal log of all actions taken.

Suppression, Rescue, & Specialized Equipment

Job Duties:

1. Depending on the nature of the emergency, perform the role of the Site Manager.
2. Direct, control and co-ordinate on-scene suppression and rescue crews.
3. Establish and Maintain communications with the Control Group.
4. Assess the incident for the requirements for any additional resources or specialized equipment and make requests through the Control Group.
5. Maintaining a personal log of all decisions and actions taken; and
6. Preparing and submitting a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Fleet Resources

Job Duties:

1. Co-ordinate and provide fleet resources as requested to the incident by the Control Group.
2. Working with the Mechanic ensure that all equipment is repaired in a timely fashion.
3. Arrange for fuel and parts as required.
4. Arrange additional fleet from other municipalities or rental companies if required.
5. Maintaining a personal log of all decisions and actions taken; and

Safety/Risk Management

1. Ensure the health and safety of all workers within the emergency
2. Maintain a Health and Safety Log.
3. Liaison with the Ministry of Labour representative, if required.
4. Investigate any injuries.
5. Liaison with the Joint Health and Safety Committee as required.
6. Preparing and submitting a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans

Water & Sewer Utilities

Job Duties:

1. providing the CCG with information and advice on water and waste water utilities matters;
2. the liaison with senior water utilities officials from the neighbouring community(s) to ensure a coordinated response;
3. the provision of engineering assistance;
4. the maintenance of sanitation and a safe supply of potable water, as required;
5. ordering water usage restrictions, if required;
6. discontinuing any water utilities service to any consumer, as required, and restoring these services when appropriate;
7. providing water utilities vehicles and resources to any other emergency service, as required;

Environmental

1. Coordinate preventive & preparedness measures, chemical risk factors, escalating conditions, scales of impact, response supplies and equipment for compliance and response capability.
2. Assess/direct efforts to control hazardous materials.
3. Liaising with public utilities to access any service representing a hazard or environmental concern and arrange for the provision of alternate services.
4. Determine status of radioactive materials. Coordinate HAZMAT Team and Chemical Spill Team if required.

Roads

Job Duties:

1. Providing the CCG with information and advice on Public Works matters, including flooding and water levels;
2. The liaison with senior public works officers from the neighbouring community(s) to ensure a coordinated response;
3. The provision of engineering assistance;
4. The construction, maintenance and repair of public roads;
5. Assisting with road closures and/or roadblocks;
6. The provision of equipment for emergency operations;
7. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate;
8. The liaison with electrical and gas utilities;
9. Providing public works vehicles and resources to any other emergency service, as required;
10. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action;
11. Maintaining a personal log of all decisions and actions taken; and
12. Preparing and submitting a final report containing operational evaluation of his/her area of responsibility, including recommendations on changes to the Plan or supplementary plans.

Engineering & Buildings

Job Duties:

1. Enforcing building regulations and codes and ensuring compliance.
2. Inspect structural damage due to emergency and make recommendations for repair or demolition, as appropriate;
3. Communicate and coordinate pertinent building status information and relays building specific information on priorities and strategies from emergency.

Mapping

Job Duties:

1. Report to the EOC upon receiving a call of an emergency.
2. Produce maps of the affected area using available resources.
3. Provide the Community Control Group with information regarding the geography of the area, approximate number of homes and people living in the area using the assessment/tax information.
4. Provide maps showing gas line locations, roadways and waterways surrounding the site.

Facilities and Supplies

Job Duties

1. Ensuring municipal facilities are available for evacuation or reception center purposes if required
- 2.
3. Ensure that the rest area is set up for the Community Control Group and Emergency Services Agencies responding to the emergency.
4. Ensure and arrange to provide food and beverages to the Community Control Group, Staff and Emergency Services Agencies responding to the emergency.
5. Assist with the facility, and operations in the Emergency Reception Centre as required.
6. Liaise with the County Social Services Department to make provisions for accommodation in municipal owned facilities in case of evacuation.
7. Service equipment and supplies that may be required of the Community Control Group and Emergency Services Agencies.
8. Co-ordinate acquisition of transportation for people and supplies during the emergency.
9. Clean and prepare facilities immediately following the emergency being declared.
10. Co-ordinate the repairs and maintenance to equipment and property that may be requested during the emergency.
11. Maintain a service log of all actions taken.

I.T Communications

Job Duties:

1. Report to the EOC upon receiving a call of an emergency.
2. Ensure the EOC has internal LAN, including the internet and connectivity to the Town's central network (printing, etc.)
3. Provide assistance to EOC and CCG members related to information systems.
4. Maintain an appropriate current inventory of analog phones and other mobile and digital phones and computers for deployment at each EOC location.
5. Prepare a distribution list of items issued during the emergency and maintain a current inventory of telephone lines, equipment, phone books and GIS products.

Volunteer Coordinator

Job Duties:

1. Responsible for the coordinating of volunteers and liaison with Red Cross and Social Services
2. Ensuring that the Volunteer Registration forms are completed and retained.
3. Ensure identification cards are issued to volunteers where practical.

Emergency Information Officer

Job Duties:

1. Consult with the MCG on the status of the emergency and on any need for resources that could be fulfilled by the dissemination of information to the public.
2. Apprise the MCG of any significant information received by the public.
3. Provide direction to the public information team with respect to production and distribution of information, response to inquiries and data management.
4. Direct requests for service to the appropriate agency.
5. Notify the EIO of misinformation, as provided by the public, for correction.
6. Coordinate Public Inquiry Staff callout and shift scheduling.
7. Maintain a log of all actions taken.

Public Inquiry

Job Duties:

1. Respond to and redirect inquires and reports from the public based upon information from the Emergency Information Officer.
2. Respond to and redirect inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers.
3. Perform administrative duties from various Departments as assigned.
4. Maintain a service log of all actions taken.

EOC Support & Communications

Job Duties:

1. Act as message centre for EOC, radio operators or runners to communicate between departments, EOC, emergency site and agencies.
2. Coordinate with Supplies and Maintenance Staff to ensure that the rest area is set up for the Community Control Group and Emergency Services Agencies responding to the emergency.
3. Coordinate with Supplies and Maintenance Staff to ensure food and beverages are provided to the Community Control Group, Staff and Emergency Services Agencies responding to the emergency.
4. Perform administrative and other duties for various emergency service agencies as assigned by CEMC, including errands and inter-office communications.

EOC Security

Job Duties:

1. Provide security at the front and back doors of the EOC and Town Hall allowing only authorized personnel access.
2. Provide crowd control, if required.
3. Check identification of Media before permitting entrance to the Emergency Information Centre (Council Chambers upstairs in the Town Hall).