



EMERGENCY RESPONSE PLAN

Updated October 10, 2019

**Township of Stone Mills
Emergency Response Plan**

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Township of Stone Mills Emergency Response Plan

Part A: Introduction

An emergency is 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 health risk, an accident, or an act whether intentional or otherwise. These situations could threaten public safety, public health, the environment, property, critical infrastructure and the economic stability of the residents of the Township of Stone Mills.

The population of the Township of Stone Mills is 7540 residents.

In order to protect residents, businesses and visitors, the Township of Stone Mills requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group (CCG). The CCG's relationship with the agencies are distinct in arrangement and may call on assistance relating to procedures for normal or day-to-day operations and/or assistance with initiatives carried out in emergency situations.

The Township of Stone Mills developed this emergency response plan with the intent "that every official, municipal department and agency would be prepared to carry out assigned responsibilities in the event of an emergency. The response plan has been prepared to provide key officials, agencies, and departments of the Township of Stone Mills important emergency response information related to:

- Arrangements, services and equipment
- 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 Township of Stone Mills Emergency Response Plan may be viewed at the Township offices.

Bryan Brooks,
C.A.O./Clerk/Community Emergency Management Coordinator
Township of Stone Mills
(613) 378-2475 (Township Offices)

Part B: 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 health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Stone Mills when faced with an emergency.

It enables a centralized, controlled and co-ordinated response to emergencies in the Township of Stone Mills, and meets the legislated requirements of the Emergency Management and Civil Protection Act.

For further details, please contact the Community Emergency Management Coordinator;

Bryan Brooks, CEMC
Township of Stone Mills
4504 County Rd 4
Centreville, ON
K0K 1N0 Phone: 378-2475 (Township Offices)

Part C: Authority

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

The EMCPA 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 plan and its elements have been:

- Issued under the authority of the Township of Stone Mills By Law # 2014 - (E 2.0 1.01)
And
- Filed with Office of the Fire Marshal and Emergency Management - Ministry of Community Safety and Correctional Services

a) Definition of an Emergency

The Emergency Management and Civil Protection Act's definition of an emergency is:

"An emergency is 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 health risk, an accident, or an act whether intentional or otherwise. These situations could threaten public safety, public health, the environment, property, critical infrastructure and the economic stability"

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, community employees may take such action(s) under this emergency response plan as be required to protect property and the health, safety and welfare of the Township of Stone Mills.

Part D: Emergency Notification Procedures

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Fire Department dispatching Centre in Kingston to request that the CEMC and Fire Chief (or alternate CEMC and/or Deputy Fire Chief in their absence) be contacted and the notification of community control group be activated.

Upon receipt of the warning, CEMC and/or Fire/Chief (or alternate in their absence) will notify all members of the Community Control Group (CCG).

Upon being notified, it is the responsibility of all CCG officials to report to the Emergency Operations Centre (EOC)

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

A) Requests for Assistance

Assistance may be requested from the County of Lennox and Addington for matters of mutual jurisdiction or at any other time by contacting the County Emergency Management Services. The request shall not be deemed to be a request that the County assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management at the Ministry of Community Safety and Correctional Services.

The Emergency notification contact list, including contact numbers for requesting assistance, is attached as **Appendix A**.

b) A Declared Community Emergency

The Reeve or Acting Reeve of the Township of Stone Mills, as the head of council is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the C.A.O/Clerk or designate will notify on behalf of the Township:

1. Office of the Fire Marshal and Emergency Management - Ministry of Community Safety and Correctional Services;
2. Township Council;
3. County Warden, as appropriate;
4. Members of the public;
5. Neighbouring community officials, as required;
6. Local member of Provincial Parliament (MPP)
7. Local member of Federal Parliament (MP)

A community emergency may be terminated at any time by:

1. Reeve or Acting Reeve acting on behalf of Council;
2. Township Council by resolution of majority of quorum; or
3. Premier of Ontario

When a terminating an emergency, the C.A.O/Clerk or designate will notify on behalf of the Township:

1. Office of the Fire Marshal and Emergency Management - Ministry of Community Safety and Correctional Services;
2. Township Council
3. County Warden, as appropriate;
4. Members of the public;
5. Neighboring community officials, as required;
6. Local member of Provincial Parliament (MPP)
7. Local member of Federal Parliament (MP)

Part E: Emergency Community Control Group

a) Emergency Operations Centre (EOC)

The CCG will report to the Emergency Operations Centre located at the Township of Stone Mills municipal offices. In the event this operation centre cannot be used, then the alternate location will be the Tamworth Fire Station.

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

- I. Sign in;
- II. Check telephone/communication devices;
- III. Open personal log;
- IV. Contact their own agency and obtain a status report;
- V. Participate in the initial briefing;
- VI. Participate in planning initial response/decision making process;
- VII. Pass CCG decisions on to members agencies/areas of responsibility;
and
- VIII. Continue participation in the EOC operations cycle

b) Community Control Group

The emergency response will be directed and controlled by the CCG – a group of officials who are responsible for co-ordinating the provision of the essential services necessary to minimize the effects of an emergency on the community

The CCG consists of the following officials:

1. Reeve of the Township of Stone Mills, or their alternate
2. C.A.O/Clerk & Deputy Clerk or alternates;
3. Fire Chief/CEMC or alternate;
4. Ontario Provincial Police designate;
5. Public Works Manager or alternate;
6. Telecommunications Coordinator;
7. Emergency Information Officer

8. Additional personnel called or added to the CCG may include
- Emergency Management Ontario Representative;
 - Medical Officer of Health;
 - Social Services Representative;

 - Hydro One Representative;
 - Quinte Conservation;
 - Emergency Medical Services or alternate;
 - Liaison staff from Provincial Ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the affected areas of the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified. In the absence of CCG members, the members present will assign individuals to fulfill the missing roles when possible.

c) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. It is important to note, that these meetings may occur “prior to” or in “preparation for” a declared emergency. The C.A.O./Clerk or designate, will establish the frequency of the meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out the individual responsibilities. The Deputy Clerk will maintain status board and maps and which will be prominently displayed and kept up to date.

d) Community Control Group Responsibilities

The members of the CCG are likely to be responsible for the following actions or decisions:

- Determining of the location and composition of the CCG (if appropriate);
- Calling out and mobilizing their emergency service, agency or equipment;
- Co-ordinating and directing their services and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to the law;
- Advising the Reeve as to whether the declaration of an emergency is recommended;
- Advising the Reeve on the need to designate all or part of the township 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, co-ordinating 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, sewer, gas, etc.;
- Arranging for services and equipment from local agencies not under community control, (i.e. private contractors, industry, volunteer agencies, service clubs etc.)
- 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;
- Determining if additional transport is required for evacuation or transport of person and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/work groups for any aspect of the emergency;
- 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 decision made, actions taken, and submitting a summary log to the C.A.O/Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency

PART F: Emergency Response System

a) The individual responsibilities of the Community Control Group:

1. Reeve or Acting Reeve will be responsible for:

- Providing leadership in responding to the emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (note: Council may also terminate the emergency);
- Notifying the Office of the Fire Marshal and Emergency Management & Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;

- Ensuring the members of the Township Council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.
- Maintain a personal log

2. C.A.O./Clerk & CEMC

The C.A.O./Clerk is responsible for:

- Activating the emergency notification system through the Township of Stone Mills Fire Department's dispatcher;
- Ensuring liaison with the Ontario Provincial Police regarding security arrangements for the EOC;
- As the Operations officer, co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Reeve on policies and procedures as appropriate;
- Approving, in conjunction with the Reeve, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Calling out additional township staff to provide assistance, as required;
- Upon direction of the Reeve, arranging special meetings with Township council as required;
- Maintain a personal log
- Upon direction of Reeve, notifying legal counsel as required.

The CEMC will be responsible for:

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

3. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system when on scene, and/or activating it when notified by other agencies through Kingston Fire Dispatch;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assigning the site manager and informing the CCG;
- 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, etc;
- Providing assistance for other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g. rescue, first aid, casualty, collection of data/information, evacuation, etc.;
- Maintain a personal log;
- Providing an emergency site manager if required.

4. Ontario Provincial Police Representative:

The Napanee Detachment Commander or designate is responsible for:

- Instructing detachment officers who police Stone Mills as to the procedure for activating the Townships' emergency notification system;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;

- Establish an ongoing communications link with the senior police official at the emergency scene;
- Establishing the inner perimeter within the emergency area;
- Establishing an 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;
- Ensuring liaison with Social Services Officer regarding establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, and other facilities as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing and Emergency Site Manager, if required.
- Maintain a personal log

5. Public Works Manager

The Public Works Manager is responsible for:

- Liaison with Lennox and Addington County- Loyalist/Addington Highlands/Greater Napanee Public Works departments for mutual aid, if necessary;
- Providing personnel for assistance as required at the emergency site (e.g. Excavation equipment, snow removal, sand bagging, etc.)
- Ensuring main roads in and out of town are safe for assisting crews arriving from other areas;
- Assisting in evacuation if required e.g. opening evacuee centres;
- Providing advice to CCG on emergency maintenance of roads, if required;
- Providing service of rubble (trees down, floods, buildings collapse, etc.) removal;
- Ensuring provision of engineering assistance;
- Offer staff support to the Public works department as required
- Aid in recovery plan.

6. Lennox and Addington County Social Services Department

The responsibilities of the Social Services department include those areas of operations associated with;

- a. Emergency feeding
- b. Emergency lodging
- c. Emergency clothing
- d. Emergency registration and inquiry
- e. Emergency financial assistance
- f. Provision of reception/evacuation centres
- g. Personal supports (counselling, interpreters)

The Director of Social Services or designate is responsible for;

- Ensure the well-being of residents who have been displaced by arranging emergency lodging, clothing, feeding, registration and inquiry, emergency financial assistance, and personal supports;
- Supervising the opening and operation of temporary and /or long-term evacuation centre(s) which can be opened on short notice;
- Ensuring liaison with the municipality with respect to the pre-designation of evacuation centre(s) that can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding the operation of the centre;
- Ensuring liaison with Nursing Homes, Homes for the Aged, Retirement homes and vulnerable people as required;
- Make arrangements for meals for the staff/volunteers at the EOC and the emergency site.
- Liaise with volunteer agencies such as the Canadian Red Cross, Salvation Army;
- Register volunteers on behalf of the municipality;
- Maintain a log of all actions taken

8. Other Agencies to support the CCG:

a) Other Agencies that may be called upon depending on the nature of the Emergency

- Emergency Medical Services (EMS) Representative
- Hydro One representative
- Medical Officer of Health
- Office of the Fire Marshal and Emergency Management - Ministry of Community Safety and Correctional Services – field officers
- Senior Social Services Representative
- Lennox and Addington County Social Services Department
- Union Gas representative
- Ontario Society of Protection of Cruelty to Animals (OSPCA)

b) Support and Advisory Staff

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

I. Deputy Clerk

The Deputy Clerk is responsible for:

- Assisting the C.A.O./Clerk as required;
- Acting as a scribe for all decisions and actions taken by the CCG;
- Ensuring maps and status boards are kept up to date;
- Notifying support and advisory staff of the emergency;
- Registering CCG members upon arrival at the EOC;
- Upon direction of the Reeve, ensuring all members of council is notified of the emergency.
- Ensuring the Township of Stone Mills website is accurately updated in an efficient manner

II. Legal Services Representative

Legal Services representative is responsible for:

- Providing advice to CEMC or C.A.O./Clerk on matters of legal nature as they may apply to the actions of the Township of Stone Mills in its response to the emergency, as requested

III. Telecommunications Coordinator

The Telecommunications Coordinator reports to the CEMC and is responsible for:

- Activating the necessary notification system of the local amateur radio operators' group;
- Initiating the necessary action to ensure the telephone system at the community offices function 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;

IV. Emergency Information Officer

The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public. A detailed Emergency Information plan is included in Part H of this plan.

V. Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Two such agencies are detailed below. Others might include Office of the Fire Marshal and Emergency Management and Ministry of Community Safety and Correctional Services, industry specialists, volunteer groups, Provincial ministries and Lennox & Addington Hospital Administrator.

VI. Limestone District School Board and Algonquin Lakeshore Catholic School Boards

The Limestone District School Board is responsible for:

- Providing the Centreville Public School for use as a relief shelter and a representative to co-ordinate the maintenance, use and operation of the facility in the event of an emergency;
- Ensuring liaison with the municipality as to protective action to the school (i.e. – implementing school stay in place procedure and implementing

school evacuation procedure) in relations to Tamworth, Enterprise, Newburgh, Yarker and Centreville Public Schools.

The Algonquin Lakeshore Catholic District School Board is responsible for:
Ensuring liaison with the municipality as to protective action to the school (i.e. – implementing school stay in place procedure and implementing school evacuation procedure) in relations to Erinsville Catholic School

c) Relationship between the CCG and Emergency Site Manager (ESM):

Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff, and other resources as required. The ESM will communicate directly with the CEMC to ensure all notification and procedures are being followed.

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

d) Relationship between Emergency Site Manager (ESM) and the command and control structures of emergency responders:

The senior representative for each emergency responder (police, fire, Emergency Medical Services, public works) at the site will consult with the ESM, so as to offer a coordinated and effective response. Regular briefings will be held at the site and chaired by the ESM, so as to establish the manner and process by which response to the emergency will be provided.

PART G: Emergency Telecommunications 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 centres, hospitals, and other key responding agencies.

The Emergency Telecommunications Coordinator (ETC) for the Township of Stone Mills is a pre-designated Amateur Radio Operator. The ETC is part of the initial Emergency Notification Procedure who in turn will call upon their contacts for further communications support, as required.

The Emergency Telecommunications Office will be located in the EOC. It is equipped with telephone lines, and two-way radios with the Fire Department's channels.

The messages transmitted and received will be logged by the Telecommunications Coordinator or a designated scribe.

If the Township of Stone Mills loses all telephone communications, pre-arranged communications can be obtained from the Stone Mills Fire Department and/or Public Works to ensure a steady flow of communication between the Emergency Site and the Emergency Operations Centre.

PART H: Emergency Information Plan

Upon implementation of this Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect the 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:

1. Emergency Information Officer/Coordinator;
2. Community Spokesperson, and
3. Citizen Inquiry Supervisor

The local Emergency Information Centre (EIC) will be located at the Centreville Municipal offices.

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

The Citizen Inquiry position is located at the Centreville Municipal offices, under the supervision of the Social Services Representative.

1. Emergency Information Officer

The Emergency Information Officer reports to the CEMC and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinators (i.e. Provincial, Federal, 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 CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre;
 1. Media;
 2. CCG;
 3. Switchboard (Township and Emergency Services);
 4. Community Spokesperson;
 5. Police Public Relations Officer;
 6. Neighboring communities;
 7. Citizen Inquiry Supervisor;
 8. 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./Clerk (in consultation with the Reeve) prior to dissemination to the public;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

2. Community Spokesperson

The Community Spokesperson will be appointed by the CCG and is responsible for:

- Giving interviews on behalf of the Township of Stone Mills Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries pertaining to decisions made by the CCG and about the emergency as a whole, to the EIO;
- 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

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and the media;
- Informing the EIO of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Informing the affected emergency services, the CCG and the Township switchboards of the establishment of the service;
- Ensuring liaison with the EIO to obtain current information on the emergency;
- Responding to and redirecting inquiries and reports from the public based upon information from the EIO. (Such information may be related to school crossings, access routes or the location of evacuee centres);
- 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 centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, if required.

Part I: Distribution List

| Associations to be contacted | Location of information | Issued dd/mm/yy |
|---|-------------------------|-----------------|
| Office of the Fire Marshal and Emergency Management Ministry of Community Safety and Correctional Services | | |
| L&A County, Social Service & EMS | | |
| Ministry of Municipal Affairs and Housing | | |
| Stone Mills Fire Department | | |
| Ontario Provincial Police | | |
| Mayor of Napanee | | |
| Addington Highlands Reeve | | |
| Loyalist Twp. Reeve | | |
| Cunningham, Swan LLP | | |
| Provincial Emergency Response Plan | | |
| Cowan's Insurance | | |
| Amateur Radio Operators | | |
| Hydro One | | |
| Union Gas | | |
| OSPCA | | |
| Salvation Army | | |
| Red Cross | | |
| Bell Canada | | |
| Cogeco | | |
| Kingston Online Services | | |

