

EMERGENCY PUBLIC CONTACT PLAN

Introduction: This plan is has been developed in conjunction with local volunteers under the direction of community volunteer Eileen Milley. It is a community based plan that will ensure emergency contact to people of the community by volunteers in the community. There is no media coverage in Cramahe Township that would facilitate quick dissemination of information to the community.

Purpose: The purpose of the plan is to create an additional way of communicating an emergency message to all or part of the residents in Cramahe Township. Media coverage in Cramahe Township would not facilitate the quick, reliable dissemination of emergency information to the community. The call out process would be used to identify households in specific areas, with specific services and people with specific needs that may create vulnerability in given circumstances. (Example: Premises on town water, people whose health depends on hydro, buildings in flood plains, buildings near rail lines, etc.)

Aim: The plan's intent is to garner community involvement in a process that will ensure members of the community who wish to be contacted will receive a telephone message in the event of an emergency in all or part of Cramahe Township.

Authority: This plan will draw its authority from the Township of Emergency Plan as adopted by By-Law. The plan will be annexed to the Emergency Plan. The plan has been developed and approved by Cramahe Township Emergency Program Committee.

Title: This plan will be known publicly as, "**CRAMAHE CALLING.**"

The Program: The plan will contain an annex of contact phone numbers as supplied by members of the community that wish to participate. The list will encompass households as well as business premises. The master list will be the responsibility of the Community Emergency Management Coordinator. The list will be updated bi-monthly.

The program will roll out in the spring of 2007 with an advertising campaign to create community awareness and encourage participation.

Enrollment Forms will be made available to the public at Town Hall, through mailings, with tax bills and through community meetings.

As confidentiality of the information cannot be guaranteed, a signed enrollment form is required prior to information being added to the list.

The form will also reflect that participation in the program does not guarantee that contact will be made in the event of an emergency and that the Township of Cramahe or the volunteers participating in the Program will assume no liability.

The program will involve an ongoing awareness campaign to encourage community members to participate.

The Community Emergency Management Coordinator will keep a list of volunteers that will make the phone contacts.

A complete list of contact information will be supplied to each volunteer to facilitate a timely callout for emergencies affecting a specific portion of the community. Each volunteer will endeavor to keep the information private.

The Process: When notified of a situation that may require dissemination of information to the community, the Community Control Group will discuss the available information and decide on plan activation. The Control Group may review this decision at any time.

When a decision has been made to activate the plan, the Control Group will compose a short message that will warn the public without creating panic and give a contact to get further information. The message to be disseminated will be written down and signed.

The message will be passed on to Eileen Milley, or her alternate, who in turn will record the message in writing. Ms. Milley, or her alternate, will in turn contact the volunteers, who will record the message in writing. Ms. Milley, or her alternate, will decide which volunteers will contact which community members.

The volunteers will telephone the assigned phone numbers in an attempt to contact the resident and pass on the written message.

The volunteers will note which numbers they were successful in contacting and at their discretion may, after working through the list, retry some of the numbers where no contact had been made.

At the completion of a callout, volunteers will forward through Eileen Milley, or her alternate, to the Community Management Coordinator a list of the contacts each member was able to complete.



The Corporation of the Township of Cramahe

CRAMAHE CALLING

A volunteer program sponsored by the Township of Cramahe Emergency Management Committee in conjunction with community volunteers.

“CRAMAHE CALLING” is a program that gives community members the option to sign up to be individually contacted in the event of a community emergency.

Messages that may be passed on may include, but are not limited to: a boil water advisory, the need to evacuate, or shelter in place in the event of an emergency. The program may be used to contact community members that have serious health issues in the event of a power outage, or to warn individuals of impending emergencies.

Messages that will be given will be a short message that is repeated to each person contacted. It will state the nature of the event and give a contact for further information. Community members receiving a message are asked not to question the message giver, but if questions arise, consult the follow-up contact.

Each household, or business wishing to be contacted must fill out, sign, mail or deliver the registration form to Cramahe Township, 1 Toronto St., P.O.Box 357 Colborne, Ontario, K0K 1S0.

Cramahe Township and the volunteers involved in “Cramahe Calling” will endeavor to respect individual’s privacy, however, due to the nature of this program it is not possible to guarantee the privacy of information supplied.

The information requested is important as this program will address several possible scenarios and accurate information provided on the form will enable volunteers to assess who to contact on a priority basis.

All information will be coordinated through the Community Emergency Management Coordinator’s office.

The volunteers will endeavor to contact everyone on the list, but community members should not rely in this program as their only contact in an emergency.

All residents of Cramahe Township are encouraged to register to ensure that they take advantage of every option to receive important information.

-----EMERGENCY ALERT PLAN-----

CRAMAHE CALLING

Enrollment Form

Name: _____

Address: _____

Telephone: _____

Alternate Telephone: _____

Water Source: Town_____ Well_____

Are you located within 500 Meters (500 Yards) of the Main Rail road Line? Yes_____ No_____

Are you located within 500 Meters (500 Yards) of Highway 401? Yes_____, if yes: North_____ or South_____

In Reference to Health Issues, such as respirator or wheel chair dependant, would you like to be contacted in the event of a Power Outage? YES_____

Note: This is a volunteer program and Cramahe Township accepts no liability through an expressed or implied obligation to contact people in the event of an emergency.

HELP US TO HELP YOU.... PLEASE REGISTER TODAY!

Signature_____