



THE CORPORATION OF THE TOWN OF COBOURG

COMMUNITY EMERGENCY MANAGEMENT PLAN

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COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

TABLE OF CONTENTS

	PAGE
INTRODUCTION	3
1.0 AIM	4
2.0 AUTHORITY	4
2.1 ACTION PRIOR TO DECLARATION	4
2.2 EMERGENCY NOTIFICATION PROCEDURE	4
2.3 ASSISTANCE	5
3.0 COMMUNITY CONTROL GROUP (CCG)	6
3.1 SUPPORT TEAM (CCG)	6
3.2 OPERATING CYCLE	7
4.0 COMMUNITY CONTROL GROUP RESPONSIBILITIES	8
4.1 CCG CHECKLISTS OF DUTIES AND RESPONSIBILITIES	9
ANNEX	10
Annex 1 - Request for Assistance from OFMEM	11
Annex 2 - Vital Services Directory	12
Annex 3 – Lusi/Town of Cobourg Cellular Phone List	13
Annex 4 - Community Resource / Supplier Contact List	15
Annex 5 – CCG/Alternate and Support Team Assignment List	22
Annex 6 - Declaration of State of Local Emergency	23
Annex 7 – Notification Procedure	24
Annex 8 – Emergency Operation Centre Information	31
Annex 9 - Plan Distribution List	32
Annex 10 - Support Plans (Separate Binder)	33
Annex 11 – CCG Checklists of Duties/Responsibilities (Separate Binder)	34
Annex 12 – List of Amendments	35

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

INTRODUCTION

THE purpose of this plan is to assist municipal officials in carrying out their responsibilities during an emergency. This emergency plan outlines arrangements for dealing with all stages of an emergency in order to reduce the impact of such incidents on the life and livelihood of the community and its citizens.

As defined by *The Emergency Management and Civil Protection Act* an “emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act, whether intentional or otherwise.

In order to protect residents, businesses and visitors in the Town of Cobourg, the creation of a specialized and coordinated emergency response group is required. The Community Control Group (CCG) is comprised of a number of agencies and key officials instrumental in emergency response, recovery, and community service. During an emergency, the CCG will meet at the Emergency Operations Centre. The primary and alternate Emergency Operations Centre (EOC) locations are detailed in Annex 8.

In order to remain compliant and maintain a current and proactive emergency management program, all CCG members shall participate and actively engage in training and development in regards to emergency management.

This plan shall be reviewed annually as part of the annual program compliance verification process.

Division directors and department heads shall review and keep up to date their internal plans and procedures and arrangements for responding to emergencies as defined in this plan.

The emergency management plan has been prepared to provide key officials, agencies, and departments of the Town of Cobourg, with important emergency response information related to:

- Arrangements, services and equipment (eg. Mutual Aid);
- Roles and responsibilities during an emergency.

Copies of the plan are available for interested residents, businesses and visitors via the Emergency Planner for the Town of Cobourg or through the Town of Cobourg website www.cobourg.ca .

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

1.0 AIM

The aim of this plan is to establish a set of actions for the most effective deployment of all services, resources, agencies and personnel required to manage and respond to emergency incidents in the Town of Cobourg, and in so doing safeguard the health, welfare and safety of the inhabitants, property, natural environment and the communities economy.

2.0 AUTHORITY

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and all components have been:

- Issued under the authority of *The Corporation of the Town of Cobourg By-law # 067 2015*
- Filed with the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services.

The Act further provides that any person designated as the Head of Council, in the Mayor's absence or incapacity to act, shall act as Head of Council and fulfill all the duties as outlined in this plan.

The Head of Council shall make the declaration of a local emergency using the prescribed form (Annex 6). Head of Council shall confirm the termination of a declared emergency using the prescribed form contained in the Forms Binder.

2.1 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 Town of Cobourg. The subordinate plans and attached annexes may also be implemented in whole or in part in the absence of a formal declaration.

2.2 EMERGENCY NOTIFICATION PROCEDURES

This plan takes into account emergencies that could arise with or without warning and is intended to deal with the worst case.

An emergency will usually be reported to or discovered by emergency services (Fire, Police, EMS); community services (Public Works, etc.) or one of these organizations will be among the first to be called to the scene of a potential emergency. A senior member of the Police Service or Fire Department, or

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

possibly some other member of the CCG, shall assume control at the site of an emergency and/or arrange for an incident commander to take immediate charge. Depending on the situation, the senior member/CCG member on-scene may make a decision to alert and request additional support.

Only a member of the CCG may initiate the notification procedure.

Following the CCG Notification Procedure (Annex 7), the immediate assembly of CCG members will be required. Depending on the severity, CCG members will be contacting their alternates or support staff, as required, placing these individuals on standby.

Contact information for all CCG members and their alternates has been included as annex 7 of this plan.

Once the CCG has assembled and has had an opportunity to review the situation, it may confirm the previously appointed incident commander or appoint a replacement to relieve the person in charge of this duty. The incident commander is responsible for emergency response.

2.3 ASSISTANCE

In the event that the emergency requires resources beyond those of the local municipality, assistance may be requested from neighbouring municipalities, the County, the Province, or the Federal Government.

If two or more municipalities are involved, assistance from the County (to coordinate local efforts and provincial assistance requirements) may be appropriate. In such a situation, the County will mount an appropriate response in accordance with its own emergency procedures.

The request of assistance 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. The Field Officer with the Office of the Fire Marshal and Emergency Management may act as a liaison with the province during an emergency. The Field Officer is a resource that may be utilized throughout the Emergency Management Program. The telephone numbers are listed in Annex 2 and 7 of this plan.

Additionally, requests for Provincial or Federal assistance can be made through the Provincial Emergency Operations Centre. Specific details for such requests are outlined in Annex 1 of this plan.

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

3.0 COMMUNITY CONTROL GROUP (CCG)

On-scene emergency operations will be strategically directed and supported by the elected and appointed officials listed below, who will assemble for this purpose at a prearranged location (EOC). This group shall be known as the Community Control Group (CCG).

The CCG shall assess events as they occur and agree on a course of action to overcome specific problem areas or situations. It may become necessary for the CCG to adopt and implement a joint plan of action that could involve two or more departments operating in unison. In this situation, it would be necessary for the CCG to determine which department will have the greater commitment and to appoint an incident commander accordingly. Thereafter, until emergency operations conclude and in consonance with CCG directions, other departments will act in support of whichever department is exercising on-site co-ordination of operations.

Composition of the CCG is as follows:

- Head of Council
- EOC Director
- Emergency Information Officer (EIO)
- Public Inquiry Officer (PIO)
- Public Works Officer
- Community Control Group (CCG) Clerk
- Finance Officer
- Water and Electricity Utilities Officer
- Police Services Officer
- Fire Services Officer/CEMC
- Health Officer
- Social Services Officer
- Emergency Medical Services Officer

The Control Group may function with only a limited number of persons depending on the emergency. While not all members may be in attendance, all members of the CCG must be notified.

3.1 SUPPORT TEAM COMPOSITION

The Community Control Group Support Team will provide administrative and technical support to the CCG respective of their areas of expertise and duties as

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

assigned by the CCG. All CCG members will be responsible for the notification of support staff as required in accordance with the CCG Notification Procedure. This group, drawn from organizations listed hereunder, may be called upon individually or be asked to deliberate and make recommendations collectively.

The Support Team may be comprised of, but not limited to, the following positions and organizations:

- Logistics Coordinator
- Planning Coordinator
- Information Technology Coordinator
- Graphic Information System (GIS) Coordinator
- Transportation Coordinator
- Community Control Group (CCG) Advisor (Emergency Planner)
- Human Resources Coordinator
- Public Inquiry Centre Coordinator
- Clerical Support Staff
 - Fire Department Support
 - Emergency Information Support
 - Public Inquiry Support,

Special Consideration:

- Emergency Management Ontario (EMO) Representative
- Ontario Provincial Police
- County of Northumberland Representative
- Northumberland Hills Hospital Representative
- Union Gas Representative
- Bell Canada Representative
- Ministry of Environment Representative
- Ministry of Natural Resources Representative
- Ministry of Transportation
- Ministry of Community and Social Services Representative
- Ministry of Municipal Affairs Representative
- Ganaraska Region Conservation Authority Representative
- St. John Ambulance Representative
- Red Cross Society Representative

3.2 OPERATING CYCLE

During an emergency, members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The CCG Manager will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

individual responsibilities. The CCG Clerk will maintain the status board and maps, which will be prominently displayed and kept up to date.

4.0 COMMUNITY CONTROL GROUP RESPONSIBILITIES

The Community Control Group is responsible for the following:

- Calling out and mobilizing emergency services 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;
- Demonstrating compassion and sensitive liaison with the community and fellow community control group members, organization members;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the town as an emergency area;
- 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;
- Arranging assistance from other municipalities, the County, Provincial, and Federal levels of government, other agencies and personnel, equipment, and volunteers not normally under municipal control, as may be required;
- Arranging for services and equipment from local agencies not under municipal control, (i.e. private contractors, volunteer agencies, service clubs etc.);
- The selection of, and notification to, concerned persons of assembly areas at which additional resources of manpower and equipment will gather;
- Discontinuing utilities or services provided by public or private concerns, (i.e., hydro, water, gas);
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and Public Inquiry Officer, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;

COMMUNITY CONTROL GROUP NOTIFICATION PROCEDURE

- Authorizing expenditure of money as it pertains to all phases of 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 Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency.

4.1 CCG CHECKLISTS OF DUTIES AND RESPONSIBILITIES

Checklists for all CCG Team members have been developed, which are to be used during an emergency as a reminder of the tasks that need to be accomplished (Annex 11). Copies of the checklists are contained in each CCG Resource Kit, electronically, and a full set is maintained in the Resource Library at the Fire Hall.

**COMMUNITY CONTROL GROUP
NOTIFICATION PROCEDURE**

ANNEXES

The information contained in Annexes 1 to 5 and 7 inclusive is confidential and protected under the *Municipal Freedom of Information and Protection of Privacy Act*. It is not to be copied or distributed for public use.