

TOWN OF PERTH – EMERGENCY RESPONSE PLAN

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Emergency Quick Reference Guide

- ⇒ Upon the arrival of three (3) or more members, 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 CCG member is responsible for their own Department.
- ⇒ The Mayor must inform the Province of Ontario that the Town of Perth has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Provincial Emergency Operation Centre (PEOC). The number to use for this purpose is 1-866-314-0472.

Declaration of Local State of Emergency should be faxed to the PEOC, as soon as it is convenient; the Fax number for this purpose is 1-416-314-0474.
- ⇒ Turn to individual responsibilities within the Plan. Provide input and assistance as required.
- ⇒ Each member of the CCG will report and respond to immediate needs in accordance with the Operations Cycle format.

Introduction

The Emergency Plan for the Town of Perth 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.

Aim

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

Authority

This Plan has been developed and will be implemented in accordance with the *Emergency Management and Civil Protection Act*, 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 has been issued under the authority of The Town of Perth By-law No. 2004-3573, as amended. A copy of the By-law is available for inspection at the Clerk’s Office.

Definition of an Emergency

- 1. “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.”**

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 Perth.

Requests for Outside Assistance

Assistance may be requested from the County of Lanark at any time by contacting the County Warden or the County Chief Administrative Officer (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 the Office of the Fire Marshal and Emergency Management (OFMEM).

The confidential Emergency Notification Contact List, including contact numbers for requesting assistance, is contained in the Emergency Response Procedures.

Municipal Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the *Emergency Management and Civil Protection 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* (MFIPPA).

Plan Maintenance

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

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

1. The notification system will be tested annually.
2. The Plan will be exercised once every year as a minimum requirement.
3. The Community Control Group (CCG) and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.
4. The Vital Services and/or Local Services Directory, included in the Procedures, should be updated annually.
5. The CEMC will determine the schedule under which the maintenance activities will be performed.
6. The CEMC may update, correct or amend any information contained within the Emergency Response Procedures on an as required basis.

Distribution List

Position/Location	Number of Copies
Mayor	1*
CAO	1*
CEMC	1 *
Police	1*
Fire Chief, Health & Safety Officer	1*
Paramedic Services	1
Treasurer	1*
Director of Environmental Services	1*
Chief Building Official (CBO)	1*
Medical Officer of Health	1
Director of Social Services	1
Emergency Information Officer (EIO)	1*
Ontario Fire Marshal and Emergency Management (OFMEM)	2*
Emergency Operations Centre (EOC)	12 *

(= complete copy of Plan with Emergency Response Procedures)*

It is understood that Community Control Group (CCG) members are not expected to carry a copy of the Perth Emergency Response Plan with them at all times. Complete copies of the Town's Emergency Response Plan including Emergency Response Procedures will be used primarily for training or Emergency response. Since the nature of an Emergency notification normally requires an immediate response to the Municipal Emergency Operations Centre (EOC), therefore complete copies, including all Emergency Response Procedures, will be kept at the EOC for issue during training or an actual municipal emergency. Every member of the primary Community Control Group (CCG) will be issued a copy of the Emergency Response Plan.

Emergency Response Plan Amendments

Amendment No.	Date of Amendment	Date Entered	Entered by
	November 17, 2009	November 17, 2009	Penny Kelly
	February 7, 2011	February 7, 2011	Lauren Walton
	September 12, 2013	September 12, 2013	Penny Kelly
	March 25, 2014 (By-law No. 3573-2)	February 6, 2014	Penny Kelly
	June 23, 2015 (By-law No. 3573-3)	May 21, 2015	Penny Kelly
	December 19, 2017 (By-law No. 3573-4)	November 16, 2017	Penny Kelly

Part 2 Emergency Operations and Procedures

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

The Community Control Group (CCG) 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.

A: Primary CCG Members

Mayor *(or alternate)*

Chief Administrative Officer (CAO), *(or alternate)*

Community Emergency Management Coordinator (CEMC), *(or alternate)*

Police *(or alternate)*

Fire Chief, Health and Safety Officer *(or alternate)*

Treasurer *(or alternate)*

Director of Environmental Services *(or alternate)*

Chief Building Official (CBO), *(or alternate)*

Emergency Information Officer (EIO), *(or alternate)*

Information Technology (IT), *(or alternate)*

B: Secondary CCG Members (if required)

Medical Officer of Health *(or alternate)*

Director of Social Services (*Lanark County*) *(or alternate)*

Paramedic Services *(or alternate)*

C: Emergency Support to Community Control Group (CCG)

Scribe/Executive/Administrative Assistant(s)

Town Staff Coordinator *(or alternate)*

Health and Safety Officer *(or alternate)*

Logistics/Purchasing Officer *(or alternate)*

Telecommunications Coordinator (ARES)

Legal Advisor

Canadian Red Cross

Clergy

Boards of Education

Community Control Group (CCG) – Membership & Implementation (cont'd)

IMPLEMENTATION:

Any member of the Community Control Group (CCG) may request, through the Chief Administration Officer (CAO), (or the Community Emergency Management Coordinator (CEMC), in the absence of 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 Response Plan should be implemented. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Response Plan will be activated. The Emergency Response Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The CAO will immediately contact Team One (1) on the Community Control Group (CCG) Fan-Out Dispatch List and notify the Mayor. The remaining CCG members will be contacted by the Team Leads as set out in the Fan-Out list. Notification lists and associated procedures are located in the Emergency Response Procedures.

2.1

Emergency Operations Centre (EOC) Procedures

The Emergency Operations Centre (EOC) has both a primary and a secondary or alternate location. During the notification process, direction as to which location members of the Community Control Group (CCG) will report to will be given. For example, members will be told that “*This is an 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.

Upon receiving notification the Chief Administrative Officer (CAO) / Operations Officer will contact the Community Emergency Management Coordinator (CEMC) who has been assigned the task of setting up the Emergency Operations Centre (EOC). The EOC will be set up and operational within one (1) hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each CCG member/designate will:

- a. Sign In.
- b. Check telephone/communications devices.
- c. Obtain an Emergency Management Notebook.
- 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 CCG 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 CCG functions most efficiently on a system known as an Operations Cycle.

2.2

Operations Cycle

An Operations Cycle is how the Community Control Group (CCG) manages overall emergency operations. CCG 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 (1), or the lack of action by one (1), 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. CCG members use this time to follow up and ensure CCG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for CCG 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 (EOC) is comfortable, has good communications and is secure from unnecessary distractions. Only CCG members, and support staff should have access to the EOC. No media are allowed into the EOC, 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 (CCG) are 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 CCG 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 Emergency Information Officer (EIO) is kept informed and up-to-date to facilitate the information flow to the media and the public.
9. Coordinating the evacuation of citizens who may be in danger.
10. Discontinuing utilities or services provided by public or private concerns (i.e. Hydro, water, gas, closing businesses).
11. Appeals for volunteers.
12. Establishment of Advisory Sub-Committees to work on specific problem areas related to the emergency, as required.
13. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
14. Maintenance of an Operational Log detailing the group's decisions and activities.
15. Deactivating the Plan, and notifying all of those who had been notified of its activation.
16. Conducting and participating in a debriefing, generating a Post-Emergency Report and implementing recommendations for improvement of the Emergency Response Plan and Emergency Response Procedures.

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 to the Provincial Emergency Operation Centre (PEOC)).
- d. Ensuring the members of Council are advised of the Declaration 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 Emergency Information Officer (EIO), in conjunction with the Chief Administrative Officer (CAO) and Community Control Group (CCG).
- g. Maintain an Emergency Management Notebook.

2.5 Chief Administrative Officer (CAO) / Operations Officer

The Chief Administrative Officer (CAO) 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 (EOC), with the assistance of the Community Emergency Management Coordinator (CEMC), including set up of the EOC and the scheduling of regular meetings.
- c. Chairing meetings of the Community Control Group (CCG).
- d. Advising the Head of Council on policies and procedures, as appropriate.
- e. Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer (EIO), in conjunction with the CCG.
- f. Ensuring that a communication link is established between the CCG and the Emergency Site Manager.
- g. Ensuring a master record of all events and actions taken is maintained. (Main events board)
- h. Calling out additional staff as required.
- i. Maintain an Emergency Management Notebook.

2.6

Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator (CEMC), or alternate, is responsible for:

- a. Activating the Emergency Notification System, in the absence of the Chief Administrative Officer (CAO).
- b. Providing information, advice and assistance to members of the Community Control Group (CCG) on Emergency Management programs and principles.
- c. Providing direction to Emergency Operation Centre (EOC) support staff as required in support of the CCG, and ensure proper set-up and operation of the EOC.
- d. Ensuring security measures are in place at the EOC, so that only authorized CCG members are allowed access to the Operations Centre.
- e. Liaise with CCG Operations Officer regarding all Information Technology (IT) and telecommunications issues.
- f. Maintaining the Emergency Response Plan and Procedures in accordance with requirements of the *Emergency Management and Civil Protection Act*.
- g. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- h. Maintain an Emergency Management Notebook.

2.7

Police

The Detachment Commander, 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 Social Services 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 (CCG).
- h. Maintain notes as per Ontario Provincial Police (OPP) Policy.

2.8 **Fire Chief, Health and Safety Officer**

The Fire Chief, Health and Safety Officer, or alternate, is responsible for:

- a. Requesting activation of the Emergency Notification System.
- b. Providing the Community Control Group (CCG) 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. Maintain an Emergency Management Notebook.

2.9

Paramedic Services

The Paramedic Services representative is responsible for:

- a. Requesting activation of the Emergency Notification System.
- b. Providing the Community Control Group (CCG) 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. Contact Kingston Dispatch Centre.
- e. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care, and the transport to area hospitals.
- f. Maintain notes as per Lanark County Paramedics Service (LCPS) Policy.

2.10 **Treasurer**

The Treasurer, or alternate, is responsible for:

- a. Requesting activation of the Emergency Notification System.
- b. Providing the Community Control Group (CCG) with information and advice on financial and insurance related matters.
- c. Liaison with Corporate Services staff.
- d. Assign an account through which to code or track all emergency expenditures.
- e. Maintain a record of all extraordinary expenditures during the emergency.
- f. Maintain an Emergency Management Notebook.

2.11

Director of Environmental Services

The Director of Environmental Services, or alternate, is responsible for:

- a. Requesting activation of the Emergency Notification System.
- b. Providing the Community Control Group (CCG) with information and advice on Engineering or Environmental Services 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. Maintenance of sanitation and a safe supply of potable water, as required.
- h. The provision of equipment for emergency pumping operations.
- i. Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- j. Liaising with Utilities.
- k. Providing public works vehicles and resources to any other emergency service, as required.
- l. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- m. Providing an Emergency Site Manager, if required.
- g. Maintain an Emergency Management Notebook.

2.12 Chief Building Official (CBO)

The Chief Building Official (CBO), or alternate, is responsible for:

- a. Requesting activation of the Emergency Notification System.
- b. Provide advice to Community Control Group (CCG) on Building and Structural integrity issues.
- c. Maintain liaison with Telecommunications Coordinator (ARES).
- d. Maintain an Emergency Management Notebook.

2.13 **Medical Officer of Health**

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

- a. Acting as a coordinating link for all emergency health services at the Community Control Group (CCG).
- b. Liaison with the Ontario Ministry of Health, Public Health Branch.
- c. Liaison with local and 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 Emergency Information Officer (EIO).
- 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. Maintain an Emergency Management Notebook.

2.14 **Director of Social Services**

The Director of Social Services or alternate is responsible for:

- a. Ensuring for the care, feeding and shelter of evacuees.
- b. Management of reception and evacuation centres.
- c. Liaison with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaison with the Medical Officer of Health in areas regarding public health in evacuation centres.
- e. Liaison with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- f. Liaison with nursing homes and homes for the aged.
- g. Maintain an Emergency Management Notebook.

Note: Volunteer Group contacts for Centres to be provided to Social Services

2.15 **Emergency Information Officer (EIO)**

The Emergency Information Officer (EIO), or alternate, is responsible for:

- a. Notifying Emergency Information Centre staff.
- b. Ensuring that the Emergency Information Centre is set up and operational.
- c. Initial and subsequent media releases, subject to approval by the Mayor and Chief Administrative Officer (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. Maintain an Emergency Management Notebook.

Part 3 Emergency Support to the Community Control Group

3.0 **Scribe / Executive / Administrative Assistant(s)**

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

- a. Assisting the Chief Administrative Officer (CAO) and Community Emergency Management Coordinator (CEMC), as required.
- b. Ensuring all important decisions made and actions taken by the Community Control Group (CCG) 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 (EOC), as required.
- g. Ensuring identification cards are issued to authorized CCG members and Support Staff for access to EOC.
- h. Other duties as assigned by the CAO and/or CEMC.

3.1 Town Staff Coordinator (not part of the Community Control Group (CCG))

The Town Staff Coordinator, or designate is responsible to:

- a. Coordinate all Town Hall staff in the event of an emergency (including shift coverage and rotation).
- b. Contact Town Hall staff by phone during off work hours, or by phone/email during work hours, with instruction in the event of an emergency.
- c. Provide direction to all Town Hall staff as required in the event of an emergency.
- d. Subject to direction from the Community Control Group (CCG), contact other Town staff to coordinate actions as required.
- e. Liaison with Community Control Group (CCG).
- f. Maintain procedure and decorum for staff.
- g. Execute and document actions as requested by the Community Control Group (CCG).
- h. Lead staff in setting up governance continuity at the alternate location if Town Hall is deemed unavailable.
- i. Coordinate staff in the event of a Town Hall Evacuation.
- j. Provide a post-emergency debriefing report to the CEMC once the declared emergency has ended.
- k. Maintain an Emergency Management Notebook.

3.2 Health and Safety Officer

The Health and Safety Officer, or designate is responsible to:

- a. Inspect duty locations that Town of Perth staff and/or representatives may be located during a declared emergency.
- b. Complete a Workplace Specific Inspection Checklist (attached on next page) for each duty location on a regular basis or as directed by the Chief Administrative Officer (CAO), Community Emergency Management Coordinator (CEMC) or Emergency Site Manager.
- c. Ensure Personal Protective Equipment (PPE) is used.
- d. Provide training (and document) as required and ensure Volunteer Waiver Forms are completed.
- e. Identify, recommend and implement corrective action to the CAO, CEMC and Emergency Site Manager.
- f. Provide a summary report of recommended action contained in Section #5, to the CAO, CEMC and Emergency Site Manager.
- g. Provide a report to the Town of Perth CEMC once the declared emergency has ended.
- h. Ensure compliance with the *Occupational Health and Safety Act*.
- i. Ensure communication with the Ministry of Labour.
- j. Maintain an Emergency Management Notebook.

Cont'd...

**HEALTH AND SAFETY OFFICER
WORKPLACE SPECIFIC INSPECTION CHECKLIST**

Site Location: _____

ITEMS	YES	NO	N/A
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured and free from worn or frayed spots?			
Are aisles and doorways free of objects to permit unobstructed visibility and/or exit?			
Are emergency exits marked and free from obstructions?			
Is there a Fire Safety Plan and do workers know where it is located?			
Are power bars connected directly to main receptacle?			
Are phone lines, electrical cords and extension cords secured under desks or along baseboards?			
Do all three wire plugs have the ground pin securely in place?			
Are keyboards and monitors placed directly in front of the operator?			
Are keyboard trays adjustable?			
Are secretarial chairs adjustable, both in height and back, and on 5-point rolling castors?			
Do chairs have sturdy rungs and legs?			
Are heavy items, e.g. paper, stored on lower and middle shelves of storage cabinets?			
Is there a stepstool or ladder available to reach the top shelves?			
Are all chemicals labeled, e.g. photocopying toner etc.?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are First Aid boxes (stations) available and a list of qualified First Aiders attached with their locations?			
Are fire extinguishers inspected each month? – Due Dates and Location			
Check Exit Lights (alarm)			
Medical Box Contents updated			
Check expiry dates of WHMIS data sheets (MSDS)			
General House keeping			
Other:			

Inspector: _____

Date: _____

3.3 **Logistics / Purchasing Officer**

The Logistics / Purchasing Officer shall manage the following:

a. **Volunteer Resource Management**

- Co-ordinate volunteer call-in.
- Shift scheduling. If necessary, co-ordinate the transportation of relief volunteers to and from duty locations.
- Ensure meals are arranged for Emergency Operations Centre (EOC), Media Centre, Town Staff, Volunteers, etc., as required.
- Inventory of participating personnel include name, contact information and current duty location.

b. **Support Resources**

- Flashlights, batteries, sunscreen/insect repellent, portable toilets, rainwear, gloves, etc.
- Ensure that support for the provision of goods and services is provided throughout the emergency.

c. **Communications**

- An accurate inventory of quantity of portable radios, sufficient portable radio batteries/charging units, power bars for multiple unit charging, and serial numbers for subsequent accounting purposes.
- Issuance of portable radios.

d. **Transportation**

- Ensure transportation needs are sufficient.
- Arrange for twenty-four (24) hour fuel access, towing, and mobile repair.

e. **Finance/Administration**

- Develop and implement tasks, functions and agreements, as required, that include:
 - ❖ Logistics Management System for Emergency Reception Centre site set-up, maintenance and closure.
 - ❖ Procurement procedures and documentation.
 - ❖ Inventory control, warehousing and acquisition of goods and services procedures.
 - ❖ Transportation of goods and persons procedures.
 - ❖ Training of personnel on procedures.
- Initiate and perform procedures relating to support for Emergency Reception Centre site when emergency declared.
- Develop reporting process to Reception Manager, Finance Department and Chief Administrative Officer (CAO).

Cont'd...

3.3

Logistics / Purchasing Officer (cont'd)

- Ensure that the goods and services acquired during an emergency are inventoried and returned to the originator(s) and/or disposed of in accordance with procedures.
 - Provide documents to the Finance Department to track, process, and maintain a record of all expenses attributable to the emergency.
- f. Provide a report to the Town of Perth CEMC once the declared emergency has ended.
- g. Maintain an Emergency Management Notebook.

3.4 Telecommunications Coordinator (ARES)

The Telecommunications Coordinator is responsible for:

- a. Liaising with Community Emergency Management Coordinator (CEMC) regarding telecommunications requirements.
- b. Activating the emergency notification system of the Local Amateur Radio Operators Group.
- c. Ensuring that the Emergency Communications Centre is properly equipped and staffed, and working to correct any problems which may arise.
- d. Maintaining an inventory of community and private sector Amateur Radio communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
- e. Making arrangements to acquire additional communications resources during an emergency.

3.5

Legal Advisor

The Towns Legal Advisor is responsible for:

- a. Providing legal opinions and advice to the Community Control Group (CCG), as required.
- b. Providing legal representation, as required.

3.6 **Canadian Red Cross**

The Canadian Red Cross representative 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 Director, Social Services in the Emergency Operations Centre (EOC) to co-ordinate activities.

3.7

Clergy

The Clergy representative is responsible for:

- a. Provide for multi-denominational religious observances.
- b. Establish visitations to evacuees in evacuation centres on a scheduled basis.
- c. Provide guidance to the Community Control Group (CCG) regarding matters of a religious nature.
- d. Provide advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaise with Director, Social Services regarding the use of churches and related facilities for reception and evacuation centres.

3.8 **Boards of Education**

The representative(s) of the Boards of Education are responsible for:

- a. Providing schools for Reception Centres as required and/or applicable.
- b. Providing schools for Evacuation Centres as required and/or applicable.
- c. Providing liaison with the Director, Social Services and the Community Control Group (CCG).