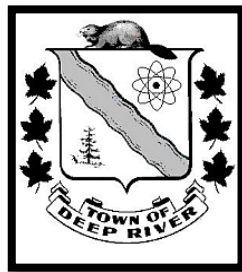


# **Town of Deep River**

## **Emergency Response Plan**

# **2014**



Passed under By-law # 55-2014  
as authorised by the  
Emergency Management and Civil Protection Act  
R.S.O. 1990, CHAPTER E.9

The Emergency Response Plan for the Town of Deep River is available on the Deep River website at [deedriver.ca](http://deedriver.ca) and is available for viewing at the Town Hall through the CEMC.

# Table of Contents

<b>Part A</b>	<b>Introduction</b>	Page 4
<b>Part B</b>	<b>Aim</b>	Page 5
<b>Part C</b>	<b>General</b>	
	a) Definition of an Emergency	Page 5
	b) Action Prior to Declaration	Page 6
	c) Declaration of an Emergency	Page 6
	d) Termination of an Emergency	Page 7
	e) Requests for assistance	Page 7
<b>Part D</b>	<b>Emergency Notification Procedures – Implementation of the Plan</b>	Page 8
<b>Part E</b>	<b>Emergency Operations Centre (EOC)</b>	Page 9
<b>Part F</b>	<b>Municipal Emergency Control Group (MECG)</b>	
	▪ MECG Composition	Page 10
	▪ General Roles & Responsibilities of the MECG	Page 11
	▪ Individual Roles & Responsibilities of the MECG	
	- Head of Council	Page 12
	- Community Emergency Management Coordinator (CEMC)	Page 12
	- Chief Administrative Officer (CAO)	Page 13
	- Police Chief	Page 14
	- Fire Chief	Page 15
	- Director of Public Works	Page 16
	- Medical Officer of Health	Page 17
	- Renfrew County Social Services Director	Page 18
	- Emergency Medical Services Director	Page 19
	- Public Information Officer (PIO)	Page 19
	- Emergency Site Manager (ESM)	Page 20
	- Evacuation Services Manager	Page 21
	▪ MECG Support Agencies/Organisations	
	- MECG Administrative Support Group	Page 22
	- Administrative Assistant(s)	Page 22
	- Treasurer	Page 22
	- Duty Officer/Telecommunications Coordinator	Page 23
<b>Part G</b>	<b>Emergency Telecommunications Plan</b>	Page 24
<b>Part H</b>	<b>Emergency Response Plan Maintenance and Revision Plan</b>	Page 25
<b>Part I</b>	<b>Emergency Response Plan Exercises</b>	Page 25
<b>Part J</b>	<b>Department/Support Agency Emergency Procedures</b>	Page 25

<b>Part K</b>	<b>Emergency Operations Centre Plan</b>	Page 26
<b>Part L</b>	<b>Evacuation Centre</b>	Page 27
<b>Part M</b>	<b>Reception Centre</b>	Page 27
<b>Appendices</b>		
<b>A.</b>	<b>Checklist in Consideration of Declaring an Emergency</b>	Page 28-32
<b>B.</b>	<b>Notification of the MEGG</b>	Page 33
<b>C.</b>	<b>MEGG Contact information (Not in public version)</b>	Page 34
<b>D.</b>	<b>MEGG Action List</b>	Page 35
<b>E.</b>	<b>Declaration of an Emergency Form</b>	Page 36
<b>F.</b>	<b>Termination of an Emergency Form</b>	Page 37
<b>G.</b>	<b>Emergency Management Acronyms</b>	Page 38

## Part A

## Introduction

An emergency is defined as a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. An emergency affects public safety, health and welfare, the environment and the economic health of the Town of Deep River.

In accordance with the intent of the Emergency Management and Civil Protection Act, (EMCPA), the Town of Deep River requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. These coordinated efforts during an emergency are different from the day-to-day operations of emergency services.

This emergency response plan (Plan) has been prepared by the Deep River Emergency Management Programme Committee (EMPC) to provide officials, agencies and departments involved in emergency response with important information relating to roles, responsibilities and available resources.

It is important that residents, business and interested visitors be aware of the Plan and its provisions. The Plan may be viewed during regular business hours at the Town Hall or on the municipal website at [www.deepriver.ca](http://www.deepriver.ca)

For additional information contact:

Community Emergency Management Coordinator (CEMC)  
100 Deep River Road  
P.O. Box 400  
Deep River ON  
K0J 1P0  
613 584-2000

## **Part B**

### **Aim**

The aim of this Plan is to make provision for extraordinary arrangements and measures to protect the health, safety, welfare, environment and economy of the residents, businesses and visitors of the Town of Deep River in an emergency.

It enables a centralized, controlled, and coordinated response to emergencies in the Town of Deep River that aligns with other community emergency response plans and meets the requirements of the Emergency Management and Civil Protection Act R.S.O. 1990, Chapter E.9.

## **Part C**

### **General**

The Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990, CHAPTER E.9. is the legal authority for the establishment of this Plan.

The EMCPA states that:

“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/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.” (Sec. 4 (1))

As enabled by the EMCPA, this Plan has been issued under authority of Deep River By-law #55-2014 and provided to the Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services

#### **a. Definition of an Emergency**

The EMCPA defines an emergency 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.”

While a wide variety of types of emergencies could occur within the geographical area of the Town of Deep River, our Hazard Identification and Risk Assessment (HIRA) shows those most likely to occur are: minor localised floods, wind storms, blizzards, transportation accidents, electric power blackouts, or any combination thereof.

## **b. Action Prior to Declaration**

When an emergency exists but has not yet been declared to exist by the Head of Council under the authority of the EMCPA, community employees may take such action under this Plan as may be required to protect property, and the health, safety and welfare of the persons in the Town of Deep River.

The municipal Emergency Operations Centre (EOC) is the Town Hall. The EOC may be activated for the purposes of managing an emergency by maintaining services to the community and supporting the emergency response.

## **c. Declaration of an Emergency**

The Head of Council, is responsible and authorised under the EMCPA for declaring an emergency. This decision is usually made in consultation with and upon the recommendation of the Municipal Emergency Control Group (MECG).

### **See Appendix A - Checklist in Consideration of a Declaration of an Emergency**

Upon declaring an emergency, the Head of Council will notify:

- Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services
- Town Council
- County of Renfrew Warden,
- Neighbouring community elected officials, as deemed appropriate
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Deep River Police Department
- Deep River Fire Department
- Deep River Public Works

The Chief Administrative Officer (CAO) will ensure that all other members of the MECG, all other Town personnel, and involved/required Supporting Agencies are advised of the declaration of the emergency. The Public Information officer (PIO) shall inform the media that an emergency has been declared.

**See Appendix E for the “Declaration of an Emergency” form.**

#### **d. Termination of an Emergency**

A declared emergency may be terminated at any time by the Head of Council, Town Council or the Premier of Ontario or designate.

When terminating an emergency, the Head of Council will notify

- OFMEM - Ministry of Community Safety and Correctional Services
- Town Council
- County of Renfrew Warden,
- Neighbouring Community Elected Officials, as deemed appropriate
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Deep River Police Department
- Deep River Fire Department
- Deep River Public Works

The Chief Administrative Officer (CAO) will ensure that all other members of the MECG, all other Town personnel, and involved Supporting Agencies are advised of the termination of the emergency. The Public Information Officer (PIO) shall inform the media that the emergency is terminated.

**See Appendix F for the “Termination of an Emergency” form.**

#### **e. Requests for Assistance**

Assistance may be requested from the County of Renfrew (County) at any time by contacting the County Warden. The request for assistance from the County shall not be deemed as a request that the County assume authority and control of the emergency in Deep River.

Individual members of the MECG may also request various forms of mutual aid/assistance through their respective formal and informal networks (i.e. Mutual Fire Aid, OPP, Public Works).

Assistance may also be requested from other levels of government (provincial/federal) at any time. A request for assistance from other levels of government should be made by contacting OFMEM Community Officer and/or the Duty Officer at the Provincial Emergency Operations Centre (PEOC).

## **Part D    Emergency Notification Procedures – Implementation of the Plan**

The decision to implement this Plan will be made by the member of the Municipal Emergency Control Group (MECG) who (i) receives the initial warning, (ii) first becomes aware of a potential for an emergency and/or (iii) that arrives first at the scene of an emergency situation that is of such a magnitude that it warrants the implementation of the Plan.

MECG members are authorised to activate the implementation of the Plan by contacting the Deep River Police Service through their Dispatch Centre to have them contact the on duty Deep River Police Officer(s) to return to their office and notify the other appropriate members of the MECG of the emergency and to advise the members of the MECG of the location of the EOC (where they are to assemble).

### **See Appendix C - MECG Emergency Contact Numbers**

Where references are made in this Plan to specific officials by title, it is intended that the reference includes their designated alternates as appropriate.

Only a member of the Deep River MECG may initiate the MECG notification procedure. Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place the MECG on standby.

### **See Appendix B - Notification of the MECG**

### **See Appendix C - MECG Emergency Contact Numbers**

Alternates will be called only if the primary contact cannot be contacted within ten (10) minutes. If appropriate, the individual MECG members may initiate their own internal notification procedures of their support staff and/or volunteer members.

The Deep River Police Service must record the date and time the MECG member or alternate were contacted and the response status of each member.

The Provincial Emergency Operation Centre (PEOC) operates on a 24/7 basis. Back-up is through the OPP Duty Officer in Orillia. The PEOC should be advised when this Plan is activated. At that time, the OFMEM Sector Representative is made aware and may be advised to contact the municipality and/or attend. When the Head of Council declares or terminates an emergency the PEOC shall be advised in writing.



## **PART E**

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

The Town of Deep River has established a primary and a secondary Emergency Operations Centre (EOC).

Members of the MCEG will report and sign in at the designated EOC upon their arrival and prepare for a briefing and ready themselves and their resources for potential deployment/action in response to the emergency.

In an emergency, the need for the EOC to function outside of normal working hours is imperative. The EOC will operate on a 24 hour/7 day basis until the emergency has been declared over or until it is determined that a reduced operational schedule can be implemented.

Access to the EOC will be restricted to MCEG members and other authorized persons. Security for the EOC will be managed by/through the Deep River Police Services. MCEG and other authorised personnel will be identified and issued distinctive passes bearing name and relevant information of the bearer. All personnel working in the EOC shall wear their assigned passes at all times.

During a declared or undeclared emergency, all members of the MCEG will meet together at regular intervals to inform and share information with each other regarding actions taken; problems encountered and to create an Action Plan for the next Operating Cycle.

The MCEG will establish the frequency of the meetings and agenda items. Meetings will be kept as brief as possible, allowing members to carry out their responsibilities. The EOC Duty Officer will make provisions for the maintenance and display of actions, status boards and maps detailing the MCEG activities and of the status of the emergency.

## **PART F**

## **Municipal Emergency Control Group (MECG)**

### **MECG Composition**

The members of the MECG are appointed under the authority of this Plan. The personal names and contact information for the members of the MECG are contained in Appendix C and being confidential they will not be displayed in the public version of the Plan.

The MECG consists of the individuals or their designated alternates in the following positions:

- Mayor/Head of Council
- Community Emergency Management Coordinator (CEMC)
- Chief Administrative Officer (CAO)
- Police Chief
- Fire Chief
- Director of Public Works
- Medical Officer of Health
- Social Services Representative
- Emergency Medical Services (EMS) Director
- Public Information Officer (PIO)
- Emergency Site Manager - ESM (if available to attend the EOC)
- Evacuation Services Manager

Depending on the nature and scope of the emergency, the MECG may augment its membership with representatives of other support agencies having specialist knowledge and/or technical advice and resources, and include but are not limited to:

### **MECG Support Agencies/Organisations**

Deep River & District Hospital

Canadian Nuclear Laboratories (CNL)

Hydro One

Ontario Power Generation (OPG)

Enbridge Gas

Bell Canada

Renfrew County District School Board

Renfrew County Separate School Board

Canadian Red Cross

Salvation Army

OFMEM

Ontario Provincial Police

Garrison Petawawa (Department of National Defense)

Amateur Radio Emergency Services (ARES)

Other Federal and Provincial Ministries as appropriate

Support Agency/Organisation representatives will be responsible for coordinating their own agency's response to the emergency, within the context of the Action Plans created by the MECG during an Operating Cycle.

The MECG may function with less than full membership, depending upon the emergency. All members may not be required, but must be notified. The CAO will chair meetings of the MECG.

### **General Roles and Responsibilities - MECG**

The MECG has the following collective roles and responsibilities:

- Overall management and coordination of a declared or undeclared emergency at the strategic (high) level and includes directing, coordinating and monitoring the response, mitigation, recovery and eventual restoration of normal services to the community;
- Advising the Head of Council whether or not a declaration or termination of an emergency is recommended;
- Implementing a regular Operating Cycle of meetings of the MECG. These meetings are to be held for the purpose of informing each other and sharing information regarding actions taken, problems encountered and other issues related to the emergency to create an Action Plan for the next Operating Cycle;
- Authorising the extraordinary expenditure of funds for implementing action items under this Plan during the emergency;
- Maintaining a log of decisions made and actions taken, during each operating cycle;
- Designating the geographical boundaries of the emergency area;
- Designating the Emergency Site Manager (ESM);
- Providing information to the Public Information Officer (PIO) for distribution to the public and media about the emergency including but not limited to such things as declaration/termination of an emergency, evacuation routes, “shelter in place” information, location of reception and evacuation centres;
- Requests for assistance of other levels of government, organisations, personnel not normally under the control of the municipality;
- Holding a formal post emergency debriefing review of the Action Plans and results of the emergency and review recommend changes to the Plan.

## Individual Roles and Responsibilities of MECG Members

### 1. Head of Council

Upon learning of a real or potential emergency, the Head of Council will consider the need for the activation of the Plan and if needed activate the MECG notification system. **(Appendix B)** Thereupon, the Head of Council will report to and sign in at the EOC to perform the following roles and responsibilities:

- Acting as Council spokesperson and providing overall elected official leadership regarding an emergency
- Ensuring that OFMEM has been notified of the declaration of emergency and notified of the termination of the emergency
- Ensuring the notification of Council, the County Warden, local Member of Parliament and Member of Provincial Parliament regarding the emergency
- Ensuring that Council is informed of the emergency including declaration and termination
- Declaring and terminating the emergency in consultation and as recommended by the MECG and ensuring all concerned have been notified. (Council or the Premier may also terminate the emergency)

### 2. Community Emergency Management Coordinator (CEMC)

Upon learning of a real or potential emergency, the CEMC will consider the need for the activation of the Plan and if needed activate the MECG notification system. **(Appendix B)** Thereupon, the CEMC will report to and sign in at the EOC to perform the following roles and responsibilities:

- Activating and arranging the EOC with the ongoing assistance of the EOC Duty Officer
- Ensuring that communications and security are in place for the EOC (Coordinate with DR Police)
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps and equipment
- Providing input on the strategic direction and advice to the EOC regarding emergency management issues and implementation details of the Plan
- Liaising with the PIO and ensuring media releases and public announcements are authorised by the MECG
- Liaising with Support Agencies (eg. DRDH, Canadian Red Cross)
- Assisting the Duty Officer with the maintenance of MECG logs
- Liaising with neighbouring Municipal and County CEMCs, OFMEM and other provincial and federal representatives as required;
- Maintaining a record of events and decisions made and actions taken as CEMC
- Alerting the Social Services regarding the site(s) selected by the MECG for reception/evacuation centre(s) and the estimated time of arrival of the first evacuees

- Facilitating a debriefing process with the MECG and other appropriate agencies or organisations and preparing a final report on the emergency to Town Council

### **3. Chief Administrative Officer (CAO)**

Upon learning of a real or potential emergency, the CAO will consider the need for activation of the emergency plan and if needed will implement the MECG notification system. **(APPENDIX B)**

Thereupon, the CAO will report to and sign in at the EOC to perform the following roles and responsibilities:

- Chairing meetings of the MECG and maintaining a record of events, decisions made and actions taken by the MECG
- The CAO coordinates all operations within the EOC, including the scheduling of “Operating Cycle” meetings and ensures that all responsibilities of the MECG are undertaken
- Advises the MECG on policies and procedures, as appropriate
- Designating a staff member to act as “Duty Officer” who is responsible for the setup, operation, and maintenance of the EOC with the CEMC in support of the MECG
- Approves the issuance of media releases and authoritative instructions to the general public prepared by the Public Information Officer (PIO), in consultation with the MECG
- Ensuring that communications between the Emergency Site Manager and the MECG are established
- Ensuring an appropriate level of continuous service to the unaffected part of the town
- in accordance with legal obligations and available resources
- Ensure compliance with applicable Federal and Provincial legislation, regulations, and municipal by-laws and policies
- Maintaining a record of events, decisions made and actions taken as CAO
- Advising the Head of Council on administrative matters with respect to the emergency
- Participating in a debriefing with other MECG members regarding the emergency
- Assisting the CEMC in creating a report on the emergency

#### 4. Police Chief

Upon learning of a real or potential emergency, the Police Chief will consider the possible need for activation of the Plan and, if warranted, activate the MCEG notification system. **(Appendix B)**

Thereupon, the Police Chief will report to and sign in at the EOC to perform the following roles and responsibilities:

- Providing input on the strategic direction of the Police response to an emergency and advice to the MCEG on matters pertaining to protection of life and property, prevention of crime, law enforcement, control of vehicular and pedestrian traffic, and issues of evacuation and repopulation
- Establishment of an on-site command post for the Emergency Site Manager (ESM) and a communications link from the command post to the MCEG at the EOC
- Arrange for the provision of police services such as law and order in reception/evacuation centres, morgues, and other facilities, as required
- Coordinating police operations with other municipal, provincial and federal police departments
- Organising and directing the activities of the Police in resolving the emergency and continuing to deliver appropriate services to parts of the community not affected by the emergency
- Providing resources to assist in mobile communications, as required by the MCEG
- Liaising with the Office of the Chief Coroner as required regarding fatalities
- Liaising with the Evacuee Services Manager regarding the establishment and operation of evacuation and reception centres
- Providing an Emergency Site Manager as designated by the MCEG
- Maintaining a record of events, decisions made and actions taken as the Chief of Police
- Participating in a debriefing with other MCEG members regarding the emergency
- Assisting the CEMC in creating a report on the emergency.

## 5. Fire Chief

Upon learning of a real or potential emergency, the Fire Chief will consider the possible need for activation of the Plan and, if warranted, activate the MECG notification system. **(Appendix B)**

Thereupon, the Fire Chief will report to and sign in at the EOC to perform the following roles and responsibilities:

- Providing information on the strategic direction of the fire department's response to an emergency and advice to the MECG on matters pertaining to fire suppression, hazardous materials response, search and rescue, fire prevention and communications
- Providing an Emergency Site Manager as designated by the MECG
- Liaising with the OFMEM to arrange for additional fire service resources
- Liaising with the Renfrew County Fire Coordinator about the emergency
- Ensuring an appropriate level of continuous service to the unaffected part of the town in accordance with legal obligations and available resources
- Liaising with other local organisations as necessary for assistance i.e. ARES, Snowmobile Club
- Maintaining a record of events, decisions made and actions taken as Fire Chief
- Participating in a debriefing with other MECG members regarding the emergency
- Assisting the CEMC in creating a report on the emergency

## 6. Director of Public Works

Upon learning of a real or potential emergency, the Director of Public Works will consider the possible need for activation of the Plan and, if warranted, activate the MCEG notification system. **(Appendix B)**

Thereupon, the Director of Public Works will report to and sign in at the EOC to perform the following roles and responsibilities:

- Placing all required Public Works employees on standby upon being notified of activation of the Plan
- Advising the MCEG with information and advice on transportation, engineering, critical infrastructure and public works matters including recovery and rehabilitation of town services, fleet, water, wastewater, environmental operations and levels-of-service, parks and green space
- Liaising with senior public works officials from neighbouring communities to ensure a coordinated response to the emergency as required
- Providing assistance to other municipal departments and external organizations and agencies as required
- Providing an Emergency Site Manager as designated by the MCEG
- Liaising with agencies to discontinue, maintain, or restore any engineering service or utility to consumers as required or determined by the MCEG
- Ensuring an appropriate level of continuous service to the unaffected part of the town in accordance with legal obligations and available resources
- Liaise, as required, with the Chief Building Official to inspect and take appropriate action for the demolition or required remedial actions of unsafe buildings
- Coordinating the acquisition, distribution and scheduling of various modes of transportation (ie. school buses, boats and trucks) for the purposes of transporting persons and/or supplies, as required, by members of the MCEG and Support Agencies
- Maintaining a record of events, decisions made and actions taken as Director of Public Works
- Participating in a debriefing with other MCEG members regarding the emergency
- Assisting the CEMC in creating a report on the emergency



## 7. Medical Officer of Health – Renfrew County

Upon learning of a real or potential emergency, the Medical Officer of Health will consider the possible need for activation of the Plan and, if warranted, activate the MECG notification system. **(Appendix B)**

Thereupon, the Medical Officer of Health will report to and sign in at the EOC to perform the following roles and responsibilities:

- Acting as a coordinating link for all emergency health services at the MECG
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch
- As required, assign the Site Manager and inform the MECG
- Establishing an ongoing communications link with the senior health official at the scene of the emergency
- Ensuring liaison with EMS representatives
- Providing MECG with advice on any matters, which may adversely affect public health
- Providing authoritative instructions on health and safety matters to the public through the PIO
- Coordinating the response to disease related emergencies or anticipated emergencies according to Ministry of Health and Long Term Care policies/directives
- Ensuring coordination with Renfrew County EMS for care of citizens at home and in evacuee centres during an emergency
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources
- Liaising with Public Works regarding the need for potable water supplies and sanitation facilities
- Liaising with Social Services on areas of mutual concern regarding health services in reception and evacuation centres

## **8. Renfrew County Social Services Director**

As a member of the MCEG the Social Services Director will perform the following roles and responsibilities:

- Provide or arrange for sufficient staff in the Reception and Evacuation Centres regarding the provision of social services to evacuees;
- Provide general information on the operation of the Reception Centre to evacuees and provide appropriate assistance as they move through and out of the Centre;
- Provide information and advice to evacuees at the Evacuation Centre on social service matters such as pension and social assistance cheques, insurance and liability and banking support
- Assist with the co-ordination of the operation of services in Evacuation Centre(s) such as laundry, pastoral and recreation programmes and child care
- Direct all requests for social services' related expenditures to the Social Services representative on the MCEG
- Provide staff who will be able to address cultural and language needs
- Liaise with the Town of Deep River Recreation Department to provide basic recreation programme in the Evacuation Centre(s)
- During a CNL emergency where evacuation centres must be opened to accommodate evacuees from other municipalities, expenditures shall be approved by the MCEG
- Liaise with the Evacuation Services Manager, as appropriate, for procurement and distribution of required equipment, supplies and resources
- Liaise with the Medical Officer of Health or representatives on issues of mutual concern;
- Liaise with volunteer agencies and the Ministry of Community and Social Services for assistance in reception and evacuation centres
- Provide direction within each centre to personnel from volunteer agencies and the Ministry of Community and Social Services who will be assisting with social services
- Maintain a record of events, decisions made and actions taken as Social Services Director
- Participate in a debriefing with other MCEG members regarding the emergency
- Assist the CEMC in creating a report on the emergency

## **9. Emergency Medical Services (EMS) Director – County of Renfrew Paramedic Services**

Upon learning of a real or potential emergency, the EMS Director will consider the possible need for activation of the Plan and, if warranted, activate the MCEG notification system.

### **(Appendix B)**

Thereupon, the EMS Director will report to and sign in at the EOC to perform the following roles and responsibilities:

- Ensuring emergency medical services during the emergency
- Assigning an Emergency Site Manager as required by the MCEG
- Obtaining EMS from other municipalities for support, if required
- Advising the MCEG if other means of transportation is required for large scale response
- Ensuring liaison with the receiving hospitals during the emergency
- Ensuring liaison with the Medical Officer of Health, as required
- Maintain a record of events, decisions made and actions taken as EMS Director
- Participate in a debriefing with other MCEG members regarding the emergency
- Assist the CEMC in creating a report on the emergency

## **10. Public Information Officer (PIO)**

The Public Information Officer will report to the MCEG during a declared or undeclared emergency. The roles and responsibilities of the PIO include:

- Activating a means of providing the public with information during an emergency through the media and media releases and an information centre
- Coordinating the set up, operation and maintenance of a Public Information and Media Centre
- Providing public relations support at the emergency site(s) if required
- Gathering, processing and disseminating information from various emergency services, the media, and other sources to share with the MCEG
- Establishing and supervising the EOC communications network
- Receiving and processing inquiries from the public about the emergency
- Providing input on the strategic direction and management of the Town's response to an emergency and advice to the MCEG on matters pertaining to the provision of emergency information and direction to the public and the media, public perceptions and reactions to information releases, and emerging and ongoing issues
- Maintaining a record of events, decisions made and actions taken as PIO
- Participating in a debriefing with other MCEG members regarding the emergency
- Assisting the CEMC in creating a report on the emergency

## 11. Emergency Site Manager (ESM)

The MECG may appoint any person to the position of ESM depending upon the nature of the emergency. Depending on the nature of the emergency, and once the ESM has been appointed, the MECG relationship with the ESM is to offer support with equipment, staff and other resources, as required. The ESM is responsible for and/or has the authority to:

- Establish a Unified Command structure, with other emergency services, which utilises plain language and the Ontario IMS for the purpose of information sharing, establishing Incident Action plan(s) (IAP) regarding emergency site management and prioritising resources, where applicable, between the responding agency Incident Commanders
- Designate an emergency site media coordinator
- Implement the strategy(ies) established by the MECG at the emergency site(s) through an IAP
- The senior representative for each emergency responder (police, fire, EMS, public works etc.) agency at the emergency site will consult with the ESM to offer a coordinated and effective response (unified command). Regular briefings will be held at the site and chaired by the Emergency Site Manager to review the status/progress of IAPs in relation to the emergency
- Ensure that responding agencies make the human and material resources available that are required at the emergency site
- Maintain a communication link with the MECG for the flow of information regarding the management of the emergency site
- Maintain a record of events, decisions made and actions taken as ESM
- Participate in a debriefing with other MECG members regarding the emergency
- Assist the CEMC in creating a report on the emergency

## 12. Evacuation Services Manager

The Evacuation Services Manager reports to the MCEG during a CNL (nuclear) emergency or an emergency where reception and evacuation centres will be opened to accommodate evacuees from other municipalities. The Evacuation Services Manager will perform the following roles and responsibilities during a declared or undeclared emergency:

- Assume responsibility for the detailed operations of the Evacuation Centre(s)
- Receive and distribute clothing in the Evacuation Centre(s)
- Liaise with Deep River Police Chief regarding the set up, operation and security in evacuation and reception centres
- Establish communications with evacuation and reception centre(s) (cell phone, telephone, ARES)
- Notify appropriate School Board representatives(s)
- Liaise with the Medical Officer of Health, about the health and wellbeing of evacuees in evacuation and reception centres
- Liaise with MCEG regarding status of and activities in the evacuation and reception centres
- Liaise with the Social Services to ensure the provision of assistance to any person or persons in need of food, shelter or clothing during an emergency
- Maintain a record of events, decisions made and actions taken as Evacuation Services Manager
- Participate in a debriefing with other MCEG members regarding the emergency
- Assist the CEMC in creating a report on the emergency

## **MECG Administrative Support Group**

The following staff may be required to provide administrative support, logistics and advice to the MECG:

### **1. CAO's Administrative Assistant/Assistants**

The CAO's Administrative Assistant/Assistants are responsible for:

- Assisting the Chief Administrative Officer, and other MECG members as required
- Working with Duty Officer to ensure maps and status boards are kept up to date
- Ensuring all important decisions made and actions taken by the MECG are recorded
- Provide a process for registering MECG members and maintaining a MECG member list
- Notifying the required support and advisory staff of the emergency, and the location of the EOC
- Initiating the opening, operation and staffing EOC telecommunications and ensuring operators are informed of MECG members' contact information in the EOC
- Coordinating the provision of clerical staff to assist in the EOC
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings

### **2. Treasurer**

The Treasurer is responsible for:

- Providing information and advice to the MECG on financial matters (i.e. ODRAP funding etc) as they relate to the emergency and continuing to deliver necessary services to the parts of the community not affected by the emergency
- Providing liaison, as necessary, with the Treasurers/Directors of Finance of neighbouring communities
- Ensuring that records of expenses are maintained for future claim purposes
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency
- Ensuring provision of equipment and supplies not owned by Town of Deep River, if required
- Maintaining and updating list of vendors (including 24 hour contact numbers) who may be required to provide supplies and equipment

### **3. Duty Officer/Telecommunications Coordinator**

The Duty Officer/Telecommunications Coordinator works collaboratively with the CEMC and other members of the MCEG and is responsible for:

- Contacting and coordinating the emergency radio communications efforts of ARES (local amateur radio operators)
- Making arrangements through the MCEG to acquire additional communications resources during an emergency
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems
- Facilitating and coordinating administrative based resource requests of the MCEG in the EOC

## **Part G      Emergency Telecommunications Plan**

Upon implementation of the Plan, it will be important to ensure that communications are established between the emergency site and the MECG at the EOC. Additional emergency communications capability for the MECG to other various locations including evacuation centres, hospital, other levels of government and other key responding agencies.

The Duty Officer/Telecommunications Coordinator for the Town of Deep River is responsible for liaising with and coordinating additional emergency communications efforts with ARES and other providers such as cell phone and two-way radio suppliers. The Duty Officer/Telecommunications Coordinator is part of the initial Emergency Notification Procedure.

The Duty Officer/Telecommunications Coordinator work station is located in the EOC. It is equipped with a desk top two-way radio, telephone and portable radios with the necessary channels to communicate with various emergency responder and other agencies.

If the Town of Deep River experiences a catastrophic loss of all telephone communications, two way radio and cellular communications could be obtained from ARES, local taxi and bus companies, and various cellular providers. Additionally, the OFMEM, through the Renfrew County Fire Coordinator, may be able to supply a mobile communications centre with two way radios and satellite telephone capability.



## **Part H      Emergency Response Plan Maintenance and Revision**

- The Town of Deep River Emergency Response Plan (Plan) will be maintained and distributed by the CEMC to the public via the Town's public website.
- The Plan will be reviewed annually by the Emergency Management Programme Committee (EMPC). The EMPC's review and recommended revisions of the Plan to Council will be coordinated by the CEMC
- The Plan shall be revised only by By-law of Council; however, revisions to the appendices and minor administrative or housekeeping changes may be made by the CEMC through the EMPC in consultation with the CAO
- It is the responsibility of each person, agency, service or department identified within the Plan to notify the CEMC forthwith, of the need for any administrative changes or revisions to the Plan or appendices
- Each Department Head/Director shall designate a staff member to be responsible for creating and maintaining a current confidential contact list for all personnel within their department and of internal and external resources required for use in conjunction with this Plan. The list of internal and external resources required for use in conjunction with this Plan shall be forwarded to the CEMC semi-annually for review by the EMPC
- The Administrative Assistant to the CAO is responsible for maintaining a current confidential contact list for all members of the MECG and Support Agencies.

## **Part I      Emergency Response Plan Exercises**

At least one exercise will be organised and conducted annually by the CEMC in order to test the effectiveness of the Plan. Recommendations arising from the annual exercise(s) shall be provided by the CEMC to the EMPC for their consideration and appropriate action.

## **Part J      Department and Support Agency Emergency Procedures**

- Each municipal department and Support Agency involved with this Plan shall prepare internal emergency response procedures or guidelines (i.e. Departmental Emergency Plan) outlining how it will fulfill its own internal responsibilities under this Plan during an emergency
- Each municipal Department and Support Agency shall designate a member of its staff to review, revise and maintain its own functional emergency response procedures or guidelines on a periodic basis.

## **Part K      Emergency Operations Centre (EOC) Plan**

### **Primary & Secondary EOCs**

- Deep River has a designated primary and secondary EOC.
- In the event of implementation of the Plan for a declared or undeclared emergency, the MECG will be notified by the Deep River Police Service to assemble at the designated EOC
- The Deep River EOC will generally provide for:
  - Meeting rooms equipped with maps, communications systems and other facilities and/or equipment for the use of the MECG and Support Agencies to fulfill their duties and responsibilities during an emergency
  - The designation of a Media Conference Area which can be used for public media conferences to disseminate information to the public during an emergency
  - A means of storing or providing food and refreshments for personnel working in the EOC for prolonged periods of time
  - A designated rest area for use by personnel working in the EOC for prolonged periods of time

### **EOC Set up Primary EOC**

#### **Upon arrival at Primary EOC by ECG Members**

- MECG members may or may not be met by Police/security personnel and advised of the location of the MECG meeting room
- MECG members should check the operation of their cell phones, tablets, laptops and other communication devices within the EOC and advise the CEMC of any problems or concerns
- Upon arrival at the EOC, MECG members are to prepare for a formal initial meeting to be called to order by the MECG Chair and the establishment of the MECG operating cycle.

### **Telecommunications**

- The Duty Officer/Telecommunications Coordinator shall ensure that:
- the EOC telephones are in working order
  - wireless internet access is provided for MECG Members
  - adequate Audio/Visual resources are set up and operational for use by MECG Members.

## **Primary EOC Infrastructure**

Upon implementation of the Plan the Duty Officer/Telecommunications Officer shall ensure that:

- The EOC is operational and ready for use and plans are in place for backup emergency power
- Liaise with Deep River Police Services to ensure that Security is established and maintained within the EOC (i.e. call in additional security staff)
- The EOC is accessible (snow shovelled etc) and comfortable (heat or air conditioning is working)
- The Media Conference Area is set up and operational.

## **Part L      Emergency Evacuation Centre**

### Primary Evacuation Centre

The Town has a designated primary evacuation centre for use as required during a declared or undeclared (non-nuclear related) emergency in the Town of Deep River.

This facility has a range of services for the safe housing of evacuees during an emergency including but not limited to: an administration area, limited food preparation area, sleeping/rest area, showers and toilets, an area for communal information dissemination, a recreation area, and a parking area.

### Secondary Evacuation Centre

The Town has a designated secondary evacuation centre for use as required during a declared or undeclared (non-nuclear related) emergency in the Town of Deep River.

This facility has a range of services for the safe housing of evacuees during an emergency including but not limited to: an administration area, limited food preparation area, sleeping/rest area, showers and toilets, an area for communal information dissemination, a recreation area, and a parking area.

## **Part M      Emergency Reception Centre**

The Town has a designated primary reception centre for use as required during a declared or undeclared (non-nuclear related) emergency in the Town of Deep River.

This facility has a range of services for the safe registry and administrative processing of evacuees during an emergency including but not limited to: an administration area, rest area, showers and toilets, an area for communal information dissemination, and a parking area.

## Appendix A Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



*This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under 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” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Minister of Community Safety and Correctional Services) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to **(416) 314 - 0474**. When declaring an emergency, notify the Provincial Emergency Operations Centre at **1 (866) 314 - 0472** or **(416) 314 -0472**.

When considering whether to declare an emergency, a positive response to one or more of the following criteria **may** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

### **General and Government:**

- Is the situation an extraordinary event requiring extraordinary measures?**  
[Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]

- ❑ **Does the situation pose a danger of major proportions to life or property?**  
[Section 1, definition of an emergency]
- ❑ **Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, and sewage treatment/containment, supply of goods or medical care)?** [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of their spending resolutions and/or the regular approval process of the municipality.]
- ❑ **Does the situation threaten social order and the ability to govern?** [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council’s ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]
- ❑ **Is the event attracting significant media and/or public interest?** [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an “emergency” is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]
- ❑ **Has there been a declaration of emergency by another level of government?**  
[A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

**Legal:**

- ❑ **Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?** [Section 11 (1) states that “no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order

under this Act or for neglect or default in the good faith exercise or performance of such a power or duty.” Section 11 (3), however, states “subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality....”]

- ❑ **Are volunteers assisting?** [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered “workers” under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

### **Operational:**

- ❑ **Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?** [Section 4 (1) permits the head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan.” Section 13 (3) empowers a municipal council to “make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]
- ❑ **Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?** [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]
- ❑ **Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?** [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

- ❑ **Does, or might, the situation require provincial support or resources?**  
 [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Emergency Control Group, can greatly facilitate multi-agency and multi-government response.]
- ❑ **Does, or might, the situation require assistance from the federal government (e.g., military equipment)?** [Section 13 (2) authorizes the Solicitor General, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]
- ❑ **Does the situation involve a structural collapse?** [Structural collapses involving the entrapment of persons may require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]
- ❑ **Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?** [Response to CBRN incidents requires specialized resources and training. Ontario has three Level 3 CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]
- ❑ **Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality?**  
 [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and Civil Protection Act* may provide municipal councillors and employees with certain protections against personal liability.]
- ❑ **Will your municipality be receiving evacuees from another community?** [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

### **Economic and Financial:**

- ❑ **Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?** [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]
  
- ❑ **Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?** [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]
  
- ❑ **Is it possible that a specific person, corporation, or other party has caused the situation?** [Section 12 states that “where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost....”]



The decision to implement this Plan will be made by a member of the Municipal Emergency Control Group (MECG) who (i) receives the initial warning, (ii) first becomes aware of a potential for an emergency and/or (iii) that arrives first at the scene of an emergency situation that is of such a magnitude that it warrants the implementation of the Plan.

MECG members are authorised to activate the implementation of the Plan by contacting the Deep River Police Service through their Dispatch Centre to have them contact the on duty Deep River police Officer(s) to return to their office and notify the other appropriate members of the MCEG of the emergency and to advise the members of the MCEG of the location of the EOC (where they are to assemble). **See Appendix C - MCEG Emergency Contact Numbers**

Where references are made in this Plan to specific officials by title, it is intended that the reference includes their designated alternates as appropriate.

Only a member of the Deep River MCEG may initiate the MCEG notification procedure. Where a threat of an impending emergency exists, any member of the MCEG may initiate the notification procedure and place the MCEG on standby.

Alternates for MCEG members will only be called if the primary contact cannot be contacted within **ten (10) minutes**. As appropriate, the individual MCEG members may initiate their own internal notification procedures of their support staff and/or volunteer members.

The Deep River Police Service must record the date and time the MCEG members or alternates were contacted and the response status of each member.





## Appendix D MECG/EOC Actions Checklist

- Appoint Scribe \_\_\_\_\_
- Appoint Duty Officer \_\_\_\_\_
- Appoint & establish communication with ESM (Emergency Site Manager)
- Establish Operating Cycle of MECG
- Call for assistance (OFMEM/PEOC)

### **Declaration of Emergency**

- Declare Emergency       YES       NO
- Emergency Declared - Notify PEOC- Use Template provided in Appendix "E"
- Notify Council
- Notify County Warden/MPP/MP
- Ensure Notification of MECG

### **Termination of Emergency**

- Emergency terminated. Use Template provided on Appendix "F" to notify PEOC
- Notify Council
- Notify County Warden/MPP/MP
- Ensure Notification of MECG

### **Municipal Emergency Control Group (MECG)**

- Log of decisions/actions
- Appoint Public Information Officer \_\_\_\_\_
- Appoint Evacuation Services Manager \_\_\_\_\_
- Establish Media Conference Area       YES       NO
- Establish Registry and Inquiry System at Reception & Evacuation Centres
- Prepare Media Releases
- Backup personnel in place for MECG members?



## Appendix E Declaration of Emergency

I, \_\_\_\_\_ as Head of Council for the Town of Deep River  
(Mayor or Elected Head of Council)

hereby declare an emergency in accordance with the *Emergency Management and Civil Protection Act* RSO, 1990, s.4.(1) due to the emergency described herein:

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for the geographical area within the Town of Deep River described as:

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

In the Town of Deep River, Ontario

Note: Notify Provincial EOC  
Fax to PEOC Duty Officer



## Appendix F Termination of a Declared Emergency

I, \_\_\_\_\_ as Head of Council for the Town of Deep River  
(Mayor or Elected Head of Council)

hereby declare the emergency described herein as terminated in accordance with the  
*Emergency Management and Civil Protection Act RSO, 1990, s.4.(2)*:

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for the geographical area within the Town of Deep River described as:

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_  
In the Town of Deep River, Ontario

Note: Notify PEOC  
Fax to PEOC Duty Officer

## **Appendix G - Emergency Management Terminology Acronyms**

**ARES** Amateur Radio Emergency Services (Ham Radio)

**CISM** Critical Incident Stress Management

**OFMEM** Office of the Fire Marshal and Emergency Management (formerly EMO)

**EMPC** Emergency Management Programme Committee

**EMS** Emergency Medical Services

**EOC** Emergency Operations Centre

**ESM** Emergency Site Manager

**HUSAR** Heavy Urban Search and Rescue

**IAP** Incident Action Plan

**IC** Incident Commander

**IMS** Incident Management System

**MECG** Municipal Emergency Control Group

**ODRAP** Ontario Disaster Relief Assistance Programme

**OIC** Officer in Charge

**PEOC** Provincial Emergency Operations Centre

**PIO** Public Information Officer