



*Township of*  
**North Frontenac**

# **EMERGENCY RESPONSE PLAN**

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## **Emergency Quick Reference Guide**

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- ⇒ Upon the arrival of three or more members at the Emergency Operations Centre, the Community Control Group (CCG) may initiate its function.
  
- ⇒ Ensure that all Community departments have been notified and either activated or placed on standby. Each Community Control Group member is responsible for their own department.
  
- ⇒ The Mayor must inform the Province of Ontario that the Township of North Frontenac 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 Emergency Management Ontario.  
  
The number to use for this purpose is [REDACTED].
  
- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
  
- ⇒ Each member of the Community Control Group will report and are to respond to immediate needs in accordance with the Operations Cycle format.
  
- ⇒ The CAO (Chief Administrative Officer) or Designate will direct the activities in the Emergency Operations Centre.

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# Township of North Frontenac - Emergency Response Plan

## Amended September 2014

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### Appendix C

- Personal Resources Directory
- Area Accommodations & Trailer Parks
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- EOC Log's & Message Forms

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- Guide to Emergency Media Relations
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### Appendix M

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### Appendix N

- KFLA Health Unit Emerg. Plan
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- MNR Emergency Response Overview 2009
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- MVC Flood Emergency Plan

### Appendix O

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## **Introduction**

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The Emergency Plan for the Township of North Frontenac has been developed to reflect the public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned 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 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 community is prepared to respond to an emergency in the most effective manner possible.

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## **Aim**

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

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

The Township of North Frontenac will also support all local communities in the mitigation of an emergency in the County.

The Township of North Frontenac will provide available resources to assist the local communities, as required.

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Amended September 2014

## Authority

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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.

***4.(1) “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.”***

This Emergency Plan and its elements have been issued under the authority of The Township of North Frontenac By-law No.18-07. A copy of the By-law is available for inspection at the Municipal Offices during regular business hours.

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## Definition of an Emergency

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***1.0 “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.”***

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## Action Prior to Declaration

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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 Township of North Frontenac.

## **Requests for Outside Assistance**

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Assistance may be requested from the County of Frontenac at any time by contacting the County Warden or the County CAO. 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. Any request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained within **Appendix A**.

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## **Freedom of Information and Protection of Privacy**

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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.



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## **Plan Maintenance**

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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 who may delegate tasks accordingly to the Emergency Management Program Committee.

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 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 Community Emergency Management Coordinator, in consultation with the Emergency Management Program Committee will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend any information contained within the appendices of this emergency plan on an as required basis.

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**Distribution List**

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<b>Position/Location</b>	<b>Number of Copies</b>
<b>Mayor</b>	<b>1</b>
<b>Council</b>	<b>6</b>
<b>CAO/Operations Officer (<i>Chief Administrative Officer</i>)</b>	<b>1</b>
<b>Fire Chief</b>	<b>1</b>
<b>Ontario Provincial Police</b>	<b>1</b>
<b>CEMC (<i>Community Emergency Management Coordinator</i>)</b>	<b>1 *</b>
<b>EMS / Ambulance</b>	<b>1</b>
<b>Public Works Manager</b>	<b>1</b>
<b>KFL&amp;A Public Health</b>	<b>1</b>
<b>Evacuation Coordinator</b>	<b>1</b>
<b>Public Information Officer</b>	<b>1</b>
<b>Citizen Inquiry Contact</b>	<b>1</b>
<b>NFCS/Red Cross</b>	<b>1</b>
<b>Office Support Staff</b>	<b>1</b>
<b>Emergency Management Ontario</b>	<b>1 *</b>
<b>Emergency Operations Centre (Tool Box)</b>	<b>1 *</b>

(\* = complete copy of plan with Annexes)

It is understood that Community Control Group members are not expected to carry a copy of the North Frontenac Emergency Response Plan with them at all times. Complete copies of the Township's Emergency Response Plan including appendices will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal EOC, therefore complete copies, including all appendices, will be kept at the Emergency Operations Centre for issue during training or an



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## Part 2                    Emergency Operations and Procedures

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### 2.0      **Community Control Group (CCG) – Membership & Implementation**

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

The Community Control Group is made up of the following members;

Mayor *(or alternate)*  
CAO/Operations Officer *(or alternate)*  
Fire Chief *(or alternate)*  
OPP *(or alternate)*  
CEMC *(or alternate)*  
EMS/Ambulance *(or alternate)*  
Public Works Manager *(or alternate)*  
KFL&A Public Health *(or alternate)*  
Evacuation Coordinator *(or alternate)*  
Public Information Officer *(or alternate)*  
Logistics Coordinator *(or alternate)*  
Treasurer *(or alternate)*  
Citizen Inquiry Contact  
Office Support Staff  
Northern Frontenac Community Services  
Canadian Red Cross – if requested

#### **IMPLEMENTATION:**

Any member of the Community Control Group may request, through the CAO that the Emergency Plan be implemented.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO will immediately notify the Mayor and other members of the Community Control Group. Notification lists and procedures are located in Appendix A.

2.1

**Emergency Operations Centre Procedures (EOC)**

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Community Control Group will report to will be given. For example, members will be told that “this is emergency plan activation and that they should report to the primary EOC 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 EOC Location;                      Township of North Frontenac Fire Hall  
6648 Road 506, Plevna

Alternate EOC Location;                      Harlowe Community Hall  
1047 Gull Lake Road, Harlowe

Upon receiving notification the CAO/Operations Officer will contact the Office Support Staff who has been assigned the task of setting up the Emergency Operations Centre. The Emergency Operations Centre will be set up and operational within one hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each 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 CCG decisions on to member’s agencies/areas of responsibility.
- h. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each 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 Community Control Group functions most efficiently on a system known as an Operations Cycle.

**2.2**

**Operations Cycle**

An operations cycle is how the Community Control Group manages overall emergency operations. Community Control Group members will come together usually around a planning board or map at which time they will in turn report their agencies' status to the Mayor and Operations Officer. It is essential that every member, covering each area of responsibility, be heard from during this process. The Control Group 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, resources 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 Community Control Group meeting. The frequency of the meetings are determined by the Operations Officer in conjunction with the Mayor, 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. Community Control Group members use this time to follow up and ensure Control Group decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for Control Group meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the Community Control Group.

It is essential that the Emergency Operations Centre is comfortable, has good communications and is secure from unnecessary distractions. Only Community Control Group members, and support staff should have access to the Emergency Operations Centre. No media are allowed into the Emergency Operations Centre, nor is anyone who has not been authorized by the Operations Officer.

**2.3 Community Control Group (CCG) – Responsibilities and Procedures**

The Community Control Group is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of Community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the Community 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 Mayor regarding requests to 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. Appointing or Confirming an Emergency Site Manager.
8. Ensuring that the Public Information Officer is kept informed and up to date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens who may be in danger.
11. Discontinuing utilities or services provided by public or private concerns, ie. Hydro, water, gas, closing businesses.
12. Appeals for volunteers.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan, and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.4 **Mayor**

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

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario-* [REDACTED])
- d. Ensuring the members of Council are advised of the activation of the EOC; the declaration (if required) and termination of an emergency, and are kept informed of the emergency operational situation.
- e. Ensuring that the local MPP and MP, neighboring municipalities and the County are advised of the declaration and termination, and kept informed of the emergency situation.
- f. Approving all major announcements and media releases prepared by the Public Information Officer, in conjunction with the CAO & Community Control Group.
- g. Maintaining a personal log.



**2.5**

<b>CAO / Operations Officer</b>
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The CAO (Chief Administrative Officer) is referred to as the “Operations Officer” for emergency purposes.

The responsibilities of the Operations Officer (*or alternate*) are:

- a. Activating the emergency notification system.
- b. As the Operations Officer, coordinating all operations within the Emergency Operations Centre, with the assistance of the CEMC, including set up of Emergency Operations Centre and the scheduling of regular meetings.
- c. Instructing the CEMC to contact the Canadian Red Cross early to put on standby or for assistance if required.
- d. Chairing meetings of the Community Control Group.
- e. Advising the head of council on policies and procedures, as appropriate.
- f. Approving, in conjunction with the head of council, major announcements and media releases prepared by the Public Information Officer, in conjunction with the Community Control Group.
- g. Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager.
- h. Ensuring a master record of all events and actions taken is maintained.  
(main events board)
- i. Calling out additional staff as required.
- j. Maintaining a personal log.

**2.6**

<b>Fire Chief</b>
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The Fire Chief or alternate is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Community Control Group with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid as required.
- e. Determining if additional or specialized equipment is required ie. protective suits, Chemical, Biological, Radiological & Nuclear Team (Haz-Mat), etc.
- f. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.
- i. Requesting any Township Vehicle and Resources to any Emergency Services, as required.

2.7

**OPP**

The Ontario Provincial Police representative or alternate is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Establishing and maintaining ongoing communications with the senior police at the emergency site.
- c. The provision of traffic control to facilitate the movement of emergency vehicles.
- d. Co-ordination of evacuation routes.
- e. Liaison with Evacuation Coordinator regarding security of reception/evacuation centres.
- f. The protection of life and property and the provision of law and order.
- g. The provision of police services in evacuation centres, morgues, and other facilities as required.
- h. Coordinating or providing assistance with, rescue, first aid, casualty collection, evacuation etc.
- i. Notifying the coroner of fatalities.
- j. Liaison with external police agencies, as required.
- k. Providing an Emergency Site Manager if requested to by the Community Control Group.
- l. Maintaining a personal log.

2.8

**CEMC**

The Community Emergency Management Coordinator is responsible for:

- a. Activating the emergency notification system (in the absence of the CAO).
- b. Providing information, advice and assistance to members of the Community Control Group on Emergency Management programs and principles.
- c. Contacting the Canadian Red Cross Coordinator when directed by the CAO.  
(Melissa Fougere – 1-888-222-0789 or Cell (613) 329-2942)
- d. Providing direction to Emergency Operation Centre support staff as required in support of the Control Group, and ensure proper set-up and operation of the EOC.
- e. Ensuring security measures are in place at the Emergency Operations Centre, so that only authorized Community Control Group members are allowed access to the Operations Centre.
- f. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- g. Requesting any Township Vehicle and Resources to any Emergency Services, as required.
- h. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- i. Maintaining a personal log.

**2.9**

<b>EMS / Ambulance</b>
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The EMS/Ambulance representative is responsible for:

- a. Requesting activation of the emergency notification system.
- b. Providing the Community Control Group with information and advice on treatment and transport of casualties.
- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintaining a personal log.

**2.10** **Public Works Manager**

The Public Works Manager or alternate is responsible for;

- a. Requesting activation of the emergency notification system.
- b. Providing the Community Control Group with information and advice on Engineering or Public Works matters.
- c. Liaison with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. The provision of engineering assistance.
- e. The construction, maintenance and repair of public roads.
- f. Assistance with road closures and/or roadblocks.
- g. The provision of equipment for emergency pumping operations.
- h. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- i. Liaising with Utilities.
- j. Providing public works vehicles and resources to any other emergency service, as required.
- k. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- l. Providing an Emergency Site Manager if required.
- m. Maintain a record of all extraordinary expenditures during the emergency. (assign an account through which to code or track all emergency expenditures)
- n. Maintaining a personal log.

2.11

**KFL&A Public Health**

The KFL&A Public Health Representative, or designate, is responsible for:

- a. Acting as a coordinating link for all emergency health services at the Community Control Group.
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with regional hospital representatives.
- d. Liaison with ambulance service representatives.
- e. Liaison with the Community Care Access representative.
- f. Providing advice on any matters that may adversely affect public health.
- g. Providing authoritative instructions on health and safety matters to the public through the Public Information Officer.
- h. Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- i. Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- j. Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- k. Ensuring the safety of drinking water in conjunction with Environmental Services representative.
- l. Liaison with the senior social services representative regarding health services in evacuee centres.
- m. Maintaining a personal log.

**2.12 Evacuation Coordinator**

The Evacuation Coordinator or alternate is responsible for;

- a. Ensuring or arranging for the care, feeding and shelter of evacuees.
- b. Management of reception and evacuation centres.
- c. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centres.
- d. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- e. Liaison with local volunteer groups regarding care of citizens at local reception or evacuation centres.
- f. Maintaining a personal log.



**2.13**

<b>Public Information Officer</b>
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The Public Information Officer is responsible for;

- a. Notifying information centre staff.
- b. Ensuring that the Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and CAO/Operations Officer.
- d. Establish and maintain linkages with provincial, county, local or industry media officials as appropriate.
- e. Coordinating interviews and media conferences.
- f. Designating a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordinating of public inquiries.
- i. Monitoring news coverage.
- j. Maintaining copies of all media releases.
- k. Maintaining a personal log of all actions taken.

**2.14**

<b>Logistics Coordinator</b>
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The Logistics Coordinator is responsible for all requirements needed to facilitate effective and efficient incident management. This position provides facilities, equipment, transportation, fuel, food services and material supplies in support of the incident.

- a. Attend the initial briefing of the CCG meeting.
- b. Ensure that the supplies and equipment at the EOC are maintained.
- c. Locate staff, fuel, vehicles, materials and support services for staff responding to the incident and conducting core business.
- d. Collaborate with CAO regarding the staffing assignments and requirements.
- e. Coordinate and process requests for additional resources. Estimate future service and support capabilities and requirements.
- f. Arrange emergency medical services to responders (eg. health monitoring, medication).
- g. Assist with the development of the action.
- h. Develop and maintain a resource database.
- i. Brief the CAO at schedule meetings. Submit written update on the emergency – Information and Resources.
- j. Ensure the refrigeration of the vaccine supply is maintained.
- k. Liaise with insurers.
- l. Ensure telephones, computers, and other equipment are available in the EOC.
- j. Maintaining a personal log of all actions taken.

2.15

**Treasurer**

The Township Treasurer, or alternate, is responsible for:

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 Township of North Frontenac.
3. Liaison with Treasurers of affected municipalities 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 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. Ensure 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. Maintaining a personal log of all actions taken.

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**Part 3**

**Emergency Support**

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**3.0**

**Office Support Staff**

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO and CEMC, as required.
- b. Ensuring all important decisions made and actions taken by the Community Control Group are recorded.
- c. Ensuring that maps and status boards are kept up to date.
- d. Notifying any additional support staff required to assist.
- e. Arranging for printing of material, as required;
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g. Ensuring identification cards are issued to authorized Community Control Group members and Support Staff for access to Emergency Operations Centre.
- h. Other duties as assigned by the CAO and/or CEMC.
- i. Maintaining a personal log of all actions taken.

**3.1**

**Canadian Red Cross**

The Canadian Red Cross representative, if advised by the CEMC of an emergency situation , is responsible for:

- a. Upon receiving notification, activate the local Red Cross Emergency Response Plan.
- b. Provide support to the emergency response.
- c. Provide registration and inquiry services if required.
- d. Liaise with Regional Red Cross to access additional resources.  
i.e. Emergency Response Team.
- e. Establish and maintain contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.
- f. Maintaining a personal log of all actions taken.

**3.2 Northern Frontenac Community Services**

The Northern Frontenac Community Services representative is responsible for:

- a. Provide confidential, supportive counseling and inquiry services if required.
- b. Liaise with the Canadian Red Cross to access additional resources.  
i.e. Emergency Response Team.
- c. Establish and maintain contact with the Evacuation Coordinator in the Emergency Operations Centre to co-ordinate activities.
- d. Maintaining a personal log of all actions taken.

**3.3 Citizen Inquiry Contact**

The Citizen Inquiry Contact is responsible for:

- a. Establishing a Citizen Inquiry Service including the appointment of personnel and designation of telephone lines;
- b. Informing the Public Information Officer of the establishment of the Citizen Inquiry Service and designated telephone lines;
- c. Informing the affected emergency services and the CCG of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- d. Ensuring liaison with the Public Information Officer to obtain current information on the emergency;
- e. Responding to, and redirecting inquiries and reports from the public based upon information from the Public Information Officer. (Such information may be related to school closings, access routes or the location of evacuation centres.);
- f. Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- g. Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres, to the registration and inquiry telephone number(s) of the centre;
- h. Procuring staff to assist, as required;
- i. Maintaining a personal log of all actions taken.

**3.4**

**IT Technician/GIS Coordinator**

The IT Technician/GIS Coordinator is responsible for:

- a) Ensuring performance of the Emergency Common Operational Picture (E-COP);
- b) Coordinating spatial information from all knowledge sources within the EOC regarding emergency occurrences and response efforts;
- c) Working closely with the Public Information Officer;
- d) Supplying technical solutions for information control or targeted response efforts;
- e) Providing technical assistance as required.