

TOWNSHIP OF WARWICK
EMERGENCY RESPONSE PLAN

Schedule "A" to By-law No. 133 of 2006
Enacted on December 20, 2006

TOWNSHIP OF WARWICK EMERGENCY RESPONSE PLAN

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TOWNSHIP OF WARWICK EMERGENCY RESPONSE PLAN

PART 1: 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 other health risk, an accident or an act whether intentional or otherwise”. Depending on the nature or magnitude of the situation, a coordinated response by a number of agencies under the direction of Warwick’s Community Control Group may be required. These situations are distinct from the normal, day-to-day operations carried out by first response agencies.

The population of the Township of Warwick is approximately 4025 residents and although is predominantly agricultural, contains areas of urbanised development such as the former Village of Watford and the hamlet of Warwick.

In order to protect residents, businesses and visitors and to provide a coordinated response to an emergency, the Township of Warwick Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Warwick important emergency response information related to arrangements for the provision of services and equipment as well as setting out the roles and responsibilities of personnel during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of the provisions of the emergency response plan. Copies of the Township of Warwick Emergency Response Plan may be viewed at the Township Municipal Office. For more information, please contact:

The Township of Warwick
6332 Nauvoo Road, RR#8
Watford, Ontario N0M 2S0
(519) 849-3926

PART 2: 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 Warwick when faced with an emergency.

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

Emergencies can occur within any part of the Province. In the Township of Warwick, examples of local emergencies could include severe summer or winter weather, loss of power or transportation incidents involving hazardous goods (rail or road).

PART 3: AUTHORITY

The *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9* is the legal authority for this emergency response plan,

The *Emergency Management and Civil Protection Act* states:

“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 required by the *Emergency Management and Civil Protection Act*, this emergency response plan has been:

- Issued under the authority of Township of Warwick By-law _____ of 2006 and;
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

3.1) Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise”

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

3.2) 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 Warwick.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

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

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the CCG as outlined in Appendix “A”. The member initiating the call must provide pertinent details (e.g. - a time and place for the CCG to meet) as part of the notification procedure.

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

The O.P.P. may also initiate the notification of the CCG by contacting the Township’s one-point contact (see ANNEX “A”).

The contact phone numbers of the CCG members (and their alternates) is contained in ANNEX “A”.

4.1) Requests for Assistance

Assistance may be requested from the County of Lambton at any time by contacting the County Warden or any member of the County Control Group. 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 the Emergency Management Ontario Duty Officer at **1-416-314-0472** or **1-416-314-0473**.

4.2) A Declared Community Emergency

The Mayor or Acting Mayor of the Township of Warwick, 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 Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services (**by contacting the EMO Duty Officer at 1-416-314-0472 or 1-416-314-0473**);
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

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

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services (**by contacting the EMO Duty Officer at 1-416-314-0472 or 1-416-314-0473**);
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART 5: EMERGENCY COMMUNITY CONTROL GROUP

5.1) Emergency Operations Centre (EOC)

The location of the Township's primary Emergency Operations Centre is the Warwick Municipal Office located at 6332 Nauvoo Road. The location of the secondary EOC is the Lambton Mutual Insurance Co. building located at 7873 Confederation Street.

5.2) Community Control Group (CCG)

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

- Mayor of the Township of Warwick, or alternate;
- Administrator / Treasurer, or alternate;
- Lambton O.P.P. Inspector, or alternate;

- Township Fire Chiefs, or alternate;
- Township Works Superintendent, or alternate;
- Medical Officer of Health, or alternate;
- Manager of Emergency Medical Services (EMS), or alternate;
- Emergency Information Coordinator;
- Telecommunications Coordinator;
- Additional personnel called or added to the CCG may include:
 - Emergency Management Ontario Representative;
 - Liaison staff from provincial ministries;
 - Hydro One or Bluewater Power representatives;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The Control Group may function with only a limited number of persons depending upon 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.

5.3) Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator / Treasurer 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 Administrator / Treasurer's Assistant will maintain status boards and maps which will be prominently displayed and kept up to date.

5.4) Community Control Group Responsibilities

The members of the Community Control Group (CCG) are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service 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 CCG 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 Township as an emergency area;
- Ensuring that an Incident Commander (IC) is appointed;
- Ensuring support to the IC by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e.) hydro, water, gas, closing public and private buildings;
- 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 liaise 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 Administrator / Treasurer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Considering application for ODRAP and make arrangements as required.

PART 6: EMERGENCY RESPONSE SYSTEM

6.1) Individual Responsibilities of the Community Control Group:

6.1.1) Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services 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;
- Maintaining a personal log of all actions taken.

6.1.2) Administrator / Treasurer or Alternate - Operations Officer

The Chief Administrative Officer becomes the Operations Officer for the Township of Warwick and is responsible for:

- Chairing the CCG;
- Activating the emergency notification system;

- Ensuring security arrangements have been made at the EOC;
- As the Operations Officer, 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 in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Incident Commander (IC);
- Calling out additional Township staff to provide assistance, as required;
- Maintaining a personal log of all actions taken.

In the role of Treasurer, the Operations Officer is also responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of 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;
- Maintaining a personal log of all actions taken.

6.1.3) Lambton O.P.P. Inspector or Alternate

The Lambton O.P.P. Inspector is responsible for:

- Activating the emergency notification system;
- Providing the CCG with information and advice on law enforcement matters;
- Notifying necessary emergency and municipal services, as required;
- Establishing a site command post with communications to the EOC;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Seal off the area of concern;
- Control and, if necessary, disperse crowds within the emergency area;
- Control the movement of emergency vehicles to and from the site of the emergency;
- Coordinate police operations with other County departments and arrange for additional supplies and equipment when needed, e.g. barriers and flashers, etc.;
- Conduct evacuation of buildings or areas when ordered by the Head of Council;
- Arrange for maintenance of law and order in temporary facilities such as evacuation centres;
- Protect property in the emergency area;
- Arranging for additional police assistance and liaise with other municipal, provincial and federal police agencies, if required;
- Advising the coroner of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act;
- Providing an Incident Commander, if required;
- Maintaining a personal log of all actions taken.

6.1.4) Township Fire Chiefs or Alternate

The Fire Chiefs are responsible for:

- Activating the emergency notification system;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform 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;
- 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;
- Providing an Incident Commander, if required (NOTE: The Township is divided into three Fire Areas. **If the emergency scene is located within the Warwick or the Arkona Fire Areas of the Township, the Watford Fire Chief will report to the EOC and sit as a member of the Control Group while the Warwick Fire Chief will assume fire command duty at the scene. If the emergency scene is located in the Watford Fire Area, the roles will be reversed).**
- Maintaining a personal log of all actions taken.

6.1.5) Township Works Superintendent or Alternate

The Township Works Superintendent is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- 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;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of Township roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations.
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;

- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action;
- Maintaining a personal log of all actions taken.

6.1.6) Medical Officer of Health or Alternate

The Medical Officer of Health is responsible for:

- Providing the CCG with information and advice on public health matters;
- Arranging for dissemination of special instructions to the population on matters concerning public health;
- Arranging for mass immunisation where needed;
- Arranging for testing of water supplies and when warranted, make recommendations for arranging alternate supplies;
- Liaising with other agencies and senior levels of government about health related matters.
- Depending on the nature of the emergency, assign the Incident Commander and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Maintaining a personal log of all actions taken.

6.1.7) Reception Centre Coordinator (Canadian Red Cross – Sarnia/Lambton Branch)

The Reception Centre Coordinator is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that School Board representatives are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take

direction from the Board representative(s) with respect to their maintenance, use and operation;

- Ensuring liaison with private long term care facilities as required;
- Making arrangements for meals for the staff/volunteers at the EOC and the Site;
- Maintaining a personal log of all actions taken.

6.1.8) Manager of Emergency Medical Services or Alternate

The Manager of Emergency Medical Services is responsible for:

- Provide the Mayor or alternate and the CCG with information and advice on matters relating to Emergency Medical Services;
- Coordinate with the Wallaceburg Central Ambulance and Communications Centre (CACC) and the E.M.S. Site Coordinator to provide for an emergency medical response at the emergency site and to provide for patient transport from the scene;
- Assist with the transportation of medically fragile residents within an area or facility designated for evacuation;
- Establish an ongoing communications link with senior E.M.S. personnel on scene and liaise with the Medical Officer of Health and other health care agencies to provide adequate resources and personnel to the emergency site as required;
- Providing an Incident Commander, if required.

6.1.9) Emergency Management Coordinator or Alternate

The Emergency Management Coordinator or Alternate is responsible for:

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

6.1.10) Emergency Information Coordinator or Alternate

The Township's Administrator / Treasurer will act as the Emergency Information Coordinator during an emergency.

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 D.

6.2) Support and Advisory Staff

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

6.2.1) Administrative Assistants

The Administrative Assistants are responsible for:

- Assisting the Administrator / Treasurer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;
- Initiating the opening, operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required;
- Maintaining a personal log of all actions taken.

6.2.2) Township Solicitor (if and as required by Council)

The Township Solicitor is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Warwick in its response to the emergency, as requested;
- Maintaining a personal log of all actions taken.

6.2.3) Telecommunications (ARES) Coordinator

The Telecommunications Coordinator reports to the Emergency Management Coordinator and is responsible for:

- Activating the emergency notification system of the local amateur radio operators group;
- Ensuring that the emergency communications centre is properly equipped and staffed, and working to correct any problems which may arise;

- Relaying messages to and from the EOC as required;
- 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.

6.2.4) School Board Representatives

The School Board Representatives are responsible for:

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

6.2.5) Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies might include Emergency Management Ontario, local industry, utility companies, volunteer groups, conservation authorities, and provincial ministries.

- All agencies are to maintain a personal log of all actions taken.

6.3) Relationship between the Community Control Group and Incident Commander

The Incident Commander (IC) is the individual appointed to coordinate the operation at the site or sites of an emergency. The Incident Commander’s purpose is to coordinate and oversee the response to an emergency. The initial Incident Commander is usually the senior Police or Fire Official at the scene, and these persons are also the most likely to assume this position on a longer term basis.

There is a very important relationship between the Incident Commander and the Community Control Group. The Incident Commander is the “eyes and ears” for the CCG, which is located away from the site at the Township’s Emergency Operations Centre.

The role of the CCG is that of long term contingency planning, policy making and most importantly, support for the emergency site team. It is therefore essential that factual and timely information be passed between these two groups.

Theoretically, the only information that comes from the site to the CCG should be communicated by the Incident Commander.

The Incident Commander and the CCG must always be working towards a common goal, which is doing everything in their power to mitigate the effects of the emergency. The Incident Commander has one of the most significant roles in the overall emergency response.

6.4) Duties of the Incident Commander

The following are among the duties which the Incident Commander may be required to perform, in directing the actions of the emergency response team, in the course of an emergency:

- Establish a command post as soon as possible from which all information shall be disseminated from the emergency site;
- Maintain a thorough knowledge of available resources, both human and material;
- Manage the personnel, maintain the morale and provide for the needs of those involved in the emergency response at the site, such as providing meals, fuel, special equipment etc.;
- Obtain vital information about the situation at hand;
- Maintain good communication among those on the site and also between the site and external links such as the Emergency Operations Centre;
- Do pre-planning to anticipate the next stage in an operation;
- Establish a recognised line of authority early at the emergency site;
- Be aware of the legal authority of the various authorities to undertake actions and avoid jurisdictional disputes;
- Conserve resources and use only those necessary to accomplish a task;
- Promote cooperation and coordination among all responding agencies.

PART 7: COUNTY OF LAMBTON EMERGENCY ASSISTANCE

7.1) Introduction

The County of Lambton has a substantial emergency response capability in terms of equipment and staff, and will provide assistance to local municipalities in the event of an emergency.

7.2) Requesting County Assistance

The County of Lambton will provide assistance based on the needs of the municipality. Assistance may range from the provision of a single piece of equipment to direct coordination of all emergency response between the County of Lambton and the Township of Warwick.

Assistance may be requested in the following ways:

7.2.1) Informal Assistance

If the need for assistance is relatively small, the Township may contact the appropriate member of the County Control Group directly. The County member will assess the situation and determine if the response can be met without authorisation from the rest of the County Control Group.

7.2.2) Formal Assistance (Assembly of the County Emergency Control Group)

If there is clearly a need for County assistance on a larger scale, it may be necessary to assemble the County Control Group. The Township may request the Warden, the Chief Administrative Officer or any other member of the County Emergency Control Group to assemble the County Control Group.

7.3) Integration of Local and County Emergency Control Groups

During larger scale emergencies, often affecting more than one municipality, it may be necessary to integrate members of local and County Control Groups in order to provide an effective, coordinated response to the emergency. As such, this plan authorizes the formation of joint Community Control Groups, which may include representatives from neighbouring municipalities and the County of Lambton.

