



THE CORPORATION OF THE  
*Township Of Pelee*

# TOWNSHIP OF PELEE

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## Emergency Response Plan

**By-law No. 2023 - 76**

Plan and Annexes Revised December 3, 2023

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## General Overview of the Township of Pelee

### Population

Residents	230
Seasonal*	1,500

*\*Estimated number based on cottage and seasonal resident occupancy within the Township of Pelee from roughly May to September.*

### Businesses

*Based on number of properties within the Township of Pelee, as of 2022.*

Commercial	29
Farmland*	167
Farmland* (acres)	6500
Industrial	16

*\*All farmland is agricultural, no livestock present.*

### Education

The Municipality's educational facilities consist of the Pelee Island Public School, containing as of 2022, 19 students.

### Medical Care

The Municipality is serviced by Erie Shores HealthCare and consists of a nursing station staffed by a Registered Nurse. Air Ambulance, if warranted, flies all emergencies, off the island.

### Protective Services

**Firefighting** operations are the responsibility of the Municipality through the Township of Pelee Volunteer Fire Department, with one central station located at 1027 Centre Dyke Road.

**Policing** operations are provided by the Ontario Provincial Police, through the Essex County Detachment. There is not 24/7 police presence on the island, and currently no active detachment within the Township of Pelee.

*Ambulance* operations are provided by Essex-Windsor EMS in Essex County. There are two (2) ambulance buses on the Island, one in service and one spare unit. There are two (2) paramedics present at all times. During the case of a medical emergency there are air ambulance services provided by ORNGE, with a helipad located behind the medical clinic and ambulance base *as well as the ability to land at the airport.*

## Electrical Services

Hydro One Network provides electricity, by way of a cable that runs under Lake Erie to the north end of Pelee Island. A backup generator that provides 1-3 megawatts is also on the island in case of extended power failures.

## Conservation Authority

Shorelines surrounding the Municipality are under the jurisdiction of the Essex Region Conservation Authority.

## PART ONE: INTRODUCTION

The purpose of this plan is to provide elected officials, personnel and emergency response agencies with an overview of the guidelines to their expected response and responsibilities to an emergency situation within the Township of Pelee. For this plan to be effective it is imperative that all officials, departments and agencies be aware of their respective roles and be prepared to carry out their assigned responsibilities.

For the purposes of this plan, an **emergency** according to the Emergency Management and Civil Protection Act 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.

While many emergencies could occur within the Township of Pelee, the most likely to occur are, in order of likelihood:

1. Fog
2. Lightening and Severe Thunderstorms
3. Extreme Winter Weather
4. Transportation Disruptions
5. Communication Failure
6. Cyber Attack
7. Electrical Energy Failure
8. Erosion
9. Extreme Heat
10. Poor Lake Water Quality

Using a Hazzard Identification and Risk Assessment, the largest overall concerns due to total risk are as follows:

1. Transportation Disruptions
2. Tornado
3. Interior Flooding
4. Fire/Explosion
5. Extreme Winter Weather
6. Erosion
7. Poor Lake Water Quality
8. Aviation Disaster
9. Marine Disaster
10. Petroleum Product Shortage

## PART TWO: 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 Pelee when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Pelee and meets the legislated requirements of the Emergency Management and Civil Protection Act.

The Township of Pelee response plan will incorporate subordinate plans as annexes, which provide detailed response procedures for the most likely hazards, which confront the Township of Pelee. These hazards have been determined through the conduct of a Hazard Identification and Risk Assessment (HIRA) by the Pelee Emergency Management Program Committee.

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



## PART THREE: PLAN MAINTENANCE

The Community Emergency Management Coordinator is responsible for maintaining the Township's ERP.

The ERP, related plans and protocols, and other aspects of the Emergency Management Plan are reviewed annually by the Township's Emergency Management Program Committee (EMPC).

The EMPC will meet twice annually at minimum to review the EMP including the ERP.

Additionally, plans are re-evaluated to ensure their effectiveness and applicability when any of the following occur:

- Legislative and regulatory changes
- New hazards are identified or existing hazards change
- Resource or organizational structure change
- After exercises
- After emergency/disaster response
- Infrastructural, economic and/or political changes

*Appendices and annexes do not form part of the ERP as they may be confidential and provide more detailed relevant information that may require frequent updating, be of technical nature, or contain sensitive or personal information that could pose a security threat or violate privacy legislation if released. A copy of all appendices and annexes are available at the Township's Emergency Operations Centre (EOC) for use by the Municipal Emergency Community Control Group (MECG) and support/advisory staff.*

## PART FOUR: THE AUTHORITY

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

The *EMCPA* states that the:

“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.”

As enabled by the *Emergency Management and Civil Protection Act, 2003*, this emergency response plan and its’ elements have been:

- Issued under the authority of *Township of Pelee By-law #2023 – 76*; and
- Filed with Emergency Management Ontario, Ministry of Solicitor General.

### Definition of an Emergency

The *EMCPA* 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 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.

### 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 Township of Pelee. The subordinate plans, attached as Annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration.

## PART FIVE: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the MECG may initiate the notification procedure.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or Alternate, in the absence of the CEMC, and direct them to initiate the notification to the MECG. The CEMC and alternate shall have all contact details for the MECG members saved to both of their phone's contacts. The member initiating the call must provide pertinent details (e.g. a time and place for the MECG to meet) as part of the notification procedure. Sample in Annex A is the recommended format.

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

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby. All MECG members will receive notice of known emergency warnings by email from the CEMC or alternate. Sample provided in Annex A is the recommended format.

The Township of Pelee subordinate plans may be implemented at any time in whole or in part, as required, by their respective custodians; and, when such action is taken a standby alerting of the MECG is mandatory.

The CEMC must record the date and time MECG members were contacted.

The contact phone numbers and addresses of the MECG members (and their alternates, where applicable) are contained in Annex A.

### A Declared Community Emergency

The Mayor or Acting Mayor (generally the Deputy Mayor in the absence of the Mayor) of the Township of Pelee, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Solicitor General;
- Council;
- CEMC;
- Public;

- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## Termination of an Emergency

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Solicitor General;
- Council;
- CEMC;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## PART SIX: MUNICIPAL EMERGENCY CONTROL GROUP

### Emergency Operations Centre (EOC)

The primary EOC will be located at the Municipal Office. The address and specifics of the Township of Pelee's primary and alternate Operations Centres are detailed in Annex B.

### Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - 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 MECG consists of the following officials:

- Mayor
- Clerk
- CEMC
- Fire Chief
- Pump Commissioner
- Water Operator
- Deputy Mayor
- Treasurer

### Advisory Staff & Agencies

Advisory staff and agencies include additional personnel that may support the MECG, or be called to respond to the EOC including representatives from:

- Township of Pelee staff and departments;
- Ontario Provincial Police (OPP);
- Pelee Island Transportation (PIT)/Owen Sound Transportation Company (OSTC);
- Hydro One;
- Windsor Essex County Health Unit;
- Essex-Windsor Emergency Medical Services (EMS);
- Medical Officer of Health;
- Erie Shores HealthCare;
- Emergency Management Ontario Field Officer;
- Essex Region Conservation Authority;
- Liaison staff from provincial ministries; and

- Any other officials, experts or representatives from the public or private sector as deemed necessary.

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

## Annual Exercise and Training

The MECG will meet twice annually at a minimum to review the ERP and allow members to demonstrate adequate Municipal knowledge in the following areas at minimum:

- Township of Pelee HIRA;
- Township of Pelee Critical Infrastructure list;
- ERP including group and individual roles & responsibilities;
- Activation and operation procedures under Municipal Emergency Response Plan;
- Activation of notification procedures; and
- EOC location & communications infrastructure

The MECG will conduct, at minimum, one annual tabletop exercise for a simulated emergency incident in order to ensure the readiness of its members to act under the emergency plan and to evaluate the ERP and its procedures.

## Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk 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. Where applicable, an Administrative Assistant will maintain status board and maps which will be prominently displayed and kept up to date.

## Municipal Emergency Control Group Responsibilities

The members of the Municipal Emergency Control Group (MECG) 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 MECG 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 Emergency Site Manager is appointed;
- Ensuring support to the Emergency Site Manager 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, etc.;
- 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 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 persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- 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 Clerk within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for financial assistance and make arrangements as required.

## PART SEVEN: MECG MEMBERS INDIVIDUAL RESPONSIBILITIES

Listed below are the individual responsibilities of the Municipal Emergency Control Group members:

### Mayor

- 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 the Emergency Management Ontario, Ministry of Solicitor General 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;
- Maintain a personal log of all actions taken.

### Clerk

- Chairing the MECG;
- Activating the emergency notification system through the CEMC;
- Ensuring liaison with the OPP regarding security arrangements for the EOC where applicable;
- Coordinating all operations within the Emergency Operations Centre, 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 Coordinator, in consultation with the MECG;
- Calling out additional township staff to provide assistance, as required;
- Maintain a personal log of all actions taken.

### Community Emergency Management Coordinator

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG 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;
- Ensuring volunteer coordination and liaison;
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep MECG informed of implementation needs;
- Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared;
- Maintain a personal log of all actions taken.

## Fire Chief

- Notifying necessary emergency and community services, as required;
- Establishing an ongoing communications link with the OPP at the scene of the emergency;
- Assisting with alerting persons endangered by the emergency and coordinating evacuation procedures;
- Assisting with opening of evacuee centres;
- Assisting OPP with notifying the coroner of fatalities;
- Providing the MECG with information and advice on firefighting and rescue matters;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- 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;
- 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;
- Maintain a personal log of all actions taken.

## Pump Commissioner

- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- 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;
- Assisting with the coordination of construction, maintenance and repair of town roads;
- Assisting with the coordination of the acquisition, distribution and scheduling of various modes of transport (i.e. public transit, school buses, boats, and trucks) for the purpose of transporting persons and/or supplies, as required, by members of the MECG and the support and advisory staff.;
- Maintain a personal log of all actions taken.

## Water Operator

- Providing the MECG with information and advice on public works matters;
- 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 neighbouring community(s) to ensure a coordinated response, where applicable;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing emergency potable water, supplies and sanitation facilities;
- 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;
- Maintain a personal log of all actions taken.

## Deputy Mayor

- Ensuring liaison with the Windsor Essex County Health Unit and Ontario Ministry of Health as necessary.
- Ensuring liaison with the ambulance service representatives;
- Gathering from the appropriate source, and providing authoritative instructions on health and safety matters to the public through the Emergency Information Coordinator;

- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- 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 centres, and ensuring they are adequately staffed;
- Ensuring liaison with the Fire Chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Ensuring that a representative of applicable evacuation centres are notified when facilities are required, and that staff and volunteers utilizing the facilities take direction from the representative(s) with respect to their maintenance, use and operation;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Ensuring liaison with Hydro One in order to provide updates on power outages, as required;
- May provide assistance with accessing generators for essential services, or other temporary power measures;
- Maintain a personal log of all actions taken.

## Treasurer

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency;
  - Providing and securing of equipment and supplies not owned by the Township of Pelee;
  - Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
  - Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment;
- Maintain a personal log of all actions taken.

## Emergency Information Coordinator

The Township's Treasurer will act as the Emergency Information Coordinator during an emergency. The Emergency Information Coordinator is responsible for maintaining the *Emergency Information Plan*. The Emergency Information Coordinator is responsible for the

dissemination of news and information to the media for the public. A detailed Emergency Information Plan is included in Annex C.

Maintain a personal log of all actions taken.

## PART EIGHT: EMERGENCY SITE MANAGER

The Emergency Site Manager is a staff member from a lead response agency appointed by the Municipal Emergency Control Group to ensure that all emergency response activities at the emergency site are coordinated. The Emergency Site Manager is the direct link between the site and the planning and supports activities at the Emergency Operations Centre.

The Emergency Site Manager's task is to take control of the scene, and coordinate the response. Once appointed, the Emergency Site Manager should be relieved of all other duties, and will remain in control of the scene unless the MECG deems it necessary to appoint a replacement.

Some of the duties of an Emergency Site Manager include:

- Setting up a command post, and establishing regular communications with the other agencies on the site, and with the EOC;
- Establishing authority and supervising all operations within the outer perimeters of the site;
- Organizing a management team and arranging a management cycle;
- Determining the inner and outer perimeters, and ensuring they are set up;
- Organizing the layout of the site;
- Conferring with the heads of the other agencies at the site, to ascertain what is happening and what is needed;
- Passing information on what is happening, and requests of resources to the EOC, and passing direction and information from the EOC to others at the site;
- Directing and coordinating the activities of the response agencies at the site;
- Determining what resources are necessary, and asking the EOC to provide them;
- Arranging a system of relief, rest areas, food, etc., for site workers;
- Ensuring worker and volunteer safety;
- Arranging media visits to the site;
- Planning ahead for site activities and the resources to support them;
- Maintaining a log of all actions.

## PART NINE: EMERGENCY TELECOMMUNICATIONS PLAN

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

The Emergency Telecommunications Coordinator for the Township of Pelee is the Fire Chief. The Emergency Telecommunications 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 Telecommunications Centre is located within the EOC. 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.

Communications between the EOC and the other responding agencies will be with the support of a runner if necessary. All messages are to be logged.

Should the Township of Pelee lose all telephone communications, pre-arranged communications could be obtained from the Pelee Island Volunteer Fire Department, which will act as relay to the EOC and the emergency site.

## PART TEN: POST-EMERGENCY DEBRIEFINGS AND REPORTS

After any emergency, it is critical to follow up with a debriefing and reporting process. This will ensure that the lessons learned during the response are not forgotten and can be incorporated into the emergency plan and operational procedures. It is also an opportunity to recognize positive experiences, efforts, and actions that occurred during the emergency. All organizations should dedicate time and resources to this process.

The following multi-step debriefing process should begin once the emergency is terminated and the public has been informed.

### Individual Organization Debriefing

The Individual Organization Debriefing should be held as soon as possible after the termination of emergency (around one to two weeks). Each municipal, provincial, federal, volunteer organization and others should conduct a debriefing with their own staff who participated in the emergency response. Whether an individual organization such as the Red Cross, a fire department or a provincial ministry, the Individual Organization Debriefing should include a cross section of representatives from all branches within the organization as well as varying levels of seniority (e.g.: front line staff, managers, communications, etc.). A report should be prepared based on information shared at the meeting.

### Joint Debriefing

The Joint Debriefing should be held within a week or two of the Individual Organization Debriefing mentioned above. All key organizations involved in the emergency response should participate. For example, a community should invite all members of their Emergency Operations Centre (EOC), provincial, volunteer, and utility representative(s), and any others who participate in the response. Each organization should make their report based on their Individual Organization Debriefing ensuring that the following points are covered in their report:

1. Report by \_\_\_\_\_;
2. How the response was organized / managed by individual organizations;
3. Issues, Problems, Concerns, Lessons Learned, Positive Lessons and Experiences;
4. Recommendations / Actions Required;
5. Follow-up Actions(s) Assigned to \_\_\_\_\_;
6. Summary and Conclusions;

**PART ELEVEN: DISTRIBUTION LIST**

Copy Number	Person/Building	Location	Issued dd/mm/yyyy
1	Municipal Office	Municipal Office	12/12/2022
2	Clerk/CEMC	[REDACTED]	12/12/2022
3	Treasurer/EIO	[REDACTED]	12/12/2022
4	Mayor	[REDACTED]	12/12/2022
5	Deputy Mayor	[REDACTED]	12/12/2022
6	Fire Chief	[REDACTED]	12/12/2022
7	Pumphouse Commissioner/Water Operator	[REDACTED]	12/12/2022



## PART TWELVE: UPDATES AND AMENDMENTS

Updated on dd/mm/yyyy	Main Updates/Amendments	Changes Made By:
12/03/2023	Emergency Notifications & Procedures/HIRA/CI/Erie Shores update	CEMC