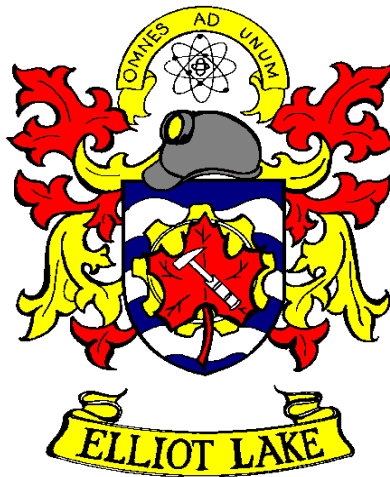


CITY OF ELLIOT LAKE

EMERGENCY RESPONSE PLAN



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Part 1: Introduction

Introduction

Emergency means a situation or 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. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the City of Elliot Lake.

In recognition of the leading role the Municipality will play in the event of an emergency requiring the coordinated response of both municipal and non-municipal resources, the Council has adopted an Emergency Response Plan (ERP) for the City of Elliot Lake.

In order to protect residents, businesses and visitors, the City of Elliot Lake requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). These are distinct arrangements and procedures from the normal, day to day operations.

The Emergency Response Plan (ERP) has been developed in order to facilitate a timely and effective mobilization of resources in order to respond to an emergency. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency and are expected to be familiar with those responsibilities. The ERP has been prepared to provide key officials, agencies and departments of the City of Elliot Lake with important emergency response information related to:

- Arrangements, services and equipment, and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. A copy of the City of Elliot Lake Emergency Response Plan may be viewed at the City Library, or on the City of Elliot Lake website www.cityofelliottlake.com. For more information, please contact:

Community Emergency Management Coordinator (CEMC)
Elliot Lake Fire Department
City of Elliot Lake
(705) 848-3232

Part 2: Aim

Aim

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the public safety, meaning the health, welfare, and property, as well as, environmental and economic health of the residents, businesses and visitors of the City of Elliot Lake when faced with an emergency, beyond normal procedures.

The Emergency Response Plan enables a centralized controlled and coordinated response to emergencies in the City of Elliot Lake and meets the legislated requirements of the Emergency Management and Civil Protection Act (EMCPA).

Services Critical to Public Safety

- Police
- Fire
- Ambulance
- Water Supply
- Wastewater
- Electricity Supply
- EOCs
- Natural Gas
- Transportation
- Broader Health Sector
- Telecommunications

Part 3: Authority

Authority

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for this emergency response plan in Ontario. The EMCPA states that:

Emergency Response Plan

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

[Section 3 (1)]

Declaring an Emergency

“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.”[Section 4(1)]

As enabled by the Emergency Management and Civil Protection Act, R.S.O., Chapter E.9, this emergency response plan and its’ elements have been:

- Issued under the authority of the City of Elliot Lake By-law No. 05-15, amended by By-law 06-104; and
- Filed with Emergency Management Ontario. [Section 6.2(1)]

a) Definition of an Emergency

The EMCPA defines an emergency as:

“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.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, employees of the City of Elliot Lake may take such action(s) under this emergency response plan as may be required to protect public safety, meaning the health, welfare and property, as well as the environment and economic health of the City of Elliot Lake. Subordinate plans, as may be attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration. EMCPA Section 9.

Part 4: Emergency Notification Procedures

Emergency Notification Procedures

Only a member of the Community Control Group (CCG) or alternate may initiate the notification procedure.

CCG Member

Mayor
CAO, as EOC Mgr
OPP East Algoma Emergency Mgm Coordinator
Fire Chief
Emergency Medical Services, East Division Supervisor
Public Health Inspector
Director of Operations
Director of Growth & Opportunity Dvlpm, as Duty Officer
Community Emergency Management Coordinator

Alternate

Deputy Mayor
Director of Growth & Opportunity Dvlpm
or alternate
Shift Captain
or alternate
or alternate
Assistant Director PW Operations
Tourism Manager
City Clerk

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the Elliot Lake Fire Department and direct them to initiate the notification of the CCG. The member initiating the call must identify who they are, provide pertinent details, e.g. time and place for the CCG to meet and the particulars of the emergency.

Upon receipt of the call, the Elliot Lake Fire Department will notify all members of the CCG utilizing the notification list (containing contact phone numbers and addresses of the CCG members and their alternates) and procedure, contained in an annex to this plan. The Fire Service must record the date and time CCG members were contacted.

If deemed appropriate, the individual CCG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the CCG may initiate the notification procedure and place the CCG members on standby.

Part 4: Emergency Notification Procedures

a) A Declared Community Emergency

Declaration of an Emergency

Declaring an emergency is often a judgement call, but if extraordinary measures are called for, if there is a need to evacuate or displace persons and there is a need to co-ordinate these measures, it probably is an emergency and should be declared to be one. Emergency Management Ontario (EMO) has prepared a “**Checklist Consideration of Declaration of Emergency**” and this can be found in the EMO Annex to this plan.

The Mayor or Acting Mayor of the City of Elliot Lake, as the Head of Council, is responsible for declaring an emergency.

- 1) Once the CCG is assembled the Mayor or in his absence the Deputy Mayor, on the advice of the CCG shall determine if an emergency is to be declared.
- 2) Upon such declaration, the Mayor will notify:
 - Emergency Management Ontario
 - City Council
 - Public
 - Neighbouring community officials
 - Local Member of the Provincial Parliament (MPP), and
 - Local Member of Parliament (MP).

b) Requests for Assistance

Assistance may be requested from neighbouring communities at any time. The request shall not be deemed to be a request that they assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. The request for assistance would be made by contacting Emergency Management Ontario. The Federal government is never contacted directly for assistance – a request of this sort is effected through the province.

Part 5: Strategic Considerations

Strategic Considerations

Hazards, Critical Infrastructure, Unaffected Areas, Assistance, Staff & Finance

a) Hazards

A list of hazards for the City of Elliot Lake is attached in an Annex to the ERP. The table “Hazard Identification and Risk Assessment” rates the level of probability to consequence, response capabilities, etc.

b) Critical Infrastructure

The Critical Infrastructure identified for City of Elliot Lake is attached in an Annex to the ERP. It identifies those interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of and confidence in government.

c) Service Areas of Elliot Lake Unaffected by Emergency

Members of the Community Control Group and employees of Elliot Lake should, at all times, be cognizant of the fact that unaffected areas of the city will still require service.

d) Staff Organization and Relations

- ***Structure***

Normally, there is no requirement to change the structure of the organization. To do so will cause confusion and result in responders assuming tasks for which they have no authority. Therefore, the ERP retains the City of Elliot Lake’s status quo during an emergency.

- ***Temporary Duty Assignments for Designated Employees***

Due to the size of Elliot Lake it is, however, not essential nor is it financially prudent to have full-time positions relating to certain tasks. Therefore, during the emergency there are key roles, which greatly assist the CCG, and as result these roles and responsibilities have been assigned to staff who have been provided with the training required to perform the tasks identified.

Should there be a requirement to reassign the roles and responsibilities, members of the CCG are responsible for ensuring that the commensurate level of authority is also assigned.

- ***Safety of Staff***

The safety of staff is a priority. The requirements of the City of Elliot Lake’s Occupational Health and Safety Policy remain in effect during an emergency.

Part 5: Strategic Considerations

- ***Staff Remuneration***

All employment acts and laws remain in effect. Employees cannot be made to work beyond their regularly scheduled hours of work without being compensated. Employees can however chose to volunteer to work towards the emergency without compensation.

- ***Employee Indemnification***

The following authorities relate to protection from personal liability:

- *Protection from Action. 11.(1) 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. 2006, c. 13, s.1(6). Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9.s.11(1).*
- *The Municipal Insurance Program also provides for Indemnity and Defense of - in the Broad form Definition of Insured: Councillors, Employees, Statutory Officers, Firefighters, Volunteers, Boards, Commissions and Committees, against liability incurred while acting on behalf of the City of Elliot Lake.*

- ***Critical Incident Stress Management***

A critical incident is any situation that causes people to experience unusually strong emotional and / or physical reactions that may potentially interfere with their ability to function, either at the scene or at a later date. It is impossible to predict whether an incident will cause a critical stress reaction. Critical incidents range from mass casualty incidents to situations involving single victims.

CISM should be planned for and EMS is responsible for making such arrangements. CISM consists of defusing, demobilizing or debriefing, dependent upon the situation.

Part 5: Strategic Considerations

e) Financial Aspects

Normal Delegated Signing Authority. In addition to emergency funding and expenditures, normal delegated signing authorities remain in effect during an emergency.

Financial Coding: Emergencies cannot be forecast. Nonetheless it is important that emergency related costs are captured for possible reimbursement at a later date by the provincial or federal government. In this regard, at the recommendation of the CCG each department shall use code 9999 or other as specified by the Director of Finance for all emergency expenditures identified below:

- Salary (regular and overtime)
- Courier and freight charges
- Purchase, rental, repair, maintenance costs for materials and equipment
- Taxi and transportation
- Other costs agreed to by the CCG under normal spending authority.

Emergency Funding: The City of Elliot Lake Procurement By-law and Procurement Policy and Procedures includes expenditure guidelines in the event of an emergency.

Part 6: Emergency Community Control Group

Emergency Community Control Group (CCG)

a) Emergency Operations Centre (EOC)

The Emergency Operations Centre (EOC), is where the Emergency Community Control Group (CCG), will assemble once the Plan has been activated. To meet the needs of the CCG the EOC should have good communication facilities, alternate heating and electrical sources, rest facilities and be located where access by individuals can be completely controlled. The EOC will be secure and only authorized CCG members will have access.

The locations of the Elliot Lake's primary and alternate EOCs are detailed in the "Community Emergency Operations Centre" plan, annexed to the ERP, and dedicated to the EOC, which speaks to the Operations, Lines of Communications, Key Players, Support Staff, Logistics, Duties and Responsibilities.

b) Emergency Information Centre (EIC)

The EIC serves to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, respond to and redirect individual requests for or reports on all information concerning any aspect of the emergency. It monitors news coverage and correct erroneous information.

The locations of Elliot Lake's EIC primary and alternate EICs are detailed in an annex to this plan along with a detailed operational guideline "Emergency Public Information Plan - Community Emergency Information Staff" which speaks to the Operations, Key Players, Support Staff, Logistics, Needs Checklists, Duties and Responsibilities.

c) Media Centre

The Media Centre will provide an area for News Conferences and Briefings. The primary Media Centre shall be located at City Hall, Main Floor, Council Chambers. In the event that a larger locale is required, the Lester B. Pearson Civic Centre Auditorium may be used.

A detailed operational guideline "Emergency Public Information Plan - Community Emergency Information Staff" which speaks to the Operations, Key Players, Support Staff, Logistics, Needs Checklists, Duties and Responsibilities is attached in an annex to this plan.

Part 6: Emergency Community Control Group

d) Community Control Group

The emergency response will be directed and controlled by the Community Control Group (CCG) – a group of officials who are responsible for coordinating the provision of essential services necessary to minimize the effects of an emergency on the community.

CCG Member

Mayor
CAO, as EOC Mgr
OPP East Algoma Emergency Mgm Coordinator
Fire Chief
Emergency Medical Services, East Division Supervisor
Public Health Inspector
Director of Operations
Director of Growth & Opportunity Dvlpm, as Duty Officer
Community Emergency Management Coordinator

Alternate

Deputy Mayor
Director of Growth & Opportunity Dvlpm
or alternate
Shift Captain
or alternate
or alternate
Assistant Director PW Operations
Tourism Manager
City Clerk

The alternate for the Head of Council shall be the Deputy Mayor and or in his / her absence, the most senior city administrative official of the CCG.

The CCG may function with only a limited number of persons depending on the emergency, however, all members of the CCG must be notified.

Further, the CCG may add resource personnel as required, if available, as follows:

Director of Community Services, for Social Services
Tourism Manager, as Emergency Information Officer
Red Cross Representative, or alternate
Local Utilities Representatives, or alternate
Telecommunications Coordinator
Emergency Management Ontario Representative
Liaison Staff for Provincial Ministries
Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

Part 6: Emergency Community Control Group

e) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the CAO, as EOC Manager. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Duty Officer will ensure that the maps and status boards are displayed and kept up to date.

f) Community Control Group Responsibilities

Any member of the Emergency Community Control Group (CCG) must be prepared to determine if the Emergency Response Plan is to be activated. Activation of the plan does not necessarily mean that an emergency needs to be declared - it serves to bring together officials whose expertise collectively may best decide and recommend.

All members of the CCG shall report to the EOC when advised that Elliot Lake's Emergency Response Plan has been activated.

It shall be the duty and responsibility of the CCG to be conversant with the contents and procedures set out in Emergency Response Plan. The members of the CCG are likely to be responsible for the following actions or decisions.

- Calling out and mobilizing emergency services, agencies and equipment;
- Coordinating and directing the emergency services and ensuring that any actions necessary for mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG is appropriate;
- Advising the Mayor on the need to designate all or part of the city as an "emergency area";
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff and resources, as required;
- Ordering, coordinating and /or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, etc. when continuation of such services constitutes a hazard to public safety;
- Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;

Part 6: Emergency Community Control Group

- Providing administrative and logistical support for authorized private and volunteer support groups who become involved in the emergency;
- Deciding on the use and deployment of manpower, equipment and support service groups;
- Selecting assembly areas of manpower and equipment;
- Assessing requests for assistance and the allocation of available services, manpower and equipment;
- Notifying, requesting assistance from and / or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Establishing Evacuation Centres;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Arranging food and shelter on a temporary basis for residents in need of assistance and as well for emergency response personnel;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- Determining the need to establish advisory groups and / or sub-committees / working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Termination of emergency;
- Notifying any service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer;
- Considering application for federal and provincial emergency monies as required;
- Ensuring debriefings are scheduled and held and participating in the debriefing following the emergency;
- Ensuring that Critical Incident Stress Management (CISM) is spoken to and provision made through the Emergency Medical Services;
- Arranging for normalization of community life;
- Preparing and applying for emergency relief grant monies;

Part 6: Emergency Community Control Group

- Arranging for the settlement of all accounts in connection with emergency;
- Ensuring that Recovery and Restoration Plans are activated.

Part 6: Emergency Community Control Group

Incident Commander (IC)

The IC will be selected dependant on the emergency. The IC is responsible for:

- Directing all activities at the emergency site and will be relieved of all other duties;
- Isolating the site by establishing an inner and outer perimeter. Access inside the inner perimeter will be limited to those directly involved in dealing with the emergency. Access inside the outer perimeter will be limited to those with a specific function to perform such as media, emergency equipment and vehicles, treatment areas, rest areas for emergency workers, communication equipment, etc.;
- Searching for and treating survivors and casualties;
- Carrying out a full assessment of the damage;
- Assessing secondary effects of an emergency (i.e. spills as the result of a tornado);
- Ensuring information is passed back to the CCG and direction from the CCG is transmitted to emergency agencies at the site;
- Determining the best method for dealing with the emergency. A decision must be made whether to try and solve the problem or whether to let the emergency run its course and simply act to preserve life and property. Priorities can then be defined and communicated to emergency agencies;
- Requesting additional personnel and resources as required, maintaining a reserve to deal with the unexpected;
- Learning what additional resources are available from the municipality and from outside agencies;
- Organizing workers in shifts and ensuring rest schedules are enforced in a prolonged emergency. This includes the IC him or herself;
- Organizing logistical support, i.e. fuel, food, sanitation, etc.;
- Organizing the physical layout of the site, i.e. triage area, treatment area, rest area, media centre, temporary morgue, designated access routes, staging area, portable toilets, parking area, property recovery centre, feeding area, etc.;
- Establishing a meeting and briefing cycle where all agencies involved within the site meet to exchange information, make decisions, and ensure all information is disseminated.

Part 7: Individual Responsibilities

Mayor or Acting Mayor

The Emergency Management and Civil Protection Act, R.S.O., 1990, Chapter E.9, is the legal authority for this plan. Section 4 (1) states – “The head of council of a municipality may declare that an emergency exists in the community or in any part thereof and may take such action and may 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.”

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Notifying Emergency Management Ontario of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Ensuring that the public and other government agencies are kept informed by issuing news releases and public announcements on advice from the CCG;
- Maintaining a personal log of all actions taken.
- Declaring that the emergency has terminated (note: Council may also terminate the emergency).

The Head of Council or alternate, upon notification of an emergency, as provided for in this plan, shall have authority to expend and direct the resources of the Municipality in response to any declared emergency.

Part 7: Individual Responsibilities

Chief Administrative Officer (CAO)

The Chief Administrative Officer becomes the Emergency Operations Centre (EOC) Manager for the City of Elliot Lake and is responsible for:

- Chairing in the absence of the Mayor or Deputy Mayor, the Emergency Community Control Group (CCG);
- Activating the notification system through the Elliot Lake Fire Department;
- Coordinating all operations within the Operations Centre
- Scheduling regular meetings – ensuring an operating cycle for CCG members to gather at regular intervals;
- Getting an overview of what has happened, cause and effects – checking operational status of each department;
- Obtaining briefings from responding departments – situation reports;
- Ensuring new arrivals are briefed;
- Making sure the Incident Commander (IC) is appointed and that the liaison between the EOC Manager and the IC is established as well as a direct means of communication between the two.
- Requesting situation reports from the site;
- Preparing briefings for the Mayor and providing advice on policy, procedure as appropriate;
- Ensuring Council is kept informed through meetings scheduled and organized by the Emergency Information Officer, (EIO), outside and away from the EOC;
- Approving in conjunction with the Head of Council, major announcements and media releases, in consultation with the CCG and EIO;
- Maintaining a personal log of all action taken.

N.B. A detailed plan “Community Emergency Operations Centre” dedicated to the EOC, which speaks to the Operations, Lines of Communications, Key Players, Support Staff, Logistics, Duties and Responsibilities is attached as an Annex to this ERP.

Part 7: Individual Responsibilities

EOC Duty Officer

The Director of Growth & Opportunity Development shall report to the Emergency Operations Centre (EOC) and undertake the role of Duty Officer and is responsible for:

- Activating the EOC Call-Out List;
- Maintaining and implementing, the following plan(s) annexed to the ERP;
 - EOC Operational Guideline. The “Community Emergency Operations Centre” dedicated to the EOC, which speaks to the Operations, Lines of Communications, Key Players, Support Staff, Logistics, Duties and Responsibilities is attached as an Annex to this ERP.
- Upon direction of the EOC Manager notifying required support and advisory staff of the emergency and location of the EOC;
- Opening and maintaining the Main Event Log for the duration of the emergency and ensuring all important decisions and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are displayed and kept up to date;
- Providing informational updates and status reports to the EOC manager on affected and non-affected areas of Elliot Lake;
- Coordinating telephone needs for both the EOC and Emergency Information Centre (EIC).
- Ensuring building / security needs are spoken to – (may need to assign someone specifically to deal with these matters)
- Coordinating all logistical needs of the EOC, clerical staff, meals, cleaning, ID cards, etc.
- Planning for and scheduling shift rotations for EOC based on input from CCG;
- Maintaining a personal log of all actions taken.

N.B. A detailed plan “Community Emergency Operations Centre” dedicated to the EOC, which speaks to the Operations, Lines of Communications, Key Players, Support Staff, Logistics, Duties and Responsibilities is attached as an Annex to this ERP.

Part 7: Individual Responsibilities

OPP East Algoma Emergency Management Coordinator or Alternate

The OPP East Algoma Emergency Management Coordinator will be responsible for reporting to the EOC and:

- Activating the notification system through the Elliot Lake Fire Department;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establish and Provide security for Inner and Out Perimeters;
- Providing an Incident Commander (IC), if required;
- Establishing, if required, a mobile command at the emergency;
- Crowd Management;
- Traffic control at site and surrounding areas;
- Evacuation of persons from effected area, notice to evacuate effected areas;
- Ensuring liaison with the Director of Community Services, for Social Services regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Investigation of Crime;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Assist the Coroner;
- Search and Rescue;
- Ensuring liaison with other provincial and federal police agencies, as required;
- May also assist with:
 - Media liaison
 - Contact with Provincial Emergency Command Centre in Orillia
 - Vital Services Directory which is maintained annually
 - Canine Cadaver Recovery Dogs
 - Underwater search and Rescue
 - Dangerous goods specialists;
- Maintain a personal log of all actions taken.

Part 7: Individual Responsibilities

Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system through the Elliot Lake Fire Department;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Providing an Incident Commander (IC), if required.
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid Fire Coordinators and / or initiating mutual aid arrangements for the provision of additional fire fighters and equipment, if needed;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and / or to arrange for the provision of alternate services or functions;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Maintain a personal log of all actions taken.

Further, the Fire Chief may

- Order all off duty and volunteer fire fighters to stand-by at the fire hall;
- Shall leave the most senior fire officer in charge of the fire department.

Part 7: Individual Responsibilities

Director of Operations

The Director of Operations is responsible for:

- Activating the emergency notification system through the Elliot Lake Fire Department;
- Providing the CCG with information and advice on public works and plants matters;
- Depending on the nature of the emergency, providing an Incident Commander (IC), if required.
- Establishing an ongoing communications link with the senior public works and / or plants official at the scene of the emergency;
- Ensuring construction, maintenance and repair of city roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Public Health Inspector;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Delivering and installing barricades and flashers on the direction of Police or Fire;
- Maintaining and supplying gas and oil for emergency generators at the EOC, EIC and Evacuation Centres, and other municipal facilities;
- Maintain a personal log of all actions taken.

Part 7: Individual Responsibilities

Further, the Director of Operations is responsible for Acting as or appointing a Public Transportation Agent to be responsible for:

- Coordinating the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, trains, boats, and trucks) for the purpose of transporting persons and / or supplies, as required, by members of the CCG and the support and advisory staff;
- Procuring staff to assist, as required;
- Ensuring that a record is maintained of drivers and operators involved.
- Maintaining a personal log of all actions taken.

Further, the Director of Operations may

- Advise the Assistant Director Public Works Operations that there is an emergency and to stand-by;
- Order all Public Works and Plants staff to be placed on stand-by;

Part 7: Individual Responsibilities

Director of Community Services for Social Services

The Director of Community Services, for Social Services will be responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by activating Red Cross and establishing a direct communication link with the Red Cross which will, as per agreement with the Algoma District Services Administration Board, be providing, in conjunction with the community, the five Emergency Social Services
 1. Registration and Inquiry
 2. Emergency Feeding
 3. Emergency Clothing
 4. Personal Services
 5. Emergency Lodging;
- Supervising the opening and operation of temporary and / or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the OPP and / or Fire Chief and / or the Red Cross with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Public Health Inspector and / or the Red Cross on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that representatives from the applicable Board of Education(s) are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with Elliot Lake's Long Term Care Units and Assisted Living Residences for the Aged;
- Making arrangements for meals for persons at the Emergency Site;
- Maintaining a personal log of all actions taken.

Further, the Director of Community Services, for Social Services is authorized to make emergency purchases of food, supplies, that cannot be obtained any other way.

Part 7: Individual Responsibilities

Emergency Medical Services, East Division Supervisor

The Emergency Medical Services, East Division Supervisor is responsible for:

- Activating the emergency notification system through the Elliot Lake Fire Department;
- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring emergency medical services at the emergency site;
- Depending on the nature of the emergency, providing an Incident Commander (IC), if required;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Public Health Inspector, as required;
- Making arrangements for CISM, as required, for any persons, groups involved in the emergency;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Public Health Inspector

The Public Health Inspector is responsible for:

- Activating the emergency notification system through the Elliot Lake Fire Department;
- Ensuring liaison with the Public Health Branch and Long Term Care;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Depending on the nature of the emergency, providing an Incident Commander (IC), if required;
- Ensuring liaison with the ambulance service representatives;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids 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;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Director of Public Works and Plants regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with Director of Community Services, for Social Services on areas of mutual concern regarding health services in evacuee centres;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Management Coordinator (CEMC)

The CEMC is responsible for:

- Providing assistance to the Duty Officer, as required, with the set up Emergency Operations Centre;
- Ensuring liaison with Emergency Management Ontario;
- Ensuring security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Assisting the CCG members in locating resources;
- Ensuring flow of communication between emergency partners;
- Activating a liaison with community support agencies (Canadian Red Cross, Community Living Algoma, etc.);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep the CCG informed of implementation needs;
- Ensuring records and logs for the purpose of debriefings and post-emergency reporting are maintained;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Information Staff – Official Media Spokesperson

The Mayor or alternate will act as the Official Media Spokesperson in the event of an emergency and will be responsible for the following:

- Providing vital information to the media, general public and other concerned audiences in a timely, complete and accurate manner (unless restricted legally).
- Providing assurances to the media, general public and other concerned audiences that the emergency is being managed effectively.
- Building public confidence with the community's emergency response plan, maintaining credibility and never speculating. As a result the public will be more willing to follow instructions issued by the community.
- Interacting with the media in a positive, cooperative and respectful manner, even when dealing with "bad news" issues.
- Having knowledge of the Emergency Public Information Plan.
- Liaison with the Emergency Information Officer to keep informed and up-to-date on the status of the emergency and its effect on the community.
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Information Staff – Site Media Spokesperson (Security & Public Relations)

The Site Media Spokesperson will usually be a Police Official as decided upon by the CCG and is responsible for:

- Establishing and coordinating a media information site in a safe, appropriate location, at or near the emergency site, for the media to assemble.
- Establishing a direct communication link with the Emergency Information Officer.
- Encouraging the media not to congregate at the emergency site but to attend the Media Centre at City Hall for news updates.
- Advising the media that site visits are being coordinated with the Emergency Information Officer and to refer the EIC or Media Centre for times.
- Redirecting all inquiries regarding decisions made by the CCG and the emergency as a whole to the Emergency Information Officer.
- Ensuring the media is not roaming the site unattended.
- Where necessary and appropriate coordinate media photograph sessions at the scene.
- Coordinating on-scene interviews between the emergency personnel and the media; the media are not to interview emergency personnel without receiving clearance and go ahead from the site media spokesperson.
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Information Staff – Emergency Information Officer (EIO)

The Tourism Manager will assume the position of Emergency Information Officer (EIO) and will be responsible for

- Maintaining and implementing, if required and applicable; the following plan(s) annexed to the ERP;
 - Emergency Public Information Plan;
- Liaising with the Community Control Group to obtain up-to-date information for media releases, drafting media releases for approval, coordinating interviews and organizing press conferences;
- Ensuring that the media releases are approved by the CAO in consultation with the Mayor before dissemination and distributing hard copies of the media release;
- Establishing a regular communication link with the CCG and any other media coordinators, i.e. provincial, federal, public or private industry, involved in the emergency and ensuring that all information released to the media and public is consistent and accurate;
- Scheduling Mayor and / or official visits (MPP / MP / PM), to the emergency site, evacuation centers, etc;
- Coordinating with the site media spokesperson for site visits by the media; arranging for transportation of media to site;
- Ensuring that the following are advised of the telephone numbers of the EIC:
 - Media
 - Control Group
 - Switchboard (City Hall)
 - Site Media Spokesperson
 - Neighbouring Municipalities
 - Any other appropriate persons, agencies or businesses;
- Coordinating with the CCG in providing self-help information to the public;
- Providing direction and regular updates to the General Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Monitoring news coverage and correcting any erroneous information;
- Maintaining copies of all media releases and newspaper articles pertaining to the emergency;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Information Staff – General Inquiry Supervisor

The Chief Librarian will act as the General Inquiry Supervisor and is responsible for:

- Setting up the Emergency Information Centre (EIC) and the Media Centre;
- Collaborating with the Emergency Information Officer (EIO) on telephone needs ensuring that if additional telephone lines are required, Bell Canada is contacted;
- Calling in staff and briefing them on the emergency;
- Providing staff with authorized statements for release of information and ensuring that unknown queries are referred and not speculated upon;
- Setting up registration of media;
- Liaising with EIO to obtain current information on the emergency;
- Responding to, and redirecting inquiries and reports from the public based upon information from the EIO;
- Redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone(s);
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

Community Emergency Information Staff – Assistants Positions

In all emergencies, but particularly larger ones involving widespread media coverage, there will always be a requirement for one or two assistants. Some common assistant positions include (each may require more than one person):

- **Media Liaison:** Welcomes & registers media, provides written background information (often contained in a pre-prepared media package) & answers logistical questions.
- **Call-Taker:** Answers phone lines designated for either media or public inquiries. When receiving calls from the media, call-takers generally take messages for the EIO who then returns the calls. In the case of public inquiries, only information approved by the EIO is to be communicated.
- **News Monitor:** Monitors media coverage of the emergency. Records / clips stories and reports rumours and misinformation to the EIO.
- **Administrative:** Provides administrative support (word processing, faxing, photocopying) to the EIC staff.
- **Parking Coordinator:** Allots parking space and directs large media vehicles to appropriate locations.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – EOC Administrative Staff

The Administrative Staff is responsible for:

- Setting up and maintaining the EOC;
- Assisting the EOC Manager and Operations / Duty Officer, as required;
- Recording the arrival of members of the CCG on the EOC Register. Provide a process for registering CCG members and maintaining a CCG member list;
- Ensuring that anyone entering the EOC is recorded on the EOC Register and has an ID badge;
- Ensuring a supply of message forms, message registers, paper, pens, and pencils at each workstation;
- Ensuring members of the CCG are given their ID badges;
- Ensuring members of the CCG leaving the EOC for an extended period of time provide information for the CCG Location Board;
- Coordinating the provision of clerical staff to assist in the EOC, as required;
- Recording minutes of Operations Cycle meetings;
- Coordinating the feeding, rest arrangements for the group and the cleaning of the EOC;
- Disassembling the EOC after emergency terminated, inventorying stock and re-ordering, if required;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Director of Finance

The Director of Finance is responsible for

- Keeping track of all expenses related to the emergency;
- Providing information and advice on financial matters as they relate to the emergency;
- 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;
- Maintaining a personal log of all actions taken.

Further, Acting as or appointing a Purchasing Agent to be responsible for:

- Providing and securing of equipment and supplies not owned by the City of Elliot Lake;
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Manager of Human Resources

The Manager of Human Resources is responsible for:

- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the CCG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring records of human resources and administrative detail, that may involve financial liability, are completed;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved and a copy of the form is retained for city records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Arranging for transportation of human resources to and from site(s);
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups;
- Maintaining a personal log of all actions taken.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Some of those agencies are listed as follows. Others may include:

- Emergency Management Ontario
- The Office of the Fire Marshal
- Industry
- Volunteer groups
- Conservation authorities
- and provincial ministries.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Other Agencies, The Canadian Red Cross

The Canadian Red Cross is responsible for, per Schedule A to an Agreement between the Algoma District Services Administration Board and the Canadian Red Cross (attached as an Annex to the ERP), in brief, the following:

Emergency Social Services

Emergency Social Services is a planned emergency response organization designed to provide those basic services essential for the immediate and continuing well-being of persons affected by a disaster. It is the responsibility of Red Cross to secure supplier Agreements for supplies procurement, volunteer resources and services necessary to provide the five Emergency Social Services.

1. Registration and Inquiry
Assists in reuniting families. Collects information and answers inquiries regarding the conditions and whereabouts of missing persons.
2. Emergency Feeding
Provides food or meals to those persons without food or food preparation facilities.
3. Emergency Clothing
Supplies clothing or emergency covering until regular sources of supply are available.
4. Personal Services:
Informs victims of immediate help available, etc.
5. Emergency Lodging
Arranges for safe, immediate, temporary lodging for homeless or evacuated people.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Other Agencies, School Boards

The School Boards are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure;
- Maintaining personal logs of all actions taken.

Part 7: Individual Responsibilities

CCG Support & Advisory Staff – Other Agencies, St. Joseph’s Hospital Administrator

The St. Joseph’s Hospital Administrator is responsible for:

- Implementing the hospital emergency plan;
- Ensuring liaison with the Public Health Inspector and local Emergency Medical Services, East Division Supervisor with respect to hospital and medical matters, as required;
- Evaluating requests for the provision of medical site teams / medical triage teams;
- Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate;
- Maintaining personal logs of all actions taken.

Part 8: Phasing Out Operations & Terminating Emergency

Phasing Out Operations.

The EOC Manager is responsible for determining when the emergency operations should cease. Employees will report back to their regular supervisor. The EOC Manager may reduce staffing in the EOC prior to the official declaration of the termination of the emergency operations, as appropriate. This would normally occur when the city's level of involvement in the emergency has diminished. Regardless, the Mayor must be advised by the EOC Manager prior to such action being taken.

A debriefing which will focus on the strengths, opportunities and challenges of the emergency response activities will occur within five working days of the official termination of the emergency response. Recommendations must be documented and assigned for action within a reasonable timeframe with follow-up by the CEMC as appropriate. The City of Elliot Lake ERP will be revised accordingly.

Employees and all external participants should be sent letters of appreciation by management once the emergency has been terminated.

Termination of a Community Emergency

- 1) A community emergency may be terminated at any time by:
 - Mayor or Acting Mayor, or
 - City Council, or
 - Premier of Ontario.
- 2) When terminating an emergency, the Mayor will notify:
 - Emergency Management Ontario
 - City Council
 - Public
 - Neighbouring community officials
 - Local Member of the Provincial Parliament (MPP), and
 - Local Member of Parliament (MP)
- 3) Further, the CCG will ensure that
 - Termination of emergency advice is provided to any special service groups used during the emergency, all municipal departments, local institutions affected by the emergency, i.e. hospital, long term care, assisted care.

Part 9: Recovery & Restoration Procedures

Recovery & Restoration Procedures

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

If an evacuation has been carried out, evacuees will be allowed to return to their homes as soon as possible once it has been determined that it is safe to do so. Damage estimation and compensation will be done cooperatively with the Province according to provincial guidelines. The Director of Finance will prepare a submission detailing all extraordinary expenses incurred by the municipality in responding to the emergency.

Part 10: ERP Distribution, Review, Training & Exercise

ERP - Distribution, Review, Training & Exercise

a) Emergency Response Plan (ERP)

The City of Elliot Lake's Emergency Response Plan speaks to the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

b) Annexes in Support of the ERP

The ERP is supported by series of Annexes, which are categorized as follows:

Section I is a catalogue of the human, technical, material resources and researched sources of information, i.e., Hazard Identification and Risk Analysis, Critical Infrastructure Identification, etc., which would and / or may be utilized in an emergency response.

Section II is a collection of the various plans and operational guidelines, of municipal departments and those members of the Community Control Group, which outline the specific actions taken for emergencies which may befall the community.

Section III is a collection of those Emergency Response Plans provided to the City of Elliot Lake for its information from outside agencies, and community partners, which may or may not need to be referenced to, depending on the nature of the emergency. i.e. Union Gas, St. Joseph's Hospital, Ministry of Natural Resources, etc.

c) Distribution

"An emergency plan formulated under section 3, 6 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. Emergency Management and Civil Protection Act R.S.O. 1990, c.E.9.s.10.

The Emergency Response Plan was formulated under Section 3 of the EMCPA and accordingly, any member of the public may view the ERP at the City Library, or on the City of Elliot Lake website www.cityofelliottlake.com. Should they wish a copy of the plan, this would be made available at their cost, per the city's photocopying charge policy, by making written request to the:

Community Emergency Management Coordinator (CEMC)
c/o Elliot Lake Fire Department, 55 Hillside Drive North
Elliot Lake, ON P5A 1X5
(705) 848-3232 telephone (705) 848-3275 fax

Annexed material is only attached to the ERP in support of it, and therefore it is not required to be made available to the public. Further, this material contains much identifiable personal information and as well as confidential information provided on the premise that it will be used for emergency purposes and will not be distributed.

Part 10: ERP Distribution, Review, Training & Exercise

Controlled Copy Distribution

The ERP and updates, revisions will be automatically provided to all persons with named duties and responsibilities. These copies will be referred to as a controlled document.

Members of the CCG will receive Section I and II Annexes. Section III Annexes will be held by the CEMC with an extra complete copy being held in the Emergency Operations Centre supply box.

- The Community Emergency Management Coordinator (CEMC) will be named the Document Holder.
- A controlled document may be a policy, procedure, report, standard, guideline, manual or legal document which has been assigned preparation and approval accountabilities.
- A controlled copy is a copy assigned to an individual who takes responsibility to safeguard it, have it available when and as required, and maintain it up-to-date by adding or replacing portions of it when these are issued by (CEMC).
- A recipient of a controlled copy may be required to produce the copy and describe how its contents apply and how it is maintained.
- Photocopies of a controlled copy are not a controlled copy.
- The Controlled Copy must be kept in a safe place, where needed.
- The recipient of a controlled copy is not to copy the document.
- If an extra controlled copy is required, the CEMC is to be contacted.
- If a controlled copy is misplaced or lost, the CEMC is to be contacted.

d) Review of Plan

The ERP shall be reviewed every year and, if necessary revised.

It is the responsibility of each person, agency, service or department named within the emergency response plan to provide notification to the CEMC of any changes.

Amendments will fall into two categories:

- Emergency Response Plan. Policy Amendments. Modify established mandates. These amendments will require Council approval.
- Annexes. Sections I, II & III. Housekeeping & Guideline Procedural Amendments. Involve keeping data on various inventories current, updating the lists of contacts for support groups, the revision of Operating Guidelines. These amendments do not require Council approval and may be made at any time.

Part 10: ERP Distribution, Review, Training & Exercise

e) Training and Exercises

The municipality shall conduct training programs and exercises, in accordance with provincial standard, to ensure the readiness of employees of the City of Elliot Lake and other persons to act under the emergency plan.