

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS



EMERGENCY RESPONSE PLAN

Schedule 'A' of By-Law #911 of 2021

VILLAGE OF OIL SPRINGS EMERGENCY RESPONSE PLAN

Table of Contents

Part 1 Introduction

Part 2 Aim

Part 3 Authority

a) Definition of an Emergency

b) Action Prior Declaration

Part 4 Emergency Notification Procedures

a) Requests for Assistance from County Authorities

b) Procedure for Declaring an Emergency

Part 5 Mutual Aid and Mutual Assistance

Part 6 Emergency Municipal Control Group

a) Emergency Operations Centre

b) Municipal Control Group

c) Operating Cycle

d) Municipal Control Group Responsibilities

Part 7 Emergency Response System Concept of Operations

Individual Responsibilities of the Municipal Control Group

Section 1 – Village of Oil Springs Members

1. Mayor or Acting Mayor
2. Clerk/Operations Officer
3. Emergency Management Coordinator

Section 2 – Members as needed

1. Medical Officer of Health
2. Social Services Director
3. Emergency Medical Services (EMS) Director
4. Fire Chief
5. Public Works
6. Emergency Information Officer
7. Scribe
8. Canadian Red Cross/Salvation Army
9. Overall Responsible Operator (Water)
10. Ontario Provincial Police

Municipal Control Group Support and Advisory Staff

1. Telecommunications (ARES) Coordinator
2. Other Agencies

Part 8 Logistics

a) Emergency Operations Centre

b) Equipment

Part 9 Emergency Telecommunications Plan

Part 10 Distribution List

Part 11 Updates and Amendments

**Part 12 Distribution List of Emergency Personnel
Identification Badges**

Annexes

- Annex A Emergency Information Plan**
- Annex B Energy Emergency Response Plan**
- Annex C Hazardous Materials Response Plan**
- Annex D Natural Gas Emergency Response Plan**
- Annex E Oil Storage Emergency Response Plan**
- Annex F Human Health & Epidemic Emergency Response Plan**
- Annex G Snow/Blizzard/Ice/Sleet/Hail Storm Emergency Response Plan**
- Annex H Weather – Tornado/Wind/Extreme – Heat/Cold/Fog Emergency Response Plan**
- Annex I Water Emergency Response Plan**
- Annex J Critical Infrastructure Failure**
- Annex K Recovery Plan**
- Annex L Evacuation Plan**
- Annex M Mutual Assistance Agreements**
 - Dawn Euphemia Township
 - Canadian Red Cross; Salvation Army
- Annex N Checklist in Consideration of a Declaration of Emergency**

VILLAGE OF OIL SPRINGS

EMERGENCY RESPONSE PLAN

By-Law #910 of 2021

Part 1: 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 Village of Oil Springs.

The population of the Village of Oil Springs is 800 residents.

In order to protect residents, businesses and visitors, the Village of Oil Springs requires a coordinated emergency response by a number of agencies under the direction of the Municipal Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services. The Village of Oil Springs 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 Village of Oil Springs 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 Village of Oil Springs Emergency Response Plan may be viewed at the Municipal office. For more information, please contact:

Village of Oil Springs, Municipal Office
4591 Oil Springs Line, Oil Springs, Ontario

NON 1P0 (519) 834-2939

Part 2: Aim

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

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

The Village of Oil Springs response plan reflects the approach recommended by Emergency Management Ontario and incorporates subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Village of Oil Springs. These hazards have been determined through the conduct of an in-depth Hazard Identification and Risk Assessment (HIRA) by the Village of Oil Springs Emergency Management Committee.

For further details, please contact the Emergency Management Coordinator.

Part 3: Authority

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

The *EMCPA* states that:

“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.”

Pursuant to the *EMCPA*, 2000, this emergency response plan and its' elements have been:

Issued under the authority of Village of Oil Springs *By-law #690 of October 2015*; and Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The EMCPA defines an emergency as:

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

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

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 Village of Oil Springs. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

Part 4: Emergency Notification Procedures

Only a member of the Village of Oil Springs Municipal Control Group (MCG) may initiate the notification procedure.

When a member of the Municipal Control Group receives a warning of a real or potential emergency, that member will immediately contact the Mayor (or alternate) of the Village of Oil Springs and direct them to initiate the notification of the Municipal Control Group. The member initiating the call must provide pertinent details (e.g., - a time and place for the Municipal Control Group to meet) as part of the notification procedure. The Mayor notifies Clerk/Treasurer and CEMC. After the Municipal Control Group assembles at the designated location, they may assemble other members or agencies as needed (e.g., - Road Superintendent, EMO, Scribe, EIO, EMS, OPP, Fire Chief etc.)

If deemed appropriate, the individual Municipal Control Group members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the Municipal Control Group may initiate the notification procedure and place Municipal Control Group members on standby.

The Village of Oil Springs subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting of the Municipal Control Group is mandatory.

The Mayor or alternate of the Village of Oil Springs must record the date and time Municipal Control Group members were contacted.

a) Requests for Assistance from County Authorities

Assistance may be requested from County of Lambton agencies at any time by contacting the County Warden. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also 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.

b) Procedure for Declaring an Emergency

The Mayor or Acting Mayor of the Village of Oil Springs, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the Municipal Control Group. See Annex M

Upon declaring an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Community Safety and Correctional Services;

Members of Council;

County Warden;

Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

A municipal emergency may be terminated at any time by:

Mayor or Acting Mayor; or
Village of Oil Springs Council; or
Premier of Ontario.

When terminating an emergency, the Mayor will notify:

Emergency Management Ontario, Ministry of Community Safety and Correctional Services;

Members of Council;

County Warden;

Public;

Neighbouring community officials, as required;

Local Member of the Provincial Parliament (MPP);

Local Member of Parliament (MP).

Part 5: Mutual Aid and Mutual Assistance

The Oil Springs/Enniskillen Fire Department participates in a mutual aid agreement with the fire services of all contiguous municipalities within Lambton County to provide mutual aid for fire suppression, and spills calls. This agreement may be activated by the Chief of Oil Springs/Enniskillen Fire Department at any time without the need to activate the Control Group or implement the Village of Oil Springs Emergency Response Plan. The Chief of Oil Springs/Enniskillen Fire Department will provide an annual report to Council that will provide details of all activations made under this agreement during the subject calendar year.

The Village of Oil Springs also maintains a mutual assistance agreement with the Township of Dawn-Euphemia which provides for the extension between the parties of such resources as may be requested during declared emergencies. The Clerk of the Village of Oil Springs is authorized to make a request pursuant to this agreement after an emergency has been declared to exist in the Village of Oil Springs. The Clerk is also authorized to respond to any requests received under this agreement without activating the Village of Oil Springs Emergency Response Plan. The Clerk will, however, notify the Mayor and all Control Group members immediately upon receipt of a mutual assistance request from the Township of Dawn-Euphemia.

The Village of Oil Springs also maintains a memorandum of agreement with the Canadian Red Cross which provides for the extension between the parties of such resources as may be requested during declared emergencies. The Clerk of the Village of Oil Springs is authorized to make a request pursuant to this agreement after an emergency has been declared to exist in the Village of Oil Springs.

(A copy of the Mutual Assistance Agreement and Memorandum of Agreement is appended as an Annex L to this plan.)

Part 6: Municipal Control Group

a) Emergency Operations Centre (EOC)

The location of the Village of Oil Springs's primary EOC is:

Village of Oil Springs Municipal Office

4591 Oil Springs Line,

Oil Springs, Ontario

and alternate Operations Centre is:

Township of Enniskillen Municipal Office

4465 Rokeby Line

Petrolia, Ontario

519-882-2490

The Location of the primary Evacuation/Reception Centre is:

Oil Springs Youth Centre

4517 Victoria St.,

Oil Springs, Ontario

And the alternate Evacuation/Reception Centre is:

Mutual Aid Agreement with Dawn/Euphemia could be activated.

b) Municipal Control Group (MCG)

The emergency response will be directed and controlled by the Municipal Control Group (MCG) - 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 Municipal Control Group consists of the following officials:

- Mayor of the Village of Oil Springs, or alternate;
- Clerk, or alternate, who becomes the Operations Officer in the EOC;
- Fire Chief, or alternate, Oil Springs/Enniskillen Fire Department
- Community Emergency Management Coordinator;

Additional personnel called or added to the MCG may include:

- Fire Chief, or alternate;
- Public Works Director, or alternate;
- Ontario Provincial Police Representative or alternate;
- Emergency Information Officer;
- Scribe, or alternate;
- Emergency Management Ontario Representative, if required or available;
- St. Clair Conservation Authority Representative, if required or available;
- Medical Officer of Health, or alternate, if required or available;
- Telecommunications Coordinator (ARES) Representative, if required;
- Emergency Medical Services (EMS) Director, or alternate, if required or available;
- Canadian Red Cross Representative; Salvation Army or alternate, if required;
- Bluewater Power, if required or available;

Union Gas, if required or available;

Bell Telephone, or alternate, if required or available;

School Boards, if required or available;

Liaison staff from provincial ministries, if required or available;

OMI, if required or available;

Township of Enniskillen

Overall Responsible Operator (ORO); water

Any other officials, experts or representatives from the public or private sector as deemed necessary by the Municipal Control Group.

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

c) Operating Cycle

Members of the Municipal Control Group will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk 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 purpose of the Operations Cycle is to:

Assess the situation - determine what has happened and what is required.

Establish priorities.

Set clear objectives and timeframes.

Develop an action plan for the CCG.

Set timelines for the implementation of assigned tasks.

Ensure decisions are acted upon and objectives are met.

The Community Emergency Management Coordinator will maintain status board and maps which will be prominently displayed and kept up to date.

When the meeting ends, each member of the Control Group carries out their assigned tasks and objectives and gathers information for the next scheduled meeting.

In order to preserve a record of CCG actions and decisions, individual and group logs must be kept. Information relevant to the entire CCG will be shared on a key events board in the EOC.

EOC Scribes will take minutes for every meeting of the CCG. Notes will be developed into reports for each meeting.

d) Municipal Control Group Responsibilities

The members of the Municipal Control Group (MCG) 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 MCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended; Annex M
- Advising the Mayor on the need to designate all or part of the town as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the emergency site(s) by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Co-ordinate and/or assist in evacuation if necessary;

- Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e., private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or subcommittees/ 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 within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

Part 7: Emergency Response System Concept of Operations

The Village of Oil Springs's Emergency Operations Centre and Municipal Emergency Control Group currently utilize the concept of operations that is taught at the Canadian Emergency Preparedness College and is based on the structure of Oil Springs's municipal departments and services.

Individual Responsibilities of the Municipal Control Group

Section 1 – Village of Oil Springs Members

1. Mayor or Acting Mayor

The Mayor or Acting Mayor of the Village of Oil Springs is responsible for:

- Activate Emergency Notification System
- Chair the Municipal Control Group meetings
- 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 Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council, the MP and MPP are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Act as the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer;
- Establish a communication link and regular liaison with the Emergency Information Officer, CEMC at the Emergency Operations Centre
- Maintaining a personal log of all actions taken.

2. Clerk / Operations Officer

The Village of Oil Springs's Clerk becomes the Operations Officer and is responsible for:

- Requesting activation of the emergency notification system through the Mayor or alternate;
- Ensuring liaison with a security provider regarding security arrangements for the EOC;

As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;

- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Municipal Control Group;
- Ensuring that a communication link is established between the Municipal Control Group and the Incident Commander;
- Calling out additional town staff to provide assistance, as required;
- Requesting mutual assistance as appropriate;
- Maintaining a personal log of all actions taken.

3. Ontario Provincial Police

The Ontario Provincial Police are responsible for:

- Requesting activation of the emergency notification system through the Mayor or alternate;
- Notifying necessary emergency and community services, as required;
- Establishing an incident command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- 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;
- Ensuring the protection of life and property and the provision of law and order;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Maintaining a personal log of all actions taken.

4. Fire Chief

The Oil Springs/Enniskillen Fire Chief is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;
- Maintaining and implementing the *Hazardous Materials Response Plan*, as required;
- Providing the MCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintaining a personal log of all actions taken.

5. Public Works Director

The Village of Oil Springs Public Works Director is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;
- Providing the Municipal Control Group with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative(s) from neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of village roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintaining a personal log of all actions taken.

6. Emergency Management Coordinator or Alternate

The Oil Springs Emergency Management Coordinator or Alternate is responsible for:

- Requesting activation of the emergency notification system through the mayor or alternate;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MCG members;
- Ensuring that all members of the MCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator (ARES);
- Ensuring liaison with community support agencies (e.g., St. John Ambulance, Canadian Red Cross);
- Ensuring volunteer coordination and liaison;
- Ensuring that the operating cycle is met by the MCG 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 MCG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post emergency reporting that will be prepared;
- Activate additional phone lines, if required;
- Maintaining a personal log of all actions taken.
- Co-ordinate/assist in evacuation of residents if required.

7. Emergency Information Officer

The Emergency Information Officer (appointed by council) is responsible for maintaining the *Emergency Information Plan*. The EIO is responsible for performing the following functions:

- Advise the Municipal Control Group on all matters related to information to be presented to the public through the media, the monitoring of information being presented from the media, and taking direction from the Municipal Control Group;
- Establish a communication link with the Media Spokesperson/Mayor and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensuring that all information released to the media and public is timely, full, accurate and approved;
- Ensure that the Emergency Information Centre is set up and staffed and a site Emergency Information Center is set up, if required;
- Ensure liaison with the Municipal Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- Organize media briefings and preparing the Mayor and other members of the Municipal Control Group prior to each media briefing, as required;
- At the direction of the Municipal Control Group, communicating information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the internet, and public meetings as required;
- Ensure that the following are advised of the telephone number of the media centre: Media; Municipal Control Group; Media Spokesperson; OPP Communications Officer; Citizen Inquiry Supervision; Neighbouring Communities and any other appropriate persons, agencies or businesses.
- Ensure that the media releases are approved by the Municipal Control Group, prior to the dissemination, and distributing hard copies of the media release to the Emergency Information Centre, the Municipal Control Group, and other key persons handling inquiries from the media;
- Monitor news coverage and correct any erroneous information and prepare appropriate responses.
- Activate the 211 Public Inquiry Centre if needed;
- Activate MyCNN if needed;
- The Emergency Information Officer should also maintain a personal log of all actions taken.

A detailed Emergency Information Plan is included in Annex A.

8. Scribe

The duties of the Scribe shall be:

- Ensure all important decisions made and actions taken by the Community Control Group are recorded.
- Ensure that maps and status boards are kept up to day.
- Provide a process for registering Community Control Group members and maintaining a member list.
- Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre.
- Post Community Control Group objectives and priorities.
- Post action items and mark off what has been completed.
- Arrange for printed material as required;
- Upon direction by Mayor, arrange special meetings of council, as required, and advise members of council of the time, date, and location of meetings.
- Maintain a personal log of all actions taken.

9. Canadian Red Cross; Salvation Army

The Canadian Red Cross is responsible for the following operations:

- Provide Reception/Evacuation Centre Management including the delivery of basic services to evacuees such as information, food, supplies and needs;
- Provide food for evacuees, emergency workers and disaster response volunteers;
- Family Reunification including registration and inquiries;
- Providing Evacuation Centre (Shelter) Management including the delivery of basic services to evacuees such as lodging, food and personal service;
- Provide Logistic Management such as procurement and distribution of supplies
- Provide Volunteer Resource Management
- Supplying Liaison Officers between the Canadian Red Cross and the Village of Oil Springs Municipal Control Group and any other organization or agency as required.

10. Overall Responsible Operator (ORO)

The Overall Responsible Operator is responsible for the following operations:

- Complete oversight of the entire water distribution system and the Quality Management Systems (QMS)
- ORO provides and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and effectively
- Ensure that the system is operated in accordance with all applicable legislation and regulations
- Lead for management reviews Communications with mayor and council about the QMS and the water distribution system
- Emergency response planning and training

Section 2 – County of Lambton Members

1. Medical Officer of Health

The Medical Officer of Health of the County of Lambton is responsible for:

- Acting as a coordinating link for all emergency health services at the MCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care;
- Depending on the nature of the emergency, assign an Incident Commander and inform the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring liaison with the EMS representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centre during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Maintaining a personal log of all actions taken.

2. Emergency Medical Services (EMS) Director

The County of Lambton Emergency Medical Services Director is responsible for:

- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, assign the Incident Commander and informing the Municipal Control Group, if required;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS support from other municipalities, if required;
- Ensuring triage at the site;
- Advising the MCG if non-ambulance transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Maintaining a personal log of all actions taken.

3. Telecommunications (ARES) Coordinator

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

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- Making arrangements to acquire additional communications resources during an emergency;
- Maintaining a personal log of all actions taken.

4. Other Agencies

In an emergency, many agencies may be required to work with the Municipal Control Group. Two such agencies are detailed below. Others might include Emergency Management Ontario, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Municipal Office.

All agencies need to maintain a personal log of all actions taken.

Utility Representative

The Bluewater Power Representative is responsible for:

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

Utility Representative – Union Gas

- Monitoring the status of outages and customers without services
- Providing updates on outages, as required;
- Ensuring liaison with the public works representative;
- May provide assistance for services for essential services, or other temporary measures in the unaffected area(s);
- Maintaining a personal log of all actions taken.

Part 8: Logistics

a)Emergency Operations Centre

The Emergency Operations Centre will be located in Village of Oil Springs Municipal Office, which is located at 4591 Oil Springs Line, Oil Springs, Ontario.

The alternate Emergency Operations Centre will be located at the Township of Enniskillen Municipal Office at 4465 Rokeby Line.

b)Equipment

The equipment required for the Emergency Operations Centre is organized in a kit form. The kit is located in the storage closet in the municipal office. The Emergency Management Coordinator is responsible for inspecting the kit on a regular basis and for ensuring that kit contents are all in working order.

Additional equipment which is required for the Emergency Operations Centre is listed below:

Item Location

Fax Machine, Municipal Office

Telephones, Storage Closet

Flip Charts, Storage Closet

Municipal Control Group supply boxes, Storage Closet

Part 9: Emergency Telecommunications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Also, communications may be required at various locations including evacuation centre, and other key responding agencies.

The Emergency Telecommunications Coordinator for the Village of Oil Springs is representative from ARES.

The Emergency Telecommunications Coordinator will be contacted if additional communication is required. The Emergency Telecommunications Coordinator will be contacted when the EOC is activated and put on stand-by. The Emergency Telecommunications Coordinator will call upon his contacts for further communications support, as required.

The Emergency Telecommunications Office is located in the lunch room adjacent to the EOC. ARES will supply portable hand radios, and portable battery back-up. ARES will have the ability to communicate with police, fire, and EMS through the necessary channels.

All messages are to be written on the Amateur Radio Message Forms and logged.

Part 10: Distribution List of Emergency Plans

Copy Number	Location	Issued dd/mm/yy

Part 11: Updates and Amendments of Emergency Plan

Updated dd/mm/yy	Comments	Updated by:

Part 12: Distribution List of Emergency Personnel Identification Badges

Name	Date Issued dd/mm/yy	Organization