



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**Municipality of  
Lambton Shores  
EMERGENCY  
MANAGEMENT  
PLAN**

Revised November, 2017



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## **Executive Summary**

The Municipality of Lambton Shores' Emergency Plan was developed and is maintained in order to protect residents, businesses and visitors. To do so, the Municipality requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. This plan serves as a guideline to provide key officials, agencies and departments in the initial response to an emergency in our Communities. This plan also details their respective responsibilities during an emergency. The aim of our plan is to make provision for the extraordinary arrangements and measures that may be taken to protect the health, safety, welfare, environment and economic health of the community.

The *Emergency Management and Civil Protection Act* is the legal authority for the Municipality of Lambton Shores' Emergency Program. The *EM & CP Act* states that the Head of Council may declare that an emergency exists in the Municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law. The plan enables a centralized, controlled and coordinated response to emergencies in the Municipality of Lambton Shores and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Lambton Shores Emergency Plan is available on the Municipality's website at [www.lambtonshores.ca](http://www.lambtonshores.ca). The document is available for viewing and in other accessible formats and with communication supports as soon as practicable and upon request.

## **Background**

Section 3 of the *Emergency Management and Civil Protection Act* states that every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

Section 2.1 provides that every municipality shall develop and implement an emergency management program and the council of the municipality shall by By-law adopt the emergency management program. The Plan is one component of the overall program.

The *Emergency Management and Civil Protection Act* further states that: "No actions or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency."

## Part 1 – Introduction

- 1.1 What is an Emergency?
- 1.2 Definitions
- 1.3 Aim
- 1.4 Emergency Management Program Committee
- 1.5 Emergency Notification System
- 1.6 Emergency Operations Centre
- 1.7 Map of Emergency Operations Centre

### 1.1 What is an Emergency?

An emergency is defined in the *Emergency Management and Civil Protection Act* as “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.” Depending on the nature or magnitude of the situation, a coordinated response by a number of agencies may be required. These emergencies are distinct from the normal, day-to-day operations carried out by the first response agencies such as police, fire or ambulance and would likely:

- Be widespread and catastrophic.
- Require a coordinated, multi-agency response and commitment of local and possibly external (i.e. Provincial) resources.
- Require a substantial expenditure of funds or borrowing of specialized equipment and resources for the response and recovery.

If a situation meets any of the above criteria, the *Emergency Management and Civil Protection Act* gives the Head of Council of any municipality (i.e. Mayor or Warden) in Ontario, the authority to declare an emergency. Only the Head of Council (or Premier of Ontario) may declare an emergency. For the purposes of emergency planning, the County of Lambton is considered an “upper tier municipality”, and works closely with all its local municipalities in this regard.

### 1.2 Definitions

**Citizen Inquiry Representative:** 211 will serve as the citizen Inquiry Representative in the event of an emergency.

**Community Emergency Management Coordinator (CEMC):** The Community Emergency Management Coordinator or designated alternate is responsible for the

maintenance, revision and distribution of this plan, as well as coordinating emergency exercises and meetings of the Emergency Operations Control Group.

**Emergency Information Officer (EIO):** The Emergency Information Officer is responsible for coordinating and executing the Media Information Centre. The main task for the Officer is to ensure that the release of information to the public is done in a timely and truthful fashion and that only the Mayor or otherwise appointed elected official makes such announcements.

**Emergency Management Program:** means a program developed under Section 2.1 or 5.1 of the *Emergency Management and Civil Protection Act*.

**Emergency Operations Centre (EOC):** The location where the Control Group meets to discuss the emergency situation.

**Emergency Operations Control Group (EOCG):** The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the Municipality, and ensures coordination between all agencies involved.

**Emergency Plan:** means a plan formulated under Section 3, 6, 8 or 8.1 of the *Emergency Management and Civil Protection Act*.

**Emergency Site Manager (ESM):** This person ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager provides the Municipal Control Group with necessary information on the site operation.

**Evacuation Centre:** An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency.

**Head of Council:** The Mayor of the Municipality is the Head of Council.

**Media Information Centre:** As established by the Emergency Information Officer, the location where members of the media can gather to collect updated information and release, and will also be the site at which the Mayor or otherwise appointed elected official will conduct interviews.

**Perimeter:** The inner perimeter is the area designated to enclose the actual emergency site. The outer perimeter is the area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave

ample area for setting up emergency centres and rescue operations. It includes the first-aid and casualty clearing stations.

### **1.3 Aim**

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of Lambton Shores, by the efficient deployment of the Municipality's services, agencies resources and personnel to deal with that emergency.

### **1.4 Emergency Management Program Committee**

**Mandate of the Emergency Management Program Committee:** The Emergency Management Program Committee shall be established for the purpose of advising Council on the development and implementation of the municipality's Emergency Management Program.

#### Committee Responsibilities

The Committee shall:

- Conduct an annual review of the municipality's Emergency Management Program and shall make recommendations to Council for its revision if necessary.
- Advise the Council on the development and implementation of the municipality's Emergency Management Program.

The members of the Emergency Management Program Committee are:

Mayor

CEMC

Chief Administrative Officer

Director of Community Services

Fire Chief

Other members may be added to the Committee as may be deemed necessary

Meetings are to be held at least once per year.

#### Reporting Requirements

Committee minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a report format.



## Financial Planning

The Committee's proposed budget items are to be submitted to the Clerk by October 15<sup>th</sup> in each year for discussion in the draft budget.

## **1.5 Emergency Notification System**

The CEMC or alternate is responsible for activating the Emergency Notification System. The system is designed to notify all members of the Emergency Operations Control Group. The CEMC or alternate has home, business and cellular telephone numbers for all members of the EOCG and has a protocol in place for contacting these members.

In the event of a breakdown in the landline and/or cellular telephone system, the CEMC or alternate will contact members by direct contact by a member of the Community Services or By-law Enforcement staff, who will drive to the member's home, business or other designated location and pick the member up.

In the event of blizzard or extreme winter conditions arrangements will be made with members of the local Snowmobile Club to directly contact and if necessary deliver the members to the EOC.

## **1.6 Emergency Operations Centre (EOC)**

The primary Emergency Operations Centre is located at 9575 Pt Franks Road, Thedford Ontario. The facility is located at the Northville Municipal Complex with a controlled access. The EOC is equipped with tables, and chairs and staff have been advised on how the room should be set up in the event of an emergency. The EOC has its own kitchen and food preparation and storage area, its own washroom facilities (*male & female*) and has a standby generator to ensure that there is a source of power. This facility provides enhanced security and breakout meeting rooms.

The equipment currently available in the EOC is as follows:

- Tables and chairs for responders work stations.
- Flip Charts – available if needed
- White Boards
- Area Maps
- LED Projector & Screen/Flatboard
- Smart TV
- Clock
- Emergency Storage Boxes
- Telephone (*land line*)

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- Computer Hook up
- Community Services Radio System (*available*)

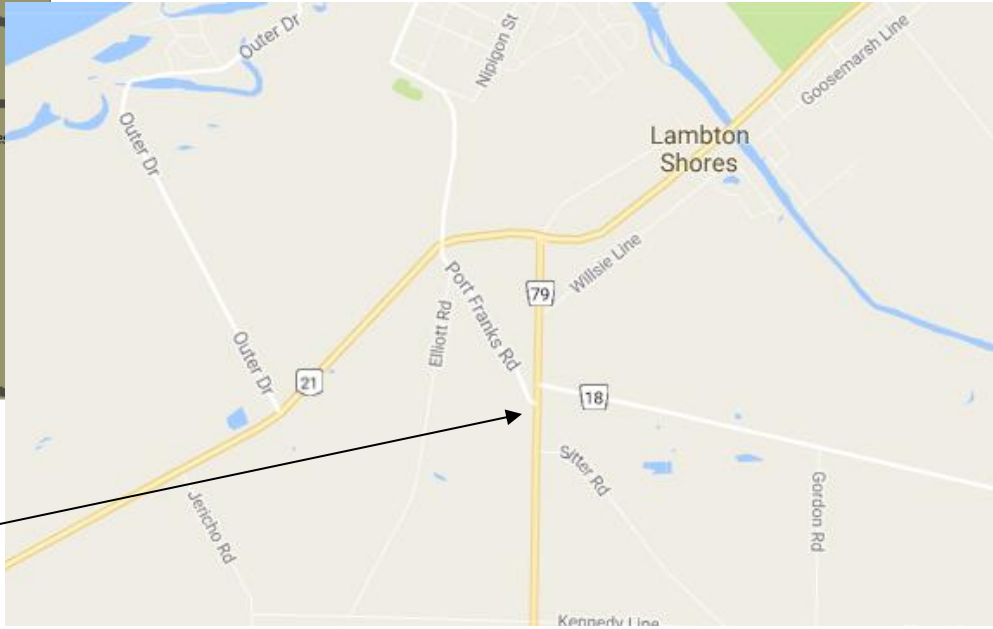
Alternate locations for the EOC can be determined at the time of the incident and if necessary can be established at:

- The Shores Recreation Centre, Main Floor Meeting Room  
7883 Amtelecom Parkway, Forest
- Grand Bend Municipal Office  
4 Ontario Street, Grand Bend
- Thedford Village Complex  
109 Pearl Street, Thedford

1.7 Map of Emergency Operations Centre

# Lambton Shores Emergency Operations Centre

Located in Northville



Northville Municipal Office  
9575 Pt Franks Road  
Theford

# Lambton Shores

## Alternate Emergency Operations Centres



Grand Bend Municipal Office  
4 Ontario Street

Theedford Village Complex  
109 Pearl Street

The Shores Recreation Centre  
Main Floor Meeting Room  
7883 Amtelecom Parkway

## Part 2 – Declaration & Termination of an Emergency

- 2.1 Action Prior to Declaration
- 2.2 Declaration
- 2.3 Termination
- 2.4 Procedure of Notification for Declaration and Termination

### 2.1 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 Plan as is necessary to protect the lives and property of the inhabitants of Lambton Shores.

### 2.2 Declaration

Pursuant to The Emergency Management & Civil Protection Act, RSO 1990 c. E.9, the Mayor or Acting Mayor of the Municipality of Lambton Shores, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the EOCG.

When an emergency has been officially declared to exist within any area of the former Villages of Arkona, Grand Bend and Thedford and the former Towns of Forest and Bosanquet, the residents will be notified. The local radio stations, the local cable T.V. network, and the use of a vehicle travelling throughout the areas with an outdoor loudspeaker system (*if available*), will provide information to all area residents as it becomes available. The Lambton Shores' website and social media (Facebook and Twitter) will be utilized.

Radio and television stations are generally locally oriented and broadcast into Sarnia-Lambton and London areas. In the event of an emergency, they may be valuable resources for advising the public of the status of the emergency and for giving instructions regarding appropriate precautions or actions to be taken. Also the use of the electronic reader boards in Grand Bend and Forest, along Highway 21, would be informative for those driving along the highway.

### 2.3 Termination

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

- (a) The Mayor or Acting Mayor, or
- (b) The Lambton Shores Council, or
- (c) The Premier of Ontario

## **2.4 Procedure of Notification for Declaration and Termination**

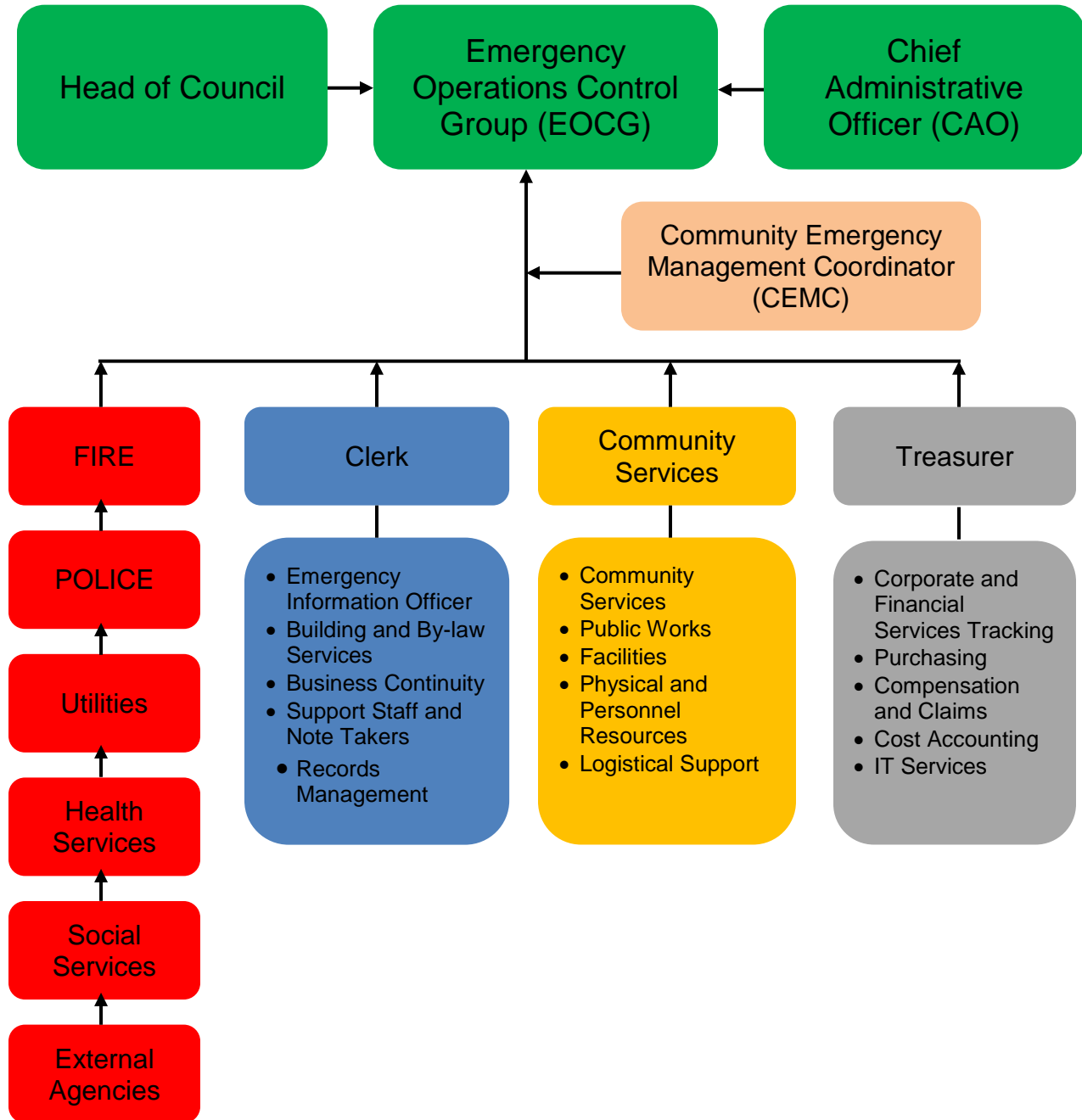
Upon such declaration or termination, the Mayor will notify:

- a) The Solicitor General of Ontario, via Emergency Management Ontario
  - i. 24/7 POC 1-866-314-0472 Fax 1-416-314-0474
  - ii. OPP General Headquarters 705-329-6950
  
- b) The Lambton Shores Council Members
  
- c) The County Warden as appropriate
  
- d) The public, via the local media (*in written form*)
  
- e) Neighbouring municipal officials, as required

## Part 3 – Emergency Operations Control Group

- 3.1 Composition and Structure
- 3.2 Group Responsibilities
- 3.3 Individual Responsibilities
- 3.4 Emergency Site Manager

### 3.1 Composition and Structure



## 3.2 Group Responsibilities

The role of the Emergency Operations Control Group (EOCG) has been described as 'strategic' in contrast to the 'tactical' role of the Emergency Site Management Team. Strategic response is planned to address the longer term and considers a broader scope than the immediacy of site management/response. The EOCG should support the Emergency Site Manager (ESM) with the human and material resources needed at the site. The detail of the operation at the emergency site should be delegated to the ESM. *(The duties of the Emergency Site Manager are outlined and included in the "Individual Responsibilities" Section.)*

The EOCG is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well-being of persons; property and infrastructure; essential services; the environment; the local economy, and to instil a level of confidence to the public.

The function of the EOCG is to support the emergency site team and to ensure the continuity of municipal services outside the perimeter of the emergency site(s). Their focus, in addition to providing logistic support such as equipment, human resources and media relations, should also involve the coordination of external agencies whose involvement may be necessary.

The EOCG, operating within emergency management guidelines developed by the municipality, is also mandated to consider the "big picture" and what will be required over the next few hours, days, or months, including the implementation of a recovery plan and the development of strategies to meet their objectives.

Responsibilities of the EOCG include:

- (a) Advise the head of council whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (b) Notify Emergency Management Ontario of declared or impending emergencies;
- (c) Ensure an Emergency Site Manager (ESM) is appointed;
- (d) Activate the community's emergency response plan;
- (e) Recommends the expenditure of money;



- (f) Manage information, including maintenance and retention of an events log and records pertaining to expenditures;
- (g) Maintain a log outlining decisions made and actions taken;
- (h) Manage emergency information;
- (i) Coordinates the movement of equipment and resources beyond the immediate emergency site(s);
- (j) Recommends evacuations as necessary;
- (k) Discontinues utilities or services on a wide scale;
- (l) Coordinates the use of municipal resources;
- (m) Arranges extra resources (*human & material*);
- (n) Liaise with other municipalities and other levels of government, including the activation of mutual assistance agreements;
- (o) Recommends the termination of the state of emergency, when appropriate;
- (p) Implements a recovery strategy; and
- (q) Participates in post-emergency debriefings including any follow-up actions and reports.
- (r) Addressing Critical Incident Stress Management.

### **3.3 Individual Responsibilities**

- 3.3.1 Mayor
- 3.3.2 Community Emergency Management Coordinator (CEMC)
- 3.3.3 Chief Administrative Officer (CAO)
- 3.3.4 Director of Community Services
- 3.3.5 OPP Detachment Commander
- 3.3.6 Clerk/Emergency Information Officer (EIO)
- 3.3.7 Treasurer
- 3.3.8 Fire Chief

**3.3.1 Mayor:** Upon learning of a potential emergency, the Mayor (*or alternate*) should consider the possible need to activate the emergency response plan and, if warranted, he or she should call for the assembly of the Emergency Operations Control Group. Thereupon he or she will report to the Designated Emergency Control Centre to sit as Chairperson of the Emergency Operations Control Group and to perform the following functions:

- (a) Chair meetings of the EOCG;
- (b) Declare an EMERGENCY to exist;
- (c) Declare any EVACUATION deemed necessary by the EOCG;
- (d) Ensure the Solicitor-General of Ontario has been notified of the declaration of emergency; via EMO 1-866-314-0472
- (e) Request assistance from neighbouring municipalities and/or senior levels of government when required;
- (f) Approve news releases and public announcements;
- (g) Terminate the emergency at the appropriate time and ensure all concerned have been notified.

**3.3.2 Community Emergency Management Coordinator (CEMC):** The functions and responsibilities of this position are:

- (a) Provide the Emergency Operations Control Group (EOCG) with information and advice on matters relating to the Municipal Emergency Response Plan and emergency management practices in general.
- (b) Serve as the primary Municipal contact for the Office of the Fire Marshal and Emergency Management (OFMEM) and the Provincial Emergency Operations Centre (PEOC).
- (c) Activate and setup the Emergency Operations Centre (EOC).
- (d) Ensure the security and safety protocols are in place for the EOC.
- (e) Ensure that a communication link is established between the EOCG and the Incident Commander (IC).

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- (f) Ensure that all members of the EOCG have the necessary plans, resources, supplies, maps and equipment.
- (g) Ensure that the Province is notified of any declaration and terminations of emergency.
- (h) Liaise with other local CEMCs and community support agencies, as required.
- (i) Ensure that the sequential meeting cycle is met by the EOCG and related documentation is maintained and kept for future reference.
- (j) Manage the EOC records and logs for debriefings and post-emergency reporting.

**3.3.3 Chief Administrator Officer (CAO):** The Administrator of the Municipality of Lambton Shores will perform the duties and responsibilities of an “Operations Officer”, as such he will:

- (a) Organize and supervise the Emergency Operations Centre;
- (b) Chairs the EOCG in the absence of the Mayor;
- (c) Advise the Head of Council on administrative and operational matters;
- (d) Assist the EOCG in the preparation of public announcements, requests for public assistance and directions for the public action on such matters as evacuation, potability of water or other health and safety matter.

**3.3.4 Director of Community Services:** Upon learning of a potential emergency, the Community Services Official should consider the possible need to activate the emergency response plan and advise the Mayor (*or alternate*) or the Administrator that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores EOC to sit as a member of the EOCG and perform the following functions and responsibilities:

- (a) Direct all community Services personnel to stand by for deployment and direct that deployment if necessary;
- (b) Provide and arrange for all logistical and personnel support to site.
- (c) Coordinate actions required to protect and preserve sewers, bridges, roads, and other public structures;

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- (d) Maintain liaison with utility companies and other resources, make recommendations to the EOCG for the discontinuation of any utility, public or private, where necessary in the interest of public safety, and arrange for the reestablishment of essential services at the conclusion of an emergency;
- (e) Make recommendations and as necessary arrange for the demolition of unsafe structures;
- (f) Assists with set up EOC and provided logistical support as may be required; and
- (g) Sets up and provides logistical support to evacuation centres. Including maintaining agreement with Red Cross for volunteers in facilities.

**3.3.5 O.P.P. Detachment Commander:** Upon learning of a potential emergency, the O.P.P. Detachment Commander should consider the possible need to activate the emergency response plan and advise the Mayor (*or alternate*) or Administrator (*or alternate*) that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores Municipal Office to sit as member of the EOCG and perform the following functions and responsibilities:

- (a) To provide the Mayor with information and advice on law enforcement matters;
- (b) If appropriate, appoint an “emergency site manager” to control operations at the scene of the emergency until the CEG has met and had an opportunity to analyse the situation;
- (c) Seal off the area concerned and control traffic where necessary to facilitate the movement of emergency vehicles in conjunction with other responding agencies;
- (d) Control and, if necessary, disperse crowds within the emergency area;
- (e) Conduct evacuation of the public in the emergency area when advised to do so by the EOCG;
- (f) Where local resources are not sufficient to deal with the situation, and outside assistance is needed, call for such assistance in accordance with the Police Emergency Plan;
- (g) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

- (h) Protect property in the emergency area from looting; and
- (i) Advise the coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.

**3.3.6 Clerk/Emergency Information Officer:** The functions and responsibilities of the positions are:

- (a) Coordinate the dissemination of information to the public through the Municipal Office communication centres and County 211.
- (b) Ensure decisions made and actions taken by the ECG are recorded;
- (c) Ensure that maps and status boards are kept up to date;
- (d) Provide a process for registering ECG members and maintaining a ECG member list;
- (e) Initiate the operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of ECG members' telephone numbers in the EOC;
- (f) Arrange for printing of material, as required;
- (g) Coordinate the provision of clerical staff including the Emergency Note Taker to assist in the Emergency Operations Centre, as required;
- (h) Upon direction by the Mayor or CAO, ensure that all Council are advised of the declaration and termination of declaration of the emergency;
- (i) Upon direction by the Mayor or CAO, arrange special meetings of council, as required, and advising members of Council of the time, date, and location of the meetings;

**3.3.7 Treasurer:** The functions and responsibilities of the positions are:

- (a) Provide information and advice on financial matters as they relate to the emergency;
- (b) If necessary, liaise with the Treasurer/Directors of Finance of neighbouring communities;

- (c) Ensure that records of expenses are maintained for future claim purposes;
- (d) Set up financial protocols for the Departmental Emergency Response.

**3.3.8 Fire Chief:** Upon learning of a potential emergency, the fire chief (*or alternate*) should consider the need for possible activation of the Emergency Plan and advise the Mayor (*or alternate*) or Administrator that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores Municipal Office to sit as a member of the ECG and perform the following functions and responsibilities:

- (a) To provide the Mayor with information and advice on fire fighting and rescue matters;
- (b) If appropriate, appoint an “emergency site manager” to coordinate operations at the scene of an emergency;
- (c) Inform the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- (d) Determine if additional or specific equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.; and
- (e) Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue, first-aid, casualty collection, etc.

### **3.4 Emergency Site Manager**

The Emergency Site Manager is the designated manager of emergency response at the site or sites of an emergency. The Emergency Site Manager's purpose is to co-ordinate and oversee the response to an emergency at the scene. The initial Emergency Site Manager is usually the senior Police Official at the scene, and these persons are also the most likely to assume this position on a longer term basis. Depending upon circumstances these responsibilities may shift to another member of the responders at the scene

#### **Relationship between Emergency Site Manager and Emergency Operations Control Group (EOCG)**

There is a very important relationship between the Emergency Site Manager and the Emergency Operations Control Group. The Emergency Site Manager is the "eyes and ears" for the EOCG, which is located away from the site at the Emergency Operations Centre.

The role of the EOCG is that of long term contingency planning, policy making and most importantly support for the emergency site team. It is therefore essential that factual and timely information be passed between these two groups.

Theoretically, the only information that comes from the site to the EOCG should be communicated by the Emergency Site Manager.

The Emergency Site Manager and the EOCG must always be working towards a common goal, which is doing everything in their power to mitigate the effects of the emergency. The Emergency Site Manager has one of the most significant roles in the overall emergency response.

**Responsibilities – Emergency Site Manager** The following are among the duties which the Emergency Site Manager may be required to perform, in directing the actions of the emergency response team, in the course of an emergency:

- (a) Establish a command post as soon as possible from which all information shall be disseminated from the emergency site;
- (b) Maintain a thorough knowledge of available resources, both human and material;

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- (c) Manage the personnel, maintain the morale and provide for the needs of those involved in the emergency response at the site, such as providing meals, fuel, special equipment etc.;
- (d) Obtain vital information about the situation at hand;
- (e) Maintain good communication among those on the site and also between the site and external links such as the Emergency Operation Centre;
- (f) Conduct pre-planning to anticipate the next stage in an operation;
- (g) Establish a recognised line of authority early at the emergency site;
- (h) Be aware of the legal authority of the various authorities to undertake actions and avoid jurisdictional disputes;
- (i) Conserve resources and use only those necessary to accomplish a task; and
- (j) Promote co-operation and co-ordination among all responding agencies.



## Lambton Shores Emergency Operations Control Group Initial Meeting Checklist

Action or Direction		Remarks
<input type="checkbox"/>	Activate all or part of the Emergency Management Plan (EMP) – refer to individual Critical Infrastructure if necessary.	
<input type="checkbox"/>	Activate the EOC to the appropriate level of operation.	Consider staffing for next 24-38 hours, security, food etc.
<input type="checkbox"/>	Undertake notifications as set out in the Emergency Management Plan	See Part 1.5, of the Lambton Shores EMP (i.e. EMO, local municipalities).
<input type="checkbox"/>	Confirm the appointment of the EOC Chair (the CAO, or if absent the Deputy or acting alternate).	See Part 3.3.1, of the Lambton Shores EMP.
<input type="checkbox"/>	Determine if all required members of the EOCG are present and if additional advisers of the EOCG are required	See Part 3 of the Lambton Shores EMP if necessary.
<input type="checkbox"/>	Ensure that the scene has appointed an Incident Commander (IC) – this will most often be done at the scene, before the EOCG has even assembled.	
<input type="checkbox"/>	Determine the immediate and the potential long-term requirements of the emergency scene from the Incident Commander.	One of the primary functions of the EOCG is to support the emergency scene.
<input type="checkbox"/>	Determine which areas are affected by the emergency – define the emergency site(s).	Use hard-copy or electronic mapping.
<input type="checkbox"/>	Obtain reports from all agencies / departments. Ensure that delivery of essential services is maintained / resumed as quickly as possible in a coordinated fashion. Consider the needs of specific areas or facilities.	Lambton Shores departments may need to enact business continuity plans.
<input type="checkbox"/>	Keep minutes for all meetings, record the names of everyone present at meetings, record all significant events, decisions and actions in a log and events board.	Records are essential! Use the EOCG Notebooks for every meeting and the EOC Events Log Sheet.
<input type="checkbox"/>	Determine and prioritize tasks and examine the availability of local and outside resources.	Look at the deployment of resources and set priorities. Refer to the individual Critical Infrastructure.
<input type="checkbox"/>	Determine strategies to resolve / manage the emergency.	Ensure that minutes and records of decisions are taken.
<input type="checkbox"/>	Consider making a Declaration of Emergency if resources are inadequate, or if extraordinary actions are being taken. Place EMO on notice when the EOC is activated, even if a Declaration is not made.	Review the Declaration of Emergency Checklist and complete Declaration Form if necessary
<input type="checkbox"/>	Develop a media strategy and quickly issue media release(s).	See Part 5 of the Lambton Shores EMP if necessary.
<input type="checkbox"/>	Set the time and location for the next EOCG meeting before ending each meeting. Utilize tele-conferencing to include external agencies and stakeholders, if necessary	Implement an “Operations Cycle.” Initially, there should be no more than one hour between meetings.

## **Part 4 – Emergency Response Group Resources**

- 4.1 Composition
- 4.2 Group Responsibilities
- 4.3 Individual Responsibilities

### **4.1 Composition**

The Emergency Response Group may consist of:

- Hydro One
- Union Gas
- CH2M HILL OMI
- Peoples Telephone / Amtelecom / EastLink
- Execulink Telecom
- Hay Communications
- Building Inspector
- County of Lambton – E.M.S.
- County of Lambton – Roads
- County of Lambton – Social Services
- Community Health Services
- Provincial Ministries:
  - Emergency Management Ontario
  - Ministry of the Environment
  - Ministry of Natural Resources

### **4.2 Group Responsibilities**

The Emergency Response Group represents a “go to” list of resource representatives that the Municipality can approach for technical and other forms of support as may be necessary. The individual representatives are essentially responsible for specific areas of the municipal infrastructure or other emergency resource.

The Emergency Operations Control Group may if necessary request that the representative of the various infrastructure or emergency resources attend and sit in on the Control Group strategy sessions to provide such technical advice as may be required.

### **4.3 Individual Responsibilities**

There are no assigned responsibilities for these resource representatives other than to provide an advisory resource to the Emergency Operations Control Group and to maintain a communication linkage with their respective operations as may be required.

Individual responders should have their own protocols and plans.

## **Part 5 – Media and Public Relations**

- 5.1 Aim
- 5.2 Public Information
- 5.3 Public Inquiries
- 5.4 Media Centre
- 5.5 Press Release/Conference

### **5.1 Aim**

The aim of the public information plan is to ensure an effective working arrangement with the media for the prompt dissemination of vital information to the residents and other directly interested parties and to assist the Emergency Control Centre to make informed decisions and manage issues effectively.

### **5.2 Public Information**

The public information plan's objective is to ensure that accurate information is provided to the public through the media in a timely manner so that they are kept up to date at all times and to provide information on emergency phone numbers, evacuation routes and evacuation shelters on an ongoing basis through the media.

Public Information is available through:

- Radio/TV news
- Lambton Shores' website – banner alert and news/email blasts
- Facebook
- Twitter
- Electronic Reader Boards – permanent (municipally owned)
- Variable Messaging Signs – 2 portable
- Activate 211 – see County of Lambton Emergency Plan – Part 6 Emergency Information / Public Notification Plan – Public Inquiry Supervisor, Page 3
- MyCNN (Lambton County)

### **5.3 Public Inquiries**

The public information plan provides for the establishing of Public Inquiries Centres in the Municipality's sub offices and ensures that staff are trained to suitably handle calls from the media or concerned family and friends, direct offers of assistance to the appropriate emergency personnel, and act immediately upon distress calls.

The plan also ensures that inquiry phone numbers are published/announced by the media and instructs the media to announce that inquiries regarding location of evacuees should be directed to the evacuation shelter, and provide the appropriate phone number. *(This information should be published at regular intervals.)*

The plan also makes provision for providing the Inquiries Staff with all media updates so that they can handle calls from the press and establishes media monitoring in the EOC to ensure that correct and up to date information is being provided to the general public.

## **5.4 Media Centre**

The public information plan provides for the establishment of a “Media Centre” at the Thedford Village Complex, 109 Pearl Street (corner of Pearl & Main Streets), Thedford and ensures that the media are provided with informational material and technical support as may be necessary. Arrange for the prompt release of emergency public information. The plan also ensures that information is **not** released to the media unless pre-approved by the Public Information Officer and the Emergency Centre Group (EOCG) Manager.

## **5.5 Press Release/Conference**

Set up press conferences with the Mayor and EOCG Manager.

## Part 6 – Emergency Response Centres

- 6.1 Emergency Reception Centres
- 6.2 Emergency Reception Centres - Maps

### 6.1 Emergency Response Centres

There are nine (9) designated emergency response centres throughout Lambton Shores outlined are as follows:

#### Arkona Area

Arkona Seniors Hall – 7355 Arkona Road, Arkona – 519-828-3931

Contact Randy Shaw.

This facility consists of a public hall and meeting facility is includes meal preparation facilities and public washrooms. Capacity: 60. ***\* This facility is equipped with emergency generator capacity in the event of power outages***

Arkona Community Centre – 16 Smith Street, Arkona – 519-828-3947

Contact Randy Shaw

This facility consists of the former Arkona Public School and includes access to public washrooms. There is no emergency power system and no food preparation facilities available at this facility. Capacity: Community Room – 40 and the Meeting Room – 30.

#### Forest Area

Forest Canadian Legion – 58 Albert Street, Forest – 519-785-5357

This facility consists of a large banquet hall, a small meeting area, meal preparation facilities and public washrooms. ***\* This facility is equipped with emergency generator capacity in the event of power outages***

The Shores Recreation Centre – 7883 Amtelecom Parkway, Forest – 519-786-5371 Contact Randy Shaw

This facility consists of a large gymnasium, and canteen as well as access to washroom and meal preparation facilities.

Capacity – Concrete Pad 1,200 – Stands 700, Standing room 300

### **Grand Bend Area**

Grand Bend Legion – 8 Ontario Street North, Grand Bend – 519-238-2120  
Contact – President Gerry Bezaire

This facility consists of a large meeting room, meal preparation facilities and public washrooms.

***\* This facility is equipped with emergency generator capacity in the event of power outages***

Grand Bend School – 15 Gill Road, Grand Bend – 519-238-2091

Contact Randy Shaw

This facility consists of classroom, a large gymnasium as well as public washrooms.

Capacity – Gymnasium 200, Community Room 40

### **Pt. Franks Area**

Pt. Franks Community Centre – 9997 Port Franks Road, Port Franks – 519-243-3733

Contact Randy Shaw

This facility consists of several large meeting rooms as well as meal preparation facilities. Capacity: Optimist Hall – 240, West Wing – 240.

***\* This facility is equipped with emergency generator capacity in the event of power outages***

### **Theford Area**

The Legacy Centre – 16 Allen Street, Theford, 519-296-4878

Contact Randy Shaw

This facility includes the arena and large meeting hall, there are meal preparation facilities available here as well as public washrooms. Thomas Capacity – Concrete Pad-1,000, Seating/Standing area-600, Hall-350.

***\*This facility is equipped with emergency generator capacity in the event of power outages.***

Bosanguet School – 8766 Northville Road, Theford, 519-296-4962

This facility is a public school that consists of classrooms, and a gymnasium. There are public washroom facilities available here but no emergency power supply.

6.1 Emergency Response Centres – Maps

# Lambton Shores Emergency Response Centres

Arkona

- Arkona Seniors Hall X
- Arkona Community Centre X

Forest

- Forest Canadian Legion X
- The Shores Recreation Centre X

Grand Bend

- Grand Bend Canadian Legion X
- Grand Bend School X

Port Franks

- Port Franks Community Centre X

Theford

- The Legacy Centre X
- Bosanquet Central School X





# Grand Bend & Area

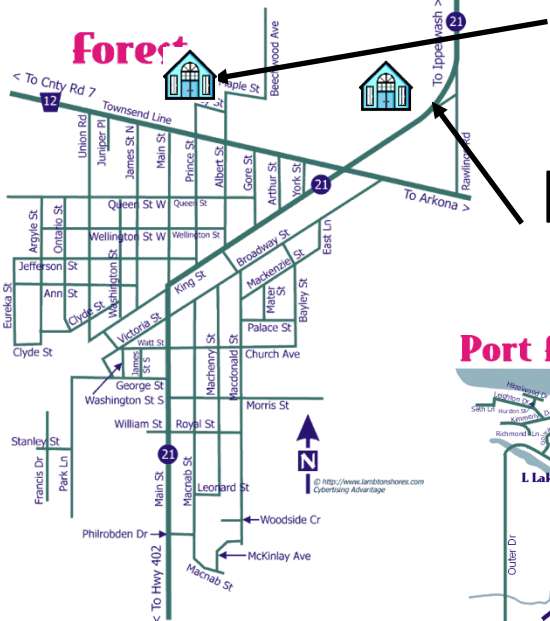


# Arkona



# Lambton Shores Emergency Response Centres

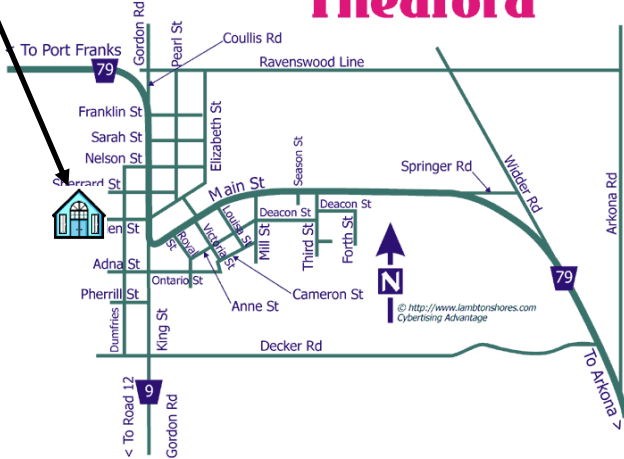
# Forest



# Port franks & Northville



# Theedford



## **Part 7 – Emergency Program and Plan Maintenance**

- 7.1 Program Maintenance
- 7.2 Annual Review
- 7.3 Delegated Authority
- 7.4 Public Education
- 7.5 Plan Maintenance and Revisions
- 7.6 Testing of Plan
- 7.7 Departmental Procedures

### **7.1 Program Maintenance**

The Emergency Management Program will be maintained by the Emergency Management Program Committee (EMPC).

### **7.2 Annual Review**

The Emergency Management Program will be reviewed at least annually by the EMPC. On an annual basis, the EMPC will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

### **7.3 Delegated Authority**

Subject to Section 23 of the Municipal Act, minor amendments to the Plan are delegated to the Community Emergency Management Coordinator (CEMC) in conjunction with review by the EMPC. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

### **7.4 Public Education**

As required by the Emergency Management and Civil Protection Act, the Municipality of Lambton Shores has developed and implemented an emergency management program, which includes training programs and exercises with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. In addition, the program includes public education on risks to public safety and on public preparedness for emergencies.

For instance, the Municipality of Lambton Shores encourages residents to have a 72-

hour emergency kit.

## **7.5 Plan Maintenance and Revisions**

In order to achieve effective emergency response it is essential to have an up-to-date listing of procedures, or resources and of contact persons. Therefore, this Plan will be reviewed on a yearly basis on the anniversary of its adoption by Lambton Shores Council. Once updated, any changes will be forward to the affected agencies so that their plans and resource listings may be kept current as well. All updates and changes to the plan will be date noted.

## **7.6 Testing of Plan**

In accordance with Provincial guidelines, the Municipality of Lambton Shores will conduct an annual exercise of the plan. The date time and location of the testing will be determined in January of each year. The testing exercise will give the Municipality the opportunity to review the plan itself, update the schedules of the plan to reflect changes in the critical infrastructure and risk assessment. If necessary or deemed worthwhile the Municipality may engage the services of a Consultant to assist in and facilitate the testing process.

## **7.7 Departmental Procedures**

Each Municipal Department will develop operating procedures for events or circumstances requiring an organized response to the event.