

Preamble:

This plan has been prepared to provide general guidelines for the immediate response to an emergency. For this plan to be effective, it's important that everyone concerned be made aware of it's provisions and be prepared to carry out their individual, assigned responsibilities in an emergency situation.

Emergencies are defined as situations or impending situations caused by forces of nature, accident or an intentional act that constitutes a danger of major proportions to life and property. They affect public safety, meaning the health, welfare, and property of people, as well as the environment and economic health of a community. An emergency requires a controlled and co-ordinated response by a number of agencies.

Authority:

Section 2.1 of the Emergency Management Act, R.S.O. 1990 Chapter E.9. as amended is the legal authority for establishing community emergency plans.

Background Information:

General Information for the Area

Utilities:

Hydro One provides Hydro Electric Power to all the municipalities in this plan with line crews situated in New Liskeard and Timmins. Union Gas supplies Natural Gas to the Town of Englehart and services the boundaries of the Townships of Evanturel and Dack closest to the Town of Englehart. All the municipalities have private septic systems with the exclusion of the Town of Englehart, which has a town sewer system. Most households have private septic systems with the exclusion of 18 households between Hwy. 11 and the south boundary (10th avenue) Englehart, which is serviced by the Town of Englehart sewer system. As well, all the municipalities with the exception of the Towns of Englehart and Charlton have private wells. The Town of Englehart also supplies approximately 110 households in the Townships of Dack and Evanturel with Town water via privately owned water lines.

Medical and Health Care Services:

Medical Services are supplied by hospitals in Englehart, New Liskeard and Kirkland Lake. Some medical services located in the Englehart and Area include medical centre, health unit, family dental centres, chiropractic centres, animal hospital, air ambulance, ambulance, pharmacy, long-term care facility, etc.

Communications:

Northern Tel Limited supplies telephone and Internet services. ON Tel Com also supplies Internet communication. The main radio stations are CJBB FM 103.1 of Englehart, CJKL FM 101.5 of Kirkland Lake and CJTT FM 104.5 of New Liskeard. The area receives one local daily newspaper from Kirkland Lake and a weekly newspaper from New Liskeard.

Municipality of Charlton and Dack

The Municipality of Charlton and Dack is surrounded by Robillard Township to the west, Chamberlain Township to the north, Evanturel Township to the east, Beauchamp Township to the south, as well as the Town of Englehart. The population is 754 persons and the approximate area of land is 233 hectares or 22, 975 acres. Transportation includes access by Highway 560, Highway 573, TransCanada Highway 11 and the ONR. The Municipality still produces electrical power but services have been contracted out to Hydro One. Refuse disposal is owned, operated and situated in the Municipality. The major water way in the Municipality of Charlton and Dack is Long Lake which branches into the Englehart River.

Town of Englehart

The Town of Englehart is centrally located on the north-south axis of the TransCanada Highway 11, in the District of Timiskaming. The population is approximately 1,703 persons with 695 households. Evanturel Township and the Municipality of Charlton and Dack surround the Town boundaries. Transportation routes include the TransCanada Hwy. 11. The Town of Englehart also hugs the banks of the Englehart River. Refuse Disposal in Englehart is municipally owned and operated and is situated in the unincorporated Township of Marter.

Township of Chamberlain

The Township of Chamberlain is located in the District of Timiskaming and begins approximately 1 mile north of Englehart. The population is approximately 338 persons. The surrounding communities are Pacaud Township to the north, the Municipality of Charlton and Dack to the south, Marter Township to the east and Savard Township to the west. The approximate area of land in Chamberlain Township is 25,600 acres or 10,360 hectares. Transportation routes include the TransCanada Highway 11 and Highway 573.

Township of Evanturel

The Township of Evanturel is centrally located on the north-south axis of the TransCanada Highway 11 in the District of Timiskaming and surrounds the north, south and east boundaries of the Town of Englehart. The population is approximately 496 persons and 204 households. Neighboring communities include the Township of Marter to the north, the Township of Armstrong to the south, the unincorporated Township of Ingram to the east and the Municipality of Charlton and Dack to the west. The approximate area of land in Evanturel Township is 12,240 acres or 4,954 hectares. Major waterways in the Township of Evanturel are the Blanche and Englehart Rivers. Refuse Disposal in Evanturel is

municipally owned and operated, and is situated in the unincorporated Township of Ingram.

Requests for Assistance:

- ***Provincial:***

If local resources are insufficient to control the emergency, assistance may be requested from Emergency Management Ontario at any time without any loss of control or authority. This request shall be made through the POC Duty Officer (EMO) at (877) 314-3723 during the day and at (416) 314-0472 at night or on weekends. An alternate route to contacting the POC Duty Officer is through the OPP Duty Officer at (705) 329-6950. This channel will also be used when federal assistance is requested, especially in the case of Canadian Armed Forces assistance. Such requests can be made by contacting the appropriate ministry (**See Annex D - Provincial Assistance**)

- ***Municipal:***

Assistance may be requested from neighbouring municipalities at any time. The request shall not be deemed that they assume authority and control of the emergency.

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 and property of the inhabitants of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel when faced with an emergency.

Emergency Notification System:

Upon receipt of a warning of a real or potential emergency, any member of the community control group may activate the system. The Community Control Group will assemble at the designated Emergency Operations Centre (determined at the time of an emergency or threat of an emergency) and manage the situation using the procedures set out in this Emergency Plan. Where a threat of an impending emergency exists, the control group will be notified and placed on stand-by. Upon being notified, it is the responsibility of all control group officials to notify their staff and/or volunteer organizations and to assemble and manage the situation using the procedures set out in this emergency plan.

The Emergency Notification List and procedure is attached as Annex A.

Action Prior to Declaration:

When an emergency exists but has not yet been declared to exist, only municipal employees may take such action(s) under this emergency plan, as may be required.

Declaration and Termination of an Emergency:

The Mayor/Reeve or the Acting Mayor/Reeve of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel, as the heads of council, are responsible for declaring that an emergency exists within their individual boundaries. This declaration is usually made in consultation with other members of the Community Control Group and/or Council.

Checklist in Consideration of a Declaration of Emergency in Annex P.

Upon such declaration the Mayor/Reeve or Acting Mayor/Reeve of the of the Towns and Townships will notify:

- a) The Commmunity Control Group
- b) The Solicitor General of Ontario
- c) The Town/Township Council
- d) The Public
- e) Neighbouring Community Officials, as required.
- f) The media
- g) Other persons, organizations, agencies, ministries, etc, as required.

A municipal emergency may be declared terminated at any time by:

- a) the Mayor/Reeve or Acting Mayor/Reeve
- b) the Premier of Ontario

Upon termination of a municipal emergency the Mayor/Reeve or Acting Mayor/Reeve will notify:

- a) The Community Control Group
- b) The Solicitor General of Ontario
- c) The Town/Township Council
- d) The Public
- e) Neighbouring Community Officials, as required.
- f) The media

g) Other persons, organizations, agencies, ministries, etc, as required.

Appointments:

Appointments or replacements of personnel within the control group may be made by the Mayor/Reeve. The Mayor/Reeve may replace, for the duration of the emergency any personnel he finds unfit for service and can appoint a replacement if necessary.

Emergency Operations Centre (EOC):

The Community Control Group will report to the designated Emergency Operations Centre. The Centre will be determined at the time of an emergency or the threat of an emergency. The location will be chosen based on the geographical location of the emergency and/or the community, which has the majority of the emergency. The possible Emergency Operations Centres are set out in Annex F.

The Operations Officer is responsible for the Emergency Operations Centre.

A list of facilities, equipment, and supplies is set out in Annex F.

Emergency Operations Officer:

The Emergency Operations Officer will be determined at the time of an emergency or the threat of an emergency. The Officer will be chosen based on the geographical location of the emergency and/or the community, which has the majority of the emergency. Previous knowledge and experience may determine the best potential candidate in the event of an emergency. The Community Control Group will designate the Emergency Operations Officer.

Priority Access for Dialing:

Priority Access for Dialing (PAD) is a measure to identify telephone lines that are essential during emergencies, and temporarily protect them should the telephone system become overloaded. Telephone numbers that are protected under PAD will maintain the ability to make outgoing calls. However, incoming service remains available to all users, even when PAD is implemented.

The phone numbers, which are protected under PAD, are set out in Annex G.

Community Control Group (CCG):

The emergency response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipalities. This group is known as the Community Control Group, which consists of the following officials:

- a) Mayor/Reeve or Acting Mayor/Reeve of the Towns or Townships designated
- b) Community Emergency Management Co-ordinator (CEMC)
- c) Chief Administrative Officer or Clerk-Treasurer of the Towns or Townships
- d) Operations Officer
- e) Police Representative, or alternate
- f) Fire Representative, or alternate
- g) Road Superintendents/Public Works Managers of the Towns or Townships
- h) Emergency Health Services Representative, or alternate
- i) Ambulance Representative, or alternate
- j) Social Services Administrator, or alternate

Additional personnel called or added to the Community Control Group may include:

- a) A Representative of the Conservation Authority
- b) Liaison Staff from Provincial Ministries
- c) Any other officials, experts, volunteers or representatives deemed necessary by the Community Control Group.

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

Operating Cycle:

Members of the Community Control Group will gather at regular intervals to inform each other of the actions taken and problems encountered during an emergency or potential emergency. The Operations Officer will establish frequency of meetings and agenda items. Meetings will be kept as brief as possible, thus allowing members to carry out their individual responsibilities. Maps and status reports will be available and kept up to date by the Operations Officer.

See Plan Maintenance and Review pg. 22 for further business.

Responsibilities:

Group Responsibilities:

The actions or decisions which the members of the Community Control Group are likely to be responsible for include, but are not limited to:

- a) Advising the Mayor/Reeve as to whether the declaration or termination of an emergency is recommended.
- b) Activate notification system.
- c) Advising the Mayor/Reeve on the need to designate all or part of the Town/Township as an emergency area.
- d) Determining the need to establish advisory group(s) and/or sub-committees.
- e) Determining if the location and composition of the Community Control Group are appropriate and the set up of the Emergency Operations Centre and evacuation centres.
- f) Ensure records taken, reports prepared, and assist in evaluation of the Emergency Plan.
- g) Ensuring that an Emergency Site Manager (ESM) is appointed.
- h) Dispersal of persons not directly connected with the operations that by their presence hinder, in any way, the efficient functioning of the operation.
- i) Co-ordinating 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.
- j) Establishment of a reporting, registration, and inquiry centre to handle requests for information concerning all aspects of the emergency.
- k) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Public Information Co-ordinator and Citizen Inquiry Supervisor, for dissemination to the media and public.
- l) 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.
- m) Calling out and mobilizing their emergency service, agency and equipment, as required.
- n) Arranging for services and equipment from local agencies not under community control. i.e.: private contractors, volunteer agencies, service clubs, etc.,
- o) Determining if additional volunteers are required and if appeals for volunteers are warranted.
- p) Discontinuing utilities or services provided by public or private concerns. e.g.: hydro, water, gas, etc.,
- q) Authorizing expenditure of money required to deal with the emergency.
- r) One member to act as a liaison officer and one to act as an evacuation co-ordinator when evacuating.
- s) Ordering, co-ordinating and/or overseeing the evacuation of buildings and persons within the "Emergency Area" which are considered to be in danger.

- t) Arrangements for accommodations for any residents who are in need of assistance due to displacement as a result of the emergency.
- u) Determine if additional transport is required for evacuation or transport of persons and/or supplies.
- v) Establishment of a system to ensure balance distribution and recording of casualties to hospitals.
- w) Notifying the services, agencies or groups under their direction, of the termination of the emergency.
- x) Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Operations Officer within one week of the termination of the Emergency, as required.
- y) Participating in the debriefing following the emergency.

Mayor/Reeve or Acting Mayor/Reeve:

The actions or decisions which the Mayor/Reeve or Acting Mayor/Reeve is likely to be responsible for include, but are not limited to:

- a) Declaring and terminating an emergency within the affected area with assistance from the control group.
- b) Notifying the Solicitor General of Ontario and the Provincial Operations Centre Duty Officer (EMO) of the declaration and termination of the emergency.
- c) Chairing meetings of the Community Control Group.
- d) Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

Community Emergency Management Coordinator

The Community Emergency Management Coordinator (CEMC) is responsible for:

- a) Activating and arranging the Emergency Operations Centre.
- b) Ensuring that security is in place for the EOC and registration of CCG members.
- c) Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- d) Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- e) Supervising the Public Information Co-ordinator.
- f) Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross).
- g) Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.

Chief Administrative Officer/Clerk-Treasurer:

The actions or decisions which the Chief Administrative Officer/Clerk-Treasurer is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police as well as activating the emergency response plan upon declaration.
- b) As the Operations Officer (within individual municipal boundaries), co-ordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- c) Advising the Mayor/Reeve on policies and procedures, as appropriate.
- d) Approving, in conjunction with the Mayor/Reeve, major announcements and media releases prepared by the Public Information Co-ordinator, in consultation with the Community Control Group.
- e) Ensuring that a communication link is established between the Community Control Group and the Emergency Site Manager.
- f) Calling out additional town/township staff to provide assistance, as required.
- g) The provision of information and advice on financial matters as they relate to the emergency.
- h) Liaison, if necessary, with the staff of neighbouring municipalities.
- i) Ensuring that records of expenses are maintained for future claim purposes.
- j) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- k) Liaison with purchasing agents of local and neighbouring municipalities, if necessary.

- l) Assuming the role of Human Resources Officer:
 - Co-ordinating and processing requests for human resources.
 - Under the direction of the Community Control Group, co-ordinating offers of, and appeals for, volunteers.
 - Selecting the most appropriate site(s) for the registration of human resources.
 - Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
 - When volunteers are involved, ensuring that a Volunteer Registration Form is completed, and a copy of the form is retained for town records.
 - Ensuring identification cards are issued to volunteers and temporary employees, where practical.
 - Obtaining assistance, if necessary from Employment and Immigration Canada, as well as other government departments, public and private agencies and volunteer groups.
- m) Ensure a follow up report is prepared within one week of the termination of the emergency.
- n) Liaison with the Community Emergency Management Co-ordinator.

Police Representative:

The actions or decisions which the Police Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system, and ensuring all members of the Community Control Group are notified.
- b) Notification of necessary emergency and community services, as required.
- c) The establishment of a site command post with communications to the Emergency Operations Centre.
- d) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- e) The establishment of an inner perimeter within the emergency area.
- f) The establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- g) The provision of traffic control to facilitate the movement of emergency vehicles.
- h) Alerting persons endangered by the emergency and co-ordinating evacuation procedures.
- i) The direction of evacuee centres, as required.
- j) Liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres.

- k) The protection of life and property and the provision of law and order.
- l) The provision of police services in evacuation centres, morgues, and other facilities, as required.
- m) Notifying the coroner of fatalities.
- n) Liaison with other community, provincial and federal police agencies, as required.
- o) Providing an Emergency Site Manager if required.

Fire Representative:

The actions or decisions which the Fire Representative is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group information and advice on fire fighting and rescue matters.
- c) Establishing an ongoing communications link with the Senior Fire Official at the scene of the emergency.
- d) Informing the Mutual Aid Fire Co-ordinators and/or initiating mutual aid arrangements for the provision of additional fire fighting manpower and equipment, if needed.

- e) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing, etc.,
- f) 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, etc.,
- g) Providing an Emergency Site Manager, if required.

Road Superintendent/Public Works Manager:

The actions or decisions which the Road Superintendent/Public Works Manager is likely to be responsible for include, but are not limited to:

- a) Activating the emergency notification system through the Ontario Provincial Police.
- b) Providing the Community Control Group with information and advice on technical matters.
- c) Liaison with the Senior Public Works Officer from the neighbouring communities to ensure a co-ordinated response.
- d) The provision of technical assistance.
- e) The construction, maintenance and repair of town/township roads.

- f) The provision of equipment for emergency pumping operations.
- g) Liaison with Fire Representative concerning emergency water supplies for fire fighting purposes.
- h) The provision of emergency potable water supplies, and sanitation facilities to the requirements of the Medical Officer of Health.
- i) Discontinuing any public works service or utility to any consumer, as required, and restoring these services when appropriate.
- j) The maintenance of water systems.
- k) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- l) Providing public works vehicles and equipment as required by any other emergency services.
- m) Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- n) Providing an Emergency Site Manager if required.
- o) Co-ordinating the acquisition, distribution and scheduling of various models of transport (i.e.: school buses, trucks, trains) for the purpose of transporting persons and/or supplies, as required.
- p) Procuring staff to assist, as required.
- q) Ensuring that a record is maintained of drivers and operators involved.

Emergency Health Services Representative:

The actions or decisions which the Emergency Health Services Representative

is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
 - b) Liaison with the Ontario Ministry of Health, Public Health Branch.
 - c) Liaison with the Ambulance Service Representative.
 - d) Providing advice on matters, which may adversely affect public health.
 - e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
 - f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
 - g) Ensuring co-ordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
 - h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
 - i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
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- j) Notifying the Senior Public Works Officer for potable water supplies and sanitation facilities.
 - k) Liaison with Senior Social Services Officer on areas of mutual concern regarding health services in evacuee centres.

Ambulance Representative:

The actions or decisions, which the Ambulance Representative is likely to be responsible for include, but are not limited to:

- a) Acting as a co-ordinating link for all emergency health services at the Community Control Group.
- b) Liaison with the Ontario Ministry of Health, Public Health Branch.
- c) Liaison with the Emergency Health Services Representatives.
- d) Providing advice on any matters, which may adversely affect public health.
- e) Providing authoritative instructions on health and safety matters to the public through the Public Information Co-ordinator.
- f) Co-ordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health policies.
- g) Ensuring co-ordination and care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency.
- h) Ensuring liaison with voluntary and private agencies, as required for augmenting and co-ordinating public health resources.
- i) Ensuring co-ordination of all efforts to prevent and control the spread of disease during an emergency.
- j) Liaison with Senior Social Services Officer on areas of mutual concern regarding health services in evacuee centres.

Senior Social Services Officer:

The actions or decisions, which the Senior Social Services Representative is likely to be responsible for include, but are not limited to:

- a) 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.
- b) Supervising the opening and operation of temporary and/or long term evacuee centres, and ensuring they are adequately staffed.
- c) Liaison with the Police Representative with respect to the predesignation of evacuee centres which can be opened on short notice.
- d) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.
- e) Ensuring that a representative of the Timiskaming Board of Education and/or Separate School Board is/are notified when a facility(s) is/are required as evacuee reception centre(s) and that staff and volunteers utilizing the school facility(s) take direction from the Board representatives with respect to it's/their maintenance, use, and operation.

Support and Advisory Staff:

The following staff may be required to provide support, logistics and advice to the Community Control Group:

- a) Administrative Assistants/Deputy Clerk-Treasurers
- b) Solicitors
- c) Chief Building Officials
- d) Insurance Providers
- e) Animal Control Officers
- f) Drainage Superintendents

The Support and Advisory Staff contact list is attached in Annex A.

Individual Responsibilities:

Administrative Assistant/Deputy Clerk-Treasurer:

The Administrative Assistant/Deputy Clerk-Treasurer is responsible for:

- a) Assisting the C.A.O.'s/Clerks, as required.
- b) Ensuring that all important decisions made by the Community Control Group are recorded.

- c) Upon the direction of the C.A.O.'s/Clerks, notifying the required support and advisory staff of the emergency and the location of the Emergency Operations Centre.
- d) Assuming the responsibilities of the Citizen Inquiry Supervisors for individual municipalities.
- e) Arranging for printing of materials, as required.
- f) Co-ordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required.
- g) Upon direction by the Mayor/Reeve, ensuring that all councils are advised of the declaration and termination of the emergency.

- h) Upon direction by the Mayor/Reeve, arranging a special meeting(s) of Councils, as required, and advising members of council of the time, date and location of the meetings.
- i) Assuming the role of Telecommunications Co-ordinator by ensuring the telephone systems functioning, the telecommunications centre is fully equipped and staffed, maintain an inventory of communications equipment, and make arrangements to acquire additional telecommunications resources.
- j) Procuring staff to assist, as required.
- k) Any other duties as assigned.

- **Note** - In the event that the Town/Township does not employ an administrative assistant/deputy clerk-treasurer any employee or member of council may be appointed to fulfill these responsibilities.

Solicitors:

The Solicitors for the Towns and Townships named in this plan are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the communities in it's response to the emergency, as required.

Chief Building Officials:

The Chief Building Official is responsible for:

- a) Assist with the evaluation of building structural integrity.

Insurance Providers:

The Insurance Providers for the Towns and Townships named in this plan are responsible for:

- a) The provision of advice to any member of the Community Control Group on matters of an insurance nature as they may apply to the actions of the Town of Charlton and Englehart and the Townships of Chamberlain, Dack and Evanturel in it's response to the emergency, as required

Animal Control:

The Animal Control Officers for the Towns and Townships named in this plan are responsible for:

- a) The provision of animal control as they may apply to the actions of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel in it's response to the emergency, as required.

Drainage Superintendent:

The Drainage Superintendents for the Towns and Townships named in this plan are responsible for:

1. The provision of drainage maintenance as they may apply to the actions of the Town of Englehart, the Municipality of Charlton and Dack, and the Townships of Chamberlain, and Evanturel in it's response to the emergency, as required.

Other Agencies:

In an emergency, many agencies may be required to work with the Community Control Group. Such agencies are detailed below:

1. Provincial Operations Centre Duty Officer – Emergency Management Ontario:

The representative of the POC Duty Officer (EMO) is responsible for:

- a) Coordinating Provincial/Federal resources upon the community's request.
- b) Co-ordinate the response of other provincial agencies, and of the federal government, if necessary.
- c) Send staff to the community to provide advice and liaison.
- d) Providing information on financial assistance following termination of the emergency.

2. Englehart & District Hospital Administrator:

The Englehart & District Hospital Administrator is responsible for:

- a) Implementing the hospital emergency plan (Refer to Annex J)
- b) Liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required.
- c) Evaluating requests for the provision of medical site teams/medical triage teams.
- d) Liaison with the Ministry of Health, as appropriate.

3. Provincial Operations Centre Duty Officer - Office of the Fire Marshall:

The Representative of the Office of the Fire Marshall is responsible, under the Fire Protection and Prevention Act, 1997, for:

- a) Liaison with local fire departments for fire protection and provide advice and assistance.
- b) Fire Suppression activities.

4. Ministry of Natural Resources:

The Representative of the Ministry of Natural Resources is responsible for:

- a) Fire protection of the lands in the Township of Evanturel as set out in current fire management plan. **Refer to By-law no. 99-12, 99-13 Annex L**
- b) Flood control advice and information.
- c) The provision of fire fighting and flood control equipment, as required.

5. District School Boards:

The Representative of the District School Board(s) is/are responsible for:

- a) The provision of any school (as appropriate and available) for use as an evacuation or reception centre.

- b) Upon being contacted by the Senior Social Services Officer or designate, providing a school board representative(s) to co-ordinate and provide direction with respect to the maintenance, use and operation of the facilities being utilized as evacuation or reception centres.
- c) In the event of an emergency during normal school hours, the principal(s) of the affected schools (until directed otherwise) is/are responsible for: i) implementing the school “stay put” Emergency Plan or ii) implementing the school “Evacuation Plan”, as advised by the Community Control Group, depending on the nature and scope of the emergency.
- d) Help coordinate school busing during an emergency.

See Annex C – Evacuation for locations and information.

6. Timiskaming Health Unit:

The representative of the Timiskaming Health Unit is responsible for:

- a) Monitoring water supplies in conjunction with the Ministry of Environment and Energy. This includes the approval of sources, advice on treatment methods, monitoring to prevent pollution of selected sources, and sampling of the distribution system to ensure potable supply.
- b) Food sanitation including ensuring sanitary control of food supplies at the point of supply, during distribution, packaging and processing, providing advice on potentially unsafe or contaminated foods, and providing information on mass feeding including storage, food handling, personal hygiene and refuse disposal.
- c) Evacuation Centres – in the event of a mass evacuation to a central location, the Health Unit will monitor the provision of sanitary facilities, the safety of water supply and the food service system.
Surveillance for communicable disease outbreaks in evacuation centres.
- d) Waste Disposal in conjunction with the Ministry of Environment and Energy including advice on the disposal of all sanitary waste, body waste and garbage including the disposal of liquid waste.
Approval of methods and sites for sewage disposal during emergency situations.
- e) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- f) Information and advice on pest control, personal sanitation, emergency cleanups and disinfection, waste disposal and food and water safety provided to the public, as required.
- g) Provision of immunization, if needed.

- h) Provision of advice to the public and to local physicians with regards to health consequences, both acute and long term, of exposure to spills of toxic chemicals.
- i) Issuance of orders to mitigate or eliminate health hazards.
- j) Liaison with the Ministry of Health, as appropriate.

7. Ontario Northland Railway:

The representative of the Ontario Northland Railway is responsible for the following items (a through n) within the boundaries of Ontario Northland's property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for control of, and if necessary, dispersal of crowds within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for control of traffic to facilitate the movement of emergency vehicles.
- e) Arrange for evacuations and liaison with various departments, functions or groups of employees.
- f) Arrange for the protection of lives, public and private property.
- g) Arrange for assistance in search-and-rescue operations.
- h) Arrange for assistance to the coroner.
- i) Acting as liaison with public police, fire department, medical services, ambulances, etc.
- j) Arranging for searches to be conducted because of bomb threats.
- k) Operating from an identifiable command location.
- l) Maintaining communications with the corporate emergency control group and the municipal control group.
- m) Arrange for investigation with the local police authority to establish criminal responsibility.
- n) Maintaining a log of all action taken.

Refer Annex M - Hazardous Materials Ontario Northland Railway Emergency Measures

- ❖ **O.N.R. Emergency Response Plan**
- ❖ **Dangerous Goods Emergency Action Guides**

8. TransCanada Pipelines:

The representative of the TransCanada Pipeline is responsible for the following items (a through h) within the boundaries of TransCanada Pipelines property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.

- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from an identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

**Refer Annex M - Hazardous Materials TransCanada Transmission
Emergency Measures**

- ❖ Emergency Management System
- ❖ Material Safety Data Sheets

9. Grants Forest Products:

The representative of Grant Forest Products is responsible for the following items (a through h) within the boundaries of Grant Forest Products property and/or right of way.

- a) Activating the company emergency alerting system.
- b) Arrange for security within the emergency or disaster area.
- c) Arrange for sealing off the emergency or disaster area.
- d) Arrange for the protection of lives, public and private property.
- e) Acting as liaison with public police, fire department, medical services, ambulances, Community Control Group, etc.
- f) Operating from an identifiable command location.
- g) Maintaining communications with the corporate emergency control group and the municipal control group.
- h) Maintaining a log of all action taken.

10. Public Utilities – Hydro One Services Company:

The representative of the Hydro One Services Co. is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public electrical power service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Calling out sufficient staff to survey the site of the emergency and check the area and buildings for safety.
- e) Provide alternative supplies of electrical power as able when requested by the Community Control Group.

11. Union Gas Limited, Natural Gas Utilities:

The representative of Union Gas Limited is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public gas service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Calling out sufficient staff to survey the site of the emergency and check the area and buildings for safety.
- e) Provide alternative supplies of natural gas as able when requested by the Community Control Group.

12. Northern Tel Limited, Telecommunications:

The representative of Northern Tel Limited is responsible for the following items:

- a) Provide advice and information to the Community Control Group.
- b) Coordinate emergency procedures and actions through the Community Control Group.
- c) Discontinue public telephone service to any consumer when authorized by the Community Control Group, and where it is considered necessary in the interest of public safety.
- d) Initiating Priority Access for Dialing for the Emergency Area.
- e) Calling out sufficient staff to survey the site of the emergency.

13. Employment Agencies:

- Job Connect
- Unemployment Insurance Canada
- Ontario Works

At the request of the designated Emergency Operations Officer, the above agencies shall provide, if possible, volunteers or employees and complete the necessary administration of the program, as required.

14. EFAP:

At the request of the designated Emergency Operations Officer, EFAP will provide counseling and advice to the volunteers, employees, councillors, etc., as required.

Plan Maintenance and Revision:

Annual Review

This plan should be reviewed annually by the Joint Emergency Management Program Committee and where necessary, revised by a meeting(s) of the Community Control Group.

Each time this plan is revised, it must be forwarded to all councils for approval. However, revisions to the annexes and minor administrative changes can be made without resubmitting the plan to council each time. It is the responsibility of the Joint Emergency Management Program Committee to make revisions to the annexes and minor administrative changes, with a quorum of members.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Joint Emergency Management Program Committee forthwith, of any revisions to the annexes, or administrative changes.

Testing the Plan:

An annual exercise as required under the Act will be conducted in order to test the overall effectiveness of this emergency plan and provide training to the Community Control Group. Revisions to this plan should incorporate recommendations stemming from such exercises.

Internal Procedures:

Each service involved with this emergency plan will prepare functional emergency procedures or guidelines outlining how it will fulfill its responsibilities during an emergency.

Each service will ensure that it designates a member of its staff to maintain and revise its own emergency procedures and guidelines.