



## **COUNTY OF PETERBOROUGH**

### **EMERGENCY PLAN**

This Emergency Plan is issued under the Authority of the Council of the Corporation of the County of Peterborough as per By-law 17-2001 dated March 7th, 2001.

Revised September 16, 2011

## RECORD OF REVISIONS TO THE EMERGENCY PLAN

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## **Emergency Plan**

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# **EMERGENCY PLAN**

## **FOREWORD**

Municipal Emergencies could be defined as situations 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 situations or the threat of impending situations, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and co-ordinated response by a number of agencies, both governmental and private, under the direction of the appropriate elected officials. These roles are distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

Whenever an emergency occurs, which affects the lives and property of citizens, the initial and prime responsibility for providing immediate assistance rests with the local municipal government. This emergency plan is designed to ensure the co-ordination of municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible. The emergency plan of the County of Peterborough provides co-ordinated emergency support to municipalities in the event of an emergency.

All municipal officials of the County of Peterborough whether elected or appointed, must be fully conversant with the contents of this emergency plan and be prepared at all times to carry out the duties and responsibilities allotted to them.

This Emergency Plan is formulated under the provisions of the “Emergency Management Act R.S.O. 1990 c.E.9” whereby:

“The Council of a municipality may pass a by-law formulating or providing for the formulation of 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 respond to the emergency”.

BY-LAW NUMBER 17-2001

A BY-LAW TO PROVIDE FOR THE FORMULATION OF AN EMERGENCY  
PLAN FOR THE  
COUNTY OF PETERBOROUGH

THE CORPORATION OF THE COUNTY OF PETERBOROUGH BY THE  
COUNCIL THEROF ENACTS AS FOLLOWS:

1. The Emergency Plan attached hereto as Schedule A to the By-law is hereby adopted.
2. Minor changes or alterations to the Plan, and/or Appendices may be undertaken with the approval of the CAO.
3. The County Control Group is hereby authorized and directed to undertake the necessary measures to prepare for an emergency for the County of Peterborough.

PASSED THIS 7TH DAY OF MARCH 2001.

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**WARDEN**

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**Clerk**



## **SCHEDULE "A" TO BY-LAW NUMBER 17-2001 (EMERGENCY PLAN)**

### **SECTION 1**

#### **INTRODUCTION**

##### **STATEMENT OF PURPOSE**

1. To establish a plan of action for the earliest possible response to an emergency with the resources available to protect the health, safety, welfare and property of the inhabitants of the emergency area.
2. To prepare for and to establish a procedure for the declaration of an emergency.

##### **GOALS**

1. To prepare and maintain an emergency plan for the efficient training and deployment of all personnel and services required in an emergency situation in the County of Peterborough.
2. To authorize employees of the municipality to take action under the emergency plan, including the state prior to formal declaration of the emergency.

##### **OBJECTIVES**

1. To specify procedures to be taken for the safety or evacuation of persons in an emergency area.
2. To co-ordinate the provision of services, and the acquisition and distribution of materials, equipment and personnel, during an emergency.
3. a. To establish committees and to designate employees to be responsible for reviewing the emergency plan.

- b. To establish a program for the training of employees in their functions and implementation of the emergency plan during an emergency.
4. To establish an operations control centre for an emergency and any other operations control facilities to be established at the scene or elsewhere according to the nature of the emergency.
5. To secure the earliest possible control to minimize crowd convergence and to maintain order at the site so that emergency operations are not impeded and that additional casualties are prevented.
6. To take immediate action to eliminate all sources of potential danger in the affected area.
7. To evacuate buildings considered to be in hazardous situation.
8. To rescue all persons trapped with a minimum delay and to administer first aid at the site as appropriate.
9. To provide controlled evacuation of the emergency area.
10. To provide such essential social services as may be required by persons affected by the emergency and emergency services personnel involved.
11. In liaison with the Public Information Officer provide factual, official information at the earliest possible time to:
  - a. Officials involved in the emergency;
  - b. News media;
  - c. Concerned individuals seeking personal information.
  - d. Courthouse Supervisors
12. In liaison with the Public Inquiry Officer provide factual, official information at the earliest possible time to the Public Inquiry Centre.
13. To undertake the actions necessary to restore normal services.
14. To appoint a Courthouse Supervisors who will provide for continuity of operations at the courthouse and establish a communication link between the County Operations Centre and the courthouse.



## **EMERGENCY PLAN**

### **SECTION 2**

#### **DECLARATION OF EMERGENCY**

##### **AUTHORITY**

1. The “Emergency Management and Civil Protection Act R.S.O. 1990 c.E.9” provides that:

The Head of Council of the 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 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.

Therefore the Reeve must declare that a state of emergency exists within the local Municipality. The County Warden may declare that a state of emergency exists within the County.

##### **CONVENING OF COUNTY CONTROL GROUP ( C.C.G.)**

2. The Emergency Plan shall be implemented as soon as an emergency occurs or is expected to occur. This decision will be made by the member of the County Control Group (C.C.G.) who receives the initial warning and/or who arrives first at the scene of the disaster or at the operations centre.

The first duty of the County Control Group (C.C.G.) member taking action to commence the implementation of the Emergency Plan shall be to initiate the Emergency Notification procedure. This procedure requires the alerting of the Ontario Provincial Police to request the activation of the Emergency Notification

procedure ( SEE APPENDIX A) as well as activation of pagers. For partial response, communication by telephone may be used.

#### DECLARATION OF EMERGENCY

3. Upon recommendation of the local Municipal Control Group, the Reeve shall officially declare an emergency to exist and may designate any area an Emergency Area.

#### TERMINATION OF EMERGENCY

4. Upon recommendation of the local Municipal Control Group, the Reeve shall officially declare that an emergency has been terminated and shall ensure that all agencies and personnel are advised.

## EMERGENCY PLAN

### SECTION 3

#### COMPOSITION OF COUNTY CONTROL GROUP (C.C.G.)

##### AUTHORITY

1. A County control group (C.C.G.) will be assembled and will be responsible for direction of personnel and the co-ordination of all emergency operations.

##### COMPOSITION

2. The County Control Group (C.C.G.) will consist of the following persons or alternates:

	MAIN	ALTERNATE
a. Warden	Current Warden	Chair of the Committee of the Whole
b. Chief Administrative Officer (Coordinator)		
c. Public Information Officer		
d. Ontario Provincial Police		
1. Police Representative		
2. Media Officer		
3. Telecommunications Officer		
e. County Fire Coordinator		
f. Director of Public Works		
g. Community Services Coordinator		
h. Manager of Social Services		
i. Medical Officer of Health		
j. E. M. S.		
k. Administrative Resource Officer		
l. Courthouse Supervisor		
m. Public Inquiry Officer		

## EMERGENCY NOTIFICATION

3. The County of Peterborough Emergency Plan and Notification Procedure requires the Ontario Provincial Police (O.P.P.) to provide the essential, 24 hour emergency contact location to initiate the County Control Group (C.C.G.) notification and activation of the Emergency Plan. For total activation Black berry's will be utilized as well.

The Emergency Plan may be activated by any one of the members of the County Control Group (C.C.G.) by calling the Ontario Provincial Police (O.P.P.) Station Commander and requesting that the Peterborough County Emergency Plan be activated. For partial activation, telephones only will be used.

(See APPENDIX A).

## OPERATIONS CONTROL CENTRE

4. The County Control Group (C.C.G.) will assemble at an operations control centre located.

Directions for set-up of the Control Centre as well as equipment lists are affixed to the wall in the storage area.

## ALTERNATE OPERATIONS CONTROL CENTRE

5. An alternate operations control centre shall be maintained at, should the primary operations control centre become unable to operate.

## SUPPORT

6. The County Control Group (C.G.C.) may request support and assistance from any other staff, group or organization as required and they may be requested to act as a member of the County Control Group (C.C.G.). This would include County G.I.S. staff who may be requested to attend the operations control centre in order to provide various types of mapping data / information to the C.C.G. dependent on the nature of the emergency situation

## EMERGENCY PREPAREDNESS

7. The County Emergency Planning Committee shall be responsible for the emergency preparedness of the County of Peterborough and the ability to respond to the emergency.

The County Emergency Planning Committee shall convene at least annually to review various aspects of emergency preparedness.

## MOCK DISASTER

8. The County Control Group (C.C.G.) may organize and conduct a mock disaster to test the emergency preparedness of the County of Peterborough, whenever such exercise is deemed appropriate.

## TRAINING

9. The County Control Group (C.C.G.) shall ensure that personnel are able to avail themselves of necessary courses and that requisite training is available to all personnel to familiarize them with the Emergency Plan. Training exercises shall be conducted annually.

## RELATIONSHIP BETWEEN THE COUNTY CONTROL GROUP (C.C.G.) AND THE EMERGENCY SITE MANAGER (E.S.M.)

10. Depending on the nature of the emergency, and once the site manager has been assigned by the CAO, the C.C.G. relationship with the E.S.M. is to offer support with equipment, staff and other resources, as required.

## RESPONSIBILITIES OF THE COUNTY CONTROL GROUP (C.C.G.)

The County Control Group (C.C.G.) shall:

1. Determine that the emergency exists within a designated geographical area, or the entire municipality.
2. Determine that the emergency no longer exists.
3. Advise Warden of the advisability of declaring and terminating a state of emergency.
4. Ensure that the unaffected areas of the municipality continue to receive a reasonable level of service having regard to the stress on resources occasioned by the emergency.
5. Provide the resources requested in support of the emergency site.
6. Receive, review and co-ordinate requests for provincial assistance from departments, agencies, boards and local municipalities.

7. Determine and recommend when necessary, for reasons of public safety, to discontinue any utility service, and/or demolish any unsafe structure.
8. Begin a long term operations plan and establish the priorities for the restoration of services and facilities to the municipality.
9. Arrange for the accommodation and maintenance on a temporary basis of any residents who are in need of assistance due to displacement by the emergency.
10. Request the assistance of personnel and equipment of voluntary and other private agencies and individuals, not under municipal control, as may be required for emergency operations.
11. Ensure the public information statements are accurate and concise to provide:
  - Vital information to affected segments of the municipality
  - General information of public interest to be broadly disseminated
12. Establish and co-ordinate the communications required for response to the emergency including the Courthouse Supervisors and the Public Inquiry Centre.
13. Alert the City of Peterborough Emergency Control Group through the City Administrator that the County Control Group (C.C.G.) has convened, the County Operations Centre is operational and the status of the emergency. In standby situations, the City Emergency Control Group shall also be appraised of the situation.
14. Gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer 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 CAO's Assistant will maintain the status board and maps, which will be prominently displayed and kept up-to-date.



## **EMERGENCY PLAN**

### **SECTION 4**

#### **WARDEN**

##### **GENERAL**

1. The Warden shall provide information to Council and the Public with regards to impacts of an emergency on the County.
2. During the emergency, the Warden will provide information necessary to keep the media and the public informed.

##### **DUTIES OF THE WARDEN**

3. In an emergency, the Warden shall:
  - a. Provide Council with the status updates on a regular basis.
  - b. Establish liaison with Provincial and Federal elected officials.
  - c. Upon recommendation of the County Control Group (C.C.G.)' declare a state of emergency to exist in all or portions of the County.
  - d. Upon recommendation of the County Control Group (C.C.G.), terminate the state of emergency.
  - e. Approve the expenditure of funds to meet the county requirements of the emergency.
  - f. In concert with the Public Information Officer, O.P.P. Media Officer and Chief Administrative Officer direct and approve the schedule of press releases.
  - g. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**

**WARDEN**

	<b>FUNCTIONS:</b>
	Report to C.O.C. and notify Administrative Resource Officer of arrival
	Open Log sheet
	Receive situation briefing from the CAO.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Prepare briefing materials for COC situation report.
	Brief the Council on the situation status.
	Establish liaison with federal and provincial elected officials and request federal and provincial support as necessary.
	Declare a state of emergency if warranted.
	Terminate a state of emergency when warranted.
	Provide logs and records to the Administrative Resource Officer.



## **EMERGENCY PLAN**

### **SECTION 5**

#### **CHIEF ADMINISTRATIVE OFFICER**

##### **GENERAL**

The Chief Administrative Officer shall provide and direct as required, all emergency response or support activities within the County Operations Centre (C.O.C.)

##### **CHIEF ADMINISTRATIVE OFFICER**

The Chief Administrative Officer shall be the Co-ordinator of the County Control Group (C.C.G.)

##### **DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER**

- a. Provide regular updates and act as principle advisor to the Warden and Council on all emergency related matters.
- b. Ensure that operational information updates are available for circulation, discussion and display with the County Operations Centre (C.O.C.).
- c. After consultation with the County Control Group (C.C.G.), appoint an Emergency Site Manager (E.S.M.)
- d. Commence a long-term planning process and establish the priorities for the re-establishment of any service discontinued as a result of the emergency.
- e. Approve news releases and public announcements prior to their release.
- f. Upon recommendation of the County Control Group (C.C.G.) request Provincial assistance.

- g. Determine the level of staffing required for county operations not directly associated with an emergency and arrange support services.
- h. Ensure that the necessary administrative and clerical staff are provided to assist the County Control Group (C.C.G.).
- i. Secure the necessary financial support from existing sources or from Provincial or Federal authorities.
- j. Ensure that the appropriate legal and statutory requirements are met. If required, Legal assistance shall be provided by the County Solicitor.
- k. Assure the City of Peterborough Emergency Control Group has been notified that an emergency exists within the County of Peterborough.
- l. Designate individuals on a temporary basis to fill vacancies on the County Control Group (C.C.G.)
- m. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**

**CHIEF ADMINISTRATIVE OFFICER FUNCTIONS:**

	Report to C.O.C. and notify C.O.C. Administrative Resource Officer of arrival
	Open Log Sheet
	Check with Administrative Resource Officer to determine who has arrived and when others will report to COC.
	Confirm with the Administrative Resource Officer initiation of the event status board.
	As soon as possible, obtain status briefing from CCG.
	Brief CCG members by situation report briefing.
	Co-ordinate CCG response to immediate priorities
	Appoint Emergency Site Manager (E.S.M.) after consultation with C.C.G.
	Ensure all CCG members announce who the Emergency Site Manager (E.S.M.) is, to their departments, Dispatchers, etc.
	Establish communication link with the Site Commander.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Prepare elected officials briefing.
	Establish liaison with Emergency Measures Ontario and request provincial and federal support as necessary.
	Co-ordinate press releases with the Public Information Officer.
	Alert the Municipalities and City of Peterborough of the emergency situation and of potential impacts.
	Maintain a record of all expenditures authorized by the CCG.
	Provide logs and records to the Administrative Resource Officer.



## **EMERGENCY PLAN**

### **SECTION 6**

#### **PUBLIC INFORMATION OFFICER**

##### **GENERAL**

The Public Information Officer helps manage all public information activities during the emergency with the exception of Public Inquiry operations.

##### **DUTIES OF THE PUBLIC INFORMATION OFFICER (PIO)**

- a. Consult with the Warden, Ontario Provincial Police (O.P.P.) Media Officer and the Chief Administrative Officer on the need for news briefings and conferences, the granting of media interviews, the status of media monitoring, recommended responses to media misinformation and rumour, the content of official statements, announcements and other forms of public communication and the release of any disaster-related information to the public. The actual delivery of these messages will be the responsibility of the O.P.P. Media Officer, the Warden or Chief Administrative Officer, as determined by the Chief Administrative Officer.
- b. Ensure that a log is kept of all media reporting to be transformed into a media coverage summary and assessment component of the final operational evaluation report of public information activities.
- c. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**PUBLIC INFORMATION OFFICER**

	<b>FUNCTIONS:</b>
	Report to C.O.C. and notify C.O.C. Administrative Resource Officer of arrival
	Open Log sheet
	Begin Emergency Log.
	Receive situation briefing from the CAO.
	Notify alternate COC representative and provide a briefing and arrange a shift change if the situation requires an extended response.
	Develop an operation plan providing support to this emergency situation including the production of media releases and the scheduling of media interviews.
	Prepare briefing materials for COC situation report.
	Provide logs and records to the COC Administrative Resource Officer.



## **EMERGENCY PLAN**

### **SECTION 7**

#### **PUBLIC INQUIRY OFFICER**

##### **GENERAL**

The Public Inquiry Officer helps manage information requests received from the Public Inquiry Centre Coordinators.

The Public Inquiry Officer coordinates the supply of volunteer labor with the United Way organization.

##### **DUTIES OF THE PUBLIC INQUIRY OFFICER**

- a. Assist in providing answers to information requests from the Public Inquiry Centre Coordinators who in turn receive information requests from City, County and Municipal staff assigned as Public Inquiry Communicators.
- b. Consult with the appropriate position within the County Operations Centre to obtain answers to information requests forwarded from the Public Inquiry Centre Coordinators
- c. Consult with other members of the County Control Group (C.C.G.) on the status of the emergency situation and on any need for resources that could be fulfilled by volunteers registered with the United Way Organization.
- d. Apprise the County Operations Centre (C.O.C.) members of any significant information received by county staff assigned to public inquiries, from members of the general public and the media.
- e. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**PUBLIC INQUIRY OFFICER**

	<b>FUNCTIONS:</b>
	Report to C.O.C. and notify C.O.C. Administrative Resource Officer of arrival
	Open Log sheet
	Begin Emergency Log.
	Receive situation briefing from the CAO.
	Notify alternate COC representative and provide a briefing and arrange a shift change if the situation requires an extended response.
	Notify Public Inquiry Centre that you are on duty and available to obtain answers to questions.
	Develop an operation plan providing support to this emergency situation.
	Prepare briefing materials for COC situation report.
	Review need for volunteer resources with County Control Group and notify United Way for requirements.
	Provide logs and records to the COC Administrative Resource Officer.



## **EMERGENCY PLAN**

### **SECTION 8**

#### **COMMUNITY SERVICES OFFICER**

##### **GENERAL**

1. The duties of the Community Services Officer include those areas of operations associated with:
  - a. Provision of reception/evacuation centres.
  - b. Co-ordination of supply and demand of human resources, both volunteer and compensated.

##### **EVACUATION CENTRES**

2. The Community Services Officer shall ensure that a list of schools and facilities is available to assist the County Control Group (C.C.G.) to provide for evacuation of persons from an Emergency Area and shall designate the evacuation centres as required. (See Appendix G)

##### **DUTIES OF THE COMMUNITY SERVICES OFFICER**

3. The Community Services Officer shall:
  - a. Liaise with the Director of Public Works in the transportation of people to evacuation centres from the Emergency Area.
  - b. Co-ordinate supply and demand of human resources.
  - c. Select the most appropriate site (s) for registration of human resources.
  - d. Maintain records of human resources and administrative detail that may involve financial liability.
  - e. Arrange for transportation of human resources.

- f. Obtain assistance if necessary from Human Resources Development Canada.
- g. Advise the Chief Administrative Officer on all matters of human resource planning.
- h. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**COMMUNITY SERVICES DEPARTMENT**

	<b>FUNCTIONS</b>
	Report to C.O.C. and notify C.O.C. Administrative Resource Officer of arrival
	Open Log Sheet
	Receive situation briefing from the CAO.
	Determine with the CCG what Human Resources are needed.
	Co-ordinate the registration and assignment of volunteers.
	Co-ordinate the hiring of temporary personnel.
	Arrange for transportation for volunteers and temporary hires.
	Maintain communications with the Evacuee Centre owners and place on standby for possible opening.
	Notify Community Services Staff and activate necessary personnel and resources to assist in emergency response.
	Develop a departmental operation plan for providing support to this emergency situation.
	Maintain all records of human resources (financial and liability implications).
	Prepare briefing materials for COC situation report.
	Provide a briefing for Community Services staff and plan assistance requirements.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires extended response.
	Provide logs and records to the COC Administrative Resource Officer.



## **EMERGENCY PLAN**

### **SECTION 9**

#### **POLICE SERVICES**

##### **GENERAL**

1. The duties of the Police continue to be:
  - a. Protection of life and property
  - b. Preservation of peace
  - c. Prevention of crime and disorder
  - d. Crowd and traffic control
  - e. Investigation of offenses.

##### **DISASTER ALERT**

2. The Supervisor of the Ontario Provincial Police (O.P.P.) Communication Centre, upon confirmation from one of the members of the County Control Group (C.C.G.) shall initiate action to activate the Notification Procedure by advising the other members of the County Control Group (C.C.G.) (Appendix A.)

##### **OPERATIONS CONTROL CENTRE**

3. The Emergency Planning Coordinator shall ensure that equipment and supplies are available in the designated operations control centre located within the County Court House at 470 Water St. in the City of Peterborough, to the satisfaction of the County Control Group (C.C.G.).

## MEDIA OFFICER

4. The Ontario Provincial Police (O.P.P.) shall provide the services of an officer trained and proficient in media and public relations. The officer shall advise the Warden, Chief Administrative Officer and Public Information Officer in preparation and delivery of public and media statements.  
Provide a media officer to work in conjunction with the Warden, Chief Administrative Officer and Public Information Officer to ensure timely and accurate release of factual official information to:
  - a. Officials involved in the emergency.
  - b. News Media
  - c. County staff assigned to public inquiries

## TELECOMMUNICATIONS OFFICER

5. The Ontario Provincial Police (O.P.P.) shall provide an officer trained and proficient in providing telecommunications in support of emergency operations. The Telecommunications Officer shall:
  - a. Provide back-up telecommunications as required
  - b. Establish Amateur Radio Emergency Service (ARES) locations to be staffed
  - c. Direct and co-ordinate the actions of the ARES response
  - d. Distribute the ARES information flow to the County Control Group (C.C.G.)

## POLICE DUTIES

6. The Ontario Provincial Police (O.P.P.) will implement its procedure for Major Incident Plan including the following:
  - a. Alert and assist other emergency agencies.
  - b. Notify the ambulance service of the emergency and provide an initial estimate of the casualties.
  - c. Control and disperse crowds within the Emergency Area.
  - d. Control traffic in the immediate vicinity of the Emergency Area to facilitate the movement of emergency vehicles in co-operation with the Director of Public Works.
  - e. Provide traffic control to facilitate movement of ambulances to hospitals and medical facilities and to assist in the movement of other emergency vehicles to and from the Emergency Area.
  - f. Alert persons endangered by the disaster and evacuate buildings or areas as authorized and directed by the County Control Group (C.C.G.).

- g. Prevent unauthorized entry into the Emergency Area and maintain law and order and prevent looting with the Emergency Area.
- h. Maintain order in any evacuation centre.
- i. Provide notification of fatalities to the coroner.
- j. Provide assistance to the coroner in the location and operation of a temporary morgue.
- k. Provide operational authority for emergencies on crown lands.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**POLICE SERVICE**

	FUNCTION:
	Open log sheet.
	Notify COC Administrative Resource Officer of arrival and duty schedule.
	Check telecommunication devices.
	Check on messages received before your arrival.
	Obtain status of committed resources and those in reserve.
	Alert Police Force staff and activate necessary personnel and resources to assist in emergency response.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Receive status report from Telecommunications Supervisor.
	Prepare briefing for CCG; highlight problems, additional resource needs, Mutual Aid, etc.
	Pass information as appropriate to the COC Administrative Resource Officer for the Events Log.
	Participate in Situation Reports and operations planning.
	Provide logs and records to the COC Administrative Resource Officer.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**TELECOMMUNICATIONS SUPERVISOR**

	<b>FUNCTIONS:</b>
	Report to COC and notify the Administrative Resource Officer on arrival.
	Open Log Sheet
	Activate the ARES when required
	Verify communication equipment operation and availability of all COC communication channels.
	Receive situation briefing from the Police Representative
	Direct and co-ordinate the actions of the ARES
	Distribute the ARES message forms when activated
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Assign ARES locations to be staffed with radio operators
	Liaison with radio operator and CCG
	Liaison with telecommunication service providers
	Facilitate the message flow between the CCG and ARES radio operator
	Provide logs and records to the Administrative Resource Officer



**EMERGENCY PLAN**  
**SECTION 10**  
**COUNTY FIRE CO-ORDINATOR**

**GENERAL**

1. The duties of the County Fire Co-ordinator are to co-ordinate the provision of services for the:

- a. Protection of Life and Property
- b. Suppression and prevention of fires
- c. Rescue and extrication
- d. Medical Aid

**FIRE DUTIES**

- 2.
- a. Provide equipment and manpower to assist in pumping operations, conditions permitting.
  - b. Activate the mutual aid fire system as required.
  - c. Provide and assist with medical services as required.

**COUNTY FIRE CO-ORDINATOR DUTIES**

- a. Establish and maintain communication with the fire chief(s) of the affected communities.
- b. Advise the County Control Group (C.C.G.) on all fire, chemical release or spill and rescue related activities, as information is received from the chief (s) having jurisdiction.

- c. Co-ordinate all fire related duties utilizing available municipal resources within the County.
- d. Maintain a log of all actions taken.
- e. Ensure a list of all industrial and commercial businesses and contacts are maintained. The County Fire Co-ordinator shall ensure that a current copy is maintained and is available to the county control group (C.C.G.) of the inventory of hazardous materials and hazardous physical agents that are present in the work place.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**FIRE CO-ORDINATOR**

	FUNCTION:
	Open log sheet.
	Notify COC Administrative Resource Officer of arrival and duty schedule.
	Check telecommunications devices.
	Check on messages received before your arrival.
	Obtain status of committed resources and those in reserve.
	Notify local Fire Departments and activate and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Activate Mutual Aid when required.
	Prepare briefing for CCG; highlight problems, additional resource needs, Mutual Aid etc.
	Pass information as appropriate to the COC Administrative Resource Officer for the Events Log.
	Participate in Situation Reports and operations planning.
	Provide logs and records to the COC Administrative Resource Officer.



**EMERGENCY PLAN**  
**SECTION 11**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL**

1. The duties of the Director of Public Works include those areas of operation associated with:

- a. Maintenance of drainage system
- b. Maintenance of roads and bridges
- c. Emergency public transportation
- d. Urban rural forestry skilled labour

**DUTIES OF PUBLIC WORKS DEPARTMENT**

2. The Public Works Department shall, as required:

- a. Ensure all vehicles, equipment and personnel are available for assistance.
- b. Provide barriers and flashers for control for the Emergency Area.
- c. Clear debris, snow or other obstructions in and around the Emergency Area.
- d. Arrange delivery of emergency water supplies for human consumption.
- e. Conduct emergency pumping operations, sandbagging and other flood and water control measures
- f. Maintain the essential services of storm drains and other services as required for health and safety purposes.
- g. Provide supplies of fuel and oil for emergency services.

- h. Arrange the provision of portable washroom and other sanitary facilities and provide essential waste disposal.
- i. Maintain essential roads and access routes for pedestrian and vehicular access.
  
- j. Arrange and provide transportation for evacuation as required.
  
- k. Provide equipment and personnel to assist in the clearing of trees and property.
  
- l. The Director of Public Works shall ensure that an inventory of equipment and personnel is available to assist in response to an emergency.

#### CONTRACTORS AND EQUIPMENT

- m. The Director of Public Works shall ensure that an inventory of contractors and equipment suppliers is available to assist in an emergency.

#### TRANSPORTATION

- n. The Director of Public Works shall ensure that a list of transportation companies with contacts and equipment available to assist in an emergency is provided.

#### DUTIES OF DIRECTOR OF PUBLIC WORKS

- a. Provide advice to the County Control Group (C.C.G.) regarding all engineering matters.
  
- b. Liaise with the senior public works officials from the affected communities.
  
- c. Provide engineering assistance to the affected communities as required.
  
- d. Provide liaison with public utilities, Ontario Hydro, Enbridge Consumers Gas, Bell Canada and Nexicom Ltd. Regarding the discontinuation of public utilities and the provision of alternate services.
  
- e. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**PUBLIC WORKS DEPARTMENT**

	<b>FUNCTIONS:</b>
	Report to COC and notify the Administrative Resource Officer of arrival.
	Begin Emergency Log
	Receive situation briefing from the CAO
	Notify alternate COC representative and provide a briefing and arrange for shift change if the situation requires an extended response
	Develop an operation plan for providing support to this emergency situation
	Prepare briefing materials for COC situation report
	Provide a briefing for staff
	Review resource list for potential outside agency or contractor support that may be required
	Provide logs and records to the COC Administrative Resource Officer



## **EMERGENCY PLAN**

### **SECTION 12**

#### **MANAGER OF SOCIAL SERVICES**

##### **GENERAL**

1. 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 welfare services

##### **DUTIES OF THE SOCIAL SERVICES DEPARTMENT**

2. The Social Services Department shall:

- a. Establish welfare centres as required to provide for the continuity of welfare programs and to provide emergency welfare services.
- b. Co-ordinate the volunteer agencies involved in the Social Services sector i.e. Red Cross, Salvation Army, etc.
- c. Register, control and supervise evacuees entering and leaving the evacuation centres.
- d. Maintain evacuation centres and direct funding where needed for the provision of food, accommodation, clothing and support care.
- e. Work in close co-operation with the Community Services Officer.
- f. Maintain a log of all actions taken.

## EQUIPMENT AND PERSONNEL

3. The Manager of Social Services shall ensure that a list of equipment and personnel is available to assist in the response to an emergency.

## EVACUATION

4. The Manager of Social Services shall provide staffing of evacuation and/or reception centres in conjunction with designated agencies for the registration, feeding, care, clothing and shelters of persons using the centres.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**SOCIAL SERVICES DEPARTMENT**

	<b>FUNCTIONS</b>
	Report to C.O.C. and notify C.O.C. Administrative Resource Officer of arrival
	Open Log Sheet
	Notify Social Services staff and activate necessary personnel and resources to assist in emergency response.
	Notify support agencies; Red Cross, Salvation Army, etc. provide situation briefing and specify assistance needed.
	Co-ordinate with the Community Services Department the selection of Reception/Evacuee Centres.
	Assign a manager and staff to each facility opened.
	Maintain communications with the Reception/Evacuee Centre Managers and place on stand by for possible opening.
	Develop a departmental operation plan for providing support to this emergency situation.
	Prepare briefing materials for COC situation report.
	Provide a briefing for Social Services staff and plan assistance requirements.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires an extended response.
	Provide logs and records to the COC Administrative Resource Officer



## **EMERGENCY PLAN**

### **SECTION 13**

#### **MEDICAL OFFICER OF HEALTH**

##### **GENERAL**

1. The duties of the Medical Officer of Health include those areas of operation associated with:

- a. Communicable Diseases
- b. Health Inspection Services
- c. Advice on Medical Services
- d. Public Health Advisories

##### **DUTIES OF THE MEDICAL OFFICER OF HEALTH**

2. The Office of the Medical Officer of Health shall:

- a. Provide information and instructions to the County control Group (C.C.G.) and the population on matters concerning public health.
- b. Protect the health of the community from inherent health threats by enforcement of the applicable legislation.
- c. Continue delivery of established programs to ensure continuity of care and general health protection.
- d. Assist other health institutions to deliver emergency services to victims of the emergency.
- e. Maintain a log of all actions taken.



## **EMERGENCY PLAN**

### **SECTION 14**

#### **EMERGENCY MEDICAL SERVICE**

##### **GENERAL:**

1. The duties of Emergency Medical Service include those areas of operation associated with:

- a. Ensuring emergency medical services at the site of the emergency
- b. Ensuring balanced emergency medical services coverage is maintained throughout the community.

##### **DUTIES OF EMERGENCY MEDICAL SERVICES:**

2. Emergency Medical Services shall ensure the following:

- a. Depending on the nature of the emergency and in conjunction with the CAO, assign the Emergency Site Manager.
- b. Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
- c. Obtain EMS from other Municipalities for support, if required.
- d. Ensuring triage at the site.
- e. Advising the CCG if other means of transportation is required for a large-scale response.

- f. Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
- g. Ensure liaison with the receiving hospitals.
- h. Maintain a log of all actions taken.
- j. Ensure liaison with the Medical Officer of Health, as required.
- k. Ensure distribution of casualties in an appropriate and effective way.

**COUNTY OF PETERBOROUGH**  
**EMERGENCY ACTION CHECKLIST**  
**EMERGENCY MEDICAL SERVICES**

	FUNCTION:
	Open log sheet.
	Notify COC Administrative Resource Officer of arrival and duty schedule.
	Notify alternate COC representative and provide a situation briefing and arrange for shift change if the situation requires extended response.
	Check telecommunications devices.
	Check on messages received before your arrival.
	Obtain status of committed resources and those in reserve.
	Depending on the nature if the emergency, assign the Site Manager and inform the CCG.
	Establish an ongoing communication link with the senior EMS official at the scene of the emergency.
	Obtain EMS from other Municipalities for support, if required.
	Ensure triage operation functioning properly at the site.
	Advise the CCG if other means of transportation is required for a large-scale response.
	Liaise with the Ministry of Health and Long Term Care Central Ambulance Communication Centre to ensure balanced emergency coverage is available at all times throughout the community.
	Ensure Liaison with the receiving hospitals.
	Participate in Situation Reports and operations planning.
	Provide logs and records to the COC Administrative Resource Officer.



**EMERGENCY PLAN**  
**SECTION 15**  
**ADMINISTRATIVE RESOURCE OFFICER**

**GENERAL**

1. The Administrative Resource Officer supports the efficient functioning of the County Operations Centre (C.O.C.).

**DUTIES OF THE ADMINISTRATIVE RESOURCE OFFICER**

2. The Administrative Resource Officer shall:

- a. Open the Log Sheet
- b. Log County Control Groups (C.C.G.) Members' arrival and record attendance.
- c. Record information on the main event board.
- d. Ensure log supplies forms and office supplies are adequate.
- e. Co-ordinate provision of clerical staff as necessary.
- f. Ensure logs are being completed and collect them from the County Control Group (C.C.G.) at the end of the shift.
- g. Notify alternate County Operation Centre (C.O.C.) representative, provide a situation briefing and arrange for shift change.
- h. Establish shift change schedule for the County Control Group (C.C.G.)
- i. Maintain a log of all actions taken.

**COUNTY OF PETERBOROUGH**

**EMERGENCY ACTION CHECKLIST**

**COC ADMINISTRATIVE RESOURCE OFFICER**

	FUNCTION
	Open log sheet
	Log CCG Members arrival and record attendance
	Record information on the main events board
	Send and distribute faxes
	Ensure log supplies, forms & office supplies are adequate
	Co-ordinate provision of clerical staff, as necessary
	Ensure logs are being completed and collect them from the CCG at end of shift
	Answer phones during Situation Reports
	Notify alternate COC representative and provide a situation briefing and arrange a shift change
	Establish shift change schedule for the CCG



## **EMERGENCY PLAN**

### **SECTION 16**

#### **OTHER AGENCIES AND FUNCTIONS**

##### **CANADIAN RED CROSS**

###### **GENERAL**

1. To provide registration and inquiry services in support of the emergency response.

###### **DUTIES OF THE RED CROSS**

2. Upon receiving notification by the County Control Group (C.C.G.), the Red Cross shall:
  - a. Activate the local Red Cross Emergency Response Plan.
  - b. Establish and maintain contact with the municipal Social Services Manager in the County Operations Centre (C.O.C.).
  - c. Assist in the establishment, staffing and management of reception and information centres.
  - d. Maintain a log of all actions taken.



## **EMERGENCY PLAN**

### **SALVATION ARMY**

#### **GENERAL**

1. To provide immediate and temporary food, drink and clothing to persons in need due to the emergency.

#### **DUTIES OF THE SALVATION ARMY**

2. Upon receiving notification from the County Control Group (C.C.G.), the Salvation Army shall:

- a. Activate the local Salvation Army's emergency response system.
- b. Establish and maintain contact with the Social Service Manager in the County Operations Centre (C.O.C.)
- c. At the request of the Social Services Manager, provide food and clothing at the reception and evacuation centres.
- d. Mobilize and co-ordinate the response of Salvation Army personnel from outside the Peterborough area, if required.
- e. Maintain a log of all actions taken.



**EMERGENCY PLAN**  
**ST. JOHN AMBULANCE**

**DUTIES OF THE ST. JOHN AMBULANCE**

**1. St. John Ambulance shall:**

- a. Upon receiving notification, activate the organization.
- b. Under the direction of the Manager of Social Services, the Managers of the Reception Centres and/or Evacuation Centres, provide personnel to assist with triage, first aid and casualty handling.
- c. Maintain a record of all actions taken.



## **EMERGENCY PLAN**

### **PETERBOROUGH COMMUNITY ACCESS CENTRE**

#### **GENERAL**

1. To assist the Medical Officer of Health to deliver emergency health services (nursing) during an emergency response.
2. To provide the Manager of Social Services staff resources to perform the emergency lodging requirements at designated reception/evacuation centres.

#### **DUTIES OF THE ACCESS CENTRE**

3. The Peterborough Community Access Centre shall:
  - a. Provide information to the Medical Officer of Health on the number, location and needs of ill and disabled residents within our community in an emergency.
  - b. Provide medical resources, trained staff and materials to the Medical Officer of Health as required.
  - c. To provide emergency lodging services that organize as quickly as possible safe, temporary lodging for people in need.



## **EMERGENCY PLAN**

### **AMATEUR RADIO**

#### **DUTIES OF THE AMATEUR RADIO EMERGENCY SERVICE**

1. Under the direction of the Ontario Provincial Police (O.P.P.) Telecommunications Officer, the Amateur Radio Emergency Service shall:

- a. Provide radio communication where needed in support of the municipal emergency response.
- b. Designate operators to report to the Peterborough County Operations Centre (C.O.C.).
- c. Activate all ARES members to monitor the appropriate frequency and to remain on stand-by.
- d. Maintain a record of all activity and "IN/OUT" message register.



## **EMERGENCY PLAN**

### **SECTION 17**

#### **PLAN ADMINISTRATION**

##### **EMERGENCY PLANNING CO-ORDINATOR**

1. County Council shall appoint an Emergency Planning Co-ordinator who will ensure that the Emergency Plan is reviewed and revised as required. The Emergency Planning Co-ordinator shall act as secretary to the County Control Group (C.C.G.)

##### **EMERGENCY PLANNING CO-ORDINATOR GENERAL**

1. The Emergency Planning Co-ordinator shall be the secretary of the County Control Group (C.C.G.) and shall ensure that the preparations for executing an Emergency Plan are in order.

##### **EMERGENCY PLANNING CO-ORDINATOR DUTIES**

2. The Emergency Planning Co-ordinator shall be the secretary to the County Control Group (C.C.G.) and shall:

- a. Prepare agendas, compile minutes and undertake correspondence.
- b. Distribute the Emergency Plan and amendments.
- c. Distribute amended pages of the Appendices upon receipt of information from members of the County Control Group (C.C.G.) and external sources.
- d. Distribute information on courses for emergency preparedness and facilitate enrolment.
- e. Distribute information on Emergency Planning and associated advisories.

3. The Emergency Planning Co-ordinator shall undertake all operations under the direction of the County Control Group (C.C.G.) including the following duties:
- a. Prepare the Emergency Plan, appendices and directories as required and recommend and incorporate revision as appropriate
  - b. Ensure that appendices and directories to be prepared by other sources are prepared and updated.
  - c. Review the Emergency Plans prepared by other agencies in the County and determine compatibility with the County's Emergency Plan.
  - d. Meet regularly with Provincial and Federal Emergency Planning officials.
  - e. Make recommendations to County Control Group (C.C.G.) of requirements for equipment and services and assist in the submission of annual budget request.
  - f. In non-emergency situations, ensure internal communications and external (public) awareness for Emergency Management Program.
  - g. Secure information on funding to assist in the execution of the Emergency Plan.
  - h. Co-ordinate "mock" emergencies and report on the implementation of the Emergency Plan.
  - i. Establish a regular schedule of meeting to undertake "paper" planning for execution of the Emergency Plan.
  - j. Advise the County Control Group (C.C.G.) of courses, seminars and other training and emergency preparedness exercises and the appropriateness of attendance. Ensure that an operation control centre is established, main and alternate and supplied.
  - k. Ensure that an operations control centre is established, main and alternate and supplied.
  - l. Develop an effective system for gathering of information for the County Control Group (C.C.G.) and in conjunction with the information officers of the emergency service agencies, provide factual, official information at the earliest possible time to:
    - 1. Officials
    - 2. News Media
    - 3. Concerned individuals
    - 4. Provincial and Federal Emergency Officials

- m. Maintain a register of the organizations that would be involved in the execution of the Emergency Plan.
- n. Compile a final report on the emergency.
- o. Notify other organizations that are identified in the County Emergency Plan.

**APPENDIX A**

**COUNTY OF PETERBOROUGH  
ONTARIO PROVINCIAL POLICE  
EMERGENCY NOTIFICATION PROCEDURE**

**COUNTY OF PETERBOROUGH  
EMERGENCY PLAN  
COUNTY CONTROL GROUP – FIRST LINE RESPONSE**

**APPENDIX D – SECOND LINE RESPONSE**

**COUNTY OF PETERBOROUGH  
EMERGENCY PLAN  
MUNICIPAL RESPONSE OFFICIALS**



**APPENDIX E  
COUNTY OF PETERBOROUGH  
PROVINCIAL EMERGENCY RESPONSE OFFICIALS  
THIRD LINE RESPONSE**

