



County of Lanark

Emergency Response Plan

Emergency Quick Reference Guide

- Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- Ensure that all County departments have been notified and either activated or placed on standby. Each Municipal Emergency Control Group member is responsible for their own department.
 - The Warden must inform the Province of Ontario that the County of Lanark has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Provincial Emergency Operations Centre at **(416) 314-0472** or **1-866-314-0472**
- Turn to individual responsibilities within the plan. Provide input and assistance as required.
- Each member of the Municipal Emergency Control Group will report and respond to immediate needs in accordance with the Operations Cycle format.
- The CAO (Operations Officer) or his designate will direct the activities in the Emergency Operation Centre.

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Introduction

The Emergency Plan for the County of Lanark has been developed to reflect the public safety requirements of our County. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training, and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together we work to ensure that our county is prepared to respond to an emergency in the most effective manner possible.

Aim

The Aim of this plan is to protect the health, safety, welfare and property of the citizens of Lanark County from the effects of a natural, technological or human caused emergency.

The Aim is also to support the local municipalities in the implementation and operation of their emergency plans.

The County of Lanark will also support all local municipalities in the mitigation of an emergency in the county.

The County of Lanark will provide available resources to assist the local municipalities, as required.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management Act, detailed in Appendix "D", which is the Provincial statute under which all emergency management activities are conducted in the Province of Ontario.

This Emergency Plan is schedule "A" of By-law No. 2004-26, which is the local authority for this plan and related activities. A copy of the By-law itself is contained within "Appendix E" of this Emergency Plan.

County Declarations

As the County of Lanark is comprised of a number of townships and small towns, each with its own Emergency Response Plan, the declaration of a state of local emergency at the County level would only occur in certain instances which would include but not be limited to the following:

- A general health issue identified by the Medical Officer of Health that may affect the entire County;
- A general situation, such as severe weather which affects a majority of the County;
- At the request of one or more local municipalities which have already declared a state of local emergency;
- In situations, where the County was requested to support local emergency plans and mitigation measures.
- At the request of the Province of Ontario.

Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act, and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Plan Maintenance

The Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator (CEMC) who may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Municipal Emergency Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and/or Local Services Directory should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend information contained within the appendices of this emergency plan on an 'as required' basis.

Distribution List

Position/Location	Number of Copies
Warden	1
County Council	Intranet
CAO	1*
CEMC	1*
OPP	
County Fire Coordinator	
EMS/Ambulance	
Public Works Director	Intranet
Medical Officer of Health	
Director of Social Services	Intranet
Public information Officer	Intranet
Emergency Support Group	Intranet
Emergency Management Ontario	Electronic
Emergency Operations Centre	3*

(* = complete copy of plan with Annexes)
 (all staff members of Lanark County Municipal Emergency Control Group access via intranet)

Emergency Response Plan Amendments

Amendment No.	Date of Amendment	Date Entered	Entered by
<u>1</u>	August 2008	August 2008	Rick Hannah - CEMC
<u>2</u>	March 2011	March 2011	Rick Hannah - CEMC
<u>3</u>	March 2012	April 2012	Rick Hannah - CEMC
<u>4</u>	January 2013	February 2013	Rick Hannah - CEMC
<u>5</u>	November 2013	November 2013	Rick Hannah - CEMC
<u>6</u>	January 2015	January 2015	Rick Hannah- CEMC
<u>7</u>	December 2017	December 2017	Garry Welsh - CEMC

PART 2

Emergency Operations and Procedures

Emergency Operations and Procedures

2.0 Municipal Emergency Control Group (MECG) - Membership

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The Municipal Emergency Control Group ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The Municipal Emergency Control Group is made up of the following members;

Warden (*or alternate*)
CAO (*or alternate*)
CEMC (*or alternate*)
OPP *representative*
County Fire Coordinator (*or alternate*)
EMS/Ambulance (*or alternate*)
Public Works Director (*or alternate*)
Medical Officer of Health (*or alternate*)
Director of Social Services (*or alternate*)
Public Information Officer (*or alternate*)
Emergency Support Group Members (*or alternate*)
EOC Admin Support

Reeves/Mayors of affected Municipalities within the County limits shall be requested to form an advisory committee to assist the Warden.

IMPLEMENTATION

Any member of the Lanark Municipal Emergency Control Group, or Head of Council of a member municipality, may request,

through the County Warden or County CAO, that the County Emergency Response Plan be implemented.

The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The County CAO will immediately notify the Warden and other members of the Municipal Emergency Control Group.

Notification lists and procedures are located in Appendix A.

2.1 Emergency Operations Centre (EOC) Procedures

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, information and direction as to which location members of the Municipal Emergency Control Group will report to will be provided. For example, members will be told that this is emergency plan activation and that they should report to the primary Emergency Operation Centre immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary Emergency Operations Centre Location;

**Lanark County Administration
Offices
99 Christie Lake Road**

Alternate Emergency Operation Location;

A local municipality Emergency Operation Centre not impacted by the emergency. (To be determined at the time.)

Upon receiving notification the CAO/Operations Officer will contact the administrative staff who have been assigned the task of setting up the Emergency Operation Centre. The Emergency Operation Centre will be set up and operational within one hour of activation. The Community Emergency Management Coordinator (CEMC) will supervise the set up and ensure operational viability. Upon arrival at the Emergency Operations Centre, each Municipal Emergency Control Group member/designate will;

- a. Sign In
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact their own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass Municipal Emergency Control Group decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the Emergency Operations Centre Operations Cycle.

Upon leaving the Emergency Operation Centre, each Municipal Emergency Control Group member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The Municipal Emergency Control Group functions most efficiently on a system known as an Operations Cycle.

2.2 Operations Cycle

An operations cycle is how the Municipal Emergency Control Group (MECG) manages overall emergency operations. MECG members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Warden and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resource requests and any other relevant information so that timely informed decisions can be made as a group. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Warden, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls should interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

It is essential that the Emergency Operation Centre is comfortable, has good communications and is secure from unnecessary distractions. Only MECG members and Emergency Operations Centre support staff should have access to the Emergency Operation Centre. No media are allowed into the

Emergency Operation Centre, nor is anyone who has not been authorized by the Operations Officer.

2.3 Municipal Emergency Control Group (MECG) Responsibilities

The MECG is responsible for the following:

- 1.** Implementing the Emergency Response Plan in whole or in part to respond to an impending, potential, or existing emergency.
- 2.** Coordination and direction of County resources used to mitigate the effects of an emergency, in cooperation and support of local municipalities.
- 3.** Ensuring that the composition of the Municipal Emergency Control Group is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
- 4.** Advising the Warden regarding requests from local municipalities, the Province or the Federal government for assistance.
- 5.** Ensuring the provision of essential resources and services to support emergency response activities.
- 6.** Coordination of services provided by outside agencies.
- 7.** Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media.
- 8.** Appeals for volunteers.

- 9.** Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
- 10.** Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery, as directed by the Warden.
- 11.** Maintenance of an operational log detailing the group's decisions and activities.
 - a)** Deactivating the plan, and notifying all of those who had been notified of its activation.
- 12.** Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4 Warden

The Head of County Council, or designate, is responsible for:

1. Declaration of an Emergency.
2. Termination of an Emergency.
3. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
4. Ensuring the members of County Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency operational situation.
5. Ensuring that the local MPP and MP, municipalities, and neighboring Counties are advised of the declaration and termination, and kept informed of the emergency situation.
6. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO & Municipal Emergency Control Group.
7. Authorizing such expenditures as are required due to the emergency.
8. Approving all major expenditures in the mitigation of an emergency based on the recommendations of the Municipal Emergency Control Group and the CAO.
9. Maintaining a personal log.

2.5 Reeves / Mayors

The Reeves/Mayors of **affected** local municipalities within Lanark County Council are responsible for:

1. Requesting activation of the County Emergency Response Plan.
2. To ensure own municipal Emergency Response Plan has been implemented prior to requesting activation of the County Emergency Plan.
3. Maintaining direct liaison with the Municipal Emergency Control Group to ensure that a timely, accurate flow of information and requests are maintained.
4. Initiate requests for resources, which are not directly controlled by their community, to the Municipal Emergency Control Group as soon as the need is identified.
5. Be prepared to participate as a member of an Advisory Committee to assist the Warden, and/or provide an alternate who has similar authority to speak on behalf of the affected community and to participate as the Reeve's/Mayor's representative.
6. Maintaining personal logs.

2.6 CAO / Operations Officer

The CAO is referred to as the "Operations Officer" for emergency purposes. The responsibilities of the Operations Officer (*or alternate*) are:

- 1.** Activating the emergency notification system.
- 2.** As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including set up of Emergency Operation Centre and the scheduling of regular meetings.
- 3.** Chairing meetings of the Municipal Emergency Control Group.
- 4.** Advising the Head of County Council on policies and procedures, as appropriate.
- 5.** Reviewing with, and advising the Head of County Council, on major announcements and media releases prepared by the Public Information Officer, in conjunction with the Municipal Emergency Control Group.
- 6.** Ensuring that a communication link is established between the Municipal Emergency Control Group and the Emergency Site Manager.
- 7.** Initiating and maintaining a business cycle format during the operational functioning of the Emergency Operation Centre, including shift change updates.
- 8.** Ensuring a master record of all events and actions taken is maintained. (main events board)
- 9.** Calling out additional staff as required.

- 10.** Maintaining a personal log.

2.7 Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for:

- 1.** Activation of the emergency notification system upon the direction of the CAO/Warden or their respective designates.
- 2.** Providing information, advice and assistance to members of the Municipal Emergency Control Group on Emergency Management programs and principles.
- 3.** Providing direction to Emergency Operation Centre support staff as required in support of the Control Group, and ensuring proper set-up and operation of the Emergency Operation Centre.
- 4.** Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- 5.** In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Warden and County Council.
- 6.** Ensuring the EOC Admin Support Group responsibilities are met.
- 7.** Maintaining a personal log.

2.8 OPP

The Ontario Provincial Police representative is responsible for:

- 1.** Requesting activation of the emergency notification system.
- 2.** Establishing and maintaining ongoing communications with the senior police at the emergency site.
- 3.** The provision of traffic control to facilitate the movement of emergency vehicles.
- 4.** Co-ordination of evacuation routes.
- 5.** Liaison with Social Services regarding security of reception/evacuation centres.
- 6.** The protection of life and property and the provision of law and order.
- 7.** The provision of police services in evacuation centres, morgues, and other facilities as required.
- 8.** Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- 9.** Notifying the coroner of fatalities.
- 10.** Liaison with Municipal Police forces or external police agencies, as required.
- 11.** Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- 12.** Maintaining a personal log.

2.9 County Fire Coordinator

The County Fire Coordinator is responsible for:

- 1.** Requesting activation of the emergency notification system.
- 2.** Providing the Municipal Emergency Control Group with the information and advice on fire fighting and rescue matters.
- 3.** Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- 4.** Initiating Mutual Aid as required.
- 5.** Determining if additional or specialized equipment is required i.e. protective suits, Chemical, Biological, Radiological, Nuclear Team, etc.
- 6.** Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- 7.** Providing an Emergency Site Manager as required.
- 8.** Maintaining a personal log.

2.10 EMS / Ambulance

The EMS/Ambulance representative is responsible for:

- 1.** Requesting activation of the emergency notification system.
- 2.** Providing the Municipal Emergency Control Group with information and advice on treatment and transport of casualties.
- 3.** Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- 4.** Alerting all staff using the Provincial Health Emergency Alert System.
- 5.** Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- 6.** Providing an Emergency Site Manager if requested to by the Municipal Emergency Control Group.
- 7.** Maintaining a personal log.

2.11 Director of Public Works

The Director, Public Works or alternate is responsible for;

- 1.** Requesting activation of the emergency notification system.
- 2.** Providing the Municipal Emergency Control Group with information and advice on Engineering or Public Works matters.
- 3.** Liaison with the senior public works officers from the local municipalities with respect to local capacity and county resources to ensure a coordinated response. If required, contacting municipalities outside the County for assistance.
- 4.** The provision of engineering assistance.
- 5.** Providing advice to Municipal Emergency Control Group on building and structural integrity issues.
- 6.** The construction, maintenance and repair of County roads.
- 7.** Assistance with roadblocks and/or closures of County Roads.
- 8.** The provision of equipment for emergency pumping operations.
- 9.** Liaising with Utilities.
- 10.** Providing public works vehicles and resources to any other emergency service or local municipality, as required.
- 11.** Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- 12.** Maintaining a personal log.

2.12 Medical Officer of Health

The Medical Officer of Health, or designate, is responsible to:

- 1.** Participate as a member of the activated Emergency Control Group.
- 2.** Ensure the implementation of provisions under the Health Protection and Promotion Act (HPPA) including but not limited to making specific recommendations/issuing orders regarding health hazards, evacuation, isolation, and quarantine.
- 3.** Ensure essential public health services relevant to the emergency are provided including but not limited to:
 - Public health announcements
 - Food safety
 - Water quality
 - Vaccination clinics
 - Control of disease outbreaks
 - Health information
 - Inspecting evacuation/reception centres and feeding operations
 - Health hazard identification, communication, mitigation/remediation
- 4.** Provide advice on public health matters to the Municipal Emergency Operations Centre.
- 5.** Identify groups most at risk from the emergency and ensure appropriate actions are taken to mitigate the effects of the emergency on them (vulnerable populations).

- 6.** Liaise with the Emergency Control Group members, emergency and social services, relevant agencies, government ministries, departments, volunteer groups, as required.
- 7.** Implement recommendations for limiting morbidity and mortality of citizens and responders affected by the emergency based on risk assessment, epidemiology and data analysis.
- 8.** Prevent and control the spread of infectious disease(s) by providing accurate information to health care professionals and the public.
- 9.** Provide accurate information to officials, the media and concerned citizens.
- 10.** Ensure that all media releases and interviews on public health issues are coordinated through the Public Information Officer at the activated Emergency Operation Centre.
- 11.** Ensure that records are kept of orders given, actions taken and results of special investigations undertaken.
- 12.** Evaluate the effectiveness and efficiency of the public health response to the emergency.
- 13.** Cooperate with other emergency response agencies to ensure a coordinated and comprehensive response.
- 14.** In the event of mass casualties, liaise with the coroner and monitor the situation to ensure the spread of disease is minimized.

- 15.** Provide services to address post emergency issues resulting from the emergency and assist with the recovery phase.
- 16.** Assist in the restoration of normal services in the community.
- 17.** Participate in debriefing.
- 18.** Compile a report on all decisions made and actions taken during the emergency to be submitted to the Municipal Emergency Operations Centre upon termination of the emergency.

2.13 Director of Social Services

The Director of Social Services or alternate is responsible for;

- 1.** Arranging for the care, feeding and shelter of evacuees, as required.
- 2.** Management of reception and evacuation centres, as required.
- 3.** Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
- 4.** Liaison with the Medical Officer of Health in areas regarding public health in evacuation centres.
- 5.** Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- 6.** Liaison with the nursing homes and homes for the aged.
- 7.** Maintaining a personal log.

2.14 Public Information Officer

The Public Information Officer is responsible for;

- 1.** Notifying information centre staff.
- 2.** Ensuring that the Information Centre is set up and operational.
- 3.** Initial and subsequent media releases, subject to approval by the Warden and Operations Officer.
- 4.** Establishing and maintaining linkages with provincial, community, local municipalities, 211, and/or industry media officials as appropriate.
- 5.** Coordinating interviews and media conferences.
- 6.** Ensuring set up and staffing of public inquiry lines.
- 7.** Coordinating of public inquiries with the Citizen Inquiry Officer
- 8.** Monitoring news coverage.
- 9.** Maintaining copies of all media releases.
- 10.** Maintaining a personal log.

2.15 Logistics / Purchasing Officer

The Logistics / Purchasing Officer is responsible to:

1. Ensure that Support for the provision of goods and services is provided throughout the emergency
2. Develop and implement tasks, functions and agreements, as required, that include:
 - a. : logistics management system for emergency shelter site set up, maintenance and closure
 - b. : procurement procedures and documentation
 - c. : inventory control, warehousing and acquisition of goods and services procedures
 - d. : transportation of goods and persons procedures
 - e. : training of personnel on procedures
3. Initiate and perform procedures relating to support for emergency shelter site when emergency declared
4. Ensure that the goods and services acquired during an emergency are returned to the originator(s) and/or disposed of in accordance with procedures.
5. Provide documents to Finance Department to track and maintain a record of all expenses incurred during the emergency
6. Develop reporting process to Shelter Manager, Finance Department and CAO.
7. Offer assistance and/or training to Local Municipalities, emergency shelter support staff, volunteers and other organizations before and during an emergency relating to Logistics and Purchasing Officer responsibilities.
8. Maintain a personal log.

2.16 Health & Safety Advisor

1. The Health & Safety Advisor, or designate is responsible to:
2. Inspect locations that Lanark county staff and/or representatives may be located during a declared emergency
3. Complete an inspection checklist for each location on a regular basis or as directed by the CAO, CEMC or Emergency Site Manager
4. Identify and recommend corrective action to the CAO, CEMC and Emergency Site Manager
5. Provide a synopsis report to the CAO, CEMC and Emergency Site Manager
6. Follow up on recommendations with the Emergency Site Manager
7. Provide a report to the Lanark County JHSC once the declared emergency has ended
8. Maintain a personal log.

2.17 Admin Support Group

The Admin Support Group is responsible for:

- 1.** Liaison with Community Emergency Management Coordinator regarding Emergency Operations Centre requirements.
- 2** Activating the emergency notification system.
- 3.** Ensuring that the Emergency Operations Centre is properly equipped and staffed, and working to correct any problems which may arise.
- 4.** Making arrangements to acquire additional resources during an emergency if required

PART 3

Emergency Support

Emergency Support

3.0 Deputy Treasurer

The Director of Finance & Treasurer, or alternate, is responsible for the following:

- 1.** Ensuring that finance personnel and equipment are available to provide assistance.
- 2.** Provision of information and advice on financial matters as they relate to the emergency and the capabilities of the County of Lanark.
- 3.** Liaison with Treasurers of affected municipalities as required.
- 4.** Ensuring that all expenditures are documented for claim procedures and consolidating all purchase orders.
- 5.** Acting as a resource to groups such as the Social Services department with the Logistics & Purchasing Officer who may be doing some of their own purchasing.
- 6.** Ensuring the prompt payment of legitimate invoices and claims which occur during the emergency.
- 7.** Ensuring a log of donations and donations-in-kind is kept for potential issuance of tax receipts.
- 8.** Assisting with the establishment of Disaster Relief Committees to be responsible for the provision of adequate funding for required services and supplies.
- 9.** Assisting with providing necessary staff to assist with emergency operations by matching employees' skills with required job.

- 10.** Arranging to make contact with employees to assist in the emergency as required
- 11.** Ensuring staff is aware of debriefing and counseling services available through the Employment Assistance Program
- 12.** Providing advice to the Emergency Operations Centre on implications of collective agreements as necessary/requested.
- 13.** Ensuring that the communication system in the Emergency Operations Centre is activated and functioning.
- 14.** Initiating the necessary action to ensure that the County telephone system at the County Administration Building functions as effectively as possible.
- 15.** Ensuring that the County telephone messaging is adjusted appropriately to reflect the circumstances of the emergency
- 16.** Ensure that connectivity to the Internet/E-mail and any other communication technology is maintained as required.

3.1 Citizen Inquiry Officer

In consultation with the Public Information Officer, the Citizen Inquiry Officer is responsible for:

- 1.** Establishing and coordinating operations for the effective and efficient response by telephone to all public telephone inquiries,
- 2.** Voice communications and cellular communications.
- 3.** Ensuring that personnel and equipment are available to provide assistance.
- 4.** Liaison with the Public Information officer to obtain current information on the emergency.
- 5.** Redirecting inquiries pertaining to persons who may be located in reception/evacuation centres to the registration and inquiry telephone number.
- 6.** Obtaining extra cellular phones, as required. Preparing a distribution list of items issued and maintaining an inventory of telephone lines, equipment, phone books etc.
- 7.** Working with Human Resources and the Public Information Officer regarding staff and family member communications.
- 8.** Ensuring personnel staffing phones only give out authorized information, which has been cleared by the Municipal Emergency Control Group. (No personal opinions or speculation is to be given. When citizens have questions for which there is no scripted solution, their names and numbers are to be taken with the understanding that someone will get back to them with an answer as soon as possible.)

3.2 Research Assistant

The Research Assistant is responsible for:

- 1.** Assisting the CAO/Operations Officer in the co-ordination of all operations connected with the emergency.
- 2.** Assisting the Warden and CAO in the coordination of ongoing operations.
- 3.** Assisting in the taking minutes of meetings of the Emergency Control Group and distributing same as soon as possible after such meetings.
- 4.** Perform input & maintain information in GEMS system.
- 5.** Phone Operations in the EOC.
- 6.** Other assistance to the Operations Officer as required.

3.3 Director of Lanark Lodge

The Director Lanark Lodge is responsible for:

- 1.** Activating the Home for the Aged Emergency Plan if required.
- 2.** Liaison with the nursing homes and other homes for the aged.
- 3.** Liaison with the Medical Officer of Health and local ambulance representatives with respect to medical matters as required
- 4.** Evaluating provision of assistance/space for fragile citizens within the County facility.
- 5.** Liaise with the Ministry of Health as required.

3.4 Legal Advisor

The Legal Advisor is responsible for:

- 1.** Providing legal opinions and advice to the Municipal Emergency Control Group on matters of a legal nature pertaining to emergency management as required.
- 2.** Maintaining an awareness of and provide advice regarding:
 - a)** Legal position in regard to proposed actions
 - b)** Minimizing long term liability
 - c)** Protecting the interests of all parties performing actions required by this plan.

3.5 Telecommunications Coordinator Amateur Radio Emergency Service (ARES)

The Telecommunications Coordinator is responsible for:

- 1.** Liaison with Community Emergency Management Coordinator regarding telecommunications requirements.
- 2.** Activating the emergency notification system of the local amateur radio operators group.
- 3.** Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise.
- 4.** Maintaining an inventory of community and private sector Amateur Radio communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
- 5.** Making arrangements to acquire additional communications resources during an emergency.