

THE CORPORATION OF THE TOWN OF LINCOLN

BY-LAW NO. 06-25

A BY-LAW TO ADOPT AN EMERGENCY
MANAGEMENT PROGRAM FOR THE TOWN OF
LINCOLN

WHEREAS the Section 2.1 of the Emergency Management Act, R.S.O. 1990 c.E.9, provides that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program;

AND WHEREAS subsection 2 of Section 2.1 of the said Act provides that the emergency management program shall consist of:

- (a) an emergency plan as required by section 3 of the said Act;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14 of the said Act;

AND WHEREAS the Corporation of the Town of Lincoln has undertaken the necessary works to develop and implement a new emergency management program for the Town in accordance with the requirements of the said Act;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF LINCOLN ENACTS AS FOLLOWS:


1. That the Town of Lincoln Emergency Management Program, attached hereto as Schedule "A" and forming part of this By-law, be and the same is hereby adopted.
2. The Town of Lincoln Emergency Management Program shall be utilized and shall constitute the plan to govern the provision of necessary services during an emergency, and shall be applied, with any necessary modifications, in the event of an emergency to provide for the procedures under and the manner in which employees of the municipality and other persons will respond to an emergency.
3. That By-law No. 04-88 be and the same is hereby repealed.
4. That this By-law shall come into force and effect on the day on which it is passed.

BY-LAW read a FIRST time this 18th day of April, 2006.

BY-LAW read a SECOND time this 18th day of April, 2006.

BY-LAW read a THIRD time and FINALLY PASSED this 18th day of April, 2006.


MAYOR: BILL HODGSON


CLERK: WILLIAM J. KOLASA



EMERGENCY MANAGEMENT PROGRAM

2006

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Introduction

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare and property, as well as the environment and economic health of the Town of Lincoln.

The population of the Town of Lincoln is approximately 22,000 residents. In order to protect residents, businesses and visitors, the Town of Lincoln requires a coordinated emergency response by a number of agencies under the direction of the Town of Lincoln Emergency Control Group (TOLECG). These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Town of Lincoln Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Town of Lincoln important emergency response information related to:

- a) Arrangements, services and equipment; and
- b) Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Town of Lincoln Emergency Response Plan may be viewed at Town Hall, or at the Library. For more information, please contact:

Town of Lincoln Community Emergency Management Coordinator

- 1. Fire Chief (905) 563-8205
- 2. Deputy Fire Chief (905) 563-8205

Background

The Town of Lincoln is geographically located on Lake Ontario between St. Catharines to the east and the Town of Grimsby to the west. The general area of the Town can be considered one of the most historically significant locations in Canada with a history dating back almost to the first European settlers to Upper Canada.

The Town was originally several smaller Townships and villages and was amalgamated into the existing community in the early 1970's. The community is a combination of rural agricultural/residential and urban residential.

There is a small, but significant commercial and industrial base within the Town in the community of Beamsville primarily south of the Queen Elizabeth Highway. Population in the last census of 2000 was 22,000 residents with the demographics being similar to the rest of the Niagara Peninsula.

The Niagara Peninsula and Lincoln have had a significant increase in senior's population during the last decade and it appears that this trend will continue. The population growth annually is approximately 8 percent with the majority of new residents being relocations rather than birth

increase. Building stock in the community is mixed, however in the urban area it is mostly comprised of newer dwellings built to the standards of the Ontario Building Code.

Significant growth and development during the last 15 years has been seen in the construction of agricultural green houses, agri-tourism and specifically the number and value of wineries throughout the Town. Some of the green house buildings rival the size of industrial complexes in neighbouring communities.

Several factors make the Town of Lincoln particularly exposed to a number of environmental and human created emergencies. Among these factors is the close proximity to the United States and the fact that running throughout the length of the Town are two of the busiest railway and highway transportation corridors in the country. The shipment of vast quantities of hazardous materials through the Town via these transportation networks has the potential to create significant emergencies requiring substantive planning, analysis and requisite operational capability.

Weather also has the very real potential to cause grave emergencies with a history of high wind damage to parts of the community.

Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Town of Lincoln when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Town of Lincoln, and meets the legislated requirements of the *Emergency Management Act*.

For further details, please contact the Community Emergency Management Coordinator (CEMC) for the Town of Lincoln.

Authority

The *Emergency Management Act (EMA) RSO 199 Chapter E9* is the legal authority for this emergency response plan in Ontario.

The *EMA* states that:

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

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4 (1)]

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

Issued under the authority of *Town of Lincoln By-Law No. 04-88, "A By-Law To Adopt An Emergency Management Program for the Town of Lincoln"*; and filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

a) Definition of an Emergency

The *Emergency Management Act* defines an emergency as:

"An emergency means a situation or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."

The Town of Lincoln Emergency Operations Centre (TOLEOC) 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, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Lincoln.

Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, The Lincoln Fire Department will immediately contact the St. Catharine's Fire Department, to request that the notification system be activated.

Upon receipt of the warning, St. Catharine's Fire Department will notify all members of the Town of Lincoln Emergency Control Group (TOLECG).

Upon being notified, it is the responsibility of all TOLECG officials to notify their staff and volunteer organizations.

Where a threat of an impending emergency exists, the TOLECG will be notified and placed on standby.

a) Requests for Regional and Provincial Assistance

The Town may request assistance at any time by contacting the Regional Municipality of Niagara (the Region). The request for assistance shall not be deemed to be a request that the Region 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 Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Annex A**.

b) A Declared Community Emergency

The Mayor, or in his absence, the Deputy Mayor of the Town of Lincoln, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the TOLECG.

Upon declaring an emergency, the Mayor will notify:

- ♦ The Town CEMC,
- ♦ Emergency Management Ontario;
- ♦ Town Council;
- ♦ C.A.O.,
- ♦ Public;
- ♦ Neighboring community officials, as required;
- ♦ Local Member of the Provincial Parliament (MPP);
- ♦ Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- ♦ Mayor, or in his absence, the Deputy Mayor; or
- ♦ Town Council; or
- ♦ the Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- ♦ Emergency Management Ontario;
- ♦ Town Council;
- ♦ C.A.O.
- ♦ Public;
- ♦ Neighboring community officials, as required;
- ♦ Local Member of the Provincial Parliament (MPP);
- ♦ Local Member of Parliament (MP).

Town of Lincoln Emergency Control Group

a) Emergency Operations Centre

The TOLECG will report to the Town of Lincoln Emergency Operations Centre, located at the Town Municipal Offices, 4800 South Service Road in Beamsville. In the event this operation centre cannot be used, then the alternate location will be the Lincoln Centre in Beamsville.

b) Town of Lincoln Emergency Control Group (TOLECG)

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

The TOLECG consists of the following officials or their alternates:

- ◆ Mayor, or in his absence, the Deputy Mayor;
- ◆ C.A.O.;
- ◆ Fire Chief;
- ◆ Community Emergency Management Coordinator (CEMC);
- ◆ Director of Community Services;
- ◆ Director of Corporate Services/Clerk;
- ◆ Director of Finance/Treasurer;
- ◆ Director of Planning and Development;
- ◆ Director of Public Works;
- ◆ Chief of Police;
- ◆ Medical Officer of Health;
- ◆ Emergency Medical Services (EMS);
- ◆ Local electrical utility representative, if required or available;

Additional personnel called or added to the TOLECG may include:

- ◆ Emergency Management Ontario Representative;
- ◆ Ontario Provincial Police Representative;
- ◆ Niagara Peninsula Conservation Authority Representative;
- ◆ Liaison staff from provincial ministries;
- ◆ Any other officials, experts or representatives from the public or private sector as deemed necessary by the TOLECG (i.e. hospital, school boards, emergency aid agencies, etc.)

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

c) Operating Cycle

Members of the TOLECG will gather at regular intervals to inform each other of actions taken and problems encountered. The C.A.O. will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. The C.A.O. Clerical Assistant will maintain status boards and maps, and which will be prominently displayed and kept up to date.

d) Town of Lincoln Emergency Control Group Responsibilities

The members of the Town of Lincoln Emergency Control Group (TOLECG) are likely to be responsible for the following actions or decisions:

- ◆ Calling out and mobilizing their emergency service, agency and equipment;
- ◆ Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- ◆ Determining if the location and composition of the TOLECG are appropriate;
- ◆ Advising the Mayor as to whether the declaration of an emergency is recommended;
- ◆ Advising the Mayor on the need to designate all or part of the Town as an emergency area;

- ◆ Ensuring that an Emergency Site Manager (ESM) is appointed;
- ◆ Ensuring support to the ESM 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, closing down a shopping plaza/mall;
- ◆ Arranging for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs;
- ◆ Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under community control, as considered necessary;
- ◆ Determining if additional volunteers are required and if appeals for volunteers are warranted;
- ◆ Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- ◆ Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and Citizen Inquiry Supervisor, for dissemination to the media and public;
- ◆ Determining the need to establish advisory groups and/or subcommittees/ working groups for any aspect of the emergency including recovery;
- ◆ Authorizing expenditure of money required dealing with the emergency;
- ◆ Notifying the service, agency or group under their direction, of the termination of the emergency;
- ◆ Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the C.A.O. within one week of the termination of the emergency, as required;
- ◆ Participating in the debriefing following the emergency.
- ◆ Addressing Critical Incident Stress Management for public safety agency responders and the emotional trauma that may impact the citizens of our community

Emergency Response System

a) Individual Responsibilities of the Town of Lincoln Emergency Control Group

1. Mayor, or in his absence, the Deputy Mayor.

The Mayor, or in his absence, the Deputy Mayor is responsible for:

- ◆ Providing overall leadership in responding to an emergency;
- ◆ Declaring an emergency within the designated area;
- ◆ Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- ◆ 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.

2. C.A.O.

The C.A.O. for the Town of Lincoln is responsible for:

- ◆ Ensuring liaison with the Niagara Regional Police official regarding security arrangements for

the TOLEOC,

- ♦ As the Operations Officer, coordinating all operations within the EOC, including the scheduling of regular meetings;
- ♦ Advising the Mayor on policies and procedures, as appropriate;
- ♦ Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the TOLECG;
- ♦ Ensuring that a communication link is established between the TOLECG and the Emergency Site Manager (ESM);
- ♦ Calling out additional Town staff to provide assistance, as required.

3. Niagara Regional Police Chief

The Regional Police Chief is responsible for:

- ♦ Activating the emergency notification system, and ensuring all members of the TOLECG are notified,
- ♦ Providing an Emergency Site Manager, if required;
- ♦ Notifying necessary emergency and community services, as required;
- ♦ Establishing a site command post with communications to the TOLEOC;
- ♦ Depending on the nature of the emergency, assign the Site Manager and inform the TOLECG;
- ♦ Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- ♦ Establishing the inner perimeter within the emergency area;
- ♦ Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- ♦ Providing traffic control staff to facilitate the movement of emergency vehicles;
- ♦ Alerting persons endangered by the emergency and coordinating evacuation procedures;
- ♦ Opening of evacuee centers in collaboration with the Community Services Director;
- ♦ Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centers;
- ♦ Ensuring the protection of life and property and the provision of law and order;
- ♦ Providing police service in TOLEOC, evacuee centers, morgues, and other facilities, as required;
- ♦ Notifying the coroner of fatalities;
- ♦ Ensuring liaison with other community, provincial and federal police agencies, as required.
- ♦ OPP Liaison: Should the emergency occur in an area which is policed by the Ontario Provincial Police (OPP), the Chief of Police of the Niagara Regional Police Service will detail a senior officer to act as an advisor to, and liaison between the TOLEOC and the OPP.

4. Fire Chief/CEMC

The Fire Chief/CEMC is responsible for:

- ♦ Providing an Emergency Site Manager (Deputy Chief), if required;
- ♦ Maintaining all operations connected with the fighting of fires;
- ♦ Providing the TOLECG with information and advice on firefighting and rescue matters;
- ♦ Depending on the nature of the emergency, assigning the Site Manager and informing the TOLECG;
- ♦ 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 firefighters and equipment, if needed;
- ◆ Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- ◆ Provide a radio equipped vehicle with an Officer from the Lincoln Fire Rescue Service at the Command Post;
- ◆ 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.
- ◆ Making such minor corrections, additions, deletions or other changes as may be required for the purpose of ensuring the accuracy of the Emergency Management Program;
- ◆ Actions required of the individual identified under Emergency Response System – Item 9 (CEMC). (In the event that a sufficiently qualified person is unavailable at the time of the incident.)

5. Director of Public Works

The Director of Public Works is responsible for:

- ◆ Providing the TOLECG with information and advice on engineering and public works matters;
- ◆ Depending on the nature of the emergency, assigning the Site Manager and informing the TOLECG;
- ◆ Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- ◆ Ensuring liaison with the public works representative from the neighboring community (ies) to ensure a coordinated response;
- ◆ Ensuring provision of engineering assistance;
- ◆ Ensuring construction, maintenance and repair of Town's 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 Medical Officer of Health;
- ◆ Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- ◆ 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 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.

6. Medical Officer of Health

The Medical Officer of Health is responsible for:

- ◆ Acting as a coordinating link for all emergency health services at the TOLECG;
- ◆ Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health

Branch;

- ◆ Depending on the nature of the emergency and in concert with the CEMC, assign the Site Manager and inform the TOLECG;
- ◆ Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- ◆ 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 Coordinator;
- ◆ 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 centers 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 regarding the need for potable water supplies and sanitation facilities;
- ◆ Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centers.

7. Director of Community Services

The Director of Community Services is responsible for:

- ◆ Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- ◆ Supervising the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed;
- ◆ Ensuring liaison with the police chief with respect to the pre-designation of evacuee centers which can be opened on short notice;
- ◆ Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers;
- ◆ Ensuring that a representative of the District School Board of Niagara and/or the Niagara Catholic District School Board is/are notified when facilities are required as evacuee reception centers, 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 Home for the Aged and Nursing Home's as required;
- ◆ Making arrangements for meals for the staff and volunteers at the EOC and the Site.
- ◆ Emergency Evacuation Centres
 - a. Community Services will review the list of possible Emergency Evacuation Centres and make preparations for opening selected centers and for the provision of staff. Registration and Inquiry (R&I) will be set up at each Emergency Evacuation Centre. Canadian Red Cross staff will be responsible for R&I with close consultation with the NRPS, TOLEOC and Medical Officer of Health. Regional Community Services or Canadian Red Cross will handle all missing persons requests.

8. Emergency Medical Services (EMS) Representative

The Emergency Medical Services Representative is responsible for:

- ◆ Ensuring emergency medical services at the emergency site;
- ◆ Depending on the nature of the emergency, assigning the Site Manager and informing the TOLECG;
- ◆ 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 TOLECG if other means of transportation are 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 Medical Officer of Health, as required.

9. Community Emergency Management Coordinator (Fire Chief or Alternate)

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

- ◆ Activating and arranging the Emergency Operations Centre;
- ◆ Ensuring that security is in place for the EOC and registration of TOLECG members;
- ◆ Ensuring that all members of the TOLECG have necessary plans, resources, supplies, maps, and equipment;
- ◆ Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- ◆ Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- ◆ Ensuring that the operating cycle is met by the TOLECG 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 keeping TOLECG informed of implementation needs;
- ◆ Maintaining the records and logs for the purpose of debriefings and post-emergency reporting that will be prepared.

10. Utility Representatives – Hydro, Gas, etc.

The Utility Representative - Hydro:

- ◆ Monitoring the status of power outages and customers without services;
- ◆ Providing updates on power outages, as required;
- ◆ Ensuring liaison with the Operations representative;
- ◆ May provide assistance with accessing generators for essential services, or other temporary power measures.

The Utility Representative – Gas

- ◆ Will be responsible for all actions related to natural gas distribution and supply. They will take similar action as listed for the Hydro Representative. If requested by a member of the

TOLECG, the Utility Representative will report to the TOLEOC.

11. Director of Corporate Services/Clerk

The Director of Corporate Services is responsible for:

- ◆ Assisting the C.A.O. as required;
- ◆ Ensuring all important decisions made and actions taken by the TOLECG are recorded;
- ◆ Ensuring that maps and status boards are kept up to date;
- ◆ Providing a process for registering TOLECG members and maintaining a TOLECG member list;
- ◆ Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- ◆ Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of TOLECG members' telephone numbers in the TOLEOC
- ◆ Arranging for printing of material, as required;
- ◆ Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- ◆ Upon direction by the Mayor, ensuring that all Council Members are advised of the declaration and termination of the emergency;
- ◆ 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;
- ◆ Procuring staff to assist, as required.
- ◆ Providing advice to any member of the Town of Lincoln Emergency Control Group on matters of a legal nature as they may apply to the actions of the Town of Lincoln in its response to the emergency, as requested.

12. Director of Finance/Treasurer

The Director of Finance/Treasurer is responsible for:

- ◆ Providing information and advice on financial matters as they relate to the emergency;
- ◆ Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighboring 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.
- ◆ Providing and securing of equipment and supplies not owned by the Town of Lincoln;
- ◆ Ensuring liaison with purchasing agents of the neighboring 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.

13. Director of Planning and Development (Communications Coordinator)

The Director of Planning and Development is responsible for:

- ◆ Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;

- ♦ Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;
- ♦ 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;
- ♦ Making arrangements to acquire additional communications resources during an emergency;
- ♦ Acting as the Emergency Information Officer (EIO) during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

b) Support to TOLECG

1. Other Agencies

In an emergency, many agencies may be required to work with the Town of Lincoln Emergency Control Group. Two such agencies are the school boards and the hospital, as detailed below. Others might include Emergency Management Ontario, Ontario Provincial Police, and the Office of the Fire Marshall, industry, volunteer groups, conservation authorities, and provincial ministries.

2. School Boards

The District School Board of Niagara and Niagara Catholic District School Board 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 centers;
- ♦ 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)

3. West-Lincoln Memorial Hospital Administrator

The West Lincoln Memorial Hospital Administrator is responsible for:

- ♦ Implementing the hospital emergency plan;
- ♦ Ensuring liaison with the Medical Officer of Health and local ambulance representatives 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.

c) Relationship between TOLECG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the ESM has been assigned, the TOLECG relationship with the ESM is to offer support with equipment, staff and other resources, as required.

The TOLECG will also ensure that the rest of the community maintains municipal services.

d) Relationship between ESM, and command and control structures of emergency responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site

will consult with the Emergency Site Manager, so as to offer a coordinated and effective response.

Regular briefings will be held at the site and chaired by the Emergency Site Manager, so as to establish the manner and process by which response to the emergency will be provided.

Emergency Communications Plan

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations including evacuation centers, hospitals, and other key responding agencies.

The Emergency Communications Coordinator for the Town of Lincoln is "TO BE APPOINTED". The Emergency Communications Coordinator is part of the initial Emergency Notification Procedure who, in turn, will call upon his contacts for further communications support, as required.

The Emergency Communications Office is located in a room in close proximity to the EOC and will be assigned by the TOLECG at the time of the emergency. It is equipped with portable hand radios, battery back-up, two-way radio with the necessary channels to communicate with police, fire, EMS and the Ontario Fire Marshall (Fire Department Radios).

Communications between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written in a communications log.

Should the Town of Lincoln lose all telephone communications, pre-arranged communications could be obtained from additional fire department radios, which will act as relay to the EOC and the emergency site.

Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- ♦ Emergency Information Officer;
- ♦ Community Spokesperson; and
- ♦ Citizen Inquiry Supervisor.

The local Emergency Information Centre (EIC) will be located at one of the Town owned facilities listed below.

- ♦ Rittenhouse Library Board Room (Vineland)
- ♦ Fleming Library Board Room (Beamsville)
- ♦ Jordan Arena Meeting Room (Jordan)

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the Town of Lincoln Emergency Control Group. This

area, if established, will be staffed as determined by the community spokesperson.

The Citizen Inquiry Section is located in the Town as determined by the TOLECG at the time of the incident, under the supervision of the Director of Community Services.

1. Emergency Information Officer (EIO)

The Emergency Information Officer reports to the C.A.O. and is responsible for:

- ♦ Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- ♦ Ensuring that the EIC is set up and staffed and a site EIC, if required;
- ♦ Ensuring liaison with the TOLECG to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences;
- ♦ Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Town of Lincoln Emergency Control Group;
 - Switchboard (Town and Emergency Services);
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighboring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- ♦ Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- ♦ Ensuring that the media releases are approved by the C.A.O. (in consultation with the Mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the TOLECG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- ♦ Monitoring news coverage, and correcting any erroneous information;
- ♦ Maintaining copies of media releases and newspaper articles pertaining to the emergency.

2. Community Spokesperson (Mayor)

The community spokesperson (Mayor) is responsible for:

- ♦ Giving interviews on behalf of the Council;
- ♦ Establishing a communication link and regular liaison with the Emergency Information Officer at the TOLEOC
- ♦ Redirecting all inquiries about decisions made by the TOLECG and about the emergency as a whole, to the Emergency Information Officer;
- ♦ Coordinating media photograph sessions at the scene when necessary and appropriate;
- ♦ Coordinating on-scene interviews between the emergency services personnel and the media.

3. Citizen Inquiry Supervisor (Director of Community Services)

The Citizen Inquiry Supervisor is responsible for:

- ♦ Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- ♦ Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- ♦ Informing the affected emergency services, the TOLECG and Municipal switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- ♦ Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- ♦ Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centers.);
- ♦ Responding to and 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;
- ♦ Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centers to the registration and inquiry telephone number(s);
- ♦ Procuring staff to assist, as required.