

# CORPORATION OF THE TOWNSHIP OF VAL RITA-HARTY

## EMERGENCY RESPONSE PLAN

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### Part 1 - INTRODUCTION

#### a) 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 Township of Val Rita-Harty.

The Township of Val Rita-Harty, population 768, with Townsites of Val Rita and Harty some 11 kilometres west of Kapuskasing.

The Ontario Northland Railway Main line runs East/West through the Municipality for a distance of approximately 24 kilometres.

Electrical power is supplied by Hydro One, with line crews situated in Kapuskasing.

Trans-Canada Pipeline runs East/West through the Municipality of Val Rita-Harty.

Communications are by telephone through the Northern Telephone System. The area is also serviced by radio stations:

Moose FM	(English)	1-705-335-2379	C.K.G.N. – FM(French)	1-705-335-5915
KISS FM	(English)	1-705-264-2351	Le Loup FM (French)	1-705-269-8307
CBC – FM	(English)	1-866-306-4636	C.B.O.N. – FM(French)	1-416-205-3648

Timmins Television reception is received from Timmins via C.T.V. Also, majority of the population is served with Cable T.V. through Eastlink Communications.

Our Website – [www.valharty.ca](http://www.valharty.ca)

Medical Services are supplied by Sensenbrenner Hospital - Kapuskasing.

Nearest airport to the community is Kapuskasing. The airport is situated on the border line of Kapuskasing and Val Rita.

In order to protect residents, businesses and visitors, the Township of Val Rita-Harty requires a coordinated emergency response by a number of agencies under the direction of

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the COMMUNITY CONTROL GROUP. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by the emergency services.

The Township of Val Rita-Harty Community Emergency Management Program 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 Township of Val Rita-Harty 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 Township of Val Rita-Harty Emergency Response Plan may be viewed at the Municipal Office and Public Library. For more information, please contact:

Community Emergency Management Coordinator  
Municipal Office  
Township of Val Rita-Harty  
Gerry Demeules

b) **Executive Summary**

The Emergency Response Plan has been prepared to provide key officials, agencies, and departments, within the Township of Val Rita-Harty a general guideline for responding to emergencies, and an overview of their responsibilities during an emergency. The focus of the Emergency response Plan is on the provision of appropriate and co-ordinated emergency response efforts from multiple agencies and the municipality.

c) **Format**

This plan identifies the membership, roles, and responsibilities of the Township of Val Rita-Harty EMERGENCY CONTROL GROUP (ECG), Emergency Management Program Committee, Emergency Support Group (ESG) and the authority and manner under which this body plans to respond to an emergency in the municipality.

This plan also identifies the following:

- comprehensive risk assessment
- declaration and termination of a community emergency
- emergency public information plan
- plan maintenance/revision/testing

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**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, and welfare of the inhabitants of the Municipality of Val Rita-Harty when faced with an emergency.

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## PART 3 - AUTHORITY

The *Emergency Management and Civil Protection Act 1990 (EMCPA)* and *Ontario Regulation 380/04* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”. [Section 3 (1)]

As enabled by the *Emergency Management and Civil Protection Act 1990*, this emergency response plan and its elements have been:

- Issued under the authority of the Corporation of the Township of Val Rita-Harty *by-laws #1108-21* and *#1109-21* and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

### a) *Action Prior to Declaration*

When an emergency exists but has not yet been declared to exist, municipal 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 Val Rita-Harty.

### b) *Definition of an Emergency*

Emergencies are distinct from the normal daily operations carried out by municipal first response agencies/departments such as fire, police, emergency medical services, health, etc.

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- i) *The Emergency Management and Civil Protection Act defines an emergency as:*

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.

- ii) *For the purpose of the plan an emergency has been defined as:*

“A situation or the threat of an impending situation having, or having the potential to abnormally affect lives, property, the environment, or to threaten grave public disorder, and which by its nature and magnitude requires a controlled and coordinated response, under the direction of the EMERGENCY CONTROL GROUP (ECG).

- c) *Risk Definition*

Emergency Management Ontario (2021) defines ‘risk’ as:

“A chance or possibility of danger, loss, injury or other adverse consequences.”

This plan has been developed based on a comprehensive risk assessment conducted by the Emergency Management Department in consultation with internal (Municipality) and external (community) stakeholders. A risk assessment is defined as:

“Identification of risks to public safety, public health, the environment, property, critical infrastructure and economic stability from natural, human-caused, and technological sources/activities, and evaluation of the importance of the activity to the continued operation of the community.”

In conducting the risk assessment, the vulnerability of the Township of Val Rita-Harty was factored into this process. Vulnerability is defined as:

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“The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.”

Potential hazards are measured against the threat they present to the Municipality. The higher the probability of a specific hazard occurring and/or the greater the resulting impact or consequence, the higher the risk the hazard presents to the Township of Val Rita-Harty.

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## PART 4 - EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Val Rita-Harty Fire Department dispatch service to request that the notification system be activated. Upon receipt of the warning, the Val Rita-Harty Fire Department dispatch service will notify all members of the CONTROL GROUP (CG). Upon being notified, it is the responsibility of all CG officials to notify their staff and volunteer organizations. Where a threat of an impending emergency exists, the CG will be notified and placed on standby. The emergency alerting system is attached as **Appendix A** (page 21,22).

a) *Declaration of a Community Emergency*

The Mayor or Acting Mayor of the Municipality of Val Rita-Harty, as the Head of Council, is responsible for declaring that a community emergency exists. This decision is usually made in consultation with other members of the CG.

Upon such declaration, the Mayor will notify:

- a) *the Minister of Public Safety and Security of Ontario*
- b) *Council*
- c) *the public*
- d) *neighbouring community officials, as required*
  - local Member of the Provincial Parliament (MPP)*
  - local Member of Parliament (MP)*

A community emergency may be declared terminated at any time by:

- a) *the Mayor or Acting Mayor, or*
- b) *Council, or*
- c) *the Premier of Ontario.*

Upon termination of a community emergency the Mayor will notify:

- a) *the Minister of Public Safety and Security of Ontario*
- b) *Council*
- c) *the public*
- d) *neighbouring community officials, as required*
  - local Member of the Provincial Parliament (MPP)*
  - local Member of Parliament (MP)*

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b) *Requests for Assistance*

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. Such request can be done by contacting the Emergency Management Ontario at (416) 314-0472/ 0473 or (866) 314-0472. Federal Assistance may also be requested through *Emergency Measures Ontario*, including assistance from the Canadian Armed Forces.



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**PART 5 - EMERGENCY COMMUNITY CONTROL GROUP/  
EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

*a) Emergency Operations Centre (EOC)*

The CONTROL GROUP will report to the Emergency Operations Centre (EOC) located at the Community Centre at 106 Government Road in Val Rita. In the event this location cannot be used, the secondary location will be the Kapuskasing Civic Centre at 88 Riverside Drive in Kapuskasing or the Community Centre at 9 St-Antoine Street in Opatatika.

*b) Composition of the Emergency Management Program Committee*

The EMERGENCY MANAGEMENT PROGRAM COMMITTEE shall advise the council on the development and implementation of the municipality's emergency management program and shall conduct an annual review of the municipality's emergency management program. This review will include recommendations to the council for its revision if necessary. The council shall appoint one of the members of the committee to be the chair of the committee. This committee shall be composed of :

1. The Community Emergency Management Coordinator (CEMC)
2. The alternate CEMC(s)
3. The Mayor
4. The Fire Chief
5. The Clerk
6. The CAO/Emergency Information Officer
7. The Public Works' Working Foreman or alternate

*b) Composition of the Control Group (CG)*

The EMERGENCY response will be directed and controlled by a grouping of officials responsible for providing the essential services needed to minimize the effects of the EMERGENCY on the municipality. This group will be known as the CONTROL GROUP (CG) and shall be made up of the following officials:

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1. The Community Emergency Management Coordinator (CEMC)
2. The alternate CEMC(s)
3. The Mayor
4. The Fire Chief
3. The Clerk
4. The CAO/ Emergency Information Officer
5. The Public Works' Working Foreman or alternate

## EMERGENCY SUPPORT GROUP

Additional personnel called or added to the CG may include:

1. The Fire Chief or alternate
2. The Ontario Provincial Police Detachment Commander or alternate
3. The Health Unit representative or alternate
4. The Social Services Officer or alternate
5. The Emergency Medical Services (EMS) or alternate
6. The Hydro One Manager or alternate
7. The Medical Chief of Staff or alternate
8. The Municipal Liaison Officer (Councillor)
9. The Trans-Canada Pipeline representative
10. The Ministry of Natural Resources local office senior official or alternate
11. The Volunteer Services Chief named by Council (if necessary)
12. The Ministry of the Environment local office senior official or alternate
13. The Ministry of Transportation and Communications local officer senior official or alternate
14. The Northern Telephone Limited representative
15. Enbridge Gas Inc.
16. Ontario Clean Water Agency

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

### *c) Business Cycle*

Members of the CG will gather at regular intervals to inform each other of actions taken and problems encountered. The CEMC will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the CEMC. More information on the functioning of the Emergency Operations Centre are contained in **Appendix "B"** (page 23,24,25,26).

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## *d) Control Group Responsibilities*

The members of the CONTROL GROUP (CG) 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 CG are appropriate;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger
- 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;
- Appoint the Emergency Information Officer (EIO) other than the Mayor and Councillors;
- 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 sub-committees/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 Community Emergency

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Management Program Committee within one week of the termination of the emergency, as required (CEMPC);

- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

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**PART 6 - EMERGENCY RESPONSE PLAN**

1) RESPONSIBILITIES OF THE MAYOR OR ALTERNATE

**a) The Mayor or alternate is responsible for:**

- i) Declaring an emergency to exist within the designated area.
- ii) Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- iii) Notifying the Minister of community Safety & Correctional Services of Ontario of the declaration of the emergency, and termination of the emergency.
- iv) Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency situation.
- v) **Maintain a personal log of all actions taken.**

2) RESPONSIBILITY OF THE CAO OR ALTERNATE

- a) The CAO or alternate will co-ordinate the operation and requirements of the CONTROL GROUP.
- b) Also, this official will be responsible for the following operations:
  - i) Identification tag – Red            Fire Department  
   - Green            Others
  - ii) Instituting a registration and Inquiry Bureau at the Municipal Office or other specified locations.
  - iii) Selection and notification to concerned persons of the assembly area which additional resources or manpower and equipment for all services will gather.
  - iv) The CAO will be responsible for amendment of the Appendix concerning names and telephone changes (no formal by-law Amendment is necessary for this type of amendment of the Plan). Holders of the Plan will be notified of such changes.
  - v) **Maintain a personal log of all actions taken.**

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### 3) RESPONSIBILITIES OF THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR OR ALTERNATE

- a) The Community Emergency Management Coordinator, working with the community's emergency management program committee, has the primary responsibility and accountability for delivering his or her municipality's emergency management program.
- b) The CEMC is responsible and accountable for the development and implementation of his or her community's emergency management program in accordance with the standards set out in the *EMERGENCY MANAGEMENT FRAMEWORK FOR ONTARIO*.
- c) The CEMC is responsible to maintain the Community Emergency Management Program.
- d) The CEMC is responsible to conduct an annual exercise to test the overall effectiveness of the emergency plan and provide training to the Control Group.  
**Maintain a personal log of all actions taken**

### 4) RESPONSIBILITIES OF THE FIRE CHIEF OR ALTERNATE

- a) The Township of Val Rita-Harty Volunteer Fire Chief will assume the overall fire authority on notification of the CONTROL GROUP.
- b) The Fire Department will be responsible for the following operations:
  - i) Conduct all operations connected with the fighting of fires.
  - ii) Determine if additional special equipment or supplies are required and advise the CONTROL GROUP.
  - iii) Conduct all rescue operations at the scene.
  - iv) Provide resuscitation equipment (AED) and trained manpower as required.
  - v) Provide equipment and manpower to assist in pumping operations.
  - vi) Request for Mutual Assistance from Kapuskasing and/or Opatatika if required.
  - vii) **Maintain a personal log of all actions taken.**

### 5) RESPONSIBILITIES OF THE PUBLIC WORKS WORKING FOREMAN OR ALTERNATE

- a) The Public Works Working Foreman will be responsible for the following operations:
  - i) Provide barricades and flashers at the site and as

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- requested by the Police and fire Services.
- ii) Provide municipal equipment and vehicles together with operators/drivers as required.
- iii) Control sandbagging and pumping operations during floods.
- iv) Control snow clearing operations as required.
- v) Arrange for clearance of debris that is obstructing operations.
- vi) **Maintain a personal log of all actions taken.**

### 6) RESPONSIBILITIES AND FUNCTIONS OF THE ONTARIO PROVINCIAL POLICE

- a) **The O.P.P. DETACHMENT COMMANDER will assume duties of the overall police authority on notification of the EMERGENCY from a member of the CONTROL GROUP**
- b) The O.P.P. will be responsible for the following operations:
  - i) Control, and if necessary, disperse crowds within the EMERGENCY area.
  - ii) Control traffic where required to facilitate the movement of vehicles both in and out of the EMERGENCY area.
  - iii) Ensure free movement of ambulance over routes to hospitals.
  - iv) Liaise with the Public Works Working Foreman regarding location of barricades and flashers.
  - v) Conduct the evacuation of buildings as authorized by the CONTROL GROUP (CG).
  - vi) Arrange for the maintenance of law and order in any local EMERGENCY Welfare Centre. The Social Services Officer will advise the locations of these areas.
  - vii) Ensure the protection of property against looting within the EMERGENCY area.
  - viii) Advise the Coroner in the event of fatal casualties.
  - ix) **Maintain a personal log of all actions taken.**

### 7) RESPONSIBILITIES OF THE PORCUPINE HEALTH UNIT

- a) During an EMERGENCY or a disaster, the following items are the ones which the Health Unit will have responsibility for:

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- i) **Liaison:** ensure liaison with the Ontario Ministry of Health and Long Term Care (MOHLTC), Public Health Branch.
- ii) **Monitoring of water supplies:** including approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources, and sampling of the distribution system to ensure quality.
- iii) **Food safety:** including ensuring the sanitary control of food supplies at the point of supply, during distribution, packaging, and processing, providing advice on potentially safe or contaminated foods, and providing information on mass feeding including storage, food handling, personal sanitation and refuse disposal.
- iv) **Evacuation centres:** in the event that there is a mass evacuation to some central location(s), the Health Unit will monitor and provide information on the provision of sanitary facilities, the safety of the water supply and the food service system. The Health Unit will also provide surveillance for communicable disease illness and outbreaks.
- v) **Waste disposal:** including advice on the disposal of all sanitary waste and monitoring of disposal of refuse.
- vi) **Communicable Diseases:** provide information and direction on communicable diseases including such areas as follow up, immunization, and isolation. Provide public health management of cases of reportable diseases.
- vii) **Disease-related emergencies:** in the event of a disease-related emergency or pandemic, ensure coordination of all efforts and response to control and prevent the spread of disease, according to MOHLTC policies.
- viii) **Mass Casualties:** in the event of mass casualties, monitor the situation to ensure the early and sanitary disposition of human remains to eliminate the spread of disease. Information and advice on pest control, personal sanitation, emergency clean-ups and disinfections, waste disposal and food and water safety will be provided to the public as required.

The Health Unit will provide advice, in consultation with other agencies, to the public and local physicians with regards to health consequences, both acute and long term, of exposure to toxic chemicals.

The Health Unit will perform closure and placarding of public and commercial facilities because of health hazards.

Although Health Unit staff cannot become involved in the provision of First



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Aid, triage or other medical functions, as employees of the Health Unit are under the direction of the Medical Officer of Health, all local staff not required during an emergency to perform Health Unit work, could be utilized as volunteers under the direction and responsibility of the local municipality or hospital.

ix) **Maintain a personal log of all actions taken.**

8) RESPONSIBILITIES OF THE SOCIAL SERVICES OFFICER OR ALTERNATE

- a) The Social Services Officer will be the overall Social and Family Services authority on notification of the EMERGENCY from a member of the CONTROL GROUP.
- b) The Social Services Officer will, as deemed necessary, contact the Provincial Ministry of Community and Social Services.
- c) The Social Services Officer will notify the Ontario Provincial Police of the number and locations of the EMERGENCY Social Services Centres.
- d) The Social Services Officer will make provision to:
  - i. Provide Social assistance to any person in need of food, accommodation, and clothing due to the EMERGENCY situations.
  - ii. Arrange for the opening, operation, direction Social Services Centres required to provide the immediate social services needed.
  - iii. Arrange for assistance from other organizations such as: Children's Aid, St-John's Ambulance, Church and Red Cross etc..
  - iv. Liaise with the CAO regarding information input to the Registration and Inquiry Bureau established at the Community Center.
  - v. Ensure that all persons using the EMERGENCY Social Services Centre are registered.
  - vi. **Maintain a personal log of all actions taken.**

9) RESPONSIBILITIES OF THE EMERGENCY MEDICAL SERVICES (EMS) OR ALTERNATE

- i. Ensuring emergency medical services at the emergency site;
- ii. Depending on the nature of the emergency, assign the Site Manager and inform the CG;
- iii. Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- iv. Obtaining EMS from other municipalities for support, if required;
- v. Ensuring triage at the site;

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- vi. Advising the CG if other means of transportation is required for large scale response;
- vii. Ensuring liaison with the receiving hospitals;
- viii. Ensuring liaison with the Medical Officer of Health, as required;
- ix. **Maintain a personal log of all actions taken.**

10. RESPONSIBILITIES OF THE HYDRO ONE MANAGER OR ALTERNATE

The Hydro One representative will be responsible for the following operations:

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

11. RESPONSIBILITIES OF THE MEDICAL CHIEF OF STAFF OR ALTERNATE

- a) The Medical Chief of Staff or his alternate, the Hospital Administrator, will be the overall health authority on notification of the EMERGENCY from a member of the COMMUNITY CONTROL GROUP.
- b) The Medical Chief of Staff will:
  - i. Arrange for first aid as required as close to the site as possible
  - ii. Arrange for a balanced distribution of casualties to hospitals.
  - iii. **Maintain a personal log of all actions taken.**  
**Ambulance, hospital and coroner information is set out at Appendix G (page 37).**

12. RESPONSIBILITIES OF THE EMERGENCY INFORMATION OFFICER (EIO)

- i. All news release will have to be written and verified prior to release by the CONTROL GROUP (CG).
- ii. Once the approval is obtained the news release would be transmitted by the EIO.

13. OTHER AGENCIES

- The Trans-Canada Pipeline representative
- The Ministry of Natural Resources local office senior official or alternate
- The Volunteer Services Chief named by Council
- The Ministry of the Environment local office senior official or alternate
- The Ministry of Transportation and Communications local office senior official or alternate
- The Northern Telephone Limited representative
- The Northern and Central Gas representative
- Ontario Clean Water Agency

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

In an emergency, many agencies may be required to work with the CONTROL GROUP. Others might include Emergency Management Ontario, Ontario Provincial Police, 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 CAO's office, at the Municipal Office.

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**PART 7      TERMINATION OF THE EMERGENCY**

The MAYOR or alternate or the COUNCIL of the municipality may at any time declare that an EMERGENCY has terminated.

The CAO or alternate will delegate the authority that will be responsible for preparing the report on the EMERGENCY.

***Action After an Emergency***

The recovery phase will begin after the emergency is stabilized. It may take many years for the community to fully recover from the emergency.

If an evacuation has been carried out, evacuees will be allowed to return to their homes as soon as possible once it has been determined that it is safe to do so. Damage estimation and compensation will be done cooperatively with the Province according to provincial guidelines. The CAO will prepare a submission detailing all extraordinary expenses incurred by the municipality in responding to the emergency. If any municipal employees have been injured while responding to the emergency their injuries will be documented and Workplace Safety and Insurance Board informed. Emergency responders and others may need critical incident stress debriefing, grief counselling, etc.

A debriefing will be held to critique the actions carried out, the suitability of the Plan, and any suggestions for reducing the community's vulnerability to another emergency. The debriefing will involve all the members of the CONTROL GROUP (CG) who have dealt with the emergency.

***Plan Maintenance/Revision/Testing***

***ANNUAL REVIEW***

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC).

Each time this plan is revised, it must be forwarded to council for approval. However, revisions to the appendix can be made without resubmitting the plan to council each time.

It is the responsibility of each person, agency, service, or department named within this emergency plan to notify the Clerk forthwith, of any revisions required.

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## **TESTING OF PLAN**

An annual exercise will be conducted to test the overall effectiveness of this emergency plan and provide training to the CG. Revisions to this plan should incorporate recommendations stemming from such exercises.

## **INTERNAL PROCEDURES**

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfil its responsibilities during an emergency. Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures or guidelines.

## **DISTRIBUTION**

Each member of Council and each member of the CONTROL GROUP (CG) will hold a copy of this plan. The Clerk is responsible for ensuring that all copies are kept up to date, and as membership in Council or the CG changes, new copies are distributed, and unneeded copies are retrieved. The plan itself is a public document, however all appendixes shall be kept confidential.